

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

MINUTES

Regular Board Meeting
Santa Ana Board of Education

Tuesday, May 19, 2026

1. CALL TO ORDER

Ms. Brazer Aceves called the meeting to order at 5:02 p.m.

Other members in attendance were Mr. Bustos, Ms. Lebsack, and Ms. Magdaleno.

Ms. Brazer Aceves announced the closed session agenda items Conference with Labor Negotiators, Personnel Matters, Anticipated Litigation, and Conference with Real Property Negotiators.

There was no one wishing to address the Board related to closed session items.

2. RECESS TO CLOSED SESSION

The Regular Board meeting recessed to closed session at 5:02 p.m.

Dr. Alvarez joined the meeting at 5:15 p.m.

3. RECONVENE TO REGULAR MEETING

The Regular Board meeting reconvened at 6:08 p.m.

Cabinet members in attendance were Dr. Perez, Ms. Flores, Mr. Hacker, Ms. Barquin, and Mr. Bustamante.

4. PLEDGE OF ALLEGIANCE

Airi Analco, eighth grade student at McFadden Institute of Technology, led the Pledge of Allegiance.

5. LAND ACKNOWLEDGEMENT

Ms. Brazer Aceves read the following statement: *"I want to recognize that our District and school campuses are located in the Village of Pasbenga. I want to acknowledge that this land we refer to as Orange County, is the unceded and traditional lands of the Gabrielino Tongva Nation, and the Juaneño Band of Mission Indians Acjachemen Nation. These lands were taken through a process of colonization, physical, and cultural genocide. I want to pay my respect to elders, both past and present, as well as the Tongva and Acjachemen Youth who have attended and are currently attending our schools, or in the neighboring districts."*

6. REPORT OF ACTION TAKEN IN CLOSED SESSION

By vote of 5-0, the Board took action to appoint Kristin Risberg to the position of Director of Support Services.

Motion by Ms. Lebsack, seconded by Ms. Magdaleno.

Final Resolution: Motion Carries

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

By a vote of 5-0, the Board took action to appoint Hoa Thai to the position of Coordinator of Student Achievement Programs.

Motion by Ms. Brazer Aceves, second by Ms. Lebsack.

Final Resolution: Motion Carries

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

By a vote of 5-0, the Board took action to appoint Michael Curtis to the position of Coordinator of Special Education.

Motion by Ms. Lebsack, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

By a vote of 5-0, the Board took action to appoint Eskayla Mendoza to the position of Coordinator of Special Education.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

7. RECOGNITIONS/ACKNOWLEDGEMENTS

7.1 Recognition of Student Board Member

The Board and Dr. Perez recognized Eduardo Abascal, one of the first student Board members in SAUSD history, for his outstanding leadership, professionalism, and contributions to Board conversations.

7.2 Godinez Fundamental High School Theatre Arts Program for Selection to Perform at the "Spirit of the Macy's" Awards

Mr. Bustos recognized the cast, crew, and educators of Godinez Fundamental High School's Theatre Arts Program for their outstanding production of "In the Heights," which was selected to perform at the prestigious Spirit of the Macy's Awards at the Cerritos Center for Performing Arts.

7.3 Teacher, Support Staff and Classified Employees of the Year

Associate Superintendent of Human Resources, Jennifer Flores, recognized the Teacher, Support Staff and Classified Employees of the year as follows:

2027 Teacher of the Year

Maria Enriquez-Carrillo, Teacher, Garfield Elementary School

Michael Covey, Teacher, Mendez Fundamental Intermediate School

William Snyder, Teacher, Godinez Fundamental High School

2026 Support Services Employee of the Year

Jenny Lou Ly, Nurse, Support Services (Mendez Fundamental Intermediate School / Willard Intermediate School)

2026 Classified Employee of the Year

Ana Enriquez, Office Manager, Lincoln Elementary School – Clerical & Administrative Services Employee of the Year

Victor Ugalde, Plant Custodian, Godinez Fundamental High School – Custodial & Maintenance Services Employee of the Year

Denisse Ramirez, Nutrition Services Lead Satellite, Santiago Elementary School - Food and Nutrition Services Employee of the Year

Maribel Baca-Blancas, Site Coordinator, Diamond Elementary School - Health and Student Services Employee of the Year

Dora Saldana, Student Support Paraprofessional, Harvey Elementary School - Paraprofessional Services Employee of the Year

Vincent Gonzales, District Safety Officer, Santa Ana High School - Security Services Employee of the Year

8. RECESS TO RECEPTION

The Regular Board meeting recessed at 6:52 p.m. to a brief reception in honor of Teacher, Support Staff and Classified Employees of the Year.

9. RECONVENE REGULAR BOARD MEETING

The Regular Board meeting reconvened at 7:07 p.m.

Cabinet members in attendance were Dr. Perez, Ms. Flores, Mr. Hacker, Ms. Barquin, and Mr. Bustamante.

10. SUPERINTENDENT'S REPORT

Superintendent Dr. Perez reflected on her first full year leading the District and expressed gratitude for the students, families, and staff who contribute to the Santa Ana Unified community. She recognized certificated and classified employees of the year and noted the importance of valuing all employees, those who work with students all day and classified staff who serve as points of light for students. She recognized National Teacher and Certificated Support Staff Appreciation Week and acknowledged the dedication of certificated, classified, and support staff in fostering student success. Dr. Perez also recognized the May Employees of the Month, Certificated Employee of the Month, Diane Nguyen, a Moderate/Severe Autism Preschool Teacher at Mitchell Child Development Center and Classified Employee of the Month is Martha Salas, Bilingual Technician at Mitchell Child Development Center. She also introduced three newly hired administrators: Kristin Risberg, Director of Support Services, Michael Curtis, Coordinator of Special Education, Eskayla Mendoza, Coordinator of Special Education, and Hoa (Jenny) Thai, Coordinator of Student Achievement and noted that these individuals bring valuable experience and expertise to their new roles. Dr. Perez concluded by expressing gratitude for staff dedication and emphasizing that when the District holds high expectations and adults meet those expectations, students exceed them. Dr. Perez expressed pride in the District's accomplishments and looks forward to future successes.

STUDENT BOARD MEMBER REPORTS

Mr. Abascal recognized Valley High School student-athlete Devin Valdovinos for earning four league championships in track and field and being named both League and Conference MVP, as well as Century High School student-athlete Montserrat Santiago Silva for her CIF championship accomplishments, conference honors, and full athletic scholarship to USC. He also acknowledged Saddleback High School student-athlete Maria Ochoa, who was named Orange Grove Conference Athlete of the Year, and congratulated the District's Top Senior Scholars honored at the Guaranty Chevrolet Dinner. Mr. Abascal concluded by expressing gratitude for the opportunity to serve as one of Santa Ana Unified's first student Board members.

Ms. Gomez reported on the District Intermediate School Track and Field Meet held at Saddleback High School and recognized 6th grade-level MVPs Isabella Limon (Santiago K-8), Adani Aviles (Mendez Fundamental Intermediate School), 7th grade-level Rebecca Arreola (Carr Intermediate School), Henderson Peña (Villa Fundamental Intermediate School), Katie Gomez (Villa Fundamental Intermediate School), and Michael Gutierrez (Carr Intermediate School). She also highlighted the Santa Ana Elks Lodge Intermediate Athletics Awards Ceremony and announced Wally Dietrich Scholarship recipients Clarissa Rubio of Godinez Fundamental High School and Derek Carrillo of Century High School.

Both student Board members emphasized the importance of recognizing student achievement and the dedication, hard work, and perseverance demonstrated by students throughout the District.

11. PUBLIC PRESENTATIONS

Public speakers addressed Artificial Intelligence, Special Education Concerns, District Management and Staffing, Student Enrollment, Gate & Math Field Program Recognition, Girls Sports, Roof Replacement contract at Mitchell CDC, Madison Elementary Textbook and Curriculum Concerns, Board Policy 5145.31 - Transgender, Non-Binary, and Gender Nonconforming Students Concerns, SAEA Tentative Agreement, and Self-Checkout.

12. APPROVAL OF CONSENT CALENDAR

The following items were removed from the consent calendar for discussion and separate action:

12.2 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153.1 – Extended School-Sponsored Trip, and Board Policy (BP) 5145.31 – Transgender, Non-Binary, and Gender Nonconforming Students

12.3 Approval of the 2026-27 Designation of California Interscholastic Federation Representatives to League

12.7 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District for the 2025-2026 School Year

12.8 Approval of Listing of Agreements/Contracts with Santa Ana Unified School District for the 2026-2027 School Year

12.10 Approval of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2026-2027

12.16 Ratification of Purchase Order Summary and listing of All Purchase Orders for the Period of March 25, 2026, through April 28, 2026

Motion by Mr. Bustos, second by Ms. Magdaleno to approve the remainder of the Consent Calendar.

Preferential Vote: 2-0

Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

12.1 Approval of Regular Board Meeting Minutes - April 28, 2026

12.4 Approval of Payment and Reimbursement of Costs Incurred for Student(s) with Disabilities for 2025-2026 School Year

12.5 Ratification of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and/or Agencies for Students with Disabilities for 2025-2026 School Year

12.6 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests

12.9 Approval/Ratification of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2025-2026

12.11 Approval/Ratification of Listing of Software License Agreements with Santa Ana Unified School District for 2025-2026 School Year

12.12 Approval/Ratification of Listing of Disposal of Obsolete Miscellaneous Surplus Equipment and Furniture

12.13 Authorization to Utilize California Multiple Award Schedule Contract No. 4-23-04-1052, Awarded to Hillyard, Inc., for the Purchase and Warranty of Custodial Supplies and Equipment

12.14 Authorization to Utilize California Multiple Award Schedule Contract No. 4-25-02-1015, Awarded to Weatherproofing Technologies, Inc., for the Purchase, Warranty, Design, Removal, Disposal, Installation, Maintenance, and Repair of Roofing and Building Equipment

12.15 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for Period of March 25, 2026, through April 28, 2026

12.17 Approval of Revised Job Description: Literacy Coach

12.18 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

ITEMS PULLED FROM THE CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION

12.2 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153.1 – Extended School-Sponsored Trip, and Board Policy (BP) 5145.31 – Transgender, Non-Binary, and Gender Nonconforming Students

Item was pulled by Ms. Lebsack.

Approve the Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153 – School-Sponsored Trips, Administrative Regulation (AR) 6153.1 – Extended School-Sponsored Trip, and Board Policy (BP) 5145.31 – Transgender, Non-Binary, and Gender Nonconforming Students.

Motion by Mr. Bustos, second by Ms. Magdaleno.

Preferential Vote: 0-0-2

Abstain: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 4-1

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

No: Ms. Lebsack

12.3 Approval of the 2026-27 Designation of California Interscholastic Federation Representatives to League

Item was pulled by Ms. Lebsack.

Approve the 2026-27 Designation of California Interscholastic Federation Representatives to League and signature by the superintendent.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Preferential Vote: 2-0

Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

12.7 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District for the 2025-2026 School Year

Item was pulled by Ms. Lebsack.

Approve/Ratify the Listing of Agreements/Contracts with Santa Ana Unified School District for the 2025-2026 school year.

Motion by Ms. Brazer Aceves, second by Ms. Magdaleno.

Preferential Vote: 2-0

Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 4-1

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

No: Ms. Lebsack

12.8 Approval of Listing of Agreements/Contracts with Santa Ana Unified School District for the 2026-2027 School Year

Item was pulled by Ms. Lebsack.

Approve the Listing of Agreements/Contracts with Santa Ana Unified School District for the 2026-2027 school year.

Motion by Ms. Magdaleno, second by Mr. Bustos.

Preferential Vote: 2-0
Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

12.10 Approval of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2026-2027

Item pulled by Ms. Lebsack.

Approve the Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2026-2027.

Motion by Mr. Bustos, second by Ms. Magdaleno.

Preferential Vote: 2-0
Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 4-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
No: Ms. Lebsack

12.16 Ratification of Purchase Order Summary and listing of All Purchase Orders for the Period of March 25, 2026, through April 28, 2026

Item was pulled by Ms. Lebsack.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Approve/Ratify the Listing of Purchase Order Summary and Listing of All Purchase Orders for the Period of March 25, 2026, through April 28, 2026.

Preferential Vote: 2-0
Yes: Mr. Abascal, Ms. Gomez

Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

13. INFORMATION

13.1 Williams Settlement Legislation Third Quarter Report of Uniform Complaints 2025-2026 Fiscal Year

Presented for information only. No action required.

14. PRESENTATION

14.1 Early Learning Overview

Diana Torres, Executive Director, TK-12 Teaching and Learning, introduced Keely Orlando, Director, Early Childhood Education, who provided a comprehensive overview of the Early Learning programs and services offered through the Early Childhood Education Department, followed by Board Member questions and comments.

15. PUBLIC HEARINGS

15.1 Public Disclosure of Tentative Agreement with the Santa Ana Educators' Association for the 2025-2028 School Years

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Public Disclosure of Tentative Agreement with the Santa Ana Educators' Association for the 2025-2028 School Years. Having no public

comments, she declared the public hearing closed.

15.2 Public Disclosure of Tentative Agreement with the California School Employees Association, Chapter 41, for the 2025-2028 School Years

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Public Disclosure of Tentative Agreement with the California School Employees Association, Chapter 41, for the 2025-2028 School Years. Having no public comments, she declared the public hearing closed.

15.3 Public Disclosure of Tentative Agreement with the Santa Ana School Police Officers' Association for the 2025-2028 School Years

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Public Disclosure of Tentative Agreement with the Santa Ana School Police Officers' Association for the 2025-2028 School Years. Having no public comments, she declared the public hearing closed.

15.4 Communications Workers of America, Local 9510, Initial Reopener Proposal to Santa Ana Unified School District for the 2025-2026 School Year

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Communications Workers of America, Local 9510, Initial Reopener Proposal to Santa Ana Unified School District for the 2025-2026 School Year. Having no public comments, she declared the public hearing closed.

15.5 Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 and Government Code Section 65995

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Increase of Statutory School Fees Imposed on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 and Government Code Section 65995. Having no public comments, she declared the public hearing closed.

16. REGULAR AGENDA - ACTION ITEMS

16.1 Approval of Tentative Agreement with the Santa Ana Educators' Association for the 2025-2028 School Years

Approve the Tentative Agreement with the Santa Ana Educators' Association for the 2025-2028 School Years.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.2 Approval of Tentative Agreement with the California School Employees Association, Chapter 41 for the 2025-2028 School Years

Approve the Tentative Agreement with the California School Employees Association, Chapter 41 for the 2025-2028 school years.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.3 Approval of Tentative Agreement with the Santa Ana School Police Officers' Association for the 2025-2028 School Years

Approve the Tentative Agreement with the Santa Ana School Police Officers' Association for the 2025-2028 school years.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.4 Acceptance of California School Employees Association's, Chapter 41 Initial Reopener Proposal to the Santa Ana Unified School District for the 2026-2027 School Year

Accept the California School Employees Association's, Chapter 41 Initial Reopener Proposal to the Santa Ana Unified School District for the 2026-2027 school year.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.5 Approval of Memorandum of Understanding with the California School Employees Association, Chapter 41, regarding Implementation of 11-Month Work Calendar for Site Coordinators in the Expanded Learning Department

Approve the Memorandum of Understanding with the California School Employees Association, Chapter 41 regarding Implementation of 11-Month Work Calendar for Site Coordinators in the Expanded Learning Department.

Motion by Mr. Bustos, second by Ms. Lebsack.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.6 Approval of Memorandum of Understanding with the California School Employees Association, Chapter 41 Regarding the 2026-2027 11-Month Work Calendar for Site Coordinators in the Expanded Learning Department

Approve the Memorandum of Understanding with the California School Employees Association, Chapter 41 regarding the 2026-2027 11-Month Work Calendar for Site Coordinators in the Expanded Learning Department.

Motion by Mr. Bustos, second by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.7 Approval of Memorandum of Understanding with the Santa Ana School Police Officers' Association regarding Correction to Salary Calculation Methodology and Implementation Timelines

Approve Memorandum of Understanding with the Santa Ana School Police Officers' Association regarding Correction to Salary Calculation Methodology and Implementation Timelines.

Motion by Ms. Lebsack, second by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.8 Approval of Revised Salary Placement: Expanded Learning Instructional Apprenticeship

Approve the revised salary placement: Expanded Learning Instructional Apprenticeship.

Motion by Dr. Alvarez, second by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

MOTION TO EXTEND MEETING

At 10:23 p.m., Dr. Alvarez motioned to extend the meeting to 11:00 p.m. with a second by Mr. Bustos.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

MOTION TO COMBINE ACTION ITEMS

Motion by Dr. Alvarez to combine item 16.9-16.12, second by Ms. Brazer Aceves with an amendment to combine action items 16.10-16.12 only.

Dr. Alvarez accepted the amendment.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.9 Authorization to Award Contract for the Roof Replacement Project at Mitchell Child Development Center

Authorize staff to award the contract to C.I. Services, Inc. for the Roof Replacement Project at Mitchell Child Development Center.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.10 Authorization to Award Contract for the Roof Replacement Project, Buildings 2, 6, 7, and 8, at Santa Ana High School

Authorize the award of the contract to Roof Construction for the Roof Replacement Project, Buildings 2, 6, 7, and 8, at Santa Ana High School.

Motion by Ms. Magdaleno, second by Ms. Lebsack.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.11 Authorization to Award Contract for the Gym and Theater Roof Replacement Project at Godinez Fundamental High School

Authorize staff to award contract to Roof Construction for the Gym and Theater Roof Replacement Project at Godinez Fundamental High School.

Motion by Ms. Magdaleno, second by Ms. Lebsack.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.12 Approval of Amendment No. 2 to the Lease-Leaseback Contract Documents for the Monroe TK-5 Elementary School Reconstruction Project

Approve Amendment No. 2 to the Lease-Leaseback Contract Documents for the Monroe TK-5 Elementary School Reconstruction Project.

Motion by Ms. Magdaleno, second by Ms. Lebsack.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.13 Authorization to Rename Chavez High School to Dolores Huerta High School

Authorize the renaming of Chavez High School to Dolores Huerta High School.

Motion by Ms. Magdaleno, second by Ms. Brazer Aceves.
Final Resolution: Motion Carries 4-0-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
Abstain: Ms. Lebsack

16.14 Approval of Memorandum of Understanding Between Santa Ana Unified School District and Zen Academy for Emergency Temporary Relocation Site

Approve the Memorandum of Understanding Between Santa Ana Unified School District and Zen Academy for Emergency Temporary Relocation Site.

Motion by Mr. Bustos, second by Ms. Magdaleno.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.15 Acceptance of 2018 Measure I Citizens' Bond Oversight Committee's 2025-2026 Annual Report

Accept the 2018 Measure I Citizens' Bond Oversight Committee's 2025-2026 Annual Report.

Motion by Mr. Bustos, second by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazier Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.16 Adoption of Resolution No. 25/26-3736 – Order of Biennial Trustee Election and Specifications of the Election Order

Adopt Resolution No. 25/26-3736 – Order of Biennial Trustee Election and Specifications of the Election Order

Motion by Ms. Brazier Aceves, second by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazier Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.17 Adoption of Resolution No. 25/26-3738 - Residential and Commercial/Industrial Development School Fee Justification and Authorization to Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Construction Pursuant to Education Code Section 17620 and Government Code Section 65995

Adopt Resolution No. 25/26-3738 - Residential and Commercial/Industrial Development School Fee Justification and Authorization to Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Construction Pursuant to Education Code Section 17620 and Government Code Section 65995

Motion by Mr. Bustos, second by Ms. Brazier Aceves.

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazier Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.18 Adoption of Resolution No. 25/26-3739 - Proclaiming May as Asian American, Native Hawaiian, and Pacific Islanders Heritage Month

Item pulled until the next meeting for further review.

Motion by Ms. Brazier Aceves, second by Mr. Bustos

Final Resolution: Motion Carries 5-0 to pull item until the next meeting for further review.

Yes: Ms. Brazier Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.19 Adoption of Resolution No. 25/26-3740 - Proclaiming June as Immigrant and Refugee Communities Heritage Month

Adopt Resolution No. 25/26-3740 - Immigrant and Refugee Communities Heritage Month.

Motion by Ms. Magdaleno, second by Ms. Brazier Aceves.

Final Resolution: Motion Carries 4-0-1

Yes: Ms. Brazier Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Abstain: Ms. Lebsack

16.20 Adoption of Resolution No. 25/26-3742 - Certification of a Board Member's Absence from a Board Meeting, Alfonso Alvarez, Ed.D.

Adopt Resolution No. 25/26-3742 - Certification of a Board Member's Absence from a Regular Board Meeting, Alfonso Alvarez, Ed.D.

Motion by Ms. Brazier Aceves, second by Mr. Bustos.

Final Resolution: Motion Carries 4-0-1

Yes: Ms. Brazier Aceves, Mr. Bustos, Ms. Lebsack, Ms. Magdaleno

Abstain: Dr. Alvarez

16.21 Adoption of Resolution No. 25/26-3743 - Resolution Requesting that the Board of Supervisors of Orange County Establish a Tax Rate for Bonds to be Sold During Fiscal Year 2026-2027 and Authorizing Necessary Actions in Connection Therewith

Adopt Resolution No. 25/26-3743 - Resolution Requesting that the Board of Supervisors of Orange County Establish A Tax Rate For Bonds To Be Sold During Fiscal Year 2026-2027 And Authorizing Necessary Actions In Connection Therewith.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 4-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Not Present at Vote: Ms. Lebsack

16.22 Adoption of Resolution No. 25/26-3744 to Ratify Emergency Remediation, Relocation, and Repair Work at Taft Elementary School and Approve for Payment

Adopt Resolution No. 25/26-3744 to Ratify Emergency Remediation, Relocation, and Repair Work at Taft Elementary School and Approve for Payment.

Motion by Mr. Bustos, second by Ms. Magdaleno.

Final Resolution: Motion Carries 4-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Not Present at Vote: Ms. Lebsack

MOTION TO COMBINE ACTION ITEMS

Motion by Mr. Bustos, second by Ms. Brazer Aceves to combine action items 16.23-16.28

Final Resolution: Motion Carries 5-0

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

16.23 Adoption of Revised Board Policy 3400 - Management of District Assets - Accounts

Adopt Revised Board Policy 3400 - Management of District Assets - Accounts.

Motion by Ms. Magdaleno, second by Mr. Bustos.

Final Resolution: Motion Carries 4-0-1

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Abstain: Ms. Lebsack

16.24 Adoption of Revised Board Policy 3551 - Food Service Operations - Cafeteria Fund

Adopt Revised Board Policy 3551 - Food Service Operations - Cafeteria Fund.

Motion by Ms. Magdaleno, second by Mr. Bustos.

Final Resolution: Motion Carries 4-0-1

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Abstain: Ms. Lebsack

16.25 Adoption of Revised Board Policy 3553 - Free and Reduced Price Meals

Adopt Revised Board Policy 3553 - Free and Reduced Price Meals.

Motion by Ms. Magdaleno, second by Mr. Bustos.

Final Resolution: Motion Carries 4-0-1

Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno

Abstain: Ms. Lebsack

16.26 Adoption of Revised Board Policy 4157 - Employee Safety

Adopt Revised Board Policy 4157 - Employee Safety.

Motion by Ms. Magdaleno, second by Mr. Bustos.
Final Resolution: Motion Carries 4-0-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
Abstain: Ms. Lebsack

16.27 Adoption of Revised Board Policy 4357 - Employee Safety

Adopt Revised Board Policy 4357 - Employee Safety.

Motion by Ms. Magdaleno, second by Mr. Bustos.
Final Resolution: Motion Carries 4-0-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
Abstain: Ms. Lebsack

16.28 Adoption of Revised Board Policy 6142.3 - Civic Engagement

Adopt the revised Board Policy 6142.3 - Civic Engagement.

Motion by Ms. Magdaleno, second by Mr. Bustos.
Final Resolution: Motion Carries 4-0-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
Abstain: Ms. Lebsack

16.29 Adoption of the Santa Ana Unified School District Vision, Mission, and Values Statements

Adoption of the Santa Ana Unified School District Vision, Mission, and Values Statements

Motion by Mr. Bustos, second by Ms. Magdaleno.
Final Resolution: Motion Carries 4-1
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Magdaleno
No: Ms. Lebsack

17. BOARD REPORTS

No Board member reports were provided.

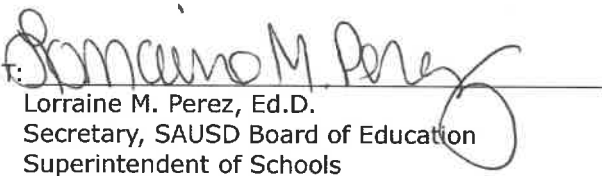
18. ADJOURNMENT

Having no further business to come before the Board, Ms. Brazer Aceves adjourned the meeting at 11:00 p.m.

19. FUTURE MEETING

The next Regular Board Meeting of the Board of Education will be held on Tuesday, June 16, 2026, at 6:00 p.m.

ATTEST:


Lorraine M. Perez, Ed.D.
Secretary, SAUSD Board of Education
Superintendent of Schools



SANTA ANA UNIFIED SCHOOL DISTRICT

LITERACY COACH

JOB SUMMARY:

Under the direction of the Elementary School Principal or designee, Literacy Coach will work closely with teachers and the District's Elementary Education team to provide professional development to site staff related to reading and writing instruction, reading intervention, reading across the content areas and English Language Development for English Learners. The Literacy Coach will take a hands-on approach to improving instruction and effectiveness by working at various levels (classroom and school) to directly support instruction, intervention, and English Language Development. This work will include working with school site administration and teachers to develop and implement a robust early literacy program, analyze student data, model lessons in the classrooms, help teachers plan instruction, work directly with students to accelerate learning in reading and provide site-based professional development.

REPRESENTATIVE DUTIES:

- Assist in the development, implementation, coordination, and evaluation of the site's structured literacy program including screening and progress monitoring. **E**
- Support the development of high-quality/effective literacy instruction in English Language Arts (ELA), including observing and coaching teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology. **E**
- Collaborate with School Administration and the Instructional Leadership Team to support and implement a comprehensive intervention model. **E**
- Collaborate with Santa Ana Unified School District's Elementary Education Curriculum and Instruction team to plan and deliver professional development for new and returning instructional staff members aligned to high priority initiatives and outcomes in literacy. **E**
- Demonstrate exemplary literacy practices and coaching skills for the purpose of 1) modeling lessons while the teacher actively observes; 2) observing and providing feedback to teachers about their instruction in a non-evaluative and confidential manner; and 3) guiding teacher reflection resulting in a change to instructional practices that leads to improved student learning. **E**
- Assist teachers in developing effective literacy teaching strategies through coaching, lesson demonstrations, observation and feedback sessions and guiding reflective self-assessment conversations with teachers. **E**
- Assists teachers in developing differentiated strategies and implementing evidence-based literacy interventions. **E**
- Works with families to provide literacy activities and strategies that support continued literacy development at home. **E**

LITERACY COACH

REPRESENTATIVE DUTIES: (continued)

- Participates in grade level meetings and assists and guides discussion/planning with teachers to make informed decisions relative to the instructional practices, checking for understanding, multiple assessment results used to monitor student progress. **E**
- Prepare lesson plans in collaboration with teachers related to grade level ELA and ELD standards for the purpose of differentiating instruction and adhering to grade level expectations. **E**
- Work with students in individual, small group, or whole class settings in prescriptive learning activities to support reading/literacy instruction. **E**
- Collects and evaluates student achievement data for the purpose of grouping students, for differentiation, literacy interventions and available support services. **E**
- Maintains files or records documenting literacy activities including planning, implementation, coaching, demonstration lessons, etc. **E**
- Provides and attends staff development on literacy and ELD. **E**
- Attends meetings, trainings and parent events related to literacy. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- California Standards for ELA and ELD and researched-based best practices in curriculum design and instruction.
- EL Roadmap
- The Science of Reading and evidence-based literacy instruction
- Theories of literacy, including the diagnostic teaching of reading, reading intervention, adolescent literacy, Guided Reading, and English Language Development
- Effective instructional strategies and techniques, including differentiated instructional approaches.
- District adopted programs and materials.
- Administering and interpreting results from various reading assessment
- District and State assessments.
- Record-keeping techniques.
- Modern office methods and equipment, including the use of a computer.
- Reading, writing, and oral communication skills.

Ability to:

- Plan, implement, organize, and monitor all literacy program components.
- Interpret and analyze data and assessments.
- Meet program deadlines and paperwork requirements.

LITERACY COACH

KNOWLEDGE AND ABILITIES: (continued)

Ability to:

- Understand and follow oral and written directions.
- Develop and maintain positive rapport with school staff, students, administrators, and parents and to interact effectively with a variety of audiences.
- Work collaboratively as part of a team and/or in a team environment.
- Communicate effectively with others.
- Work independently with little direction.
- Maintain records and prepare reports.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A valid Clear California Professional Teaching Credential and authorization for services to English Learners, five years of effective teaching experience specifically in primary grades with demonstrated experience in literacy instruction and intervention. Reading Instruction Specialist Credential, Reading and Literacy Added Authorization or Reading Certificate is preferred.

LICENSES AND OTHER REQUIREMENTS:

- California Clear Professional Teaching Credential with EL Authorization
- Valid California driver's license.

WORKING CONDITIONS:

Environment:

- School and office environment.
- Meeting with teachers, staff, students, and parent groups.
- Maintain flexible work hours, including evenings and weekends.
- School/Community events.

Physical Abilities:

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

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: May 19, 2026 (June 11, 2024)

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RETIREMENT				
Marx, Christopher	Teacher Elementary	Garfield Elementary School	May 29, 2026	
Perez, Randall	Teacher 9-12	Saddleback High School	September 1, 2026	
Reed, Carah	Teacher 9-12	Santa Ana High School	June 1, 2026	
RESIGNATIONS				
Mariano, Julie	Mod/Severe (Autism) Teacher	Carver Elementary School	May 29, 2026	
Ramirez, Scott	Mild/Mod Preschool Teacher	Mitchell Child Development	May 29, 2026	
De Los Santos, Victor	Assistant Principal IV	Santa Ana High School	June 30, 2026	
Huahulu, Evan	Teacher 9-12	Santa Ana High School	May 29, 2026	
Wiley, Amanda	Teacher 9-12	Segerstrom High School	May 29, 2026	
Alvarado, Dolores	Director of Special Education	Special Education	May 29, 2026	
NEW HIRE				
Biscocho, Erlyn	Nurse	Support Services	April 23, 2026	New Hire - Probationary I
LEAVE (21 duty days or more) - Without Pay				
Salazar, Samantha	Teacher 9-12	Segerstrom High School	April 1, 2026 - May 5, 2026	

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
REAPPOINTMENT (Returned from LOA)				
Amundson, Minnie	ERMHS Specialist	Special Education	April 27, 2026	
CHANGE OF STATUS				
Romero, Melissa	Mild/Moderate (RSP) Teacher	Lydia Romero-Cruz Academy	March 13, 2026	From Intern to Probationary I
MASTER TEACHER STIPEND				
Craig, Janine		Guzman Elementary School	2025-2026	Spring Semester
Lana, Jones		Guzman Elementary School	2025-2026	Spring Semester
ADDITIONAL STIPEND				
Shelton, Arlyn		TIPS	2025-2026	Induction: Mentor Stipend
SPRING SPORTS				
Calderon, Rodolfo		Century High School	2025-2026	Assistant Coach Volleyball & Spring Break (1 Week)
Cortes, Teodoro		Century High School	2025-2026	Head Coach Baseball & Spring Break (1 Week)

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
SPRING SPORTS (CONTINUED)				
Cushing-Murray, Christian		Century High School	2025-2026	Assistant Coach Track & Spring Break (1 Week)
Dallas, Thomas		Century High School	2025-2026	Head Coach Tennis & Spring Break (1 Week)
Devia, Marvin		Century High School	2025-2026	Assistant Coach Tennis (Spring Break)
Molina, Fausto		Century High School	2025-2026	Assistant Coach Softball & Spring Break (1 Week)
Shikina, Kayla		Century High School	2025-2026	Assistant Coach Track & Spring Break (1 Week)
Tsuda, Scott		Century High School	2025-2026	Head Coach Track & Spring Break (1 Week)
West, Jeffrey		Century High School	2025-2026	Assistant Coach Baseball & Spring Break (1 Week)
Wosman, Erica		Century High School	2025-2026	Head Coach Volleyball & Spring Break (1 Week)
Leonides, Cindy		Circulos High School	2025-2026	Head Coach Soccer
Ly, Peter		Circulos High School	2025-2026	Head Coach Volleyball
Curiel, Alejandro		Godinez Fundamental High School	2025-2026	Assistant Coach Baseball (50% Stipend)
Dodge, Scott		Godinez Fundamental High School	2025-2026	Assistant Coach Baseball

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
SPRING SPORTS (CONTINUED)				
Espinoza, Emilio		Godinez Fundamental High School	2025-2026	Assistant Coach Track
Fedele, Stephen		Godinez Fundamental High School	2025-2026	Assistant Coach Baseball & Spring Break (1 Week)
MacLennan, Luke		Godinez Fundamental High School	2025-2026	Assistant Coach Baseball & Spring Break (1 Week)
MacLennan, Sara		Godinez Fundamental High School	2025-2026	Head Coach Track & Spring Break (1 Week)
Pola, Kevin		Godinez Fundamental High School	2025-2026	Assistant Coach Track
Vazquez, Roberto		Godinez Fundamental High School	2025-2026	Head Coach Baseball & Spring Break (1 Week)
Lee, Torrence		Saddleback High School	2025-2026	Head Coach Swim
Moctezuma, Salvador		Saddleback High School	2025-2026	Assistant Coach Softball
Najera, Joseph		Saddleback High School	2025-2026	Head Coach Baseball
Villasenor, Julio		Saddleback High School	2025-2026	Assistant Coach Baseball
Aldaco, Rafael		Santa Ana High School	2025-2026	Head Coach Volleyball & Spring Break (1 Week)
Byers, Tim		Santa Ana High School	2025-2026	Assistant Coach Track (50% Stipend)
Chavez, Hector		Santa Ana High School	2025-2026	Head Coach Track & Spring Break (1 Week)
Gallegos Medina, Valerie		Santa Ana High School	2025-2026	Assistant Coach Track (75% Stipend)

Jennifer Flores, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
SPRING SPORTS (CONTINUED)				
Glabb, Scott		Santa Ana High School	2025-2026	Assistant Coach Track (60% Stipend)
Hollingshead, Jason		Santa Ana High School	2025-2026	Assistant Coach Swim & Spring Break (1 Week)
Leon, Jose		Santa Ana High School	2025-2026	Assistant Coach Baseball (64% Stipend) & Spring Break (1 Week)
Lillie, Brian		Santa Ana High School	2025-2026	Assistant Coach Volleyball & Spring Break (1 Week)
Marzilli, Gregory		Santa Ana High School	2025-2026	Head Coach Softball & Spring Break (1 Week)
Oakley, Louis		Santa Ana High School	2025-2026	Head Coach Baseball (36% Stipend)
Pettyjohn, Maria		Santa Ana High School	2025-2026	Assistant Coach Track (75% Stipend)
Swanson, Christopher		Santa Ana High School	2025-2026	Assistant Coach Softball
Bock, Courtney		Segerstrom High School	2025-2026	Head Coach Swim & Spring Break (1 Week)
Caroompas, John		Segerstrom High School	2025-2026	Head Coach Volleyball & Spring Break (1 Week)
Carrigan, Whitney		Segerstrom High School	2025-2026	Assistant Coach Softball (50% Stipend) & Spring Break (1 Week)

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 19, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
SPRING SPORTS (CONTINUED)				
Kohlhase, Lynne		Seegerstrom High School	2025-2026	Assistant Coach Swim & Spring Break (1 Week)
Peterson, Erik		Seegerstrom High School	2025-2026	Assistant Coach Track & Spring Break (1 Week)
Sanchez, Daniel		Seegerstrom High School	2025-2026	Head Coach Track & Spring Break (1 Week)
Staffieri, Trevor		Seegerstrom High School	2025-2026	Head Coach Baseball & Spring Break (1 Week)
Stevenson, Neil		Seegerstrom High School	2025-2026	Assistant Coach Track & Spring Break (1 Week)
Vanags, Michael		Seegerstrom High School	2025-2026	Head Coach Lacrosse
Vu, Lan		Seegerstrom High School	2025-2026	Head Coach Track & Spring Break (1 Week)
Zamora, Erica		Seegerstrom High School	2025-2026	Head Coach Softball & Spring Break (1 Week)
Ibarra, Janet		Willard Intermediate School	2025-2026	Head Coach Girls Soccer

INFORMED K12 EXTRA DUTY

Title of Activity or Addendum to Activity	Employee Name(s)	Site/Dept	Funding Source	Total Amount Not to Exceed	Total Hours Not to Exceed	Received from Site/Department
Addendum to 990 Engage 360 Fieldtrip Chaperone (CT Non-Instructional)	Flores, Brenda Nguyen, Duyen	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$190.98 \$190.98	3 3	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Addendum to 837 CT Instructional Extra Duty	De Bruhl-Githens, Veronica Garcia, Nora Nguyen, Kim	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$1,387.32 \$1,387.32 \$1,340.57	12 12 12	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Addendum to 990 Engage 360 Fieldtrip Chaperone (CT Non-Instructional)	Sanchez, Marta	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$190.98	3	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

Personnel Calendar

DATE, 2026

INFORMED K12 EXTRA DUTY

Master Schedule Extra Duty (GF)	Lara, Maria	Segerstrom High School	010030 Unrestricted Discretionary Accts	\$3,183.00	50	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
College Dual Enrollment	Wong Rivera, Miguel	Saddleback High School	017339 College and Career Access Pathways Grant	\$3,819.72	60	March 23, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Speech and Debate - Teachers	Koeler, James Manntai, Eric Seymore, Krysta	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$1,018.59 \$1,018.59 \$509.30	16 16 8	March 2, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
CT Field Trip Chaperone - Non Instructional	Perez, Maribel	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$445.62	7	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Certificated - Extra Duty Instructional	Contreras, Laura Juarez, Crystal	Heroes Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$454.35 \$387.38	3.93 3.93	March 10, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Arts and Music Enrichment (Musical)	Camacho, Michael Solares, Elizabeth	Segerstrom High School	016770 Arts and Music in Schools (AMS) (Prop 28)	\$1,464.18 \$1,718.82	23 27	March 10, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025--26 Community Schools PD - Amendment 2	Olah, Cassie Reyes, Maria Sullivan, Christina	K-12 Teaching & Learning	019184 Blue Meridian	\$127.32 \$127.32 \$127.32	2 2 2	March 23, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-26 Science Adoption PD - Amendment #4	Nguyen-Lee, Cyndy	K-12 Teaching & Learning	010803 Unrestricted - Instructional Materials (7156)	\$190.99	3	March 23, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

2025-26 Science Adoption PD - Amendment #3	Byde, Wendy	K-12 Teaching & Learning	010803 Unrestricted - Instructional Materials (7156)	\$190.99	3	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Cook, Cassandra			\$190.99	3	
	Enache, Giselle			\$190.99	3	
	Gutierrez, Armando			\$190.99	3	
	Iobst, Christie			\$190.99	3	
	Jorge, Marcial			\$190.99	3	
	Moreno, Cristina			\$190.99	3	
	Murillo-Paz, Leslie			\$190.99	3	
	Noriega, Belinda			\$190.99	3	
	Nunez, Clarissa			\$190.99	3	
	Perkins, Melissa			\$190.99	3	
	Rodriguez, Aristeo			\$190.99	3	
	Saenz, Melissa			\$190.99	3	
	Sanchez, Juan			\$190.99	3	
	Silva, Jesus			\$190.99	3	
	Simon, Tracy			\$190.99	3	
	Van De Merghel, Anne			\$190.99	3	
2025-26 mCLASS PD - Post Screening Session	Abascal, Aida	K-12 Teaching & Learning	010030 Unrestricted Discretionary Accts	\$63.66	1	March 19, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Agredano, Fernando			\$63.66	1	
	Aguilera, Oralia			\$63.66	1	
	Aldrich, Nichole			\$63.66	1	
	Alexander, Jean			\$63.66	1	
	Alkire, Leticia			\$63.66	1	
	Alvarez Perez, Ernesto			\$63.66	1	
	Amezcuca, Angelica			\$63.66	1	
	Arvizu, Marisol			\$63.66	1	
	Bakovic Belanger, Esther			\$63.66	1	
	Banuelos, Lauren			\$63.66	1	
	Bello, Keri			\$63.66	1	
	Berber-Prado, Angelica			\$63.66	1	
	Bertch, Linda			\$63.66	1	
	Blanco, Maribel			\$63.66	1	
	Bohn, Bethany			\$63.66	1	
	Borja, Alice			\$63.66	1	

INFORMED K12 EXTRA DUTY

Bradley, Sarah			\$63.66	1	
Bustamante, Carolina			\$63.66	1	
Call, Brenda			\$63.66	1	
Camacho, Alicia			\$63.66	1	
Campbell, Daisy			\$63.66	1	
Carey, Stephanie			\$63.66	1	
Carrillo, Caylin			\$63.66	1	
Casey, Kimberly			\$63.66	1	
Castaneda, Maria			\$63.66	1	
Castellanos, Xavier			\$63.66	1	
Chan, Jeannie			\$63.66	1	
Chino, Brenda			\$63.66	1	
Condon, Lisa			\$63.66	1	
Contreras, Laura			\$63.66	1	
Cook, Cassandra			\$63.66	1	
Cook, Sarah			\$63.66	1	
Copenhaver, Jennifer			\$63.66	1	
Cortez, Dany			\$63.66	1	
Cortez, Natalie			\$63.66	1	
Covarrubias, Maria			\$63.66	1	
Cronin, Karen			\$63.66	1	
Curiel, Monica			\$63.66	1	
Davis, Scott			\$63.66	1	
De Carlo, Marla			\$63.66	1	
De Mott, Leslie			\$63.66	1	
De Santis, Jean			\$63.66	1	
Delgado, Tara			\$63.66	1	
Densberger, Alycia			\$63.66	1	
Dionicio, Nicole			\$63.66	1	
Domingo, Crystal			\$63.66	1	
Dominguez, Nieves			\$63.66	1	
Dougherty, Maureen			\$63.66	1	
Eddow, Elaine			\$63.66	1	
Ehlow, Lisa			\$63.66	1	
Elias, Andrea			\$63.66	1	

INFORMED K12 EXTRA DUTY

Enriquez-Carrillo, Maria			\$63.66	1	
Escobedo, Isabel			\$63.66	1	
Evans, Lisa			\$63.66	1	
Feldman, Cory			\$63.66	1	
Fienberg, Dean			\$63.66	1	
Fierle, Nicole			\$63.66	1	
Flores, Karen			\$63.66	1	
Franco, Veronica			\$63.66	1	
Gallagher, Kevin			\$63.66	1	
Galvis, Sandra			\$63.66	1	
Garcia, Giovanni			\$63.66	1	
Garcia, Raul			\$63.66	1	
Garcia-Zamarripa, Norma			\$63.66	1	
Garibay, Tania			\$63.66	1	
Gentry, Jennifer			\$63.66	1	
Germann, Sonya			\$63.66	1	
Gonzales, Aaron			\$63.66	1	
Goods, Joyann			\$63.66	1	
Grotsky, Gina			\$63.66	1	
Hagmann, Jennifer			\$63.66	1	
Hill, Erin			\$63.66	1	
Hoch, Lisa			\$63.66	1	
Hodges, Cristin			\$63.66	1	
Holland, Tiffany			\$63.66	1	
Howard, Phillip			\$63.66	1	
Hsu, Shiu-Sian			\$63.66	1	
Hu, Alejandra			\$63.66	1	
Huynh, Tham			\$63.66	1	
Imhoof, Laura			\$63.66	1	
Ingebrigtsen, Kortni			\$63.66	1	
Ingles, Patricia			\$63.66	1	
James, Kathleen			\$63.66	1	
Jimenez, Gabriela			\$63.66	1	
Jimenez, Maria			\$63.66	1	
Johnson, Edie			\$63.66	1	

INFORMED K12 EXTRA DUTY

Jorge, Marcial			\$63.66	1	
Juarez, Crystal			\$63.66	1	
Kenaley, Aimee			\$63.66	1	
Kenyon, Allison			\$63.66	1	
Kinney, Anne			\$63.66	1	
Kirby, Angela			\$63.66	1	
Lamb, Kevin			\$63.66	1	
Landa, Monica			\$63.66	1	
Le, Christina			\$63.66	1	
Lechuga, Karlany			\$63.66	1	
Ledergerber, Amber			\$63.66	1	
Ledon, Karla			\$63.66	1	
Lind, Brian			\$63.66	1	
Lochner, Jessica			\$63.66	1	
Logan, Pamela			\$63.66	1	
Long, Shannon			\$63.66	1	
Longacre, Brianna			\$63.66	1	
Lopez, Edith			\$63.66	1	
Lopez, Liliana			\$63.66	1	
Lopez-Lievanos, Elsa			\$63.66	1	
Luis, Maile			\$63.66	1	
Ly, Alyssa			\$63.66	1	
Mariano, Julie			\$63.66	1	
Martinez, Ana			\$63.66	1	
Martinez, Rocio			\$63.66	1	
Martinez, Susana			\$63.66	1	
Medina, Sylvia			\$63.66	1	
Mendiola, Michael			\$63.66	1	
Mendoza, Maria			\$63.66	1	
Millenacker, Julie			\$63.66	1	
Moore, Casey			\$63.66	1	
Moreno, Claudia			\$63.66	1	
Morten, Jessica			\$63.66	1	
Murillo-Paz, Leslie			\$63.66	1	
Noriega, Belinda			\$63.66	1	

INFORMED K12 EXTRA DUTY

O Brien, Lisa			\$63.66	1	
O'Toole, Kimberly			\$63.66	1	
Olivas, Desiree			\$63.66	1	
Orejel, Maria			\$63.66	1	
Ortiz, Jonathan			\$63.66	1	
Oseguera, Lucrecia			\$63.66	1	
Paradis, Rebecca			\$63.66	1	
Park, Jin			\$63.66	1	
Pedraza, Eugenia			\$63.66	1	
Pedroza, Alma			\$63.66	1	
Pedroza, Ana			\$63.66	1	
Pena, Maricela			\$63.66	1	
Perez, Albert			\$63.66	1	
Perkins, Melissa			\$63.66	1	
Pernaitis, Jennifer			\$63.66	1	
Pooler, Kimberly			\$63.66	1	
Ramirez, Miriam			\$63.66	1	
Raya, Erin			\$63.66	1	
Reynafarje, Robin			\$63.66	1	
Ricca, Tracy			\$63.66	1	
Rios, Jesus			\$63.66	1	
Rios, Joyanna			\$63.66	1	
Rivas, Maria			\$63.66	1	
Romo, Maria			\$63.66	1	
Rose, Denise			\$63.66	1	
Rowen, Stacey			\$63.66	1	
Saenz, Melissa			\$63.66	1	
Sauer, Jennifer			\$63.66	1	
Scott, Randee			\$63.66	1	
Seguy, Maria			\$63.66	1	
Sherman, Colleen			\$63.66	1	
Sieber, Stacie			\$63.66	1	
Sierra, Caroline			\$63.66	1	
Simon, Tracy			\$63.66	1	
Soave, Michael			\$63.66	1	

INFORMED K12 EXTRA DUTY

	Strobel, Isabel Strong, Kenneth Swanson, Eric Thahab, Fabiola Torres, Maria Torres-Leyva, Angelica Trujillo, Adrian Tso, Amy Van De Merghel, Anne Van De Merghel, Laura Vega, Betsy Vergil, Ariadna Vique, Elaine Vukojevich, Steffen Wellikson, Leah Whitehead, Justin Yost, Elvira Zamarripa, Eva Zamarripa, Victoria Zavala-Venegas, Cristina			\$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66 \$63.66	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Science PD	Camacho, Jazmin	K-12 Teaching & Learning	010030 Unrestricted Discretionary Accts	\$190.99	3	March 18, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

Personnel Calendar

DATE, 2026

INFORMED K12 EXTRA DUTY

ELPAC- Program Planning	Cronin, Karen	Greenville Fundamental Elementary	014203 Title III Limited English Proficiency LEP Student Program	\$318.31	1	March 8, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Imhoof, Laura			\$318.31	1	
	Long, Shannon			\$318.31	1	
	Marcus, Stephanie			\$318.31	1	
	Sharma, Nicole			\$318.31	1	
	Simon, Tracy			\$318.31	1	
	Van De Merghel, Anne			\$318.31	1	
ICC PILOT	Carranza, Adrianna	Santa Ana High School	010000 Fund 01 General Fund	\$636.62	10	February 11, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Chavez, Steve			\$636.62	10	
	Contreras, Luis			\$636.62	10	
	Elmasry, Fareed			\$636.62	10	
	Hermann, Cynthia			\$636.62	10	
	Hsia, Terry			\$636.62	10	
	Konstan, Mona			\$636.62	10	
	McKeeman, Kelly			\$636.62	10	
	Timmons, Eric			\$5,729.58	90	
2024-2025 TUPE Site Advisors	Munoz, Mario	Support Services	019179 OCDE TUPE Grant Consortium	\$700.28	11	February 6, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Speech and Debate - CESAR VARGAS	Vargas, Cesar	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$1,156.10	10	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Reading and Social Emotional Awareness - Instructional	Pennett, Sebastian	Washington Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$886.14	15	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Reading and ELD Tutoring	Kunz, Alicia	Davis Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$632.43	8	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 Extra Duty Agenda for Parent Education Book Club	Lepe, Graciela	Monroe Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$509.28	8	March 25, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
CT Extra Duty ELPAC Achieve Tutoring	Burke, Alison Cao, Jennifer	Taft/DHH	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$1,563.74 \$1,085.93	15 15	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Wealth Management 2025-2026	McDonald, Charles	Mendez Fundamental	013010 IASA:Title I Basic Grants Low- Income and Neglected Part A	\$2,918.97	28	March 26, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
IEP Curriculum Writing	Durbin-Ryan, DeeAynn Rubio, Alejandra	Special Education	016500 Special Education	\$763.94 \$381.97	12 6	April 2, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
IEP Curriculum Writing	Albarran, Adrea Martinez, Rene Villalobos, David Wedekind, Patricia	Special Education	016500 Special Education	\$190.99 \$127.32 \$509.30 \$254.65	3 2 8 4	March 31, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Addendum to 1132 - CT Instructional Classroom Coverage Extra Duty	Mora, Josefina Noriega, Belinda	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$462.44 \$446.86	4 4	March 31, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

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INFORMED K12 EXTRA DUTY

	Sanchez, Rogelio Scott, Robin Segura, Gabriela Vasquez, Tia			\$521.25 \$578.05 \$578.05 \$361.98	5 5 5 5	
MINT (Multilingual Learners Improvement Network) Training	Corona, Lillian Ruiz, Christy Tadros, Karen Viramontes, Maribel	TIPS	014203 Title III Limited English Proficiency LEP Student Program	\$636.60 \$636.60 \$636.60 \$636.60	10 10 10 10	March 26, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
AP Review Sessions (CCAP)	Altamirano, Lillian Bandy, Korbin Bradshaw, Christopher Brim, Sara Caroompas, John Conferti, Sherri Decker, Sean Do, Kim Escutia, Rosalia Gore, Dinesh Hargrave, Christy Hennemuth, Mark Jordan, Sara Mateo, Amelia McMullen, Carrie Miranda, Ivan Renn, Beth Schultz, Kevin Segalla, Margaret Stevenson, Neil Tieu, Ngoc Tsai, Becky	Seegerstrom High School	017339 College and Career Access	\$521.25 \$431.65 \$578.05 \$375.60 \$471.40 \$521.25 \$578.05 \$521.25 \$578.05 \$521.25 \$578.05 \$464.05 \$558.55 \$558.55 \$464.05 \$578.05 \$464.05 \$558.55 \$521.25 \$464.05 \$521.25 \$521.25	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

Personnel Calendar

DATE, 2026

INFORMED K12 EXTRA DUTY

	Vu, Lan Werdel, Timothy Wolfe, Michael			\$578.05 \$558.55 \$521.25	5 5 5	
8th Grade Adventures in Math 2025-2026	Diaz, Jose Lubba, Marcus	Mendez Fundamental	013010 IASA:Title I Basic Grants Low- Income and Neglected Part A	\$4,161.96 \$4,021.70	36 36	March 26, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
STUDENT SUPERVISION EXTRA DUTY	Doty, Scott Smith, Blake	Valley High School	016332 CCSPP: Implementation Grant	\$636.62 \$636.62	10 10	March 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Intervention Committee	Aguirre, Martha Bermudez, Solmayra Diulio, Nickolas Kong, Dawn Momberg, Julie Omar, Misty Putros, Danial Reagan, Macy Rentar, Maria Rodriguez, Julie Urizar, Maricela	Saddleback High School	017413 A-G Learning Loss Mitigation	\$190.99 \$127.32 \$190.99 \$190.99 \$190.99 \$127.32 \$127.32 \$127.32 \$127.32 \$127.32 \$127.32	3 2 3 3 3 2 2 2 2 2 2	March 31, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

VAPA Arts Night	Connell, Jennifer	Saddleback High School	016770 Arts and Music in Schools	\$318.31	5	April 1, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	DeLoach, Angelina			\$318.31	5	
	Gibson, Jonathan			\$318.31	5	
	Kellar, Nena			\$318.31	5	
	Knight, Sean			\$318.31	5	

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RETIREMENT				
Nguyen, Tu	Database Technician	Technology Innovation Services	July 25, 2026	
RESIGNATIONS				
Biscocho, Erlyn	Licensed Vocational Nurse	Sierra Preparatory Academy	April 17, 2026	
De La Cruz, Abel	After School Instructional Provider	Saddleback High School	March 3, 2026	
Garcia, Tatiana	Director of Budget & Accounting	Business Services	June 12, 2026	
Jaramillo, Elizabeth	Instructional Assistant Severely Disabled	Edison Elementary School	April 10, 2026	
Martinez, Yaremi	Activity Monitor	Carver Elementary School	April 16, 2026	
Mora, Danielle	AVID Tutor	MacArthur Fundamental Intermediate School	December 18, 2025	
Onofre, Daniela	Student Support Paraprofessional Special Education	Santa Ana High School	April 24, 2026	
Satoutah, Audrey	Coordinator of Energy & Sustainability	Facilities Planning	May 1, 2026	
Yop, Hatefas	Student Support Paraprofessional Special Education	Advanced Learning Academy	April 14, 2026	
ABSENCES (3 to 20 duty days) - Without Pay				
Guillen, Olga	Activity Monitor	Muir Fundamental Elementary School	April 29, 2026 - May 15, 2026	

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
ABSENCES (3 to 20 duty days) - Without Pay (Continued)				
Hernandez, Patricia	Interpreter/Translator Special Education	Special Education	April 28, 2026 - May 25, 2026	
Mendoza, Angelica	Autism Paraprofessional	Mitchell Child Development Center	May 26, 2026 - May 28, 2026	
Roman German, Luz	Site Supervisor	Greenville Fundamental Elementary School	March 23, 2026 - June 30, 2026	
Smith, Heather	Autism Paraprofessional	Mitchell Child Development Center	April 20, 2026 - May 15, 2026	
LEAVES (21 duty days or more) - Without Pay				
Aguilar, Arlene	Autism Paraprofessional	Davis Elementary School	February 9, 2026 - April 24, 2026	
Armenta, Soreilly	Autism Paraprofessional	Mitchell Child Development Center	February 9, 2026 - April 24, 2026	
Cali, Andrea	Behavior Support Provider	Martin Elementary School	April 13, 2026 - May 29, 2026	
Cisneros, Isaac	District Safety Officer	Saddleback High School	April 30, 2026 - June 30, 2026	
Saldana, Maria	Library Media Technician	Adams Elementary School	April 16, 2026 - June 12, 2026	
Tuong, Joann	Nutrition Services Assistant	Lathrop Intermediate School	April 23, 2026 - December 31, 2026	

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
PROBATIONARY APPOINTMENTS				
Alcantar, Michelle	Site Clerk	Washington Elementary School	April 20, 2026	Grade/Step 24/1 *Filling an existing vacancy
Antoine, Jawan	After School Instructional Provider	Carver Elementary School	April 27, 2026	Grade/Step 20/1 *New position
Arroyos, Adrian	Groundskeeper	Building Services	April 20, 2026	Grade/Step 24/1 *Filling an existing vacancy
Fuentes, Emily	After School Instructional Provider	Thorpe Fundamental Elementary School	April 27, 2026	Grade/Step 20/1 *New position
Jaramillo, Elizabeth	Autism Paraprofessional	Godinez Fundamental High School	April 27, 2026	Grade/Step 28/1 *New position
Laubie, Kalie	Instructional Assistant Severely Disabled	Greenville Fundamental Elementary School	April 27, 2026	Grade/Step 28/1 *New position
Lemus, Alejandra	Instructional Assistant Biliterate	Jefferson Elementary School	April 20, 2026	Grade/Step 19/1 *Filling an existing vacancy
Rivas-Alvarez, Kimberly	After School Instructional Provider	Heroes Elementary School	April 27, 2026	Grade/Step 20/1 *New position
Rodriguez, Giselle	After School Instructional Provider	Advanced Learning Academy	April 20, 2026	Grade/Step 20/1 *New position
Silva, Lovn Joi	Student Support Paraprofessional Special Education	Sierra Preparatory Academy	April 20, 2026	Grade/Step 28/1 *Filling an existing vacancy
Villalobos Avalos, Esmeralda	Activity Monitor	Heroes Elementary School	April 23, 2026	Grade/Step 10/1 *New position

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
PROMOTIONAL APPOINTMENTS				
Gonzalez, Erica	Student Support Paraprofessional Special Education	Jefferson Elementary School	April 20, 2026	From Activity Monitor Grade/Step 10/8 to Grade/Step 28/1
Luna, Luis	Interpreter/Translator Special Education	Special Education	April 27, 2026	From Instructional Assistant Biliterate Grade/Step 19/7 to Grade/Step 33/1
Prado-Ramirez, Luis	Senior Network Analyst	Technology Innovation Services	April 27, 2026	From Network Technician Grade/Step 42/19 to Grade/Step 48/19
NON-BARGAINING (hourly)				
Ayala-Pena, Jamin	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Cadillo, Gema	Expanded Learning Instructional Apprentice	After School Programs	April 27, 2026	Grade/Step 10/2 *New position
Carter, Sasha	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Gomez, Angelita	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Guzman Vidales, Roman	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Pasaye, Rosa	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Quiroz, Ana	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
NON-BARGAINING (hourly) (Continued)				
Vargas, Jennifer	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
Vilchis Garcia, Yenci	Expanded Learning Instructional Apprentice	After School Programs	April 20, 2026	Grade/Step 10/2 *New position
REASSIGNMENTS				
Cardenas, Victor	Attendance Technician	Lathrop Intermediate School	April 20, 2026	From Attendance Technician
Hernandez, Hugo	Help Desk Analyst	Technology Innovation Services	April 27, 2026	From Network Technician
Leon, Maria	School Office Manager	Garfield Elementary School	April 27, 2026	From Site Clerk
REAPPOINTMENTS (Returned from LOA)				
Angarita, Maricela	Site Supervisor	Valley High School	January 12, 2026	
Flores, Mary	Activity Monitor	MacArthur Fundamental Intermediate School	April 20, 2026	
Gutierrez, Jaqueline	Transitional Kinder Instructional Provider	Jefferson Elementary School	April 15, 2026	
Hinojosa, Fatima	Autism Paraprofessional	Diamond Elementary School	April 27, 2026	
TEMPORARY ASSIGNMENTS				
Aboytes, Lorena	Site Coordinator	McFadden Institute of Technology	May 1, 2026 - May 28, 2026	Grade/Step 32/3

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
TEMPORARY ASSIGNMENTS (Continued)				
Arellano, Daniel	Roving Lead Custodian	Wilson Elementary School/Carver Elementary School	April 27, 2026 - May 8, 2026	Grade/Step 28/1
Armendariz, Anthony	Manager I, Building Services	Building Services	May 4, 2026 - June 30, 2026	Grade/Step 122/1 @ 50%
Camacho, Carina	Nutrition Services Lead-Satellite Kitchen	Santiago Elementary School	March 30, 2026 - April 3, 2026	Grade/Step 17/7
Ceja, Javier	Lead Custodian	Valley High School	May 1, 2026 - May 29, 2026	Grade/Step 28/1
Cervantes, Sonia	Facilities Planning Technician	Facilities Planning	May 4, 2026 - June 30, 2026	Grade/Step 30/6
Chavoya, Christian	Site Coordinator	Carr Intermediate School	May 1, 2026 - May 28, 2026	Grade/Step 32/1
Crisostomo, Yesenia	Site Supervisor	Carr Intermediate School	May 1, 2026 - June 2, 2026	Mgmt. Grade/Step 117/4
Gomez Lucas, Karen	School Office Manager	Edison Elementary School	April 17, 2026 - April 27, 2026	Grade/Step 28/1
Gonzalez, Nelson	Plant Custodian	Century High School	May 1, 2026 - May 29, 2026	Grade/Step 35/1
Lopez, Jason	Manager I, Building Services	Building Services	May 4, 2026 - June 30, 2026	Mgmt. Grade/Step 122/5 @ 50%
Lua, Sarai	Site Coordinator	Greenville Fundamental Elementary School	April 13, 2026 - April 30, 2026	Grade/Step 32/2
Miranda, Margarita	Site Supervisor	Wilson Elementary School	February 25, 2026 - March 24, 2026	Mgmt. Grade/Step 117/7
Miranda, Margarita	Site Supervisor	Wilson Elementary School	April 20, 2026 - May 1, 2026	Mgmt. Grade/Step 117/7

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
TEMPORARY ASSIGNMENTS (Continued)				
Montillo Esquivel, Esther	Nutrition Services Lead-Satellite Kitchen	Martin Elementary School	February 17, 2026 - February 19, 2026	Grade/Step 17/7
Montillo Esquivel, Esther	Nutrition Services Lead-Satellite Kitchen	Adams Elementary School	March 16, 2026 - March 18, 2026	Grade/Step 17/7
Montillo Esquivel, Esther	Nutrition Services Lead-Satellite Kitchen	Lydia Romero-Cruz Academy	March 31, 2026 - April 2, 2026	Grade/Step 17/7
Miranda, Margarita	Site Supervisor	Wilson Elementary School	April 20, 2026 - May 1, 2026	Mgmt. Grade/Step 117/7
Noyola, Teresita	Nutrition Services Lead-Satellite Kitchen	Garfield Elementary School	March 16, 2026 - March 18, 2026	Grade/Step 17/7
Noyola, Teresita	Nutrition Services Lead-Satellite Kitchen	Esqueda Elementary School	April 1, 2026 - April 14, 2026	Grade/Step 17/7
Ortega, Ivette	Site Coordinator	Willard Intermediate School	April 13, 2026 - May 28, 2026	Grade/Step 32/1
Palomino, Magdalena	Site Supervisor	Santa Ana High School	April 13, 2026 - April 15, 2026	Mgmt. Grade/Step 117/3
Ramirez, Ricardo	Grounds Equipment Operator	Building Services	April 1, 2026 - May 22, 2026	Grade/Step 28/3
Rosales, Erica	Nutrition Services Lead-Satellite Kitchen	Roosevelt-Walker Academy	March 16, 2026 - March 31, 2026	Grade/Step 17/19
Suarez, Lizeth	Site Coordinator	Wilson Elementary School	April 20, 2026 - May 1, 2026	Grade/Step 32/1
Vega, Samuel	Plant Custodian	Wilson Elementary School	April 27, 2026 - May 8, 2026	Grade/Step 28/9
Villa, Breanna	Site Supervisor	Willard Intermediate School	May 29, 2026 - June 2, 2026	Mgmt. Grade/Step 117/1

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
HOURLY APPOINTMENTS				
Betz, Sarah	Expanded Learning Tutor	Harvey Elementary School	April 27, 2026	Hrly Grade/Step 16/1
Crouch, Esmeralda	Instructional Assistant Provider ASSETS	Santa Ana High School	April 20, 2026	Hrly Grade/Step 16/1
Jaimes, Marilyn	Expanded Learning Tutor	Greenville Fundamental Elementary School	May 4, 2026	Hrly Grade/Step 16/1
Moanes, Pasat	Expanded Learning Tutor	Harvey Elementary School	May 4, 2026	Hrly Grade/Step 16/1
EXTRA DUTY (Stipends)				
Diaz Jr., Luis		Century High School	2025-2026	Asst. Coach Baseball 1wk
Rodriguez-Martinez, Sergio		Century High School	2025-2026	Asst. Coach Track & Field 1wk
Velazquez, Robert		Century High School	2025-2026	Head Coach Softball 1wk
Ariston, Julia		Godinez Fundamental High School	2025-2026	Asst. Coach Softball 1wk
Cornejo, Edwin		Godinez Fundamental High School	2025-2026	Asst. Coach Track & Field 1wk
Guzman Alvarez, Alejandra		Godinez Fundamental High School	2025-2026	Asst. Coach Cheer 1wk
Munoz, Mercedes		Godinez Fundamental High School	2025-2026	Head Coach Softball 1wk
Perez, Fernanda		Godinez Fundamental High School	2025-2026	Asst. Coach Track & Field 1wk

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends) (Continued)				
Pintor, Teresa		Godinez Fundamental High School	2025-2026	Asst. Coach Track & Field 1wk
Skibby, Bruce		Godinez Fundamental High School	2025-2026	Asst. Coach Swimming 1wk
Soto, Alexys		Godinez Fundamental High School	2025-2026	Head Coach Cheer 1wk
Patton Jr., Andre		Mendez Fundamental Intermediate School	2025-2026	Asst. Coach Track & Field
Penunuri, Jesse		Mendez Fundamental Intermediate School	2025-2026	Head Coach Track & Field
Cruz, Maer		Santa Ana High School	2025-2026	Head Coach Swimming 1wk
Esparza, Araceli		Santa Ana High School	2025-2026	Asst. Coach Track & Field 1wk
Gillman, Daniel		Santa Ana High School	2025-2026	Asst. Coach Baseball 1wk
Hansen, Daniel		Santa Ana High School	2025-2026	Asst. Coach Baseball 1wk
Larriva, Nicholas		Santa Ana High School	2025-2026	Asst. Coach Track & Field 1wk
Nava, Carlos		Santa Ana High School	2025-2026	Asst. Coach Track & Field 1wk
Salcido, Joe		Santa Ana High School	2025-2026	Asst. Coach Softball 1wk

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends) (Continued)				
Salcido, Ralph		Santa Ana High School	2025-2026	Asst. Coach Softball 1wk
Alaniz Jr., Frank		Segerstrom High School	2025-2026	Asst. Coach Lacrosse 1wk
Ashcraft, Michael		Segerstrom High School	2025-2026	Asst. Coach Baseball 1wk
Becerra, Gaston		Segerstrom High School	2025-2026	Asst. Coach Baseball 1wk
Brown, Lawrence		Segerstrom High School	2025-2026	Asst. Coach Track & Field 1wk
Castro Garcia, Jorge		Segerstrom High School	2025-2026	Asst. Coach Volleyball 1wk
Gonzalez, Ricardo		Segerstrom High School	2025-2026	Asst. Coach Softball 1wk
Gordon, Robert		Segerstrom High School	2025-2026	Head Coach Lacrosse 1wk
Kuo, Kenny		Segerstrom High School	2025-2026	Asst Coach Cheer
Lopes, Dale		Segerstrom High School	2025-2026	Asst. Coach Softball 1wk
Lopez, Sebastian		Segerstrom High School	2025-2026	Asst. Coach Baseball 1wk
Medina, Gilbert		Segerstrom High School	2025-2026	Asst. Coach Softball 1wk
Mendoza, Gary		Segerstrom High School	2025-2026	Asst. Coach Baseball 1wk
Olivares, Ricardo		Segerstrom High School	2025-2026	Asst. Coach Lacrosse 1wk

Personnel Calendar
Board Meeting - May 19, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends) (Continued)				
Ramirez, Dianne		Seegerstrom High School	2025-2026	Asst. Coach Track & Field 1wk
Shigekawa, Dylan		Seegerstrom High School	2025-2026	Asst. Coach Volleyball 1wk
Smith, Corey		Seegerstrom High School	2025-2026	Head Coach Swimming 1wk
Weyermann, Andreas		Seegerstrom High School	2025-2026	Head Coach Tennis 1wk
Woo, Nathaniel		Seegerstrom High School	2025-2026	Asst. Coach Volleyball
Lopez Cantu, Jovanny		Willard Intermediate School	2025-2026	Head Coach Track & Field

INFORMED K12 EXTRA DUTY

Title of Activity or Addendum to Activity	Employee Name(s)	Site/Dept	Funding Source	Total Amount Not to Exceed	Total Hours Not to Exceed	Received from Site/Department
SAUSD Arts Learning Support	Najera, Vanessa	Visual and Performing Arts	012600 Expanded Learning Opportunities Program	\$1,398.29	23	January 13, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
APEX Clerical Support	Lopez, Salvador	Segerstrom High School	017413 A-G Learning Loss Mitigation	\$777.47	15	April 13, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
APEX Tech Support	Robinson, Richard	Segerstrom High School	017413 A-G Learning Loss Mitigation	\$728.57	15	April 17, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
School-Wide Events Athletic Equipment Attendant	Ochoa, Adan	Segerstrom High School	010703 SC-LCFF-Supplemental/Concentration	\$2,221.49	45	April 15, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Office Staff Extra Duty	Leyva, Jocelyn Mejia, Gabriela	Washington Elementary School	010030 Unrestricted Discretionary Accounts	\$207.86 \$1,145.01	8 20	March 25, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 ServSafe Training 6/1/2026 - HS Supervisors - Extra Duty	Moran, Tamara Visoso, Janet	Nutrition Services	017032 (KIT Grant)	\$532.80 \$532.80	48.5 48.5	April 1, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 ServSafe Training 6/1/2026 - NSA, Prod Leads & Satellite - Extra Duty	Noyola, Teresita Rubio, Priscilla Colin Cardenas, Jessica Rosales, Erica Ruiz, Narduslibia Tapia, Lourdes	Nutrition Services	017032 (KIT Grant)	\$281.44 \$38.84 \$274.88 \$295.76 \$310.72 \$326.40	8 1 8 8 8 8	April 1, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Instr. Asst. Translating Support	Zetina Hernandez, Viviana	Adams Elementary School	013010 IASA:Title I Basic Grants Low- Income and Neglected, Part A	\$274.30	10	March 27, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Activity Monitor - Extra Duty	Huynh, Tommy	Valley High School	010030 Unrestricted Discretionary Accounts	\$1,047.87	45	March 27, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Translation (Extra Help)	Guillen, Andrea Iglesias, Ingrid Lomeli, Perla Lopez, Patricia Saldana, Dora	Harvey Elementary School	010000 Fund 01 General Fund	\$182.97 \$142.31 \$142.31 \$197.47 \$197.47	6 6 6 6 6	March 30, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Technology Support - Extra Duty	Nguyen, Timothy	Santiago Elementary School	010030 Unrestricted Discretionary Accounts	\$134.48	2	March 30, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
School Wide Events	Nguyen, Timothy	Carr Intermediate School	010030 Unrestricted Discretionary Accounts	\$403.47	6	March 31, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Activity Monitor Support CS Extra Duty	Chairez, Maria	Washington Elementary School	016332 CCSPP: Implementation Grant	\$395.86	17	April 1, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Cisneros, Maria			\$395.86	17	
	Espinal, Bernarda			\$395.86	17	
	Gomez, Carmen			\$395.86	17	
	Gonzalez, Maria			\$395.86	17	
	Oseguera, Maria			\$395.86	17	
	Ruvalcaba Monjo, Laura Torres Quiroz, Erika			\$395.86 \$395.86	17 17	
Bus Aide	Olmos, Katherine	Special Education	016500 Special Education	\$577.20	20	April 9, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 Community Schools PD 101 - Classified - Amendment 2	Flores, Jennifer	K-12 Teaching & Learning	019184 Blue Meridian	\$49.46	2	April 6, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Martinez, Blanca			\$110.21	2	
	Mejia, Maria			\$69.80	2	
	Torres Hernandez, Imelda			\$79.93	2	
Addendum to 583 EXLD 1:1 Student Support 2025-2026 - Instr. Asst. Sev. Dis.	Wilson, Alexander	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$2,866.92	105	April 3, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Extra Duty	Murtaza, Zohra	K-12 Teaching & Learning	010030 Unrestricted Discretionary Accounts	\$586.52	10	April 16, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Extra Duty	Rodriguez, Carlos Sosa, Carlos	K-12 Teaching & Learning	010030 Unrestricted Discretionary Accounts	\$505.19 \$505.19	10 10	April 16, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Extra Duty	Pinedo, David Sarkisyan, Sevan	K-12 Teaching & Learning	010030 Unrestricted Discretionary Accounts	\$600.81 \$586.52	10 10	April 16, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Extra Duty	Rodriguez, Carlos Sosa, Carlos	K-12 Teaching & Learning	010301 Facilities & Government Relations Unrestr Discretionary Accts	\$505.19 \$505.19	10 10	April 13, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Extra Duty	Amador, Lorena Espinoza, Maria Luna, Cecilia Murtaza, Zohra Rios, Gabriella Zavala, Stella	K-12 Teaching & Learning	010300 Department Unrestricted Discretionary Accounts	\$1,201.62 \$1,654.29 \$1,535.55 \$1,173.03 \$1,201.62 \$1,535.55	20 20 20 20 20 20	April 13, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Classified Staff Summer 2026 Extra Duties	Gomez, Liza	MacArthur Fundamental Intermediate School	010030 Unrestricted Discretionary Accounts	\$381.86	6.67	April 13, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 Community Schools PD 101 - Classified - Amendment 3	Abrego, Sara Ayala, Carolina Garnica, Emma Orellana, Kelley Ruvalcaba, Juanita Shahid, Saeeda Zavala, Jocelyne	K-12 Teaching & Learning	019184 Blue Meridian	\$46.57 \$46.57 \$65.82 \$44.79 \$46.57 \$46.57 \$46.57	2 2 2 2 2 2 2	April 14, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
2025-2026 Community Schools PD 101 - Classified - Amendment 3	El Chatleh, Lamis	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$1,433.95	50	April 14, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

AP Review Sessions - Clerical	Perez, Irasema Martin, Yessica	Segerstrom High School	017339 College and Career Access Pathways Grant	\$316.12 \$204.65	5 5	April 14, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Migrant Ed. PRE-K Summer School (MESRP)	Rodriguez, Zully	English Learners Programs	013110 IASA:Title I Even Start Migrant Ed MEES	\$1,647.75	25	April 14, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
SAUSD Arts Learning Support	Gomez, Maria Orozco, Lenin Sarkisyan, Sevan	Visual and Performing Arts	010704 Dept. SC-LCFF Supplemental/ Concentration	\$241.62 \$233.10 \$471.36	2 2 2	April 14, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Extra Duty - Classified Comp Tech/LMT	Quesada, Hiediliza Sandoval, David	Heroes Elementary School	016332 CCSPP: Implementation Grant	\$562.77 \$677.04	13 13	April 21, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Extra Duty - Classified SSP, Inst Assist, and Paraprofessional	Diaz, Stephanie	Heroes Elementary School	016332 CCSPP: Implementation Grant	\$162.96	5.93	April 21, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Dominguez, Ashley			\$147.54	5.93	
	Garcia, Maricela			\$188.69	5.93	
	Guillen, Elia			\$244.73	5.93	
	Molina Salgado, Jonathan			\$162.96	5.93	
	Partida, Brianna			\$179.38	5.93	
	Sanchez, Paulina			\$216.33	5.93	
	Shlager, Jessica			\$171.14	5.93	
	Zuniga Chavez, Laura			\$179.68	5.93	
SAUSD Learning Support	Bejar, Jose	Visual and Performing Arts	010704 Dept. SC-LCFF Supplemental/ Concentration	\$111.72	2	April 20, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Classified Extra Duty	Barragan Cruz, Dulce	Taft/DHH	016332 CCSPP: Implementation Grant	\$370.98	15	April 20, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Betancourt, Giselle			\$429.83	15	
	Cabrera-Ruiz, Melissa			\$469.38	15	
	Caudillo, Florencia			\$493.67	15	
	Cazares, Andrea			\$469.38	15	
	Chapman, Joy			\$664.11	15	
	Cruz, Jose			\$513.23	16	
	Ebat, Maryann			\$771.68	17	
	Garcia, Jennifer			\$544.47	15	
	Grindstaff, Samantha			\$370.98	15	
	Hidalgo, Amelia			\$600.81	15	
	Kelly, Christine			\$389.55	15	
	Kim, David			\$469.38	15	
	Ledesma, Liliana			\$664.11	15	
	Macias, Susana			\$572.51	15	
	Magdaleno Tamayo, Maria			\$389.55	15	
	Martinez, Gabriela			\$469.38	15	

INFORMED K12 EXTRA DUTY

	Mc Gowan, Darlene Molina, Linda Ramos, Eric Rios, Haya Charm Rodriguez, Sahian Sandoval, Adonay Torres, Amber Torres-Rosas, Erika Varona, Dulce Velado, Ana Watanabe, Maritsa			\$469.38 \$600.81 \$352.86 \$469.38 \$430.19 \$493.67 \$469.38 \$430.19 \$474.92 \$505.19 \$558.57	15 15 15 15 15 15 15 15 15 15 15	
Extra Duty - Activity Monitor	Blanco, Jovita Lopez Martinez, Maria Lucena Castro, America Mendoza, Maria Quinonez, Ivonne Ramirez, Patricia Rossano, Secundina Tapia, Gloria Villalobos Avalos, Esmeralda	Heroes Elementary School	016332 CCSPP: Implementation Grant	\$123.34 \$163.73 \$163.73 \$163.73 \$163.73 \$157.43 \$163.73 \$157.43 \$123.34	7 7 7 7 7 7 7 7 7	April 24, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
Classified Extra Duty - FACE	Chamu, Blanca	Heroes Elementary School	016332 CCSPP: Implementation Grant	\$1,698.41	27.82	April 30, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

INFORMED K12 EXTRA DUTY

Maintenance Staff Overtime 2025-2026 - Emergency Only (Reference #0000096) ADDENDUM	Aguilar, Humberto	Building Services	018150 Ongoing & Major Maintenance Account	\$1,513.21	25.80	April 17, 2026
	Armendariz, Anthony			\$1,568.51	25.80	Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026
	Bergstrom, Aaron			\$1,568.51	25.80	
	Betancourt, Andres			\$1,802.07	25.80	
	Brandt, Kevin			\$1,353.34	25.80	
	Clayton, Richard			\$1,941.93	25.80	
	Cortez, Fernando			\$1,892.62	25.80	
	Desouza, Cido			\$1,337.24	25.80	
	Ellis, Donald			\$1,568.51	25.80	
	Espinoza, Sergio			\$1,568.51	25.80	
	Fournier, Reed			\$1,846.76	25.80	
	Gallardo, Charles			\$1,713.40	25.80	
	Gildo Mendoza, Jorge			\$1,354.96	25.80	
	Guerrero, Juan			\$2,090.73	25.80	
	Guzman, Jose			\$1,355.27	25.80	
	Hibbs, Jason			\$1,756.71	25.80	
	Inskeep, Christopher			\$1,425.90	25.80	
	Jimenez, Ramon			\$1,802.07	25.80	
	Lopez, Jason			\$1,990.73	25.80	
	Loza, Joe			\$1,733.91	25.80	
	Luevanos, Victor			\$1,425.71	25.80	
	Marroquin, Johnny			\$1,631.17	25.80	
	Martinez, Ricardo			\$1,990.73	25.80	
	Moreno Alba, Tomas			\$1,513.21	25.80	
	Muro, Jesse			\$1,631.17	25.80	
	Navarro, Joshua Abraham			\$1,494.79	25.80	
	Nguyen, Timothy			\$1,734.80	25.80	
	Oliva Mendoza, Ricardo			\$1,421.76	25.80	
	Ornelas, Mauricio			\$1,289.99	25.80	
	Osorio, Elias			\$1,420.14	25.80	
	Pulido, Daniel			\$1,441.11	25.80	
	Quintero Rodelo, Roberto			\$1,713.40	25.80	
	Reyes, John			\$1,892.62	25.80	
	Rodriguez Esquivel, Sergio			\$1,353.34	25.80	
	Rodriguez, Anthony			\$1,056.66	25.80	

INFORMED K12 EXTRA DUTY

	Rodriguez, Jose Salazar, Frankie Saldana, Aldo Serrano, Abel Sharp, Marvin Sierra, Matthew Simich, John Tapia, Salvador Valencia Soria, Lisset Vasquez, David Velazquez Ogarrio, Santos Viramontes, Esteban Zuniga Murillo, Cesar			\$1,802.07 \$1,713.40 \$2,197.62 \$1,733.91 \$2,041.66 \$1,477.06 \$1,670.33 \$1,370.64 \$1,350.59 \$1,355.20 \$1,914.26 \$1,370.64 \$1,477.06	25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80 25.80	
NCI Training Classified	Barrera, Abimelech Chavoya, Vanessa Duran, Jessica Flores, Heather Franco, Alondra Iniguez, Liseth Jacobs, Evan Martinez, Gabriela Saldana, Alondra Torres, Jacob Villa, Anaittzy	Special Education	016500 Special Education	\$112.17 \$112.17 \$114.96 \$86.58 \$90.90 \$90.90 \$90.90 \$94.38 \$95.46 \$86.58 \$95.46	3 3 3 3 3 3 3 3 3 3 3	April 30, 2026 Board Date: May 19, 2026 Submission Window: March 21, 2026 April 13, 2026

Tentative Agreement
between
Santa Ana Educators' Association
and
Santa Ana Unified School District
April 21, 2026

ARTICLE I DURATION

- 1.1 This Collective Bargaining Agreement (CBA) is made and entered into this 28th ___ day of February ___, ~~2024~~ **2026**, between the Santa Ana Unified School District, 1601 East Chestnut Avenue, Santa Ana, California, 92701, hereinafter referred to as the "District", and the Santa Ana Educators' Association/CTA/NEA, 2107 North Broadway, Suite 305, Santa Ana, California, 92706, hereinafter referred to as the "Association".
- 1.2 The term of this Agreement is for three (3) years commencing July 1, ~~2022~~ **2025**, and terminating June 30, ~~2025~~ **2028**. This Agreement shall be entered into upon ratification by the Association and the District.
- 1.3 Both parties agree that during the term of this Agreement, either party may demand bargaining pertaining to State or Federal legislation.
- 1.4 Other sections of the CBA may be re-opened only by mutual consent except where specifically permitted by the CBA itself or required by law.
- 1.5 ~~The parties agree to reopen two (2) articles each in addition to Article VII, Wage and Wage Provisions and Article XV, Employee Benefits, for the 2024-2025 school year. No later than January 31, 2025, each party shall present proposals for 2024-2025 re-opener negotiations.~~

The parties agree to reopen **Article X, Absences/Leaves and Article XIV, Discipline for the 2026-27 school year** in addition to two (2) articles each. Each party shall present proposals for the 2026-2027 re-opener negotiations no later than September 1, ~~2024~~ **2026**.

- 1.5.1 The parties agree to open Article VII, Wage and Wage Provisions for the ~~2024-2025~~ **2027-2028** school year in addition to two (2) articles each.

ARTICLE VII WAGE AND WAGE PROVISIONS

7.5 Regular Salary Schedule

- 7.5.1 The ~~2023-2024~~ **2026-2027** teachers' certificated and psychologists' salary schedules shall be increased by ~~3%~~ **2.5%** from the ~~2022-2023~~ **2025-2026** salary schedules beginning July 1, ~~2023~~ **2026**.

ARTICLE XV 15.0 EMPLOYEE BENEFITS

The District shall absorb the increased costs to health benefits for unit members and retirees during the 2026-2027 and 2027-2028 plan years. The unit member's percentage of tiered monthly contributions shall remain as written in the 2022-2025 CBA.

ARTICLE XVIII 18.0 CONCERNS/COMPLAINTS AGAINST UNIT MEMBERS

- 18.1 This article establishes procedures for addressing general concerns or complaints regarding unit members. Complaints alleging unlawful discrimination, harassment, retaliation, sexual misconduct, child abuse, or other violations of state or federal law shall be processed in accordance with applicable law and District Board Policies and Administrative Regulations governing such matters, including but not limited to the Uniform Complaint Procedures, Title IX procedures, and mandated reporting requirements.

For purposes of this article, the individual making the complaint shall be referred to as the "concerned person" and "unit member" refers to the unit member who is the subject of the concern or complaint.

- 18.2 Initial presentation of concern: Any person other than a student wishing to present a concern/complaint ("**concerned person**") **regarding a unit member** ~~is to~~ shall present the concern/complaint **first to the unit member or to the unit member's administrator** within 15 days after becoming aware of the circumstances creating the concern/complaint ~~first to the unit member who is the subject of the concern/complaint~~. (See 18.9 below for processing student concerns/complaints)

~~18.2 If the concern is not resolved after presentation to the unit member, or if the concerned person chooses not to present the concern to the unit member, the concern may be presented to the respective site administrator.~~

- 18.2.1 The site administrator shall encourage the concerned person and the unit member to meet and discuss the concern. If such meeting is not held, the administrator shall **review or proceed to** investigate the concern with due respect to the confidentiality of the issues and parties involved.

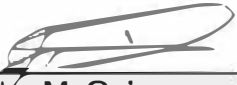
- 18.2.2 **Following review or investigation of the concerns, the administrator shall communicate** ~~the findings of the investigation shall be communicated to the parties after which the administrator~~ and shall encourage a joint meeting of the administrator, unit member, and concerned person to discuss the concern and findings.



- 18.3 If the concerned person is not satisfied with the resolution of the concern, he/she shall be ~~instructed~~ **informed** of the procedure to file a written complaint ~~with the Superintendent~~ **under the appropriate complaint procedure**. If such a written complaint is filed, a copy shall be forwarded to the unit member and the investigation of the complaint shall proceed as specified in Board Policies/**Administrative** Regulations.
- 18.3.1 Upon request of the unit member, **the District shall schedule** a conference ~~shall be conducted~~ in an effort to resolve the complaint. If the complainant ~~concerned person~~, does not attend the conference, the complaint ~~will be deemed withdrawn and~~ **shall not be** entered into the unit member's personnel file and the procedure under this article will be terminated.
- 18.3.2 In the event that the conference ~~has~~ **complaint is** not resolved ~~the complaint and the District determines that it may take disciplinary action short of termination as defined in Article 14, against the unit member,~~ such action shall be taken only in accordance with Article 14, Discipline.
- 18.4 Representation: Unit members are entitled upon request to representation during any meetings/conferences conducted under these provisions. Administrators shall make a good faith effort to remind unit members of their right to representation, but failure to do so shall not be considered prejudicial to the District.
- 18.5 Records of complaints: If an investigation by the District shows that the complaint has no merit, no reference or record of the complaint shall be included in the unit member's personnel file.
- 18.6 Anonymous complaints: Anonymous complaints shall not be processed pursuant to the provisions of this article.
- 18.7 Unit member response: Unit members shall be entitled to respond in writing to complaints lodged under this procedure ~~and to have. Any~~ such response **shall be attached to any written material relating to complaints hereunder the complaint documentation maintained by the District.**
- 18.8 Other procedures: The District retains the right to **investigate allegations of employee misconduct or pursue appropriate** other legal procedures ~~where independent investigation proves that the complaint has merit~~ **consistent with 18.1.**
- 18.9 Student concerns/complaints may be presented to the unit member or the administration. If the concern/complaint is presented to the unit member and remains unresolved, it may be presented to the administration.

gdm
DM

- 18.9.1 The site administrator shall encourage a meeting with the unit member and the student(s) in an attempt to resolve the matter.
- 18.9.2 Prior to an administrative investigation, the unit member shall be informed of the concern/complaint unless the Santa Ana Police Department or other law enforcement recommends to the administrator that the unit member should not be informed, **or the District determines that a brief delay (not to exceed ten duty days) in notification is necessary to preserve the integrity of the investigation.**
- 18.9.3 Any disciplinary action taken by the administrator shall follow Article 14 or the appropriate Education Code provisions.
- 18.9.4 Student concerns/complaints shall not be subject to the grievance procedure except for violations of Article 14 and the procedures of this article (18.0).

	<u>4/21/2026</u>		<u>4-21-26</u>
Jennifer A. Flores	Date	John McGuinness	Date
Associate Superintendent, HR		Bargaining Chair	
Santa Ana Unified School		Santa Ana Educators' Association	

Board Approved: May 19, 2026

**Tentative Agreement
between
Santa Ana Unified School District (SAUSD)
and
California School Employees Association and its Santa Ana Chapter 41 (CSEA)**

April 29, 2026

The Santa Ana Unified School District (District) and the California School Employees Association and its Santa Ana Chapter 41 (CSEA) have reached a Tentative Agreement for the 2025-2028 Successor Agreement negotiations on amendments to the following articles of the Collective Bargaining Agreements (CBA).

- Article 2 – Definitions
- Article 3 – Hours of Work
- Article 4 – Wages and Wage Provisions
- Article 6 – Transfers, Temporary Assignments, Promotions, and Vacancies
- Article 7 – Absences/Leaves
- Article 8 – Vacation and Holidays
- Article 9 – Evaluation Procedures
- Article 10 – Grievance Procedures
- Article 11 – Employee Benefits
- Article 14 – Term of Agreement and Reopener

The negotiated amended contract language is attached to this Tentative Agreement.

Should any other bargaining unit or group receive an ongoing salary increase greater than 2.5% for the 2026-27 school year, the District will provide the same salary increase retroactive to July 1, 2026 to all CSEA bargaining unit members.

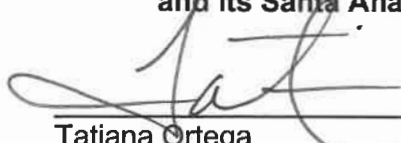
The parties agree to table Articles 12 – Miscellaneous Provisions, and Article 16 – Layoff and Reemployment / Non-Disciplinary for the 2026-2027 reopener negotiations.

The parties shall confer regarding incorporating the agreed upon revised language into the CBA. As soon as possible, the District shall provide CSEA with a “track changes” version of the revised CBA for discussion and acknowledgment of accuracy. The District shall then provide CSEA with a finalized version of the revised CBA for discussion and acknowledgement of accuracy. The revised CBA shall be posted to the District’s website and ready for distribution per Article 12.3 – Agreement Distribution.

This Tentative Agreement constitutes the completion of meeting and negotiating the 2025-2026 school year per Article 14 – Terms of Agreement.

The parties acknowledge this Tentative Agreement and attachments are subject to CSEA Policy 610 requirements and approval by the Santa Ana Unified School District Board of Education.

California School Employees Association
and its Santa Ana Chapter #41

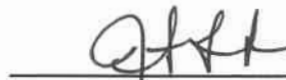

Tatiana Ortega
CSEA 41 Administrator
4.29.26
Date


Aidee Bahena
Negotiations Team Member
Date


Juan-Carlos Basurto
Negotiations Team Member
04-29-2026
Date


Cecilia Lopez
CSEA Labor Relations Representative
5/4/26
Date

Santa Ana Unified School District

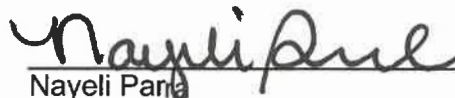

Jennifer Flores
Associate Superintendent, Human Resources
4/29/26
Date


James Ebner
Negotiations Team Member
4/29/26
Date


Dr. Devin Lawson
Negotiations Team Member
4.29.26
Date


Gabriel Moreno
Negotiations Team Member
4/29/26
Date


Ana Gonzalez
Negotiations Team Member
4/29/26
Date


Nayeli Parra
Negotiations Team Member
4/29/26
Date

Board Approved: May 19, 2026

**CSEA Proposal 1 to SAUSD
on 12/16/2025**

<u>AP</u> Initial	<u>1/15/26</u> Date
<u>AP</u> Initial	<u>1/15/26</u> Date

14.0 TERM OF AGREEMENT AND REOPENER

- 14.1 This Agreement made and entered into this ~~January 26, 2023~~ **December 16, 2025**, by and between the Santa Ana Unified School District, herein referred to as the "District," and the California School Employees Association, and its Santa Ana Chapter 41 (CSEA) herein referred to as the "CSEA".
- 14.2 Except as otherwise specifically provided herein, the effective date and the term of this Agreement shall be from July 1, ~~2022~~ **2025** through June 30, ~~2025~~ **2028**, and shall continue in effect from year to year thereafter unless amended, modified, or terminated as provided below; any party wishing to amend, modify, or terminate this agreement shall send written notice to the other party of its intentions to do so no sooner than Feb 1, ~~2025~~ **2028** and no later than March 31, ~~2025~~ **2028**. Thereafter, the parties shall meet and negotiate in a good faith attempt to reach agreement for a successor collective bargaining agreement.

For ~~2023-2024~~ **2026-2027** and ~~2024-2025~~ **2027-2028** Negotiations, the District and the Association may propose contractual changes limited to salaries, fringe benefits, and any three **(3)** additional articles for each school year. Additional articles for each school year may be reopened upon mutual agreement of the Parties.

CSEA Counter-Proposal 2 to DISTRICT
4/29/26

 Initial	4/29/26 Date
 Initial	4-29-26 Date

2.0 DEFINITIONS

- 2.1 ABSENCE – An authorized absence for a unit member to be absent from duty for a period of time not to exceed twenty (20) days. (Exceptions: illness and maternity absences – see appropriate section within CBA)
- 2.2 ABUSIVE CONDUCT – Conduct in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct unless especially severe and egregious.
- 2.3 ACCRUED TIME – The amount of time owed to an employee unit member after it has been earned.
- 2.4 ACCUMULATED SICK DAYS – Unused days of sick leave that accumulate from year to year without limitation. (California Ed Code §45191)
- 2.5 ~~ANNIVERSARY DATE – The unit members' anniversary date shall reflect the date of hire after the successful completion of their probationary period.~~
- 2.6 5 BUMPING RIGHT – The right of an employee unit member to displace another employee unit member with less seniority in a classification: during due to layoff; due to the failure of a unit member to successfully complete a trial period subject to other provisions of Article 6; or, due to elimination of positions(s).
- 2.7 6 CLASSIFICATION – "Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.
- 2.8 7 CLASSIFICATION SENIORITY – ~~The ordinal rank an employee holds within their designated classification based on their first day within said classification plus higher classifications.~~ The unit member's rank relative to other unit members within a classification, based on the total length of continuous service in that classification and in higher classifications with similar job duties (e.g., Paraprofessionals). Such service shall be measured from the unit member's start-date in the classification.
- 2.9 8 CLASSIFIED WORK CALENDARS – ~~All of the classified employee work calendars approved by the Board of Education that outline~~ outlining the specific work year which denotes pertinent and relevant information such as: first day of service; professional development days; paid holidays; non-duty days; and, last day of service.
- 2.10 9 COMPENSATORY TIME – Off-duty time earned by a Classified employee unit member in lieu of pay/overtime pay.

- 2.44 **10** DESIGNEE – A duly authorized management level representative assigned by a higher-level Administrator to act on their behalf, who is assigned to supervise and/or provide direction to classified employees.
- 2.42 **11** DIAPERING – The process of putting on, changing, or disposing of a diaper or “pull-up diaper” on a student who requires assistance with incontinence. It involves cleaning and securing the diaper or “pull-up diaper” to ensure comfort and hygiene. Diapering is an essential part of caregiving for students who cannot manage their own bathroom needs.
- 2.43 **12** DISCRIMINATION – Unfair or unequal treatment in any term, condition, or privilege of employment based on a protected characteristic, as defined under applicable law, rather than individual merit.
- 2.44 **13** DISTRICT-WIDE SENIORITY – ~~The ordinal rank an employee holds district wide based on their original date of hire.~~ **The unit member’s rank relative to other unit members based on their district-wide seniority date.**
- 2.14 **DISTRICT-WIDE SENIORITY DATE** – **The unit member’s district-wide seniority date shall be their original date of hire, which shall be recognized upon successful completion of the probationary period.**
- 2.15 **DUTY/WORK DAY** – ~~Days on which the employee is paid and reports to work, paid holidays, paid vacation days, paid sick leave per California Ed Code §45191 and compensatory time.~~ **Any day a unit member is scheduled and expected to render service to the District. Such days are established and clearly denoted in the Classified Work Calendars.**
- 2.16 HOSTILE WORK ENVIRONMENT – When an employee is subjected to severe or pervasive conduct in the workplace that is unwelcome, that a reasonable person would find intimidating, hostile, or abusive, and the conduct is based on a protected characteristic.
- 2.17 ILLNESS ABSENCE – An absence of the unit member due to illness, quarantine, or disabling condition which prevents the unit member from performing regular assigned duties.
- 2.18 IMMEDIATE FAMILY – Member(s) of the immediate family shall mean: spouse, parents, stepparents, ~~foster children,~~ foster parents, **foster children,** legal guardians, children, **step-children,** grandparents, grandchildren, great-grandchildren, ~~sons and~~ **sons/daughters-in-law,** brothers or sisters, **or step siblings,** of the unit member or of the unit member’s spouse, or any person permanently living in the immediate household of the unit member. (When a unit member is the only known surviving blood relative of a person, the Superintendent or their designee may designate such relative as a “member of the immediate family.”)
- 2.19 IMMEDIATE SUPERVISOR – The primarily-assigned management-level District Employee responsible for the supervision, direction and/or evaluation of a **Classified Employee unit member.**
- 2.20 LEAD/SENIOR POSITION – **This unit member is** responsible for overseeing the work or activities within a specific function, task, operational area, or department, without formal authority over ~~the employees’~~ **another unit member’s** overall employment or career development. This ~~type of~~ **employee unit member** provides guidance, direction, and support for specific projects, functions, or

classifications, ensuring that objectives are achieved within that area and that employees under their guidance to perform their duties effectively, in compliance with regulatory, departmental, and organizational standards.

- 2.21 LEAVES – An authorized leave extending for a period of twenty-one (21) duty days or more.
- 2.22 NON-DUTY DAY – A day on which the employee unit member is not required to work, based on classified work calendars.
- 2.23 PAID STATUS – Any time a ~~Classified Employee~~ employee unit member is: at work, on vacation, sick leave, paid holidays, leave as the result of industrial injury, paid military leave, or any other approved leave of absence with pay.
- 2.24 PERMANENCY DATE – ~~The first day of the month following when the unit member completes the probationary period.~~ The unit members' permanency date shall be the first day of the seventh (7th) month after the successful completion of the probationary period of six (6) months or 130 days of paid status in a classification (i.e. member completes probation any day in June, Permanency date is July 1).
- 2.25 PERMANENT EMPLOYEE – ~~An employee unit member~~ who has successfully completed the probationary period ~~required by Ed Code~~ and has therefore attained permanency.
- 2.26 PROBATIONARY EMPLOYEE – ~~An employee unit member~~ who is actively serving their probationary period as required by Ed Code.
- 2.27 PROTECTED CHARACTERISTIC – Include, but are not limited to, race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (40 and over), and military or veteran status, and any other status recognized under state or federal law.
- 2.28 SEXUAL HARASSMENT – Unwelcome conduct of a sexual nature, whether physical or verbal, that directly or indirectly affects an individual's work environment or employment conditions. Sexual harassment may occur in a single incident or as a pattern of behavior and includes, but is not limited to:
- Physical Conduct: Unsolicited and/or unwanted physical contact of a sexual nature, including but not limited to, touching, groping, hugging, kissing, or other physical interactions that create an intimidating, hostile, or offensive work environment.
- Verbal Conduct: Requests for sexual relations or personal relationships beyond the scope of a professional work relationship after the targeted employee has made it clear that such requests are unwelcome. Additionally, comments of a sexual nature about another employee's physical appearance, sexual desirability are considered sexual harassment.
- 2.29 SHIFT DIFFERENTIAL – Additional pay a unit member receives in accordance with Article 4 Wages and Wage Provisions of the CBA.
- 2.30 SHORT TERM (TEMPORARY) – A person who is employed to perform a service for the school district, upon the completion of which, the service required or similar services will not be extended or

needed on a continuing basis. Before employing a short-term employee, the governing board of a school district, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 45101, and shall certify the end date of the service. The ending date may be shortened or extended by the governing board of a school district but shall not extend beyond 75 percent of a school year. (In accordance with Ed Code §45103)

- 2.31 SITE SENIORITY – The ordinal rank an employee unit member holds within their designated work site/location based on their first day assigned to said site/location.
- 2.32 STUDENT-FREE DAY – A day when regular instruction is not being provided to the student body.
- 2.33 SUBSTITUTE – A person employed to replace a classified employee who is temporarily absent from duty. In addition, if the school district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the governing board of the school district may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time. (In accordance with California Ed Code §45103)
- 2.34 SUMMER PROGRAMS – Programs operated by the district between instructional years, typically during the months of June through August, when unit members are not already scheduled to work according to the classified work calendars.
- 2.35 TOILETING – The process of assisting others students with using the bathroom for urination or defecation which involves helping them sit on the toilet, relieving themselves, and cleaning up afterward. This support is for students who require assistance with toileting.
- 2.36 TRIAL PERIOD – The initial span of time during which a promoted Permanent Classified Employee permanent unit member is demonstrating satisfactory performance in said position for the purpose of acquiring permanency in the promoted position.
- 2.37 UNIT MEMBER - Any person employed by the District in a classification which is included within the recognized negotiating bargaining unit described in Article 1 (Recognition).
- 2.38 WORK YEAR – The span of time between and including the first and last day of service of a Classified Employee unit member in a fiscal/school year (July 1 – June 30), based on the applicable Sections within the CBA.

<i>AS</i>	1/22/26
Initial	Date
<i>AP</i>	1/22/26
Initial	Date

**CSEA Counter-Proposal 2 to SAUSD
on 1/22/26**

3.0 HOURS OF WORK

3.1 WORK DAY/WORK WEEK

3.1.1 The standard work week shall be forty (40) hours in five (5) consecutive days of eight (8) hours per day. Classified part-time positions with work weeks fewer than forty (40) hours per week, five (5) days per week, and/or eight (8) hours per day may be created.

3.1.2 A unit member's start and end time shall be determined and set at the conclusion of the hiring process by the immediate supervisor. Unit members' start and end times shall not be modified for the purpose of circumventing additional hours and/or overtime opportunities.

3.1.2.1 ~~If the hours of work change of two (2) hours or fewer is to be made, the unit member shall be given five (5) duty days' notice.~~ **If the unit member's work hours are changed by two (2) hours or fewer, the unit member shall be given a written notice at least five (5) duty days in advance.**

3.1.2.1.1 Unit members shall have the right to file a written appeal regarding the change to the start and end time for their workday to their immediate supervisor. If the unit member's appeal is not granted, the unit member may submit a subsequent written request/appeal, regarding the start and end time for their workday to the Associate Superintendent, Human Resources or designee who shall meet and confer with CSEA in order to reach a resolution within twenty (20) duty days.

3.1.2.1.2 ~~If an hours of work change is more than two (2) hours, the unit member shall be given ten (10) duty days' notice.~~ **If the unit member's work hours are changed by more than two (2) hours, the unit member shall be given a written notice at least ten (10) duty days in advance.**

3.1.2.2 Articles 3.1.2.1 and 3.1.2.1.2 may be waived with written mutual consent of the District and the unit member.

3.1.2.3. Member-initiated requests regarding the start and end time for their workday shall be submitted in writing, with the rationale for the request, to their immediate supervisor and CSEA. If the request is not granted, the unit member may submit a subsequent written request to the Associate Superintendent, Human Resources or designee who shall meet and confer with CSEA in order to reach a resolution within twenty (20) duty days.

3.1.3 Unit members may render service on non-student (student-free) days and/or non-duty days based on mutual agreement between the unit member and District management;

compensation will be provided. Unit Members not required to work on such days, per the negotiated work calendar, shall have the following options:

3.1.3.1 Take the day(s) as paid vacation; or

3.1.3.2 Take a day(s) of personal necessity with pay- ; or

3.1.3.3 Maintain the day(s) as non-paid.

3.1.3.3 4 Unit members who are required/requested to attend professional development outside their normal workday/work week shall be compensated at their hourly rate of pay.

3.1.4 Upon initial employment, and upon each change in classification thereafter, each classified unit member shall be furnished two copies of their class specifications, salary data, assignment and work location, together with duty hours and the prescribed work week. One copy shall be retained by the unit member, and the other shall be signed and dated by the unit member and returned to their supervisor. (EC 45169)

3.1.4.1 CSEA shall be provided with a copy of new and/or revised job descriptions at the beginning of each school year, and upon any new job description or revision.

3.2 LUNCH/REST PERIODS

3.2.1 A minimum thirty (30) minute non-compensated duty-free lunch period shall be provided to all unit members who render service of at least five (5) consecutive hours. The duty-free lunch time period shall be at approximately the midpoint of the shift or at a mutually agreed time between the unit member and their immediate supervisor. ~~School Police Services and Public Safety Dispatchers are authorized for a thirty (30) minute compensated lunch period and are on-call during this time.~~

3.2.1.1 A unit member working four (4) hours may be provided a thirty (30) minute non-compensated duty-free lunch period with the supervisor's approval.

3.2.1.2 Lunch periods and break periods shall not be moved to the start or end of the workday in order to shorten the workday, except for temporary, occasional approvals by the site/department supervisor. Other exceptions, including teacher training programs shall be approved or disapproved in advance by the ~~Director of Classified Personnel~~ Associate Superintendent of Human Resources or designee after seeking input from the CSEA president or designee.

3.2.1.3 In the event a unit member's non-compensated lunch-break period is interrupted, by the immediate supervisor and/or designee, to engage in work-related activities, the unit member shall be permitted to resume their break for the remaining time. If the unit member is not permitted to resume their break, the unit member shall be monetarily compensated for the time taken to render the services requested.

- 3.2.2 A fifteen (15) minute compensated rest period shall be provided to all employees for each four (4) hour period of service. The rest period described herein shall be taken at the discretion of the immediate supervisor at or near the midpoint of each four (4) hour period.
- 3.2.3 Unit members shall be provided a reasonable amount of break time for lactation purposes as frequently as needed. The frequency of breaks, as well as the duration of each break, may vary by individual. All necessary accommodations shall be provided per federal and state guidelines.
- 3.2.4 In the event a unit member's compensated rest period is materially interrupted by the immediate supervisor and/or designee to perform work-related duties, the unit member shall restart the remainder of the rest period as soon as operationally feasible. Any dispute regarding this provision shall be subject to the grievance procedure.**

3.3 OVERTIME

- 3.3.1 The District reserves the right to extend the regular workday or work week when it is deemed necessary to carry out the District's business. Except in an emergency situation, a reasonable notice will be given.
- 3.3.2 Overtime is any time which is worked in excess of 8 hours in any one day or over 40 hours in any one week.
- 3.3.3 Unit members shall be compensated at a rate of pay equal to one and a half (1-1/2) times the regular rate of pay of the unit member.
- 3.3.4 All hours worked on holidays shall be compensated at the unit member's regular rate of pay plus two times the unit member's regular rate of pay.
- 3.3.4.1 A unit member who is not regularly scheduled to work on a Saturday or Sunday that is preceded by a Friday holiday or immediately followed by a Monday holiday, shall receive double the unit member's regular rate of pay. The holidays considered in this section are those stipulated in Article 8.
- 3.3.5 Overtime shall first be offered to permanent unit members contingent upon qualifications, within each department, or at individual sites, in descending order of seniority in that classification, followed by District-wide seniority. After overtime has been accepted or rejected at the site, the unit member shall revert to the bottom of the seniority list for overtime assignments. Any employee shall have the right to reject any offer or request for overtime. If everyone in the department or site refuses the offer, the overtime shall be assigned by the supervisor to the unit member on the top of the seniority list who will then revert to the bottom of the seniority list.
- 3.3.5.1 If a unit member(s) is assigned a work assignment and overtime is needed to complete the work, the unit member(s) assigned to the project will be given the opportunity to complete the task.

- 3.3.5.2 If a probationary employee is available for the assignment (all permanents have declined the assignment), and the immediate supervisor concurs that the probationary unit member be given the assignment, the unit member shall be so assigned.

3.3.5.3 Procedure for District Safety Officer (DSO) Overtime Rotation

Human Resources shall maintain the master DSO District seniority list that will be revised each time a new DSO is hired, or a DSO ends employment. The revised seniority list will be provided to Police Services and CSEA within 10 days. Said list shall also be inputted in the electronic overtime rotation system.

- 3.3.5.3.1 This agreement shall be used for the filling of all DSO overtime assignments outside of the normal working day.

- 3.3.5.3.2 Whenever possible, the assignment of DSO overtime will not be delayed until the day of the overtime, but shall be done prior to the day of the overtime assignment. This shall be accomplished as follows:

- a. The site administrator and/or designee shall review all site based and Civic Center overtime assignments via the school calendar and SAUSD electronic Civic Center calendar.
- b. The school site designee shall review and assign overtime assignments every Monday.
- c. If any scheduled review days are holidays, the school site designee shall perform reviews on the following duty day.
- d. All overtime identified by the school site designee shall be written in chronological order on the "overtime assignment sheet", copy attached.
- e. The site administrator shall review and approve the overtime rotation sheet.

- 3.3.5.3.3 The site administrator and/or designee shall be responsible for keeping the DSO seniority list current, and for tracking the order of DSO's as they rotate through the list.

Approved overtime at the site shall be offered by District seniority to the DSO's assigned to that site. DSO's will accept or reject an assignment and then move to the bottom of the site seniority list. All rejected site assignments will be offered based on the Districtwide DSO seniority list. Once a DSO accepts or rejects an overtime assignment, the DSO will move to the bottom of the list.

If a DSO must cancel an overtime assignment it shall be reported to School Police Services. School Police will use the electronic overtime rotation system to call a DSO based on District-wide seniority.

- 3.3.5.3.4 If all DSO's at the site reject a DSO overtime assignment, then the school site designee shall email, call and/or text School Police Services to inform them of which overtime assignment needs to be filled.
- a. School Police Services or their designee shall input the overtime assignment into the electronic overtime rotation system. Information to be included into the electronic overtime rotation system shall include the following:
 1. Date & Hours of the assignment
 2. Location of the assignment
 3. General nature of the assignment (i.e., men's soccer, football game, etc.)
 4. Type of assignment and duties
 - b. The electronic overtime rotation system shall automatically call the most senior DSO on the HR approved District-wide seniority list. After the assignment has been filled, the list shall be rotated by District seniority order. The rotation shall begin from the most senior DSO on the first duty day of every school year.
 - c. The electronic overtime rotation system will contact the DSO based on the phone number provided and entered into the electronic overtime rotation system. The electronic overtime rotation system will attempt to contact said DSO two (2) times within a 5-minute timeframe. When contacted, the DSO must make an immediate decision about the overtime assignment. If the DSO fails to answer the electronic overtime rotation system telephone call, the overtime assignment shall be considered rejected, and the following DSO shall be contacted in the appropriate DSO seniority order.
 - d. All DSO's who accept or reject an assignment shall revert to the bottom of the District-wide DSO seniority list.
 - e. The electronic overtime rotation system calls will be made between 8:30 a.m. and 5:30 p.m.
 - f. When the DSO assignment requires a specific gender, then Police Services will follow the same procedures, except that the overtime will be offered only to the DSO's of the needed gender.

g. If the electronic overtime rotation system has contacted every DSO in the District and no one accepts the assignment, the electronic overtime rotation system shall call a substitute DSO.

h. All overtime assignments will be scheduled based on District seniority.

~~3.3.5.4 Overtime For Custodians At District Office~~

~~3.3.5.4.1 The equitable distribution of overtime for custodians at the District Office is adopted as the standard for the overtime rotation pursuant to 3.3.5.~~

~~3.3.5.4.2 All overtime will be assigned as per 3.3.5 of the contract, and the limitations previously placed on overtime rotation are hereby lifted.~~

~~3.3.5.4.3 Best efforts shall be made to ensure that overtime hours worked overtime by the custodians (who seek to work overtime) do not span more than 30% per fiscal year. Overtime earned shall be tracked by management.~~

~~3.3.5.4.4 3.3.5 shall be followed unless night overtime is assigned. Night overtime shall be made available to night custodians.~~

~~3.3.5.4.5 Once night overtime is assigned to a night custodian, management shall then equalize the overtime made available to the day custodian by assigning day overtime to the day custodian until the overtime earned by all custodians seeking overtime are roughly equal.~~

~~3.3.5.4.6 The parties shall meet and negotiate the effects of any changes in operations that led rise to this agreement.~~

3.3.6 Any unit member called back to work after completion of their regular assignment (regular means an eight (8) hour day) shall be compensated for at least two (2) hours of work before midnight and four (4) hours after midnight at the appropriate overtime rate.

3.3.6.1 Any food service unit member required to return to work after 4:00 p.m. shall be paid one and one-half (1-1/2) times the regular rate of pay of the unit member for all hours worked.

~~3.3.6.1.1 a.~~ If not notified before the end of the normal workday and call-back is required, the food service unit member shall be paid two (2) times his their regular rate for all call-back hours worked.

3.3.7 In an emergency situation, this procedure for the distribution of overtime may be waived by the District.

~~3.3.8 A committee shall be established, consisting of two classified unit members, one employee each from Classified Personnel and Payroll, and the Director of Classified Personnel serving~~

~~in an advisory capacity. The purpose of this Committee is to develop an overtime pay worksheet to clarify the appropriate payment of overtime.~~

3.4 COMPENSATORY TIME

3.4.1 Compensatory time off in lieu of overtime pay may be granted at the discretion of the District **management** and will be given at the appropriate rate of overtime in accordance with the provisions contained in this section.

3.4.1.1 At the time the unit member is offered an overtime assignment, the supervisor will inform the unit member if compensatory time is available in lieu of overtime pay. The compensatory time off shall be at the overtime rate.

3.4.2 Compensatory time shall be taken at a time mutually acceptable to the unit member and the District within ~~the current pay period or next two (2) pay periods~~ **the school year** from the date in which it was earned. If the compensatory time has not been taken **by June 30 of the school year it is earned**, the District shall pay the unit member for all such time at the **appropriate extra duty/overtime** rate.

3.5 VOLUNTEERS

3.5.1 The encouragement and utilization of volunteers is not intended to supplant, reduce, or transfer bargaining unit work.

3.5.1.1 Unit Members shall not be required to volunteer to do work contained in any bargaining unit job description, in lieu of pay.

3.5.2 The following are guidelines to avoid violation of this agreement:

3.5.2.1 Volunteer Work Requests - A memo outlining any and all work to be done at your site by volunteers must be submitted to the Senior Manager of Maintenance and Operations a minimum of two (2) weeks prior to the work being scheduled. A copy of this request shall be forwarded to the ~~appointed CSEA Representative~~ **CSEA Chapter President**.

3.5.2.2 Alterations - In compliance to the Field Act and Building codes, no District approved structures/construction may be altered. Infrastructures may not be added to, modified, altered or deleted without approval. This includes plumbing, carpentry, painting, electrical, irrigation, air conditioning, signal circuits including computers, etc.

3.5.2.3 Painting - For painting projects, you must list the area being painted, type of painting being done, color(s), type of paint, and the supplies being used.

3.5.2.4 Landscaping - When any landscaping, planting or gardening is to be done, it will require a site plan with a marked plot plan of the improvements to be made and a list of the materials identified.

- 3.5.2.5 Cleaning - When cleaning any areas, e.g., restrooms, classrooms, lunch areas, only District approved chemicals shall be used and may require approved District supervision.
- 3.5.2.6 Equipment - Only approved equipment shall be used and must be operated by a qualified adult. A List of any equipment being supplied to your volunteers needs to be submitted with your original plans.
- 3.5.2.7 Safety - Proper safety measures shall be adhered to at all times. All volunteers will make a good faith effort to comply with safe working practices while in the performance of these activities, and efforts shall be made to protect surrounding school district property.
- 3.5.2.8 Supervision - In ~~some~~ all cases, it ~~may be~~ shall be necessary for a District employee with appropriate experience to be present to act as a technical advisor and/or supervisor.
- 3.5.2.9 Liability - The responsibility of the District and its liability in the use of volunteers must be considered at all times.

3.6 EXTRA WORK / EXTRA DUTY ASSIGNMENT

- 3.6.1 Extra work/extra duty assignment is work beyond that which can be done during the unit member's normal shift assignment, or beyond the normal and customary staffing level of a department during normal business hours, and is of finite duration.
- 3.6.2 Extra work/extra duty assignment beyond normal ongoing work that is normally and customarily performed by unit members shall be assigned to unit members.
- 3.6.3 Extra work/extra duty assignment normally and customarily performed by unit members shall be made available to unit members at a site, in a classification, on a seniority basis in accordance with 3.3.5.
- 3.6.4 Such extra work may be discontinued when completed.

3.7 WORK YEAR

- 3.7.1 The work year of each classification and/or position shall be established and fixed at the time of employment as follows:

12-Month Assignment Basis 245 ~~Duty~~ Work

Days

11.5-Month Assignment Basis 236 ~~Duty~~ Work

Days

11-Month Assignment Basis	225 ~~Duty~~ <u>Work</u>
Days	
10.5-Month Assignment Basis	215 ~~Duty~~ <u>Work</u>
Days	
10-Month Assignment Basis	204 ~~Duty~~ <u>Work</u>
Days	
9.5-Month Assignment Basis	182 ~~Duty~~ <u>Work</u>
Days	
Bilingual Tech. Assignment Basis	185 ~~Duty~~ <u>Work</u>
Days	

Unit member ~~workdays~~ duty days are determined by using the formula of 21.67 days per month multiplied by the number of months.

Unit members working less than twelve (12) months shall be assigned an additional 1.5 days for the purpose of professional development (per Article Section 3.8).

3.7.2 Any proposed changes in work year shall be monitored by Human Resources, in cooperation with CSEA, and negotiated with CSEA as follows:

3.7.2.1 All work year changes shall be brought to the attention of CSEA. All work year change requests submitted to Human Resources between October 30 and April 30 shall be noticed to CSEA in the following May; all work year change requests submitted to Human Resources between April 30 and October 30 shall be noticed to CSEA in the following November. Negotiations shall be scheduled regarding the work year changes. Work year changes will be implemented after the conclusion of negotiations.

3.7.3 Unit members working less than twelve (12) months shall be initially notified of the following year's work year prior to the end of the previous work year, except when negotiations over the proposed changes have not been completed.

3.7.4 The work year of vacant positions shall be subject to negotiations.

3.8 PROFESSIONAL DEVELOPMENT

3.8.1 ~~Commencing with the 2014-15 School year,~~ Unit members who work annual assignment bases of fewer than twelve (12) months shall be assigned an additional 1.5 days for the purposes of professional development.

3.9 EXPANSION OF HOURLY ASSIGNMENTS

3.9.1 If a unit member's hours are increased by a minimum of thirty (30) minutes for twenty (20) consecutive days or more, his or her their basic assignment shall be adjusted accordingly.

3.9.1.1 If the assigned hours are adjusted to make the unit member eligible for health and welfare benefits, the benefits shall be provided at the beginning of the next calendar month occurring at least ten (10) days after the completion of the twentieth (20th) consecutive day of increased hours.

3.10 SIGN-IN PROCEDURES

3.10.1 A sign-in procedure shall be maintained in Central Kitchen and Building Services.

3.10.1.1 These departments shall utilize the following procedure for logging employees on and off duty:

3.10.1.2 All employees shall log on and off duty.

3.10.1.3 Employees shall be allowed to sign in for their shift from ten (10) minutes prior to the start of their shift to time their shift actually begins.

3.10.1.3.1 After the start of the shift, employees shall see a supervisor to log on duty.

3.10.1.3.2 In the absence of a supervisor to monitor the sign-in/sign-out procedure, supervisor's designee shall sign them in at the start and out at the end of their shift.

3.11 PUBLIC SAFETY DISPATCHERS

3.11.1 Hours:

3.11.1.1 Dispatchers may work up to twelve (12) hour workdays, for three (3) days in a calendar week and one (1) eight (8) hour workday every other week (commonly known as a "buy-back" day), Sunday through Saturday, for up to an eighty (80) hour, two (2) week period. Dispatchers will not be paid overtime for the 9th through 12th hour of the 12-hour workday. Overtime pay will be triggered for any approved work time Sunday through Saturday beyond a 12-hour workday, or a 8-hour workday on their buy-back day; or beyond 40 hours in the calendar week that does not include the buy-back day, or 44 hours in the calendar week that includes the buy-back day. This schedule is commonly referred to the 3/12 work week.

3.11.2 Shift(s):

3.11.2.1 Shift schedules shall be implemented on a District seniority-based rotation scheduled two (2) times per year. Rotations shall take place in January and July of each year. Dispatchers shall receive a shift preferential list at least 30 days prior to the shift change. The most senior Dispatcher shall have their first choice of shift at every rotation period. Dispatchers will not have the opportunity to

choose their current shift and must rotate through all available shifts prior to choosing a shift they have worked prior (i.e. if there are six (6) available shifts, a dispatcher must have chosen all six (6) shifts before having the ability to choose a prior worked shift, at which time the cycle repeats).

- 3.11.2.2 If the number of shifts available for selection changes, the shift election rotation shall restart, outlined above, at the next selection period. (i.e., if at the January shift selection there are only four (4) shifts to choose from and then it changes to six (6) shifts, due to new hires or any other reason, the shift election rotation shall begin as new.)

**CSEA Counter Proposal to DISTRICT
on 4/29/2026**

 Initial	<u>4/29/26</u> Date
 Initial	<u>4-29-26</u> Date

4.0 WAGES AND WAGE PROVISIONS

4.1 CONTRIBUTIONS AND WAGE PROVISIONS

The 2023-2024 ~~2024-2025~~ CSEA salary schedules will remain in effect for the 2024-2025 ~~2025-2026~~.

Effective July 1, 2026, all CSEA salary schedules shall be increased by 2.5% on the 2025-2026 salary schedules, to provide an on-going salary increase for all unit members in paid status.

For the 2025-2026 ~~2026-2027~~ and ~~2027-2028~~ school years, the District shall cover the increased medical premium cost (maintenance of benefits) to maintain the same employer/employee cost share percentage for the 2025-2026 ~~2026-2027~~ and ~~2027-2028~~ medical plan year identified in the District Classified Employee Summary of Rates, also known as the "rate sheet". If a unit member makes plan election changes during open enrollment, the unit member shall pay the percentage commensurate with their plan election change.

4.1.1 The unit member shall pay his/her their contribution to the Public Employee's Retirement System (PERS).

4.1.2 The amount of bilingual stipend shall be a flat amount of \$125.00 per month (prorated for less than eight (8) hours service per day) and not subject to COLA increases except as otherwise negotiated by the parties.

~~4.1.3 Paraprofessionals who have become credentialed as substitute teachers may be utilized to substitute for a full or part day absence of a regular teacher and shall be paid the difference between their current daily rate and that of a substitute teacher for the respective time period. The Paraprofessional will lose no credit toward PERS service or seniority credit for other purposes.~~

4.1.4 ~~4.1.3~~ Special Education Paraprofessionals who are responsible for specialized physical health care of students (i.e., toileting, diapering, feeding, suctioning, catheterization, changing, positioning, patterning, elimination training, and appliance adjusting) shall receive a monthly stipend of \$35.00 for each child served, up to a maximum of 10 stipends, if not already included in their job description.

4.2 DATE OF EMPLOYMENT/DISTRICT-WIDE SENIORITY ANNIVERSARY-DATE/PERMANENCY DATE

4.2.1 The date of employment shall be considered the first day the employee unit member was hired, and shall serve as the unit member's District-wide Seniority Date, subject to successful completion of the probationary period.

4.2.2 The unit member's anniversary permanency date shall ~~reflect~~ be the date of hire, the first day of the seventh (7) month in a classification, after the successful completion of the probationary/trial period of six (6) months or 130 days of paid status in a classification. per Ed Code 45113.

4.2.2.1 See Article 6, for anniversary permanency date change for promoted employees unit members.

4.2.3 Unit members shall advance to the next step on the salary schedule at the end of their six (6) month probationary or trial period. All advancements, thereafter, will be on a yearly basis from the date that permanent status begins, referred to as the anniversary date, on the permanency date from that point forward up to a maximum of seven (7) steps.

4.2.3.1 Thereafter, unit members shall advance to designated salary schedule steps based on years of service as follows: Step 10 at ten (10) years, Step 15 at fifteen (15) years, Step 20 at twenty (20) years, Step 25 at twenty-five (25) years, Step 30 at thirty (30) years, and Step 35 at thirty-five (35) years. Unit members shall remain at Step 7 until eligible for advancement to Step 10.

4.2.3.2 Placement on Steps 10, 15, 20, 25, 30, and 35 shall be based solely on years of service within the bargaining unit and shall not be used for initial placement or granted on any other basis.

4.3 CHANGE IN POSITION

4.3.1 Whenever a change in position is granted, a probationary unit member with the same salary grade, the new placement will remain at the same salary grade and step as would have been paid the unit member in the former position. Whenever a unit member is granted a lateral change in position, their placement on the salary schedule will remain the same (salary grade and step) as in their former position.

4.3.2 Any unit member promoted shall receive an increase in salary no less than an amount equaling one step on their present grade placement, but no higher than the highest step on the new grade.

4.3.2.1 The effective date shall be the first day served in the promotional position.

4.3.3 See Article 6 regarding anniversary permanency date, evaluation, and trial period of promoted unit member.

4.4 LONGEVITY PAY

~~4.4.1 A one grade salary adjustment (approximately 2½%) will be given to unit members after completion of 10, 15, 20, 25, 30, and 35 years of service.~~

~~4.4.2 In determining eligibility, a unit member who works 75% of his/her work year will be given credit for one year of service for purposes of longevity only.~~

~~4.4.3 Longevity pay will automatically be added to the unit member's pay warrant and written notification will be sent by the office of Human Resources Office to the unit member stating the new grade and step and effective date.~~

4.5 4.4 SHIFT DIFFERENTIAL

4.5.1 4.4.1 A shift differential of \$1.00 per hour shall be added to the unit member's salary for all unit members whose shift ends at 10:30 p.m. or later (based on an 8-hour shift).

4.5.2 4.4.2 A shift differential of \$1.50 per hour shall be added to the unit member's salary of all unit members assigned to the graveyard shift starting at 11 p.m. (based on an 8-hour shift).

4.6 4.5 PROFESSIONAL GROWTH PROGRAM

4.6.1 4.5.1 Eligibility for a Professional Growth increment is limited to:

4.6.1.1 4.5.1.1 Permanent unit members.

4.6.1.2 4.5.1.2 Unit members who meet District standards, as supported by their two most recent performance evaluations.

4.6.2 4.5.2 Retroactivity

4.6.2.1 4.5.2.1 Course credit (units) applicable to the initial professional growth increment may be allowed retroactively provided:

4.6.2.1.1 a. The credits were earned within the last five (5) years while a regular employee of the Santa Ana Unified School District, not as a substitute.

4.6.2.1.2 b. If at initial employment a unit member is enrolled in course work, the credits will be accepted if no more than one-half (1/2) the duration of the course has passed.

4.6.2.1.3 c. The increment credits are verified through efforts of the unit member and are approved in accordance with requirements of the Professional Growth Program.

4.6.3 4.5.3 Course Credit (Units) and Increment Provisions

4.6.3.1 4.5.3.1 Course credit for each completed class must be used in its entirety, and no excess credits may be applied toward the requirement of another increment.

4.6.3.1.1 a. First Increment – 12 credits

4.6.3.1.2 b. Second Increment – 12 credits beyond 4.6.3.1.1 First increment

4.6.3.1.3 c. Third Increment – 12 credits beyond 4.6.3.1.2 Second increment

4.6.3.1.4 d. Fourth Increment – 12 credits beyond 4.6.3.1.3 Third increment

4.6.3.1.5 e. Fifth Increment – 12 credits beyond 4.6.3.1.4 Fourth increment

4.6.3.2 4.5.3.2 A minimum of one (1) year shall be required between the approval of increments.

4.6.3.2 4.5.3.3 Application, proof of work taken and verifying transcripts (original with college seal) must be received by the Human Resources Office.

4.6.3.3 4.5.3.4 A maximum of six twelve (12) credits per semester may be credited toward an increment.

4.6.3.4 4.5.3.5 A maximum of five (5) increments may be earned by any unit member.

4.6.4 4.5.4 Criteria

4.6.4.1 4.5.4.1 The increment shall be earned upon successful completion of course work leading to the achievement of goals of benefit to the District which is equivalent to the twelve (12) semester credits. At least eight (8) ~~six (6)~~ credits of each increment shall be related to the unit member's job family.

4.6.4.2 4.5.4.2 Course credits may be earned at accredited colleges, universities, trade schools, adult education institutions, educational conferences, District orientation classes, and workshops.

4.6.4.3 4.5.4.3 Educational conferences, workshops, and District orientation classes shall be credited at the rate of one-half (1/2) credit per eight (8) hours. Verification of hours of attendance shall be required.

4.6.4.4 4.5.4.4 To receive course credit, a letter grade of "C" or better or a "Pass" grade must have been achieved.

4.6.4.5 4.5.4.5 The District shall not incur any liability or costs of registrations, books, mileage or subsistence.

4.6.5 4.5.5 Procedure

4.6.5.1 4.5.5.1 Unit members shall initiate to their immediate supervisor/principal an application provided by Human Resources listing class work equivalent to twelve (12) credits. If the application is approved and signed by the supervisor/principal, it shall be forwarded to the Human Resources Office for review and monitoring. If the application request is denied by the supervisor/principal or Human Resources,

a notification with comments and recommendations shall be addressed to the applicant, and CSEA Chapter President.

~~4.6.5.2~~ **4.5.5.2** The Professional Growth Committee shall be established, consisting of five (5) classified unit members serving in an advisory capacity. Classified unit members shall be appointed for two (2) years and appointments should be made in alternate years to avoid a complete new committee every two (2) years. The CSEA Chapter President, shall make the appointments. This Committee shall meet on an as-needed basis.

~~4.6.5.3~~ **4.5.5.3** The Professional Growth Committee shall, upon appeal, review the action which denied incremental approval, and make a recommendation to the Superintendent.

~~4.6.6~~ **4.5.6** Compensation

~~4.6.6.1~~ **4.5.6.1** Effective July 1, 2022, at the completion of each approved twelve (12) credit increment, there shall be \$75.00 per work month added to the unit member's regular salary on the first of the month following the date all completed and approved official documents are received in the Human Resource Office.

4.7 4.6 RECLASSIFICATION PROCEDURE

Definition:

4.6.1 Reclassification is defined as a position that has a significant and permanent change and/or increase in the duties and responsibilities which have been assigned by the District and are inconsistent with the current job description of the position. Position reclassification is neither a reward to a unit member for excellent performance or higher seniority within a job classification. Reclassification is not appropriate based solely on increased volume of work, excellent performance of job duties, seniority or unusual special skills of the member unless the position requires such use of said skills.

~~4.7.1~~ **4.6.2** Requests for reclassification review shall be submitted to Human Resources for date and time stamp of receipt. Human Resources will then send reclassification requests to CSEA Chapter ~~41~~ President and Labor Relations Representative for consideration within 3-5 duty days. Request will be processed as follows:

~~4.7.1.1~~ **4.6.2.1** CSEA Reclassification Committee shall have release time to meet and review reclassification request(s).

~~4.7.1.2~~ **4.6.2.2** Requests will be accepted between July 1 and December 31 of each year, with any approved reclassifications to be effective the subsequent July 1.

~~4.7.1.3~~ **4.6.2.3** No requests will be accepted between January 1 and June 30.

~~4.7.1.4~~ **4.6.2.4** The Reclassification Committee shall begin meeting no later than March 1.

- 4.7.2 Requests may be submitted only by ~~an employee~~ **unit member** who has had permanency in the position for a minimum of one (1) year.
- 4.7.3 This section is specifically excluded from the grievance/arbitration section of the Agreement except for the limited issue of whether or not the District has complied with the contractual time limits.
- 4.7.4 Reclassification Committee
- 4.7.4.1 A District/CSEA Reclassification Committee shall be comprised of the following:
- 4.7.4.1.1 a. Two (2) CSEA members and one (1) alternate shall be appointed by the CSEA Chapter President. These members shall serve two (2) year terms and may be reappointed.
- 4.7.4.1.2 b. Two (2) ~~Administrators~~ and one (1) alternate shall be appointed by the Associate Superintendent, Human Resources. These administrators shall serve two (2) year terms and may be reappointed.
- 4.7.5 The findings and recommendations of the Reclassification Committee shall be submitted to the District and CSEA no later than May 1st.
- 4.7.6 When a unit member(s) is reclassified to a higher range, the unit member(s) shall receive an increase in salary no less than an amount equaling one step on their present grade placement but no higher than the highest step on the new grade.
- 4.7.7 All District recommendations for new and abolished classifications shall be forwarded to CSEA.
- 4.7.8 All decisions of the Reclassification Committee are final, and subject to Chapter ratification and Board approval.

4.8 ERROR IN SALARY

- 4.8.1 ~~Whenever it is determined that an error has been made in the calculation or reporting of any classified employee payroll, or in the payment of any classified employee's salary, the District shall, within five (5) working days following the determination, provide the employee with a statement of the correction and a supplemental payment drawn against any available funds. (Ed. Code 45167)~~ **Whenever it is determined that a wage underpayment has occurred, the District shall, within five (5) working days, provide the unit member with a statement of the correction and issue a supplemental payment.**
- 4.8.2. Whenever it is determined that a wage overpayment has occurred, the District shall notify and provide a detailed account of the overpayment amount to the unit member in writing, provide an opportunity to respond, and explain their rights.**

4.8.2.1 If the unit member agrees on the amount of the overpayment, the District shall provide the unit member a written agreement authorizing the installment repayment plan through payroll deduction.

a. No more than 20% of unit member's net disposable earnings (gross pay minus mandatory taxes and garnishments) can be deducted from any pay period, unless the unit member authorizes deduction in a higher amount.

4.8.2.2 If the unit member disputes the amount of overpayment, and mutual agreement cannot be reached, the District may initiate legal action and may obtain a court order to deduct the full overpayment amount.

4.8.2.3 If the unit member is separated from their employment before full repayment, upon separation the District may recover any remaining overpayment by withholding the outstanding recoupment amount from any monies that would be paid to the employee-unit member.

4.9 STIPENDS UNDER DISTRICT'S DRUG AND ALCOHOL TESTING PROGRAM

4.9.1 Any ~~classified employee~~ **unit member** covered by the PROGRAM as provided for in Article 5, shall earn a stipend for commercial driving duties equal to a one range increase above the range for their classification.

~~4.10 STAFF DEVELOPMENT DAY FOR PARAPROFESSIONALS~~

~~4.10.1 Paraprofessionals may attend one day of staff development on a voluntary basis, and~~

~~4.10.2 Attendance may occur on one of the days when staff development has been scheduled for teachers, and~~

~~4.10.3 The site administrator/supervisor shall discuss training options and determine which day the Paraprofessional may attend, and~~

~~4.10.4 Compensation for the day of staff development, shall be at \$120.00, the unit member's regular rate of pay, and~~

~~4.10.5 This stipend compensation shall apply as long as Staff Development Days are available to Paraprofessional.~~

Classified Salary Schedule, Titles (Refer to Appendix)

Classified Salary Schedule (Refer to Appendix)

**CSEA Counter Proposal 6 to DISTRICT
4/29/2026**

 Initial	4/29/26 Date
 Initial	4-29-26 Date

**6.0 TRANSFERS, TEMPORARY ASSIGNMENTS, PROMOTIONS, SELF-DEMOTIONS, AND
VACANCIES**

6.1 **TRANSFERS** ~~All transfers within the Santa Ana Unified School District shall be made by District Management, within the Human Resources Department.~~

6.1.1 **Transfer shall be defined as a change in work location and/or department, within the same classification as listed on the classified salary schedule, inclusive of any increase in hours and/or work year.**

6.1.1.1 **All transfers within the Santa Ana Unified School District shall be made by District Management, within the Human Resources Department.**

6.2 **District-Initiated Transfers** ~~District Management may initiate a recommendation to the Human Resources Department in order to transfer a unit member. The following procedure shall be followed prior to the actual transfer being implemented:~~

6.2.1 **District Management may initiate a recommendation to the Human Resources Department in order to transfer a unit member. The following procedure shall be followed prior to the actual transfer being implemented:**

6.2.1.1 The unit member and the Association shall be sent a transfer notice in writing at the same time; it shall specify the reason(s) and new work location.

6.2.1.1 a. Transfers shall not be arbitrary, capricious, or discriminatory.

6.2.1.2 b. Transfers which are disciplinary in nature should be referred to Article 15.

6.2.2 ~~All District initiated transfers, that are related to oOver or uUnder sStaffing shall follow the steps below: **Over and Under Staffing:**~~

6.2.2.1 **All District-initiated transfers related to over/under staffing shall abide by the following:**

6.2.2.1 **a.** The Human Resources Department shall provide written notice to the employees unit member(s) in the affected classification at the affected site/department requesting employee volunteers.

6.2.2.2 **b.** The employee volunteer with the greatest classification seniority shall be selected for the transfer.

6.2.2.3 **c.** After three (3) duty days should there be no volunteers, the least senior employee unit member in the said classification shall receive the transfer.

6.2.2.4 d. A uUnit members who have has been transferred due to over/under and/or under staffing shall be eligible to return to their original site and/or department, if and when their original site and/or department becomes available/vacant, within twelve (12) months if voluntary or twenty-four (24) months if involuntary.

6.2.2.4.1 (1) Unit members shall submit an over/under staffing transfer form, within thirty (30) days of their transfer, through the District's Human Resource system.

~~6.2.2.5~~ **6.2.3 Site Closures** ~~In the event a site closure occurs, and there are no vacancies District wide to absorb the unit members to be transferred, Article 16.5 shall be followed.~~

~~6.2.3.1 In the event a permanent site closure occurs, and there are no vacancies District wide to absorb the unit members to be transferred, Article 16.5 shall be followed. the unit member shall be placed in a vacant position outside their classification for up to ninety (90) working days while awaiting a vacancy to arise within their classification. Their salary will be adjusted to reflect their previous classification pay.~~

6.2.3.1 In the event a permanent site closure occurs, and there are no vacancies, the unit member shall be placed in an equal or lower vacant position outside their classification for up to one hundred twenty (120) working days while awaiting a vacancy to arise within their classification. Their salary will remain unchanged during this period. After the one-hundred-twenty (120) working days, Article 16 (Bumping) shall be followed.

6.2.3.2 In the event of a temporary site closure, the District and CSEA shall meet and confer prior to any final unit member being transferred or displaced.

6.2.2.5.1 a. The transferred unit members shall not suffer any loss of hours, salary, or any health and welfare benefits negotiated in this Agreement.

6.2.3 4 The transfer recommendations may be initiated at any time.

6.2.4 5 Any unit member recommended by District management for transfer may appeal the transfer to the Division Superintendent of Human Resources within 5 duty days. The appeal is to be in writing stipulating the reasons that the transfer should not be made. The transfer shall be put on hold until the final decision is rendered.

6.2.5 ~~6~~ The Division Superintendent of Human Resources or designee shall meet and confer with the Association and affected member to review the appeal. The decision to the appeal shall be forwarded to the Association and unit member, in writing, within six (6) duty days from the date of the meeting.

6.2.6 ~~7~~ Any unit member affected by such transfer must receive written notice at least ten (10) duty days prior to effective date.

6.2.7 ~~8~~ Any transfer may be rescinded by the Board of Education.

6.3 Unit Member-Initiated Transfers – ~~Permanent unit members within the same classification requesting a transfer from one work site or department to another shall abide by the following:~~

6.3.1 Permanent unit members within the same classification requesting a transfer from one work site or department to another shall abide by the following:

~~6.3.1~~ 6.3.1.1 The unit member may apply for a transfer by completing the online Classified Transfer Form. District Transfer applications shall be active and remain on file from July 1 to June 30 in the year for which they are submitted.

~~6.3.2~~ 6.3.1.2 All vacancies, by specific job title and location, for which the District has received a transfer application shall be posted for internal candidates only for a period of no fewer than five (5) working days.

~~6.3.3~~ 6.3.1.3 When vacancies occur, all unit members who have submitted a transfer application for the position in which the vacancy occurs shall be invited to be interviewed.

~~6.3.4~~ 6.3.1.4 If more than one-unit member wishes to be transferred to a particular vacancy, the unit member with the greatest seniority in said classification shall be given appropriate consideration.

~~6.3.5~~ 6.3.1.5 Upon mutual agreement by CSEA and the site administrator, such interviews may be held at the site where the vacancy exists. Interview panel process will adhere to the section related to Filling of Vacancies.

6.4 TEMPORARY ASSIGNMENTS§ (Working Out of Classification)

6.4.1 Temporary assignments shall be defined as any unit member who is assigned by Management to assume the duties of a higher classification. When the temporary assignment is complete, the employee unit member will move back to their previous site, position, grade, and step. The unit member selected will receive written notification of position and location with start and end dates of temporary assignment. This section is effective only if such assignment is three (3) consecutive days, or an accumulation of more than five (5) days in a fifteen (15) day working period. Non-unit members shall not be offered temporary assignments over any qualified bargaining unit members. The District will adhere to Ed Code and any other statutory authorities.

6.4.1.1 A temporary assignment shall not normally exceed ninety (90) duty days. Should the temporary assignment exceed ninety (90) duty days, the assignment shall be reviewed for necessary continuance.

6.4.2 Temporary assignments may be initiated at any time.

6.4.3 The District will make a good faith effort to minimize temporary assignments. If affected unit member(s) believe(s) abuse of the practice is evident, and the immediate supervisor does not rescind the reassignment, then an appeal may be made to the Division Superintendent of Human Resources for review. The Division Superintendent of Human Resources or designee shall meet and confer with the Association and affected member to review the appeal. The decision to the appeal shall be forwarded to the Association and unit member within six (6) duty days from the date of the meeting. Summer assignments are not subject to this provision.

6.4.4 When a unit member is absent more than three (3) days, and when their absence requires coverage, other unit members within the similar job classification shall be given the first opportunity to cover for the absent unit member. Site/department unit members shall have equitable access to temporary assignment opportunities. All interested and qualified site/department unit members in appropriate classifications shall be given fair consideration for such assignments on a rotational basis. In the absence of interested and qualified site/department unit members, management shall assign on a rotational basis. Unit members not selected for a temporary reassignment may file a written request for a written statement of reasons for non-selection. Non-unit members shall not be offered temporary assignments over qualified bargaining unit members.

6.4.5 Any unit member assigned by the District to a higher classification shall be paid a salary assigned to the higher position on the lowest step or five percent (5%) over the unit member's current salary, whichever is greater.

6.4.6 When a unit member is temporarily assigned to a position in a lower salary classification (i.e. summer assignment), the unit member shall retain his/her their grade and step.

6.4.7 Any temporary assignment may be rescinded by the District.

6.5 Emergency Coverage Assignments

6.5.1 Coverage is limited to serious and unexpected safety situations and/or staff shortages that directly impact the safety of students and staff.

6.5.1.1 a) Rotation and Workload Distribution: Sites/departments shall establish a rotation based on District seniority, starting with the least senior if no volunteers are available. Management will meet with the affected staff to balance the workload.

6.5.1.2 b) Compensation for Inconvenience: Unit members assigned to another site will receive \$35 per day as compensation for the inconvenience and shall retain

their regularly scheduled shift (work hours). Mileage reimbursement will also be provided in accordance with current IRS mileage rates.

6.5.1.3 e) The \$35 flat compensation does not apply to classification where roving is inherent to their regular assignment. This encompasses Roving Leads covering their regularly assigned school sites, coverage at same site, unit members in the Return-to-Work Program, or itinerant staff with their assigned students/caseloads.

6.5.1.4 d) If the assignment ends prior to the end of their regularly scheduled shift, the employee **unit member** shall return to their original site for the remainder of their workday.

6.5.1.5 e) The unit member shall return to their original site the following duty day.

6.6 PROMOTIONS

6.6.1 A promotion is an advancement for a Unit Member from a lower to a higher classification. It shall be the policy and practice of the District to encourage promotion from within for Unit Members.

6.6.1.1 All promotional opportunities shall be posted **online via contemporary professional recruiting methods at every site, District Office, and District Website** for a minimum of ~~seven (7)~~ **five (5)** duty days prior to being filled. ~~All promotional opportunities of greater earnings shall be flown in house first.~~

6.6.1.1 6.6.1.2 a. All **permanent unit members applying for** promotional opportunities of greater earnings shall **be interviewed prior to external applicants and given priority selection over equally qualified external candidates.** ~~be flown in house first.~~

6.6.2 The following procedures shall serve as ~~guidelines be adhered to~~ **standards** for all promotions:

6.6.2.1 Permanent unit members may apply for promotional positions. Probationary unit members **and permanent unit members on a trial period** may apply as a new hire **for promotional positions only after successfully completing their probationary/trial period.**

6.6.2.2 All qualified ~~Unit Member~~ **Uunit Mmember** applicants for the posted promotional positions shall be interviewed.

6.6.2.3 Efforts will be made to interview candidates for the promotional position utilizing similar questions developed from the same guidelines and/or job description.

6.6.2.4 The unit member with the greatest seniority shall be given priority consideration.

- 6.6.2.5 All unit members not selected for promotion after the final interview may request an interview through Human Resources to discuss improvements that will assist the unit member in future promotions.
- 6.6.3 The promoted unit member shall serve a trial period of six (6) months **or 130 days of paid status** in the new position and shall receive a new anniversary permanency date which will become effective upon successful completion of the trial period, the date to be determined in accordance with these provisions.
- 6.6.3.1 A promoted unit member shall receive a formal written performance appraisal at the end of the third and fifth month of work, **unless released prior to the 5th month.**
- 6.6.3.2 Unit members shall advance to the next step on the salary schedule at the **successful completion** end of their six (6) month **or 130 days of paid status in their successful** trial period. All advancements, thereafter, will be on a yearly basis, up to a maximum of seven (7) steps.
- 6.6.4 Any unit member who fails to successfully complete the trial period of six (6) months for the promotional period shall be employed in the classification from which they were promoted. This may be accomplished as follows:
- 6.6.4.1 The supervisor of the promoted unit member shall first fill this vacancy with a temporary assignment, or a substitute.
- 6.5.4.1.1 a.** Every reasonable effort shall be made to temporarily assign a unit member.
- 6.5.4.1.2 b.** If no unit member is temporarily assigned, a substitute may be assigned during the six (6) month trial period until the promoted **employee unit member** gains permanency in the promotional position.
- 6.5.4.1.3 c.** Should the promoted unit member not pass the trial period; ~~he/she~~ **they** shall then be placed in the position from which ~~he/she~~ **they** came that had been filled by a temporary assignment or a substitute.
- 6.6.4.2 If the supervisor requests to fill the vacated position with a (probationary or permanent) unit member, the District shall place the unsuccessful promoted unit member in an existing vacancy within the previous classification.
- 6.6.4.3 If no vacancy exists in the previous classification, the unsuccessful promoted unit member shall be placed in a vacant position outside their classification for up to ~~sixty (60)~~ **ninety (90)** working days while awaiting a vacancy to arise within their classification. Their salary will be adjusted to reflect their previous classification pay. ~~Should the sixty (60) days expire and a vacancy within the previous classification not become available, the least senior employee in the classification shall be bumped.~~ **If the ninety (90) working day period expires and no**

vacancy becomes available in the unit member's previous classification, the least senior unit member in the classification shall be bumped.

6.7 Voluntary Self-Demotion

6.7.1 Self-demotion shall be voluntary and initiated solely at the request of the unit member. A unit member who self-demotes shall be placed in any vacant position they previously held in a lower classification. The unit member's proper placement (Grade and Step) on the Classified Salary Schedule shall be determined by their total number of service years. Self-demotions shall not be subject to discipline, retaliation, or adverse evaluation as a result of such request. The District shall provide written confirmation of the terms and effective date of the self-demotion, and the unit member shall have the right to union representation throughout the process.

6.8 FILLING OF VACANCIES

6.8.1 All permanent unit members and applicants for any classified position (promotional or new hire) shall test to demonstrate they meet the minimum qualifications of the position.

6.8.1.1. The District shall develop and maintain written policies and protocols that establish objective standards for testing and selection processes for classified positions. These standards shall include, but are not limited to, minimum passing scores for examinations, procedures for ranking and certifying candidates, criteria for selection among eligible candidates, and documentation requirements to ensure transparency and consistency in hiring decisions. The District shall provide a copy of these policies to CSEA upon request and shall meet and confer over any proposed material changes.

6.8.2 All permanent unit members and applicants who test shall meet the minimum qualifications of education, training, experience, and length of service (if required) for the position as established by the Board of Education.

6.8.3 Unit members who are required to test or interview during their work hours shall be provided up to three (3) hours of District-release time for travel, test, and/or interview.

6.8.4 The interview panel, if utilized for the filling of any vacancy, shall be comprised of at least one (1) employee who has the skills or has performed the specific job duties of the actual position being filled. This does not apply to entry-level positions. four (4) individuals: one (1) immediate supervisor or designee; a maximum of two (2) panelists from the work site; and one (1) unit member who has the skills or has performed the specific job duties of the position being filled. This does not apply to entry-level positions.

6.8.5 The District shall give no less than a five (5) day notice of scheduled interviews for CSEA Chapter President to appoint a representative to a classified interview panel, unless otherwise agreed to on a case-by-case basis, by the Associate Superintendent, Human Resources or designee and CSEA Chapter President or designee. The District shall provide the Chapter President no fewer than five (5) days' notice of any scheduled

classified interviews to ensure the appointment of a Chapter representative to the interview panel. Any deviation from this notice requirement shall occur only by mutual agreement, on a case-by-case basis, between Human Resources or its designee and the Chapter President or designee.

~~6.8.6~~ When the number of applicants meeting minimum requirements is more than four (4), Human Resources shall appoint an interview committee of three (3) to five (5) individuals to interview the eligible applicants. The immediate supervisor of that position, generally, shall not be a member of that committee. If the immediate supervisor is a committee member, the committee must consist of at least four (4) individuals, with a maximum of two (2) from the work site.

6.7.9 **SUMMER SCHOOL, AND/OR ENRICHMENT, and INTERSESSION, EXTENDED SCHOOL YEAR (ESY) (ALL DISTRICT PROGRAMS)**

~~6.7.9.1~~ Selection of unit members to fill these openings **positions** will be made from qualified applicants **within the same job family as the opening job classification at the site the program will operate.** Job family means the major headings on the classified salary schedule. When, in the judgment and discretion of the District Management, two or more applicants are equally qualified, the applicant with greater District seniority shall be selected. **In the event openings exceed the number of qualified permanent unit members, these assignments shall be offered to permanent unit members contingent upon additional qualifications:**

6.9.1.1 First within each job classification at individual sites, in descending order of seniority in that classification, followed by District-wide seniority;

6.9.1.2 Followed by unit member applicants within the job family at individual sites, in descending order of seniority in that job family, followed by District-wide seniority.

~~6.7.9.2~~ Should the need arise to reduce the staffing for these programs at a specific site, the unit member with the most seniority in said classification shall remain at that site.

~~6.7.9.2.1~~ This shall not include Instructional Assistant-Severely Disabled, Autism Paraprofessional, and other special circumstances (i.e. one-on-one, etc.) when deemed appropriate and necessary by the District.

~~6.7.9.3~~ All ~~employees~~ **unit members** working these programs shall be covered by the terms and provisions of this agreement.

~~6.7.9.4~~ Non-unit ~~employees~~ **members** shall not be deployed in these positions unless there are no qualified unit members applying for the assignment.

~~6.9.5~~ This article does not pertain to Summer Bridge programs.

<u>ASH</u> Initial	<u>4/29/26</u> Date
<u>LO</u> Initial	<u>4-29-26</u> Date

**CSEA Counter Proposal 4 to DISTRICT
on 4/29/26**

7.0 ABSENCES/LEAVES

7.1 GENERAL PROVISIONS

- 7.1.1 Unless extenuating circumstances prevail, any unit member who is absent from work without authorization, fails to return to work as scheduled after the expiration of an authorized leave of absence, or does not report to work as scheduled and does not notify their employer of their intention to quit **resign** shall be deemed to have abandoned their employment with the District.
- 7.1.2 All unpaid leaves of more than twenty (20) duty days shall be without fringe benefits except for a Family Care and Medical Leave. The unit member may make arrangements through Human Resources to pay the premium for fringe benefits for the time on leave (if permitted by the carrier).
- 7.1.3 Any authorized absence of twenty (20) duty days or less not covered by illness, personal necessity provisions or other articles of this agreement, shall be without compensation. Health and dental benefits shall be maintained.
- 7.1.4 ~~No credit for leaves shall be given on the salary schedule if the length of paid service is less than 75% of the duty days for that assignment within that fiscal year.~~ **A unit member must be in paid status for a period of at least 75% of the duty days for their assignment to advance on the salary schedule.**
- 7.1.5 At the expiration of any unpaid leave, the unit member will **shall** be assigned to a vacant position in the classification in which the **employee unit member** holds status. If no such vacant position is available, the unit member's name shall be placed on a re-employment list for the classification for a period of thirty-nine (39) months. The unit member may return to a classification at the same or lower salary level for which status is held.
- 7.1.6 The unit member shall notify the Human Resources Office **Department** at least ten (10) duty days prior to the end of the **unpaid** leave of ~~any~~ **their** intention to return to the District at the expiration of the leave or resign from the District. Failure to notify the Human Resources Office shall be considered a resignation from the District unless extenuating circumstances prevail.
- 7.1.7 Only permanent unit members who have completed two (2) years of service are eligible to apply for a leave. (Exception: **FMLA, CFRA, PDL and** child care leaves.)
- 7.1.8 After a leave has been approved, the District is under no obligation to return the unit member to service sooner than that approved, but will consider a written request by the unit member to return to work earlier.

7.1.9 When the District requires a physical examination for any absence or leave, the District pays the cost related to the first physician's visit. (i.e. – District cost related to required office visit, required co-pays, fees for self-parking, if applicable, mileage, cost from work site to office.)

7.1.10 ~~All unit members shall enter into the District's absence management system all sick leave absences of one day or more as soon as they are aware of their impending absence. Unit members are also required to notify their immediate supervisor/designee as soon as possible of such absences.~~ Unit members shall notify their immediate supervisor/designee as soon as possible of an impending absence from work. Unit members shall enter into the District's absence management system all sick leave absences of one day or more as soon as they are aware of their impending absence. If a unit member is unable to enter the absence in advance, the absence shall be entered as soon as practicable thereafter, and no later than immediately upon the unit member's return to work.

7.1.10.1 Unit members who are absent due to illness shall either notify their immediate supervisor/designee daily if they continue to be absent, or provide an expected return date. In the case of the latter, if the unit member does not return on the expected return date, they shall notify the District of a revised return date or provide daily notification from that date forward.

7.1.10.2 Absences not reported and entered in a timely manner may result in denial of the request and/or disciplinary action, consistent with this Agreement and District policy.

7.1.11 Unit members who are on leave shall not be required to perform any work duties.

7.2 ABSENCES

7.2.1 Pregnancy Disability Leave (PDL)

7.2.1.1 ~~All unit members~~ A unit member disabled by pregnancy, childbirth, or a related medical condition shall be entitled to pregnancy disability leave *without pay* for a period of up to four (4) months. The period of pregnancy disability leave shall run concurrently with leave under the Family and Medical Leave Act for eligible ~~employees~~ unit members.

7.2.1.1.1 a. Medical and dental benefits will continue during the pregnancy disability leave for applicable unit members.

7.2.1.2 The unit member shall request pregnancy disability leave at least thirty (30) calendar days before commencement of the leave if possible. If ~~thirty (30)~~ days' advance notice is not possible due to a change in circumstances or a medical emergency, the request must be made as soon as possible. The pregnancy disability leave request shall be on the approved District form.

7.2.1.3 A unit member seeking pregnancy disability leave shall provide the District with written certification from a health-care provider that states the following:

- a. The effective beginning date and the duration of the pregnancy disability leave.
- b. ~~That~~ ~~the~~ The unit member is physically unable to work due to a pregnancy-related condition, including prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, or any other related medical condition.

7.2.1.4 The unit member shall use accumulated sick days, extended sick leave during the pregnancy disability period. The employee unit member may choose to use vacation during the pregnancy disability leave period after the exhaustion of accumulated sick days.

7.2.1.5 At the expiration of the pregnancy disability leave, the unit member will be assigned in the same classification which was held at the beginning of the absence. Prior to the returning to duty, the unit member shall provide the District with a physician's statement containing a verification of absence days, a date of return, and a release to return to service with or without restrictions.

7.2.2 Parental Leave

7.2.2.1 Unit members who have been employed with the District for at least twelve (12) months are entitled to a parental leave for a total of twelve (12) work weeks in a twelve (12) month period following the birth of a child the unit member, or the placement of a child with a unit member in connection with the adoption or foster care of the child by the unit member. All parental leave must conclude twelve (12) months from the date of birth or placement of the child. The period of parental leave shall run concurrently with leave under the California Family Rights Act for eligible employees unit members.

7.2.2.2 The unit member shall request parental leave at least thirty (30) calendar days prior to the commencement of the leave if possible. If thirty (30) days' advance notice is not possible, the request must be made as soon as possible. The parental leave request shall be on the approved District form.

7.2.2.3 The unit member shall utilize accumulated sick leave during the period of parental leave. Once accumulated sick leave is exhausted, the unit member shall receive fifty percent (50%) of their salary for the remaining period of parental leave, separate and not counted against the extended sick leave benefit.

7.2.2.4 The District will maintain qualified unit members' medical, dental, vision, and life insurance benefits during the period of parental leave.

7.2.2.5 Parental leave may be used on an intermittent basis with duration of no less than two (2) week increments. However, the District shall grant a request for increments of less than two (2) weeks' duration on any two (2) occasions.

7.2.3 Illness/Personal Injury (Sick Leave)

7.2.3.1 A unit member shall be credited with one (1) sick day per month for each month of service. A unit member employed less than forty (40) hours per week shall be credited that proportion of one (1) day per month equivalent to the number of work hours in one (1) day. [e.g. A six (6) hour unit member is credited with a six (6) hour sick day for each month of service, etc.].

~~7.2.3.1.1~~ a. A month of service is at least 75% of the working days in that month.

~~7.2.3.1.2~~ b. A unit member who works 50% or more, but less than 75% of the working days in a month, shall earn 1/2 sick day.

7.2.3.2 Unit member shall receive their regular rate of pay for the day of absence.

7.2.3.3 At the beginning of each fiscal year, the full amount of sick days entitled under this section shall be credited to each unit member. Credit for sick days need not be earned prior to using such absences and ~~such absences~~ may be used at any time during the year. However, a newly hired unit member of the District shall not be eligible to use more than six days until the first day of the calendar month after completion of 130 consecutive duty days of active service with the District.

7.2.3.4 The full amount of sick days not taken shall be accumulated from year to year.

7.2.3.5 Unit members absent for more than five (5) consecutive workdays shall be required to provide a written statement from a medical health professional certifying the medical absence from work.

7.2.3.6 The District Human Resources Office, at its discretion, may require certification of illness absence from a physician or other acceptable verification of illness for any of the first five (5) days of absence provided that the District has reasonable cause to believe the unit member violated the use of sick days.

If a supervisor has a reasonable basis to believe that the unit member's absence from work is chronic in nature, and the unit member has previously been informed in writing that attendance is a matter of concern, the supervisor may require verification of the unit member's need for leave for future absences.

7.2.3.7 Unit members who serve in summer school and/or intersession (all District programs) shall earn additional days for illness or injury, and may use accumulated entitlement for illness or injury during the time when they render service in summer school and/or intersession.

7.2.3.8 Extended Sick Leave Benefit (100 days of half pay): ~~Pursuant to Education Code Section 45196, eE~~ Each unit member shall once per year, be credited with 100 work days of extended illness and injury leave in addition to regular sick leave provided for in this Agreement. Extended Sick Leave is to be used for the unit member's own illness/injury, and is not intended for any other purpose, including but not

limited to caring for other family members, personal necessity, or vacation. Extended sick leave may only be taken after an employee unit member has exhausted all accrued and advanced sick leave.

- a.** Each day of leave provided under this section shall be compensated at the rate of 50% of the unit member's regular salary. This leave benefit shall be available after all full-paid sick leave entitlements have been exhausted.
- b.** Extended sick leave shall commence on the first day of leave after a unit member has exhausted all full-paid sick leaves, but shall exclude paid vacation and paid holidays. Paid Holidays (e.g., Thanksgiving) that occur during a period of extended sick leave shall be paid at the unit member's regular full pay holiday rate rather than the 50% rate. Paid Holidays shall not count toward the 100-day total period of extended sick leave. Unused extended sick leave does not continue into the next school year and does not accumulate from year to year.

~~7.2.3.8.1~~ **7.2.3.9** The District will provide unit member's with their current total sick leave balance posted on the District's absence management system.

~~7.2.3.9~~ ~~The unit member is required to notify the immediate supervisor/designee as soon as possible of a pending absence from work. Unit members shall enter into the District's absence management system all sick leave absences of one day or more as soon as they are aware of their impending absence, or as soon as they return to work if they are unable to enter the absence prior to the absence.~~

~~7.2.3.9.1~~ ~~Unit members who are ill shall either notify the District daily if they continue to be absent, or shall advise the District of an expected return date. In the case of the latter, if the unit member does not return on the expected return date, they shall notify the District of a revised return date or call daily from that date forward.~~

~~7.2.3.9.2~~ ~~Unit members who are on sick leave shall not be required to perform any duties.~~

7.2.3.10 In cases where a substitute is normally used for day-to-day absences and/or when a unit member has been absent due to illness for ten (10) or more consecutive duty days, the unit member shall, on the last day of absence, notify the immediate supervisor/designee at least one hour before the end of the normal duty day if the unit member is returning the following day.

7.2.3.11 After exhaustion of all full-paid and extended sick leave, a permanent unit member may request additional unpaid leave pursuant to the provisions of this Article.

7.2.3.12 If at the conclusion of all paid or unpaid leaves and the unit member is still unable to assume the duties of their position, they will be placed on a reemployment list for a period of thirty-nine (39) months. ~~in the same manner as if they were laid off~~

~~for lack of work or lack of funds.~~ **During this period of 39 months, the unit member shall be responsible for notifying the District when they are medically cleared to return to work.**

- 7.2.3.13 No payment will be allowed for unused and accumulated sick leave at the time of resignation or termination of employment. Utilization of sick leave during the period leading up to resignation or termination of employment may only be used in accordance with the provisions of this Article.

7.2.4 Bereavement

- 7.2.4.1 Unit members shall be granted five (5) days of bereavement leave on account of the death of a member of their immediate family. **(Refer to Article 2.0 – DEFINITIONS for qualified immediate family members.)**

- 7.2.4.2** If out-of-state travel is not required, three (3) days shall be paid as bereavement leave, and the remaining two (2) days shall be unpaid unless the unit member elects to use other available and appropriate paid leave. Sick leave and extended sick leave may not be utilized for the purposes of receiving pay for bereavement leave.

- 7.2.4.3** If traveling out-of-state or more than 250 miles one way is required, up to five (5) days shall be paid as bereavement leave.

- 7.2.4.4** The days of bereavement leave need not be consecutive. The bereavement leave shall be completed within three (3) months ~~of~~ **from** the date **of death of** the immediate family member, unless extenuating circumstances exist, but in no event shall exceed twelve (12) months after the date of death of the immediate family member.

- 7.2.4.5** Human Resources may require verification of the death of the member of the immediate family, the unit member's relationship with the deceased, and the travel distance involved. The District may also require verification of extenuating circumstances in the event bereavement leave is requested more than three (3) months after the death of the immediate family member.

- ~~7.2.4.1.1~~ **7.2.4.6** Any unit member appointed executor of an estate may utilize, but not duplicate, the duty days as stated above.

- ~~7.2.4.1.2~~ **7.2.4.7** ~~Other bereavement reasons include: Reproductive Loss Leave applies to the unit member, their spouse, or domestic partner as defined in Government Code section 12945.6, which includes: failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.~~ **Other bereavement reasons shall include the Reproductive Loss Leave: failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This shall apply to the unit member, their spouse, or domestic partner as defined in Government Code section 12945.6.**

7.2.5 Jury Duty

7.2.5.1 A unit member shall be entitled to absence without loss of pay for any time the unit member is required to serve on jury duty. The District shall pay the unit member the difference, if any, between the amounts received for jury duty and the unit member's regular rate of pay. Any meal, mileage, and/or parking allowance provided the unit member for jury duty shall not be considered in the amount received for jury duty. On any day during which any unit member serves three (3) hours or more on jury duty, the unit member shall be relieved from work. If less than three (3) hours, including travel time to the work site (if jury duty is outside of Orange County), the remainder of the shift shall be considered as served.

7.2.5.1.1 If jury duty is postponed to off-cycle or other non-duty days, unit members will be paid the equivalent of substitute pay for their position while on jury duty. In order to receive pay, the unit member must submit proof of elective postponement of jury duty. The purpose of this section is to encourage unit members to schedule jury duty during student free and/or non-duty days. (This section is not applicable to 12-month employees employees unit members.)

7.2.5.2 Voluntary Grand Jury service shall be excluded from paid jury service.

7.2.6 Military

7.2.6.1 A unit member shall be entitled to any military absence provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military absence.

7.2.7 Occupational Injury and Illness

7.2.7.1 All unit members shall be entitled to an occupational injury or illness absence not to exceed sixty (60) duty days in any one (1) fiscal year for the same injury or illness.

7.2.7.2 The unit member shall notify their immediate supervisor of the injury/illness without undue delay.

7.2.7.3 If the injury/illness results in lost time from work, the Board of Education may require the unit member to submit to a physical examination by a physician selected by the Board at any time during the absence period. Cost of the examination shall be borne by the District.

7.2.7.4 The following rules shall apply:

~~7.2.7.4.1~~ a. Allowable leave shall not be accumulated from year to year;

- 7.2.7.4.2 **b.** Occupational injury or illness absence shall commence on the first day of absence;
- 7.2.7.4.3 **c.** ~~The unit member shall be paid such portion of the salary due him for any month in which the absence occurs as, when added to the temporary disability indemnity will result in a payment of not more than the unit member's full salary;~~ **For any month in which the qualified absence occurs, the unit member shall be paid such portion of their salary that, when added to the temporary disability indemnity, will result in a payment of not more than the unit member's full salary;**
- 7.2.7.4.4 **d.** Occupational injury or illness absence shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award;
- 7.2.7.4.5 **e.** When an occupational injury or illness absence extends into the next fiscal year, the unit member shall be entitled to only the amount of unused days for the same illness or injury.
- 7.2.7.5 ~~Upon termination of the occupational injury or illness absence benefit, the unit member shall be entitled to the other benefits provided in this Agreement and for the purposes of each of these Sections, the absence shall be deemed to have commenced on the date of termination of the occupational injury or illness absence benefit, and entitlement or other sick leave will then be used; but if a unit member is receiving Worker's Compensation, the unit member shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensatory time, vacation or other available leave which, when added to the Worker's Compensation award, will result in a payment of not more than the full salary.~~ **At the conclusion of the sixty (60) workday occupational injury or illness absence benefit, the unit member shall be entitled to all other leave benefits provided under this Agreement. The unit member shall be entitled to use their available sick leave, compensatory time, vacation, or other available leaves which, when added to the Worker's Compensation benefit, will result in payment of not more than the unit member's regular full salary.**
- 7.2.7.6 ~~During the paid absence, the District shall issue the unit member salary warrants for payment of their appropriate salary and shall deduct normal retirement and other authorized contributions.~~ **During the paid absence, the District shall issue the unit member their appropriate salary and shall deduct normal retirement and other authorized contributions.**
- 7.2.7.7 Any unit member receiving benefits as a result of this regulation shall, during periods of occupational injury or illness, remain within the State of California unless, upon written request for such travel, the Board authorizes travel outside the State.

7.2.7.8 A unit member who has been off work as the result of an occupational injury or illness shall have a signed release from the treating physician, duly licensed, prior to returning to work.

7.2.7.8.1 a. Limited capacity releases from the treating physician are acceptable for return to work at the discretion of the District only if the specified limitations will not prohibit the unit member from performing the essential functions of the position with reasonable accommodation comparable to that required by applicable federal and state laws. At the discretion of the District, ~~employees~~ unit members may return to other positions on a temporary basis with no loss in pay until ready to return to their regular assignment.

7.2.8 Personal Necessity Absence

7.2.8.1 Unit members shall be allowed to utilize no more than seven (7) days of accumulated sick leave, per school year, for the purposes of personal necessity/compelling absence. As soon as practical, unit members shall notify their immediate supervisor and enter their Personal Necessity absence into the District's absence management system for the day(s) indicated was or will be taken for the following reasons: (a) the need for absence is beyond the unit member's immediate control, (b) presents unavoidable conflict with duty hours, and (c) the unit member has no reasonable alternative; such as:

7.2.8.1.1 a. The death of a member of the unit member's immediate family when additional absence is required beyond that provided in the bereavement section.

7.2.8.1.2 b. As a result of an injury or illness involving ~~the unit member or~~ a member of their immediate family.

7.2.8.1.3 c. When resulting from an appearance in any court or before any administrative tribunal as a litigant, party, or witness. Proof of required attendance must be verified (This includes appearances as a result of being a victim of a crime or domestic violence) If all seven (7) days of personal necessity have been utilized, victim of a crime or domestic violence absences may be charged to vacation or compensatory time. If no accrued time is available, the leave may be taken as unpaid.

7.2.8.1.4 d. ~~Due to a~~ A catastrophe making it impossible for the unit member to report to work or remain at work without putting the unit member or their property in danger. (A catastrophe is a sudden, widespread or extraordinary disaster, such as a serious earthquake, fire, or flood.)

7.2.8.1.5 ~~Student free and/or non-duty days for less than 12-month employees.~~

7.2.8.1.6 e. ~~School activities for a unit member's child/dependent in accordance with California Labor Code 230.8.~~ To attend/participate in school-

related activities/matters of a unit member's child/dependent in accordance with California Labor Code 230.8.

7.2.8.1.7 f. To attend Extended medical, or dental, or optical appointments.

7.2.8.1.8 g. To observe Religious observance practices.

7.2.8.1.9 h. To grieve and/or attend the Funeral services of a close friend or relative not covered under the Bereavement Section of this Article.

i. To utilize on student-free and/or non-duty days for less than 12-month employees unit members.

7.2.8.1.10 j. Such eOther reasons approved by the District, handled on an individual basis.

7.2.9 Family and Medical Leave Act (FMLA) / California Family Rights Act (CFRA)

~~FMLA/CFRA leave shall run concurrently with available and applicable paid leaves. Unit members shall use all available leave balances (e.g., accrued sick or other applicable paid leave) as a requirement before taking unpaid leave.~~

~~FMLA/CFRA leave may be used to care for any immediate family members of the unit member or a unit member's designated person. The designated person can be any person related by blood to the employee, or any person who is like family to the employee. The unit member may utilize FMLA/CFRA to care for one (1) designated person per twelve (12) month period.~~

Eligible unit members may utilize up to four (4) months of unpaid, job-protected leave in a twelve (12) month period for serious health conditions, family care, or bonding with a new child, inclusive of the twelve (12) weeks provided under FMLA/CFRA and additional leave provided by the District.

A unit member shall have been employed for a minimum of twelve (12) months prior to requesting this leave and worked a minimum of 1,250 hours in the 12 months immediately preceeding the leave to be eligible for FMLA/CFRA.

7.2.9.1

~~A unit member who meets all the requirements of eligibility shall be entitled to four (4) months of unpaid leave in any twelve (12) month period and four (4) months of paid health and welfare benefits (at the same cost paid for by unit members not on leave). A twelve (12) month period commences on the first day of the leave. The four (4) months may be taken in increments. FMLA/CFRA shall be permitted for the following reasons:~~

- a. To care for the unit member's own serious health condition. A serious health condition is one that involves either inpatient care in a hospital, hospice or residential care facility, or outpatient continuing treatment, or continuing supervision of a health care provider.

b. For the birth, adoption, or bonding with a child of the unit member. A child means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person who is not the parent but responsible for raising the child.

c. To care for their child, spouse, immediate family member, or designated person who is seriously ill. A parent means a biological, foster, or adopted parent, a stepparent, a legal guardian or a person who is responsible for raising the unit member when the unit member was a child.

(1) The unit member may utilize their current annual allotment of sick leave without the District's approval.

7.2.9.2 A unit member shall have been employed for a minimum of twelve (12) months prior to requesting this leave and worked a minimum of 1,250 hours to be eligible for FMLA/CFRA. FMLA/CFRA leave shall run concurrently with available and applicable paid leaves. A unit member shall utilize accrued and applicable sick leave, including extended sick leave, or any other paid or unpaid approved time. A unit member may elect to utilize accrued vacation.

7.2.9.3 Family and Medical Leave shall be permitted for the following reasons:

A. To care for the unit member's own serious health condition. A serious health condition is one that involves either inpatient care in a hospital, hospice or residential care facility, or outpatient continuing treatment, or continuing supervision of a health care provider.

B. For the birth, adoption, or bonding with a child of the unit member. A child means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person who is not the parent but responsible for raising the child.

C. To care for their child, spouse, immediate family member, or designated person who is seriously ill. A parent means a biological, foster, or adopted parent, a stepparent, a legal guardian or a person who is responsible for raising the unit member when the unit member was a child.

7.2.9.3 FMLA/CFRA leave may be used to care for any immediate family members of the unit member or the unit member's designated person. The designated person can be any person related by blood to the unit member, or any person who is like family to the unit member. The unit member may utilize FMLA/CFRA to care for one (1) designated person per twelve (12) month period.

7.2.9.4 ~~The unit member shall retain his/her unit member status with the District during the leave period, and the leave shall not constitute a break in service for purposes of longevity, seniority, or any unit member benefit plan.~~ **The unit member shall retain their full status with the District during the leave period, and the leave shall not constitute a break in service for purposes of years of service, seniority, or any unit member benefit plan.**

7.2.9.5 ~~A unit member shall utilize accrued and applicable sick leave, including extended sick leave, or any other paid or unpaid approved time. A unit member may elect to utilize accrued vacation.~~

On an annual basis, the first six (6) days of utilization of a unit member's accrued sick leave for the illness of a child, spouse, or parent/step-parent may be used without the District's approval.

a. A unit member who meets all the requirements of eligibility shall be entitled to four (4) months of unpaid leave in any twelve- (12) month period and four (4) months of paid health and welfare benefits. The unit member's health and welfare contribution shall remain the same as if they were not on leave. A twelve- (12) month period commences on the first day of the leave. The four (4) months may be taken in allotments.

7.2.9.6 ~~If husband and wife~~ **the unit member and spouse** are both ~~unit members and their spouse are~~ employees of the District, they shall be limited to a total of four (4) months per twelve- (12) month period between them.

7.2.9.7 If a unit member's need for family care leave is foreseeable, they shall give the District reasonable advance notice.

7.2.9.8 If leave is needed for a planned medical treatment or ~~supervision~~ **care**, the unit member shall make a reasonable effort to schedule the treatment or ~~supervision~~ **care** to avoid disruption of District operations. This scheduling shall be subject to the health care provider's approval.

7.2.9.9 A health care provider's verification of a serious illness/ ~~or serious~~ health condition shall be provided by the ~~employee~~ **unit member** at the time a request for leave is filed. If the need for leave is to care for an immediate family member or designated person, ~~the unit members~~ shall provide written certification from the identified individual's health-care provider. The certification shall contain enough information to identify the ~~reason qualifies~~ **qualifier** for the FMLA leave.

7.2.9.10 Disability leave granted for pregnancy shall be in addition to FMLA.

7.2.9.11 The District shall provide FMLA/CFRA information/updates to bargaining unit members on an annual basis. Additionally, the District shall provide contact information to all unit members regarding a Human Resources staff member who will be able to answer individual FMLA/CFRA questions. All District timekeepers shall be trained as needed, as it relates to payroll.

7.3 UNPAID LEAVES OF ABSENCES

7.3.1 Unpaid leaves will be considered for the following reasons:

7.3.1.1 Family matters of an emergency/compelling nature.

7.3.1.2 Rest and recuperation if in the best interest of the District and unit member's mental health and welfare, to be accompanied by a medical advisor recommendation.

7.3.1.3 Child care.

7.3.1.4 Academic preparation - when the unit member is entered on a planned District-approved program of study.

7.3.1.5 Other reasons not covered above.

7.3.2 A leave request for academic preparation and "other reasons" must be submitted on the proper form to the Human Resources Office at least four (4) weeks prior to the beginning of the leave, except that the time limitations may be waived in any case in which the nature of the leaves makes such notification impossible.

7.3.3 Immediate Supervisors may excuse an employee unit member for personal business for up to two (2) days in any one (1) school year. The request shall be made prior to the absence. The absence shall be with loss of pay equal to 50% of the employee's unit member's pay.

7.3.4 Human Resources may excuse for one (1) to five (5) days with 50% loss of pay for the first two (2) days and remaining three (3) days at full loss of pay.

7.4 CATASTROPHIC LEAVE

7.4.1 Definition of Catastrophic Leave

7.4.1.1 An illness or injury as certified by an attending physician that incapacitates the unit member or their immediate family, and which requires the unit member to take time off from work and taking extended time off work creates a financial hardship for the unit member because they have exhausted all their accrued sick leave, vacation leave, compensatory time and Extended Sick Leave.

a. Not covered: Illnesses or accidents resulting from commission of a felony or elective cosmetic surgery. Also, not included are work-related illnesses or injuries, which may be covered under the Worker's Compensation Insurance Program.

7.4.1 7.4.2 Establishment of Classified Catastrophic Leave Bank (Bank)

7.4.2.1 The Catastrophic Leave Bank shall be funded in accordance with the following terms:

- a. For the purpose of this section, a "day" shall be any day an employee unit member is expected to be on duty. A "duty work day" is defined as the specific hours of work of each employee unit member. Time in the Catastrophic Leave Bank shall accumulate from year to year. During Catastrophic Leave, employees unit members shall receive retain all the rights and privileges they would normally receive on a regular status basis.
- b. Time shall be contributed to the Bank and withdrawn from the Bank without regard to the unit member's rate of pay of the Catastrophic Leave Bank participant.
- c. Donations may be solicited and received from all employees of the Santa Ana Unified School District on a day for day basis regardless of their employment position within the District. If non-bargaining unit members wish to contribute, they may do so without the benefit of withdrawing from the CSEA Catastrophic Leave Bank.

7.4.2 Definition of Catastrophic Leave

- ~~a. An illness or injury as certified by an attending physician that incapacitates the employee which requires the employee to take time off from work and taking extended time off work creates a financial hardship for the employee because they have exhausted all their accrued sick leave, vacation leave, compensatory time and Extended Sick Leave.~~
- ~~b. Not covered: Illnesses or accidents resulting from commission of a felony or elective cosmetic surgery. Also, not included are illnesses or accidents, which may be covered under the Worker's Compensation Insurance Program.~~

7.4.3 Eligibility and Contributions

- a. All unit members who have permanency in the District and have a minimum of one (1) year of sick leave accrued are eligible to contribute to the Catastrophic Leave Bank.
- b. Participation is voluntary, but requires contribution to the Bank. Only contributors will be permitted to withdraw from the Bank.
- c. The employee unit member shall authorize the contribution on the appropriate form, and once ~~an employee has~~ they are a participant applied, an automatic annual contribution will be made no earlier than September 16 of the current school year. The employee unit member shall remain eligible as long as the contribution has been made as needed by the provisions of this Article.
- d. ~~An employee~~ The unit member may end participation in the Catastrophic Leave Bank by sending a written request on the appropriate form to end participation to the District. This request shall be made during the open enrollment period, July 1 through September 15, of each school year. Any sick/vacation days donated to the Catastrophic Leave Bank will be forfeited.

- e. Open enrollment shall occur annually between July 1 through September 15 of each school year. Failure to make an annual contribution shall result in termination not being eligible to withdraw from the Bank. ~~of membership in the Bank.~~
 - 1. New employees unit members, upon receiving permanency, shall be eligible to contribute without waiting for the open enrollment.
- f. The rate of contribution by each participating unit member shall be a minimum of two (2) days of sick leave or one (1) day of vacation day per school year.
 - 1. Additional days may be contributed by members with more than two (2) years of accumulated sick leave, but shall not exceed 20% of their accrual.
 - 2. Members who are retiring may donate any portion of their unused sick leave and/or vacation to the bank.
- g. Contributions to the Catastrophic Leave Bank shall not affect the earning of additional sick leave days.
- h. Sick leave previously authorized for contribution to the Bank shall not be returned to the employees unit member.
- i. Requests for catastrophic leave or granting of days from the Catastrophic Leave Bank do not absolve an employee from providing all necessary documents verifying illness/injury and authorizing absence from the District due to illness/injury. Unit members seeking to withdraw from the Bank shall provide all necessary documents verifying their illness/injury to the District.

7.4.4 Withdraw from the Bank

- a. Employees Unit members must use all accrued sick leave, vacation leave, compensatory time and Extended Sick Leave available to them before being eligible to withdraw from the Bank.
- b. If a unit member is incapacitated, applications may be submitted to the District by the participant's agent or member of the employee's family within the window period.
- c. Withdrawals from the Catastrophic Leave Bank shall be granted in units up to twenty-five (25) days. The maximum amount of time for which donated leave may be used, shall not exceed a maximum period of twelve (12) consecutive months.
- d. Employees Unit members applying to withdraw or extend their withdrawal from Catastrophic Leave the Bank shall be required to submit a doctor's statement to include an original signature indicating the nature of the illness or injury and the probable length of absence from work. The District shall keep information regarding the nature of the illness request confidential.
- e. Any approved unused eCatastrophic lLeave days shall be returned to the Bank.

- f. Any fraudulent or inappropriate use of donated days will result in the employee unit member returning any resulting overpayment of wages and may subject the employee unit member to further disciplinary actions as found appropriate by the District, per the terms of this collective bargaining agreement. The overpayment of wages will be converted by the District to days returned to the Catastrophic Leave Bank. The number of days returned shall equal the number of hours fraudulently or inappropriately used by the employee unit member.
- g. If the Catastrophic Leave Bank does not have sufficient hours/days to fund a withdrawal request, the District ~~shall be~~ is under no obligation to provide hours/days ~~and the District is under no obligation or~~ to pay the participant any funds whatsoever. If the District denies a request for withdrawal, because of insufficient hours/days to fund the request, they shall notify the employee unit member, in writing, ~~of such the reason for~~ denial.
- h. Withdrawals shall become effective immediately.

7.4.5 Administration of the Bank

- a. The District shall have the responsibility of maintaining the records of the Catastrophic Leave Bank, receiving withdrawal requests, verifying the validity of requests, approving or denying employee unit member requests, receiving request by employees unit members to end participation, and communicating its decisions, in writing, to the employee participants, and to the Association, ~~and to the District~~. Denials are subject to review by CSEA as to compliance with the terms and conditions of the collective bargaining agreement and of this article, but the decision of denial by the District shall not be grievable. The various required Catastrophic Leave Bank Forms shall be a result of the collective bargaining efforts of the District and CSEA.
- b. Applications shall be reviewed and decisions reported to the applicant, in writing, within ten (10) duty days of receipt of the application.
- c. The District shall keep all records and decisions confidential and shall not disclose the nature of the illness/injury except as is necessary to process the request for withdrawal. The District and the Association will not use any information gathered for purposes other than to maintain the Catastrophic Leave Bank.
- d. Each month, the District shall provide CSEA with:
 - 1. The amount of time contributed by employees to the Bank for the current year.
 - 2. The names of participating employees unit members.
 - 3. The total amount of time available in the Bank.
 - 4. The names of the employees unit members and number of days withdrawn during the previous month.

- e. The unit member must waive any and all claims against the Association, the SAUSD Board of Education, the District and its officers and employees arising from the administration of the Catastrophic Leave Bank program.
- f. If the Catastrophic Leave Bank is dissolved for any reason, the days remaining in the Catastrophic Leave Bank shall be returned to the then current members of the Bank proportionately.
- g. In the event the District fails to provide information requested, CSEA may exercise their Grievance rights provided in Article 10.
- h. The Catastrophic Leave section of this Article may be reopened at the request of either party and upon mutual agreement.

**District Counter Proposal 2 to CSEA
on 4/29/2026**

 Initial	<u>4/29/20</u> Date
 Initial	<u>4-29-26</u> Date

8.0 VACATION AND HOLIDAYS

8.1 VACATION

8.1.1 All unit members who work are in paid status at least 75% of the working days in a month shall earn one-day vacation allowance for each month worked. Additional vacation is earned according to the following conditions:

8.1.1.1 After 5 years of service, vacation shall be earned at the rate of 1-1/4 days per month worked.

8.1.1.2 After 10 years of service, all unit members shall earn vacation at the rate of 1-1/2 days per month worked.

8.1.1.3 After 15 years of service, all unit members shall earn vacation at the rate of 1-3/4 days per month worked.

8.1.1.4 After 20 years of service, all unit members shall earn vacation at the rate of 2 days per month worked.

8.1.1.5 All unit members who works are in paid status 50% or more, but less than 75% of the working days in a month, shall earn 1/2 day of vacation for each month.

8.1.1.6 Vacation allowance for unit members working less than full time shall be prorated equivalent to current assignment.

8.1.2 In the event of the unit member's separation from the District prior to completion of 130 duty days, a unit member shall not be entitled to the use or payment for any earned vacation.

8.1.3 The administrator and/or immediate supervisor shall schedule vacation times using the following procedures:

8.1.3.1 The administrator and/or immediate supervisor shall schedule vacation times at the unit member's request if the request is made at least thirty (30) calendar days before commencing of vacation time and if the request does not seriously impede District operations.

8.1.3.2 The administrator and/or immediate supervisor shall inform the unit member as to whether the time requested seriously impedes District operations with an explanation, in writing, as to the seriousness, within ten (10) calendar days after submission of the request.

8.1.3.3 If the vacation time requested does not seriously impede District operations, the administrator and/or immediate supervisor shall notify the unit member, in writing,

that the request has been approved within ten (10) calendar days after submission of the request.

8.1.3.4 All requests made less than thirty (30) calendar days before vacation time is requested to commence, shall be scheduled at the ~~administrator and/or~~ immediate supervisor's discretion. The ~~administrator and/or~~ immediate supervisor shall notify the unit member, in writing, within ten (10) calendar days of submission as to whether the request is approved or denied. **If no response is received, the request shall be deemed approved.**

8.1.3.5 Request for vacation time shall not be denied arbitrarily or capriciously.

~~8.1.3.6 If a response approving or denying the request is not provided within ten (10) duty days, the request shall be deemed approved.~~

8.1.3.6 The unit member may appeal ~~the decision to rescind a vacation, a vacation denial, or a refusal to provide a response to a vacation request~~ to the Associate Superintendent, Human Resources, or the unit member may file a grievance.

8.1.4 ~~Unit members working twelve (12) calendar months shall use all earned vacation no later than the end of the fiscal year, following the year in which it was earned. When circumstances preclude the taking of earned vacation within the time allowed, a maximum of one-half of the annual vacation allowance may be carried over subject to the approval of the Associate Superintendent, Human Resources or his/her designated representative. Exceptions up to one year of annual vacation allowance carry over may be approved by the Superintendent or their designee.~~ **Unit members working twelve (12) calendar months may carry over up to one (1) full year of their annual vacation accrual. Any vacation in excess of one full year of their annual vacation accrual shall be paid out on June 30th of the fiscal year, and shall be included in the July 10th pay warrant.**

8.1.4.1 ~~Administrator and/or~~ immediate supervisors may approve the taking of vacation prior to having earned the vacation credit when circumstances are such that it is advantageous to both the District and the employee.

8.1.5 Unit members working less than twelve **(12)** calendar months shall take all earned vacation within their specified working period. Earned vacation credit need not be accrued prior to taking such vacation by unit members in this category, and, with the approval of their ~~administrator and/or~~ immediate supervisor, unit members may take vacation at any time during their specified working period.

~~8.1.5.1 Any unused vacation shall be paid out on June 30th.~~

8.1.5.1 Unit members who are unable to take all **earned accrued** vacation shall be **allowed to be paid off for out** up to five (5) days of **earned their** vacation, subject to the approval of the Division Superintendent, or his/her designated representative.

8.1.5.2 Any vacation in excess of one full year of their annual vacation accrual shall be paid out on June 30th of the fiscal year, and shall be included in the July 10th pay warrant.

- 8.1.6 A permanent unit member terminating for any reason shall be paid for any unused earned vacation. Such payment shall be at the rate in effect on the unit member's last working day before termination.
- 8.1.7 If a unit member is terminated and had been granted vacation which was not yet earned at the time of termination of ~~his~~ **their** services, the employer shall deduct from the unit member's severance check the full amount of salary which was paid for such unearned days of vacation taken.
- 8.1.8 A permanent unit member may interrupt or terminate vacation in order to begin another type of paid absence without a return to active service, provided the unit member follows regular procedure to notify the District of the basis for such interruption or termination.
- 8.1.9 Each unit member will receive written notification whenever there is a change in the number of vacation days earned per month.
- 8.1.10 Each unit member who works in any summer program and/or intercession shall be credited with earned vacation days based upon total actual hours worked during the month which includes the summer and/or intercession program, divided by regular monthly hours (assigned hours per workday times 21.67) multiplied by unit member's vacation allowance.

8.2 HOLIDAYS

- 8.2.1 The District agrees to provide unit members with the following paid holidays, provided that holiday occurs during the unit member's scheduled work year (i.e., 9.5-month, 10-month, 12-month):
- New Year's Day;
 - Martin Luther King, Jr. **Day** Holiday;
 - Lincoln's **Birthday** Holiday;
 - Washington's **Birthday/President's Day** Holiday;
 - Memorial Day;
 - Juneteenth (June 19th);
 - Independence Day;
 - July 5th for 12-month employees. If the July 5th holiday falls on the weekend, the fixed holiday shall be observed on the next regular work day;
 - Labor Day;
 - Veterans' **Day** Holiday;

- Thanksgiving Day;
- Thanksgiving Holiday (in lieu of Admission Day);
- Christmas Day and;
- Winter Holidays (minimum of 3 days)

8.2.2 In order to be eligible for a paid holiday, the following applies:

8.2.2.1 Employees are eligible for paid holidays occurring during their scheduled work year. For holidays which occur outside their scheduled work year, employees must be in paid status during any portion of the working day immediately preceding or succeeding the holiday.

8.2.3 A holiday falling within a prescribed vacation period shall be deemed a holiday and not chargeable as vacation.

8.2.4 Time during which a unit member is excused from work because of holidays, sick days, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the unit member for the purpose of determining paid status.

8.2.5 Three (3) unit members shall be appointed to serve on the District Calendar Development Committee.

8.2.5.1 Lincoln's birthday holiday will be scheduled as follows: ~~effective with the 1998-99 year.~~

If February 12 falls on Sunday, Monday, Tuesday, or Wednesday, the holiday will be scheduled for the Monday.

If February 12, falls on Thursday, Friday, or Saturday, the holiday will be scheduled on Friday.

8.2.5.2 By June 1 of the preceding school year, the parties shall negotiate the annual classified work calendar to establish the starting and ending dates for each classification and the recess periods, if any.

8.2.6 Unit members who are scheduled to work Sunday through Thursday shall observe holidays on the day prior to the day observed by employees scheduled to work Monday through Friday.

**CSEA Counter Proposal 3 to District
on 4/23/2026**

 Initial	 Date
 Initial	 Date

9.0 EVALUATION PROCEDURES

9.1 PROBATIONARY UNIT MEMBERS

9.1.1 At the conclusion of three (3) and five (5) months worked, probationary unit members shall receive a formal written appraisal of their performance, provided the unit member is employed at these times.

9.1.1.1 Evaluation dates may be extended an amount equal to absence days incurred during that period with the approval of the Associate Superintendent of Human Resources or designee.

9.1.1.1.1 Any extension of evaluation dates shall not extend a unit members probationary period in excess of six (6) months or 130 days of paid status per Ed Code 45113.

9.1.2 If continued employment is recommended by the evaluator on the fifth month evaluation, the unit member shall advance one salary step, effective the beginning of the seventh month.

9.1.3 At the six-month evaluation, the supervisor shall evaluate and recommend "permanent" status or "termination."

9.1.3.1 If permanent status is recommended, permanency will occur at the beginning of the seventh month of employment.

9.1.3.2 The anniversary date is to be established six (6) months after the permanency date at which time a salary step increase shall occur.

9.1.4 Probationary unit members not recommended for permanent status will have one or more checks in the unsatisfactory column and specific written reasons for the unsatisfactory rating will be given **at the three (3) and five (5) month formal written appraisal, unless released prior to the 5th month.**

9.2 PERMANENT UNIT MEMBERS

9.2.1 Permanent unit members are to receive an appraisal of their performance annually. The appraisal will be completed between February 1st and May 30 **15th of the current school year.**

9.2.2 If a unit member is absent on the day they are scheduled to receive their evaluation, the immediate supervisor or designee may issue the evaluation to the unit member via Electronic Mail and shall notify the CSEA Chapter President. Such issuance shall satisfy the District's obligation of providing an evaluation. Upon the unit member's return to duty, the immediate supervisor or designee shall meet with the unit member

to review the evaluation. If the unit member returns to duty prior to the last duty day of the school year, the meeting shall occur on or before the last duty day of that school year. If the unit member returns to duty after the conclusion of the school year, the meeting shall occur within five (5) duty days of the unit member's return.

9.2.3 If an evaluation is not received by May 15, the unit member will be considered to have met District's standards.

9.3 PROBATIONARY AND PERMANENT UNIT MEMBERS

9.3.1 The appraisal form represents the ~~certificated/classified administrator and/or management level~~ **immediate** supervisor's **or designee**'s current evaluation of the unit member's performance. No attempt is to be made to average out past and present performance.

9.3.1.1 Any ratings of "Needs Improvement or "Unsatisfactory" shall include in the comments area of the Performance Appraisal (or an attachment) an explanation of the need for improvement, or the basis for unsatisfactory performance. Any prior documentation and/or prior discussions (within the evaluation period) regarding the behavior shall be provided with the evaluation. In addition, the Performance Improvement Plan shall include specifics regarding unacceptable conduct (i.e. occurrences).

9.3.1.2 Any ratings of "Exceeds Expectations" should include, in the comments area of the Performance Appraisal (or an attachment), examples of how the unit member exceeds performance expectation(s).

9.3.1.3 For permanent employees, prior discussion and/or documentation shall have occurred before "Needs Improvement" or "Unsatisfactory" is designated in the evaluation procedure. **The Performance Appraisal shall not be the first step in the disciplinary process.**

9.3.1.4 When assessing an employee's performance as less than satisfactory, the evaluator shall not merely repeat the evaluation descriptor for that line item but shall be specific on the Performance Improvement Plan.

9.3.2 The unit member's ~~certificated/classified administrator and/or management level~~ **immediate** supervisor's **or designee** shall complete the appraisal form.

9.3.3 The appraisal is to be completed in duplicate. The original shall be given to the unit member at the time it is signed. The copy shall be forwarded to the Human Resources Office, where it will become a part of the unit member's personnel file.

9.3.4 An appraisal meeting is to be held between the unit member and the ~~certificated/classified administrator and/or management level~~ **immediate** supervisor's **or designee** for the purpose of discussing the completed evaluation form. Following the meeting, the unit member will be given an opportunity to add any comments. The unit member shall be given

fifteen (15) duty days, not counting the day of the meeting, to consider the appraisal before commenting. All copies are to be signed by the unit member and the evaluator.

9.3.4.1 If the unit member does not agree with the evaluation, this disagreement should be written in the comments area at the time the evaluation is signed. The unit member shall sign the appraisal with the understanding that their signature does not mean they are in agreement with the evaluation, only that the evaluation has been discussed with them.

9.3.5 All unit members shall have the right to review and respond, on the evaluation form or with attachments, to the evaluation ~~per section 9.3.4.~~

9.3.6 Any negative evaluation shall include specific recommendations for improvements unless termination is being recommended.

9.3.7 No evaluation of any unit member shall be placed in any personnel file without an opportunity for discussion between the unit member and the evaluator.

9.3.8 The unit member shall be given reasonable time during normal working hours and without loss of pay to prepare a written rebuttal to the evaluation. The written rebuttal and any supporting documents shall be attached to the evaluation.

9.3.9 If any information/material is to be used on an evaluation from a source other than the ~~certificated/classified administrator and/or management level~~ immediate supervisor or designee, a copy of the information/material must be given to the unit member ten (10) duty days before it is used in the evaluation process so the unit member has an opportunity to attach a written response. (Added to Appraisal Form)

9.3.10 An appraisal form may be completed at any time the supervisor believes the employee unit member or the District will benefit from performance appraisal.

~~9.3.11 Upon the certificated/classified administrator and/or management level immediate supervisor or designee's recommendation and Division Superintendent's approval, a permanent unit member may be evaluated once every two (2) years.~~

~~9.3.11.1 This waiver may be removed and evaluation procedures begun at any time during the year, if deemed necessary by the certificated/classified administrator and/or management level immediate supervisor or designee and approved by the Division Superintendent.~~

~~9.3.11.2 Notification of the removal of the waiver shall be made to the unit member with reason(s) in writing following the Division Superintendent's approval.~~

~~9.3.11.3 The contents of an evaluation is specifically excluded from the grievance/arbitration section except when not in compliance with relevant laws or statutes. Violations of procedures within this Article are subject to the grievance procedure.~~

- 9.4 The parties agree to establish a committee, with equal membership of CSEA and SAUSD (2 for CSEA and 2 for SAUSD), with the sole purpose of revising the existing evaluation form to allow for one rating for exceeding and for one rating for meeting standards. Further, the committee will align the negotiated evaluation form with current job performance standards and what is occurring in other districts throughout the State. When necessary, the committee will complete this process by August 1st and the parties will negotiate in order for the revised evaluation form to be used during the current school year.

CSEA Counter Proposal 4 to DISTRICT
on 4/23/26

<u>gtcl</u> Initial	<u>4/23/26</u> Date
<u>10</u> Initial	<u>4/23/26</u> Date

10.0 GRIEVANCE PROCEDURES

10.1 A grievance is defined as a verbal/written allegation/statement by a unit member that the District has violated, misinterpreted, or misapplied an a specific and express term of this aAgreement, and that by reason of as a direct result of such violation action; the unit member's rights under this Agreement have been adversely affected. A grievance may first be presented orally for purposes of informal resolution. However, no grievance shall be considered formally filed until it is reduced to writing in accordance with this Article.

10.1.1 All other non-contractual matters and disputes of any nature are beyond the scope of these procedures but may be subject to the Recommendation/Concern procedure of the District. Contents of an evaluation, discipline and discharge of probationary and permanent employees is specifically excluded from the operation of this grievance/arbitration procedure."

10.1.1 ~~If rights guaranteed to the Association are violated, the Association President may file a grievance without the signature of another individual unit member.~~

10.2 GENERAL PROVISIONS

10.2.1 Any unit member may file a grievance.

10.2.2 The Association may file a grievance on behalf of a unit member, or group of unit members.

10.2.3 At any meeting, excluding arbitration, the grievant may appear alone, or may be represented by any person or party of their choosing (such as the Association). The representative must be identified on the grievance form. The immediate supervisor shall be present and may request other relevant individuals to be in attendance.

~~10.2 If a grievance involves more than one unit member, the Association may pursue the grievance. At least one of the grievants involved shall be present at all conferences held.~~

~~10.2.1 At any level of the grievance procedure, the grievant may request Association representation,; but the unit member must be present. If the unit member is represented, the representatives must be identified prior to the conference. Likewise, the supervisor may request others to be in attendance. These individuals must also be identified prior to the conference. Note: repetitive of 10.2.3 — any reason to include both?~~

~~10.3.~~ 10.2.4 The term "days" when used in this Article shall, except where otherwise indicated, mean duty days of the unit member. The day of receipt is not considered one of the days when "days" is used. The day of receipt shall not be included in the calculation of "days". During the summer, "days" means those days when the District Office is open.

40.4. **10.2.5** The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process.

40.4.1 **10.2.6** A supervisor or a unit member may, for good cause, request an extension of time for a conference meeting, response, or an appeal. Such request shall be in writing to the Associate Superintendent, Human Resources, who shall grant or deny the request, determine the extension time, and notify all parties of the decision rendered. Any such request must be made in writing to the other party, who will approve or deny the request, set the length of any extension, and notify the requesting party of its decision.

40.5 **10.3** LEVEL ONE – Immediate Supervisor

40.5.1 **10.3.1** The unit member grievant shall first present the matter orally to their immediate supervisor: 1) not later than ~~fifteen (15)~~ **twenty (20)** duty days following the occurrence which prompted the grievance of an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement; the grievance, or, 2) within fifteen (15) **twenty (20)** duty days of the time date when a unit member would reasonably be expected to be knowledgeable of being adversely affected should have known of the occurrence. The grievant shall first present the matter orally to their immediate supervisor not later than twenty five (25) duty days following the verification that the District has violated, misinterpreted, or misapplied a specific provision of this Agreement.

40.5.1.1 **10.3.1.1** The unit member grievant shall state that this is an "oral grievance," citing the Article and Section number of the Agreement that has been allegedly has been violated, misinterpreted, or misapplied.

40.5.1.2 **10.3.1.2** The supervisor shall have three (3) duty days to consider the grievance presented at the oral level before a decision is presented to the grievant.

40.5.2 **10.3.2** If the grievance is unable to be resolved orally, or if the immediate supervisor does not respond within three (3) duty days, the unit member grievant may reduce formalize the grievance to in writing. The grievant shall and present the matter written grievance to their immediate supervisor within fifteen (15) duty days following their supervisor's response or at the expiration of the time limit (three (3) duty days). The grievance shall set forth specifically the item contained within this Agreement upon which the grievance is based. The grievance shall cite the Article and Section of the Agreement that has been allegedly violated, misinterpreted, or misapplied. It shall also contain the adverse effect on the grievant and suggested resolution(s).

40.5.2.1 **10.3.2.1** If the Level 1 supervisor believes the grievance is not within the authority of Level 1, he should so indicate on the response form and return it to the grievant along with the original grievance form, and any accompanying documents. The immediate supervisor shall have schedule and hold a meeting with the grievant within ten (10) duty days from receipt of the written grievance for the purpose of seeking a mutually satisfactory resolution of the matter.

~~10.5.3 The unit member and the supervisor shall confer in a meeting called by the supervisor, with the intent of a mutually satisfactory solution to the problem.~~

~~10.5.3.1 The supervisor may waive the conference.~~

~~10.5.4 10.3.3 At the conference meeting, the grievant may appear alone, or he may be represented, the representative must be identified on the grievance form and the unit member must be present. Under unforeseen circumstances, an authorized substitute is permissible. Likewise, the immediate supervisor or designee must be present and may request other relevant individuals to be in attendance.~~

~~10.5.5 10.3.4 Following the conference meeting, the immediate supervisor shall communicate, in writing, his decision to the aggrieved unit member provide a written response to the grievant, the Association, at the address indicated in Article 14, and the Associate Superintendent, Human Resources or designee within ten (10) duty days. The response shall include the decision and a brief explanation of the basis for the decision. The original grievance form and any accompanying documentation shall be returned to the grievant along with the response form, and any accompanying documents.~~

~~10.5.5.1 10.3.4.1 Should the parties not reach agreement, or the grievant be not satisfied with the decision, the grievance shall advance to Level 2.~~

~~10.3.4.2 The supervisor has ten (10) duty days from receipt of the written grievance to hold the conference and render a decision. If the immediate supervisor does not provide a written response within the timeline set forth above, the grievance shall be deemed denied, and the grievant grievance shall proceed Should no response be received within the timeline, the grievance shall advance to Level 2.~~

40.6 10.4 LEVEL TWO – Associate Superintendent, Human Resources or Designee

~~10.6.1 10.4.1 In the event the grievance is not resolved at Level 1, the unit member grievant may appeal the decision to the appropriate Division Associate Superintendent, Human Resources or designee. Such an appeal shall be made within ten (10) duty days after the unit member grievant has received the decision from Level 1. The appeal shall contain the original grievance form and the Level I response with any documents provided at Level I. Copies of the appeal are to be directed to the Division Superintendent and the Associate Superintendent, Human Resources.~~

~~10.6.2 10.4.2 The Division Superintendent shall meet and confer with the unit member on the grievance with a view to arriving at a mutually satisfactory resolution to the grievance. When the unit member is represented, that unit member must be present. The Associate Superintendent, Human Resources or designee shall schedule and hold a meeting with the grievant within fifteen (15) duty days from receipt of the grievance appeal for the purpose of attempting to reach a mutually satisfactory resolution. When the grievant is represented, the grievant shall be present.~~

10.6.3 **10.4.3** The Level 4 **immediate** supervisor shall be present at the request of either party.

10.6.4 **10.4.4** Following the conference, the Division Superintendent shall communicate the decision, in writing, to the aggrieved unit member, the Association, at the address indicated in Article 14, and the Level 1 Supervisor, and the Associate Superintendent, Human Resources. The original grievance form shall be returned to the grievant along with the response form, and any accompanying documents. Following the meeting, the Associate Superintendent, Human Resources or designee shall communicate the decision, in writing, to the grievant, the Association, and the immediate supervisor within fifteen (15) duty days. The grievance form and any accompanying documentation shall be returned to the grievant and the Association.

10.6.4.1 10.4.4.1 The Division Superintendent, has fifteen (15) duty days from receipt of the grievance to hold the conference and render a decision. If the Associate Superintendent, Human Resources or designee does not provide a response within the timeline set forth above, the grievance shall be deemed denied, and the grievance shall proceed to Level Three.

10.7 **10.5** LEVEL THREE - **Superintendent**

10.7.1 **10.5.1** If the grievance is not sustained at Level 2, the aggrieved unit member may appeal the decision to the Superintendent within ten (10) duty days after the decision of the Division Superintendent, has been received by the grievant. The appeal shall be accompanied by the original grievance and decisions at Level 1 and Level 2, with all accompanying documents. In the event the grievance is not resolved at Level 2, the grievant may appeal the decision to the Superintendent within ten (10) duty days after the grievant has received the Level 2 response. The appeal shall contain the grievance form and the responses with any accompanying documentation provided at Levels 1 and 2.

10.7.2 **10.5.2** Within fifteen (15) duty days of the receipt of the appeal, the Superintendent or his designee or under unusual circumstances a cabinet level designee not involved previously in that grievance shall hold a conference with the grievant and communicate his decision, in writing, to the grievant, the Association at the address indicated in Article 14, the Level 1 supervisor, the Level 2 Division Superintendent, and the Associate Superintendent, Human Resources. When the unit member is represented, that unit member must be present. The Superintendent or designee shall schedule and hold a meeting with the grievant within fifteen (15) duty days of the receipt of the grievance appeal for the purpose of attempting to reach a mutually satisfactory resolution. Following the meeting, the Superintendent or designee shall communicate their decision, in writing, to the grievant, the Association, the immediate supervisor, and the Associate Superintendent, Human Resources or designee within fifteen (15) duty days. When the grievant is represented, they shall be present.

10.7.3 **10.5.3** All parties from Level 1 and Level 2 shall be present at the conference **meeting** to state their views if requested by either party.

~~10.7.4~~ **10.5.4** ~~The original grievance form and any accompanying documentation shall be returned along with the response form. The grievance form and any accompanying documentation shall be returned to the grievant and the Association.~~

~~10.8~~ **10.6** LEVEL FOUR – Binding Arbitration

~~10.8.1~~ **10.6.1** If the grievant is not satisfied with the ~~disposition of the grievance at Level 3 decision~~, the grievant may, within five (5) duty days ~~after~~ **following receipt of** the decision, ~~of the Superintendent or his designee has been rendered and received~~, request in writing that the Association submit the grievance to binding arbitration. A copy of such request shall be simultaneously served upon the Superintendent.

~~10.8.2~~ **10.6.2** ~~Within five (5) duty days after receipt of such request from the grievant, the Association by written notice to the Superintendent may elect to submit the grievance to binding arbitration. If the Association agrees with the grievant's request for binding arbitration, the Association shall, within thirty (30) days, submit a request in writing to the Superintendent for binding arbitration.~~

~~10.8.3~~ **10.6.3** In the event the parties are unable to mutually agree upon an arbitrator, they shall request that a panel of seven (7) names be submitted to both parties by the California State Conciliation Service. Upon receipt of the list of names, the parties shall alternately delete names from the list until only one (1) remains, and said ~~last name individual~~ shall be selected as the arbitrator. The first deletion shall be by the Association.

~~10.8.4~~ **10.6.4** The arbitrator's decision shall be final and binding upon the parties ~~hereto~~, and shall be in writing, and shall set forth ~~his/her~~ **their** findings of fact, reasoning, conclusions, and remedy.

~~10.8.5~~ **10.6.5** The arbitrator's authority shall be limited to deciding the issues submitted by the parties; and the arbitrator shall have no power or authority to add to, subtract from, alter, delete, amend or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the District.

~~10.8.6~~ **10.6.6** Decisions and/or awards made by the arbitrator ~~relative~~ **related** to economics shall be restricted to back pay, if appropriate, of the unit member and shall not be retroactive beyond the beginning of the last payroll period prior to the filing of the grievance. The arbitrator's decision shall be submitted to the District and the Association for review and implementation.

~~10.8.7~~ **10.6.7** All costs for the services of the arbitrator, including, but not limited to, per diem expenses, travel and subsistence expenses, and the cost of any hearing room will be borne equally by the District and the Association. All other costs will be borne by the party incurring them.

~~10.8.8~~ **10.6.8** The processing of a grievance beyond Level 3 shall constitute a clear and express waiver of rights to utilize any other legal or administrative forum to the extent permitted by law.

~~10.8.9~~ **10.6.9** The arbitration provision ~~is~~ **may be** suspended during the period between contracts; **an exception is for grievances arising prior to the expiration date of the contract or any extension thereof.**

~~10.8.10~~ ~~The only exception is for grievances arising prior to the expiration date of the contract or any extension thereof.~~

~~10.9~~ **10.7** GRIEVANCE PROCESSING

~~10.9.1~~ **10.7.1** Grievance Witnesses

~~10.9.1.1~~ **10.7.1.1** The District shall make available for testimony in connection with the grievance procedure any District employee whose appearance is relevant as determined by the Human Resources Division to the proceedings and who is requested by the grievant.

~~10.9.2~~ **10.7.2** During Regular Working Hours

~~10.9.2.1~~ **10.7.2.1** The grievant shall be entitled to ~~one (1) hour~~ **two (2) hours** to prepare and write grievances during the regularly scheduled hours of work without loss of pay. **The two (2) hours shall be cumulative across all levels of the grievance process and shall not be granted separately at each level.**

~~10.9.2.2~~ **10.7.2.2** The grievant, the representative, if any, and relevant witnesses, shall be entitled to attend ~~conferences~~ **pertinent meetings** with no loss of pay.

~~10.9.2.3~~ **10.7.2.3** By appointment, the Association grievance chairperson or designee may have release time to meet and confer with the Human Resources designee to discuss grievances.

~~10.9.3~~ **10.7.3** Separate Grievance File

~~10.9.3.1~~ **10.7.3.1** All **grievance** materials ~~concerning a unit member's grievance~~ shall be kept in a file separate from the ~~unit member's~~ **grievant's** personnel file. This file shall be available for inspection only by: **1) the unit member grievant; 2) the unit member's grievant's representative; with written approval of the unit member and, 3) those management and confidential employees directly involved in each specific grievance.**

~~10.9.4~~ **10.7.4** Grievance Forms

~~10.9.4.1~~ **10.7.4.1** Forms for filing and processing grievances and other documents necessary under ~~the~~ **this** procedure shall be **mutually** prepared by the Human Resources **Division and the Association**, and given appropriate distribution ~~so as~~ to facilitate operation of the grievance procedure.

~~10.9.5~~ **10.7.5** Time Limits

~~10.9.5.1~~ **10.7.5.1** ~~Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved unit member to proceed to the next level. The time limits set for each grievance level are identified within each specified section.~~

~~10.9.5.2~~ ~~Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed as acceptance of the decisions as rendered.~~

~~10.9.6~~ **10.7.6** Communication

~~10.9.6.1~~ **10.7.6.1** All communications, notices and papers required to be in writing shall be served personally, ~~by U.S. Mail~~ or through District **email and personal email, if available.**

~~10.9.7~~ **10.7.7** Forfeiture

~~10.9.7.1~~ **10.7.7.1** ~~If the alleged grievance is not signed or if the unit member~~ **If the grievant or their representative** fails to appear for a scheduled ~~conference meeting~~ without good cause, the grievance shall be deemed forfeited and voided.

~~10.9.7.2~~ **10.7.7.2** Failure of the District representative to appear for a scheduled ~~conference meeting~~ without good cause shall decide the grievance in the unit member's favor.

10.7.8 Reprisals

10.7.8.1 **No reprisals of any kind shall be taken by any party to this procedure against any party, any witness, any representative, or any other participant in the procedure by reason of such participation.**

10.7.9 Documents, Communications, and Records

10.7.9.1 **All documents, communications, and records dealing with the processing of grievances shall be filed in the office of Human Resources separately from the personnel file of the participants.**

~~10.10~~ **GENERAL PROVISIONS**

~~10.10.1 — No reprisals of any kind shall be taken by any party to this procedure against any party, any witness, any representative, or any other participant in the procedure by reason of such participation.~~

~~10.10.2 — All documents, communications, and records dealing with the processing of grievances shall be filed in the office of Human Resources separately from the personnel file of the participants.~~

**District Counter Proposal 2 to CSEA
on 4/29/2026**

 Initial	<u>4/29/26</u> Date
 Initial	<u>4-29-26</u> Date

11.0 EMPLOYEE BENEFITS

11.1 GENERAL PROVISIONS

- 11.1.1 The District shall provide all eligible unit members with medical, dental, vision, and life insurance coverage and a Flexible Spending Account, as provided for in this Article.
- 11.1.2 Insurance coverage is extended through the third-party plans enumerated, or their subsequent versions.
- 11.1.3 The District will provide six (6) months of continued health benefits to covered survivors of deceased unit members/retirees.
- 11.1.4 A unit member on any leave that is not Family Medical Leave Act (FMLA) leave shall have the option to continue any health and life insurance benefits negotiated in this Agreement at the unit member's expense. Payments for these benefits shall be made in advance to cover a three- (3) month span of time at actual premium cost.
- 11.1.5 All costs for medical examination and tests required by the District shall be paid by the District.
- 11.1.6 Benefitted unit members who voluntarily reduce their assignments in lieu of layoff below four (4) hours shall receive full benefits if they reimburse the District for a share of the cost equal to the proportion of the reduction.

11.2 EMPLOYEE ELIGIBILITY

- 11.2.1 Any permanent and probationary unit member employed prior to November 1, 2008, on a regular basis of ~~four (4) hours per day or more, or twenty (20) hours per week~~ shall be eligible for benefits as provided for in this section.
- 11.2.2 Permanent and probationary unit members that are eligible for SAUSD contributions for health and welfare benefits shall be entitled to no greater than the SAUSD paid contribution towards medical benefits not to exceed the cost of the lowest medical plan. Said unit members shall be permitted to purchase other SAUSD offered insurance plans at the difference between the cost of those plans and the lowest cost medical plan.
- 11.2.3 After two (2) full years of employment in a benefitted position (greater than 75% of their work calendar), unit member shall be eligible for SAUSD contributions as negotiated below.

~~11.2.1.1~~ **11.2.3.1** Contributions for unit members hired into a benefitted position:

Plans	Lowest Cost Plan (currently Trio)	Kaiser	Access HMO	PPO
Employee/Retiree Contribution	2%	2%	5%	20%

11.2.~~24~~ Preschool Teachers would be eligible (if working six (6) or more hours) for any medical plan and the least expensive dental program offered by the District.

11.2.~~25~~ ~~Employees~~ Unit members occupying the classification designated Instructional Assistant-Biliterate, who are employed four (4) or more hours per day, shall be eligible only for the least expensive medical and dental programs offered by the District in this section.

11.2.~~26~~ Unit members who work more than fifteen (15) hours per week but less than (20) twenty hours per week shall be eligible to participate in any Flex 125 plan option in this section.

11.2.~~27~~ Eligibility for dependent coverage shall be compliant with all State and Federal requirements. ~~For dependent coverage eligibility please contact the Benefits Office.~~ **Unit members shall contact the Benefits Office for dependent coverage.**

11.2.~~28~~ A disabled child's dependent status shall not terminate solely by reason of their having attained age twenty-six (26), if such child is related to the employee unit member as a natural or legally adopted child, a stepchild, or a child under legal guardianship, and if:

- (a) On the day immediately prior to the attained of age twenty-six (26) the child was a covered dependent under the plan, and
- (b) The child was disabled on the day prior to the attainment of such age, ~~;~~ and
- (c) The child is fully dependent upon the employee unit member for support and maintenance.

11.2.~~6~~ 8.1 Within thirty-one (31) days after the child turns twenty-six (26), proof of the child's ~~incapacity~~ disability must be submitted to the Benefits Department Contract Administrator. Thereafter, continued proof of the disability will be required once per year.

11.2.~~6~~ 8.2 Coverage will continue as long as the child is a dependent and disabled by their disability, and so long as the employee unit member remains covered.

11.2.~~6~~ 8.3 NOTE: For these purposes, "disabled" is defined as incapable of self-sustaining employment by reason of mental or physical disability. The District, at its expense, might require an independent medical or psychological verification.

11.2.7.9 When two (2) unit members are legally married and/or domestic partners and both are employees of the District, and both are eligible for health/dental benefits; one unit member will pay the appropriate rate (two-party, or family). The other unit member shall be covered on the spouse's health/dental benefits plan and shall receive an Employer Funded Flex Account of \$1000 per year to be utilized to cover out of pocket medical/dental expenses.

11.3 Benefits Program: Plan Description and Contributions

11.3.1 Life Insurance

11.3.1.1 District shall provide unit members who are benefit eligible, with life insurance coverage in the amount of \$40,000.

11.3.1.2 Effective July 1, 2023, the District shall provide unit members who are not benefit eligible with life insurance coverage in the amount of \$10,000

11.4 HEALTH BENEFITS AUTHORITY

11.4.1 A Health Benefit Authority (HBA) shall be established to make decisions regarding:

- A. Medical insurance
- B. Dental insurance
- C. Vision insurance
- D. Mental health insurance
- E. Life insurance
- F. Retiree insurance
- G. Carriers/providers
- H. Consultants

11.4.2 The District shall designate a separate account for all revenues; and expenses, and reserves related to the health benefits programs.

11.4.3 Each year, no later than ninety (90) calendar days before the end of the health benefits plan year (i.e. March 30th of a fiscal health benefits plan year), an actuarial analysis shall be completed by the HBA's health benefits consultant. The analysis shall reflect renewal rates/expected costs/savings for the following year.

A. The annual actuarial analysis shall include the following elements:

- 1. Utilization
- 2. Medical trend
- 3. Experience

4. SAUSD plan document

- B. The Health Benefits Authority shall address any plan increases (i.e. through plan design modifications, etc...) prior to open enrollment.
- C. In the event that plan modification(s) are insufficient to cover the entire increased premium/costs, the remaining increases/costs shall be referred to the Collective Bargaining process to determine how remaining increases/costs shall be allocated.
- D. The Health Benefits Authority may make health benefits plan design adjustments when needed during the health benefits plan year. Open enrollment opportunities shall be provided to allow unit members to change plans.

11.4.4 The Health Benefits Authority shall provide:

- A. SAUSD Open Enrollment publication
- B. Summary Plan Description
- C. Evidence of Health Benefit Coverage
- D. Trainings on health benefits issues, trends, cost analysis, etc. shall be provided to the Health Benefits Authority. Release time shall be provided by the District.
- E. Unit members are allowed to attend up to two (2) Health Benefits related informational meetings/trainings per year. If the unit member attends during their normally scheduled work hours, the unit member is eligible for 30 minutes of release time with verification of attendance. The current providers for medical, dental and vision will be requested to be present to answer questions.
- F. Bi-annual informational meetings for retirees to explain the existing health plans will be conducted. The current providers for medical, dental and vision will be requested to be present to answer questions.

11.4.5 The Health Benefits Authority shall have three (3) CSEA voting representatives plus one alternate to be present at all meetings, to be appointed by the ~~Association~~ **Chapter President or designee**.

11.4.6 The Health Benefits Authority Decision Making/Voting Process

- A. Consensus Decision Making Model
 - 1. Consensus building regarding the annual actuarial analysis and implementation of needed changes shall be used.

2. Following consensus building, a vote shall be taken to implement the recommended changes. District and Labor shall have an equal one (1) District to one (1) CSEA vote.
3. If the vote is 2-0, the recommended changes shall be implemented.
4. If the vote is a 1-1 tie:
 - a. Either side may request mediation.
If an agreement cannot be reached within sixty (60) calendar days before the beginning of the fiscal year (i.e. July 1st), District and CSEA unit members/enrollees shall equally split the increased costs/shortfall (District paying 50% of the shortfall; CSEA unit members/enrollees paying 50% of the shortfall). The 50%-50% shortfall split shall be applied to the unblended rate increases at the tier level.
5. Agendas and minutes of the Health Benefits Authority Meetings will be made available online.
6. Meetings shall be chaired by a voting member of the HBA. The chair and vice-chair shall be appointed and rotate annually between the District and each participating labor group.
7. Meetings shall be conducted using Robert's Rules of Order and an annual review/training of Robert's Rules of Order shall be held.
8. The Health Benefits Authority shall review and study health benefits.
9. The District shall make available health benefits contracts with insurance carriers.
10. The Health Benefits Authority shall review benefits documents.
11. Daily administration of the health benefits program, and responsibility for implementing the direction of the Health Benefits Authority, shall be the responsibility of the District. All business correspondence, including claim waivers, formal proposals, bids, and correspondence shall be directed to the District for presentation as appropriate to the Health Benefits Authority.
12. Authority to enter into contracts with respect to health benefits determined by the Health Benefits Authority shall rest with the District.
13. The Health Benefits Authority shall be authorized to select consultants to be paid from budgeted health benefits funds. Labor shall have a health benefits consultant (chosen by Labor) to review the analysis presented by

the HBA consultant, paid from the budgeted health benefits funds and not to exceed 20% of the expense of the consultant selected by the HBA. Contracts with firms or individuals shall be under the auspices of the District and shall require the approval of the Board of Education.

11.5 RETIREMENT BENEFITS

11.5.1 To be an eligible candidate, a unit member of the Santa Ana Unified School District must meet the following requirements:

11.5.1.1 ~~Has accumulated Served the Santa Ana Unified School District for~~ a minimum of ten (10) years of service with the Santa Ana Unified School District; and,

11.5.1.2 ~~A M~~minimum of ~~three (3)~~ eight (8) consecutive years as an benefitted employee shall be required immediately prior to making application for retirement. (A person on unpaid or paid leave is considered an employee in meeting this requirement.) ; and,

11.5.1.3 Attained the age to be eligible to retire under ~~STRS or~~ CalPERS/CalSTRS; and,

11.5.1.4 Agree to retire under the ~~STRS or~~ CalPERS/ CalSTRS. The withdrawal of retirement funds is not considered retirement. Termination of retirement in order to return to work under ~~STRS or~~ CalPERS/ CalSTRS shall terminate this benefit.

11.5.1.5 If an employee unit member begins receiving STRS/CalPERS/CalSTRS disability benefits and meets the eligibility requirements for retirement, with the exception of age eligibility, ~~he/she~~ they shall be considered eligible for benefits. If the employee unit member later returns to employment, future eligibility under the program will be reduced by the amount of benefits allocated while in the disability status.

11.5.2 An eligible unit member shall ~~benefit as follows:~~ receive the following:

~~11.5.2.1 The retiring employee shall receive no compensation, nor is service expected.~~

11.5.2.2 1 The benefits provided during retirement will be the same as, or comparable to, those provided to active employees at that same time (excluding life insurance). The Health Benefits Authority (HBA) shall determine comparability.

11.5.2.3 2 Medical and dental benefits shall be provided as follows:

Years of Santa Ana Service	Years of Coverage
10	8
15	9

20	10
25	11
30	12
35	13

- 11.5.2.4-3 All ~~employees~~ **unit members** hired prior to June 30, 1998 shall receive coverage which terminates at the end of the number of years of coverage indicated above or at age seventy (70), whichever comes first.

All ~~employees~~ **unit members** who are/have been hired after July 1, 1998 who are eligible for SAUSD provided retiree health and welfare benefits, shall be entitled to no more than 10 years of benefits and such benefits shall terminate no later than their 65th birthday.

- 11.5.2.5-4 Any ~~charges~~ **changes in costs** made to active ~~employees~~ **unit members** will also be made to retirees.
- 11.5.2.6-5 The benefits provided by the District shall be supplemental to any other medical benefits received.
- 11.5.2.7-6 Retirees and spouses eligible for Medicare benefits from their employment, or through their spouse's employment, are required to enroll in the Medicare Program when eligible, both hospitalization (Part A) and medical (Part B), at employee's expense to qualify or continue qualification. Such coverage will be primary, with District benefits being secondary.
- 11.5.2.8-7 Retirees who enroll in a Health Maintenance Organization (HMO) senior plan, wherein they assign their Medicare eligibility to the HMO, will only be eligible for dental benefits during such enrollment.
- 11.5.2.9-8 After the coverage is completed, the retiree may continue the benefits by paying the District the prevailing premium costs in two (2) equal payments each year.

11.5.3 PROCEDURE

- 11.5.3.1 Any ~~employee~~ **unit member** who chooses to be a candidate **for retirement** shall:
- ~~11.5.3.1.1~~ a. Deliver completed retirement application and letter of resignation to the Human Resources Office.
- ~~11.5.3.1.2~~ b. Produce proof of retirement intent (application to STRS or **CalPERS/ CalSTRS**).

~~11.5.3.1.3~~ ~~Annually~~ ~~Provide the District annually with written affirmation of intent to continue under the program by completing, signing, and returning District mailed forms.~~

11.5.3.2 The Associate Superintendent, Human Resources or designee shall:

11.5.3.2.1 a. Determine ~~that~~ the applicant meets requirements stated above.

11.5.3.2.2 b. Process the contract unit member's written affirmation and accept the resignation for reasons of retirement.

Tentative Agreement
Between Santa Ana Unified School District
and Santa Ana School Police Officers Association

This tentative agreement is entered into on April 1, 2026, by and between Santa Ana Unified School District (District) and Santa Ana School Police Officers Association (SASPOA) for 2025-2028 Successor negotiations on amendments to the following articles of the Collective Bargaining Agreement (CBA).

This agreement closes contract negotiations for the 2025/2026 and 2026/2027 school years. Both parties agree to reopen negotiations for the 2027–2028 school year on Article 4: Wages and Wage Provisions and Article 11: Employee Benefits.

Article 4: Wages and Wage Provisions (2-year agreement)

1. The 2024-2025 SASPOA salary schedules will remain in effect for the 2025-2026 school year.
2. Effective July 1, 2026, the SASPOA salary schedule shall be increased by 2.5% on the 2025-2026 salary schedule, to provide an on-going salary increase for all unit members in paid status.

Article 11: Employee Benefits

1. For the 2026-2027 and 2027-2028 school years, the District shall cover the increased medical premium cost (maintenance of benefits) to maintain the same employer/employee cost share percentage for the 2026-2027 and 2027-2028 medical plan year identified in the District Classified Employee Summary of Rates, also known as the "rate sheet". If a unit member makes plan election changes during open enrollment, the unit member shall pay the percentage commensurate with their plan election change.

Article 4.0 WAGES AND WAGE PROVISIONS

...

4.3 Field Training Officer (FTO) Premium

- 4.3.1 Bargaining unit members assigned **by the Chief of Police or designee** as a Field Training Officer **who routinely and consistently perform field training duties** shall receive an **FTO premium of flat amount of \$2,000.00 per year \$166.67 each pay period**, which shall not be subject to any adjustments unless negotiated by the District and SASPOA.

Field training duties include providing on-the-job instruction, supervision, mentoring, and completing evaluation reports

for assigned trainees in accordance with the Department's field training program.

4.4 Hazard Duty (Motors) Premium

- 4.4.1 Bargaining unit members assigned by the Chief of Police or designee to the mMotors Unit and who routinely and consistently perform traffic enforcement, collision response, escort, and related patrol duties using specialized motor equipment shall receive a motors premium of \$166.67 each pay period flat amount of \$2,000.00 per year, which shall not be subject to any adjustments unless negotiated by the District and SASPOA.**

Employees assigned to this duty must successfully complete the Department's approved motor officer training program.

4.5 Investigator/Detective Premium

- 4.5.1 Bargaining unit members assigned by the Chief of Police or designee to perform investigative duties, including conducting criminal investigations, preparing investigative reports, coordinating with outside law enforcement agencies, and related investigative responsibilities as detective or investigator shall receive an investigator premium of \$166.67 each pay period flat amount of \$2,000.00 per year, which shall not be subject to any adjustments unless negotiated by the District and SASPOA.**

Conforming Change: Section 3.1.5 (Detective Rotation) shall be deleted in its entirety.

4.6 Emergency Medical Technician (EMT) Premium

- 4.6.1 Bargaining unit members who possess and maintain a valid Emergency Medical Technician (EMT) certification and who are assigned as Emergency Medical Technician (EMT) shall receive an EMT premium of \$166.67 each pay period flat amount of \$2,000.00 per year, which shall not be subject to any adjustment unless negotiated by the District and SASPOA.**

4.7 Timing of Payment of Premiums

~~4.7.1 The District shall pay bargaining unit members the Field Training Officer, Hazard Duty (Motors), and Investigator premium in accordance with the following:~~

~~The \$2000 premium shall be paid in two installments; 1st installment of \$1000 shall be paid the first pay period in December. The 2nd installment of \$1000 shall be paid the first pay period in June. Either of these payments may be prorated monthly based upon the amount of time served.~~

~~4.7.2 Bilingual Field Training Officer Hazardous Duty (Motors) Investigator, and EMT premiums shall be effective upon full ratification of the collective bargaining agreement.~~

~~4.7.3 The salary schedule for all unit members shall be in Appendix A.~~

...

4.9 Longevity Pay Years of Service

4.9.1 All advancements step increases will be on a yearly basis from the anniversary date up to a maximum of seven (7) steps.

Thereafter, unit members shall advance to designated salary schedule steps based on years of service as follows: Step 10 after ten (10) years, Step 15 after fifteen (15) years, Step 20 after twenty (20) years, Step 25 after twenty-five (25) years and Step 30 after thirty (30) years. Unit members shall remain at Step 7 until eligible for advancement to Step 10.

Placement on Steps 10, 15, 20, 25 and 30 shall be based solely on years of service within the bargaining unit and shall not be used for initial placement or granted on any other basis.

~~A one grade salary adjustment (approximately 2YI%) will be given to unit members after completion of 10, 15, 20, 25 and 30 years of service.~~

4.9.2 In determining eligibility, a unit member who works 75% of his/her work year will be given credit for one year of service for purposes of longevity only.

4.9.3 Longevity pay will automatically be added to the unit member's pay warrant and written notification will be sent by the office of Personnel Services to the unit member stating the new grade and step and effective date.

Article 14.0 TERMS OF THE AGREEMENT AND REOPENER

14.1 This Agreement made and entered into by and between the Santa Ana Unified School District, herein referred to as the "District", and the Santa Ana School Police Officers' Association, herein referred to as the "SASPOA" is made and entered into on the date both ratified by SASPOA and approved by the District, and shall expire on ~~June 30, 2025~~ **June 30, 2028**.

Article 17: SASPOA RIGHTS

17.2 Representation

...

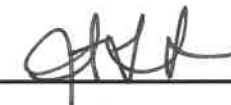
17.2.4 The District shall provide the SASPOA President (8) hours per month of District-paid release time. **In the President's absence, these hours may be allocated to a member of the Executive Board at the President's discretion.**

**Santa Ana School Police
Officers Association**



Luis Carcano 4/03/26
SASPOA President Date

Santa Ana Unified School District



Jennifer A. Flores 4/05/2026
Associate Superintendent, HR Date

Board Approved: May 19, 2026

Memorandum of Understanding
Between
Santa Ana Unified School District
and
California School Employees Association and its Santa Ana Chapter 41

May 5, 2026

11-Month Work Calendar for Expanded Learning Department Site Coordinators

This Memorandum of Understanding is pursuant to negotiations between the Santa Ana Unified School District (District) and the California School Employees Association, and its Santa Ana Chapter #41 (CSEA) collectively referred to as the "Parties". The parties agree to the attached new Classified Work Calendar for the 2026-2027 school year.

- 11 Month - Site Coordinator

Unit member workdays shall not be reduced for the 2026-2027 work year calendar.

This MOU is non-precedent setting and will expire on June 30, 2027.

This MOU is subject to CSEA's Policy 610 requirements and approval by the Santa Ana Unified School District Board of Education.

**California School Employees Association
and its Santa Ana Chapter #41**

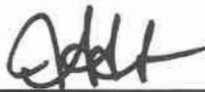


Tatiana Ortega
CSEA Administrator

5/6/26

Date

Santa Ana Unified School District



Jennifer Flores
Associate Superintendent, Human Resources

5/6/26

Date



Cecilia Lopez
Labor Relations Representative

5/6/26

Date

Board Approved: May 19, 2026

**Memorandum of Understanding
Between
California School Employees Association and its Santa Ana Chapter 41
and
Santa Ana Unified School District**

May 5, 2026

**Implementation of 11-Month Work Calendar for Site Coordinators in the Expanded Learning
Department**

Pursuant to negotiations between the Santa Ana Unified School District (District) and the California School Employees Association and its Santa Ana Chapter 41 (CSEA), the parties agree to the following MOU regarding Site Coordinators within the Expanded Learning Department.

Effective July 1, 2026, the District will implement an 11-month work calendar for Site Coordinator positions within the Expanded Learning Department to provide necessary staff coverage throughout the school year.

- All current 10-month Site Coordinators will have their work year increased to 11-months unless they elect to remain as status quo.
- All current 12-month Site Coordinators will remain as status quo unless they elect to reduce their work year from 12-months to 11-months.
- Only through attrition, as 10-month and 12-month vacancies occur, will the District transition vacant Site Coordinator positions to 11-month work calendars.
- Unit members will not be required to serve another probation/trial period if they have already successfully passed their probation/trial period. Those currently serving a probation/trial period will continue with their remaining period.
- No unit member will be harmed or displaced due to this increase in the work year from 10 to 11 months or the reduction of 12 months to 11 months.
- Work hours, pay grade, and seniority will remain unchanged.
- This MOU is non-precedent setting.

This MOU is subject to CSEA Policy 610 requirements and approval by the Santa Ana Unified School District Board of Education.

**California School Employees Association
and its Santa Ana Chapter #41**

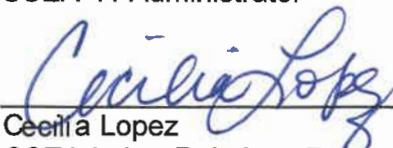
Santa Ana Unified School District


Tatiana Ortega
CSEA 41 Administrator

5/6/24
Date


Jennifer Flores
Associate Superintendent of Human Resources

5/6/24
Date


Cecilia Lopez
CSEA Labor Relations Representative

5/6/26
Date

Board Approved: May 19, 2026

**Memorandum of Understanding
Between Santa Ana Unified School District
and
Santa Ana Police Officers' Association**

Correction to Salary Calculation Methodology and Implementation Timelines

This Memorandum of Understanding (MOU) is entered into on April 28, 2026 by and between Santa Ana Unified School District ("District") and Santa Ana Police Officers' Association ("SASPOA").

The District conducted a review of its salary calculation methodologies and salary schedule structures to ensure alignment with applicable California Public Employees' Retirement System ("CalPERS") requirements governing the calculation and reporting of pensionable compensation.

Through this review, the District identified the need to clarify and adjust aspects of how daily and hourly rates, salary schedule structure, and longevity placement are implemented for classified unit members.

These adjustments are intended to ensure consistency with CalPERS requirements, preserve unit members' existing hourly and overtime earnings, and maintain internal equity and consistency within the salary schedule, without providing a general salary increase.

Specifically, the Parties agree to the following

1. Salary Calculation Methodology

Effective July 1, 2025, the District shall calculate daily and hourly rates for classified unit members using the number of workdays required for compliance with CalPERS reporting standards.

The District shall adjust the salary schedule so that unit members experience no reduction in their existing hourly, daily, or overtime rates as a result of this compliance adjustment.

All revised salary schedules shall constitute base salary for all purposes, including overtime calculation and retirement reporting.

2. Salary Schedule Structure and Squaring

As part of the corrective actions described in this MOU, the District shall adjust the structure of the classified salary schedule to ensure internal consistency and alignment with the corrected calculation methodology.

This includes squaring the salary schedule so that step-to-step relationships are applied uniformly across the schedule as follows:

- a. Progression from step to step (column) reflects an increase of five percent (5%), up to Step 7;
- b. Increments between Steps 7, 10, 15, 20, 25, and 30 reflect an increase of two and one-half percent (2.5%).

The Parties acknowledge that these structural adjustments are incidental to the compliance correction described herein and are not intended to create additional compensation beyond that necessary to preserve existing hourly and overtime rates.

This provision establishes the method by which any future increases, if and when negotiated, shall be applied to the salary schedule and does not constitute a commitment by the District to provide salary increases beyond those expressly bargained in the future.

3. Years of Service Salary Placement

Effective July 1, 2025, years of service recognition for eligible unit members shall be implemented through additional steps within the employee's assigned salary grade, rather than through movement between salary grades.

Upon attainment of the applicable years of service milestones set forth in the Collective Bargaining Agreement (e.g., ten (10), fifteen (15), twenty (20) years of service, as applicable), eligible unit members shall advance to the corresponding years of service step within the same salary grade, as reflected on the salary schedule.

Years of service steps shall be identified as additional columns on the salary schedule, including placeholder steps where no current salary amount applies.

4. General Provisions

- a. This MOU is intended solely to correct a discrepancy in the District's salary calculation methodology in order to comply with external regulatory requirements, including those of CalPERS.
- b. The actions described herein are not intended to constitute a general salary increase, raise, or enhancement of compensation, but are being implemented to prevent a reduction in unit members' hourly rates and associated overtime earnings.
- c. The District and SASPOA agree that the corrected salary schedule necessary to implement this compliance adjustment is attached hereto as Exhibits A and incorporated by reference.
- d. The Parties acknowledge that the District continues to face fiscal constraints and is not currently providing across-the-board salary increases.
- e. These changes are non-precedent setting and apply exclusively to the resolution of this specific issue.
- f. Any retroactive adjustments that may be necessary by mutual agreement shall be implemented no later than September 10, 2026.

- g. The District and SASPOA agree to collaborate on a joint communication plan to notify unit members and answer questions.

5. Effect on Collective Bargaining Agreement

The Parties agree that the provisions of this MOU supersede and replace any conflicting or inconsistent provisions of the Collective Bargaining Agreement related to salary calculation methodology, salary schedule structure, longevity placement, overtime calculation, or movement between salary grades.

The Parties further agree that, during collective bargaining negotiations, they will incorporate contract language as necessary to reflect the salary calculation methodologies, salary schedule structures, and years of service placement provisions implemented through this MOU.

Except as expressly modified by this MOU, all other terms and conditions of the Collective Bargaining Agreement shall remain in full force and effect.

6. Term and Modification

- a. This MOU shall become effective upon the date of its adoption by the Board of Education, and shall remain in effect for the 2025-2026 school year.
- b. This MOU is non-precedent setting and any modifications or amendments to this MOU shall be made in writing and require the mutual agreement of both parties.

Santa Ana Police Officers' Association

Santa Ana Unified School District


Luis Carcano
President

Date

4/29/26


Jennifer Flores
Associate Superintendent

Date

4.29.26

Exhibit A – School Police Officer Salary Schedule for 2025-2026

Board Approved: May 19, 2026

SANTA ANA SCHOOL POLICE OFFICERS ASSOCIATION

REVISED ATTACHMENT: 5/18/26

2025-2026

School Police Officer

GRADE	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY
40	\$7,037	\$40.598	\$7,389	\$42.629	\$7,758	\$44.758	\$8,146	\$46.996	\$8,553	\$49.344	\$8,981	\$51.813	\$9,430	\$54.404	\$9,666	\$55.765	\$9,908	\$57.162	\$10,156	\$58.592	\$10,410	\$60.058	\$10,670	\$61.558

POST Incentive Pay	
Basic Certification	4% Increase to base pay
Intermediate Certification	8% Increase to base pay
Advance Certification	12% Increase to base pay
Employees shall receive POST Incentive Pay based on the highest level of POST certification they have attained. Employees may not receive cumulative compensation for multiple POST certifications. Payment will be reported on Monthly basis as it is earned.	

RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION AND SPECIFICATIONS OF THE ELECTION ORDER


Alfonso Alvarez, Ed.D.
Clerk, Board of Education
Santa Ana Unified School District

36 Increase Statutory School Fees Imposed on Residential and Commercial/Industrial
37 Development Construction Pursuant to Education Code Section 17620 and Government
38 Code Section 65995" ("Study"), which Study includes information, documentation, and
39 analysis of the School Facilities needs of the District, including (a) the purpose
40 of the Statutory School Fees, (b) the use to which the Statutory School Fees are to
41 be put (c) the nexus (roughly proportional and reasonable relationship) between the
42 residential and commercial/industrial development and (1) the use Statutory School
43 Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the
44 amount of Statutory School Fees from new residential and commercial/industrial
45 development, (d) a determination of the impact of the increased number of employees
46 anticipated to result from the commercial/industrial development (by category) upon
47 the cost of providing School Facilities within the District, € an evaluation and
48 projection of the number of students that will be generated by the new residential
49 development, and (f) the new School Facilities that will be required to serve such
50 students, and (g) the cost of such School Facilities; and

51 **WHEREAS**, said Study pertaining to the Statutory School Fees and to the capital
52 facilities needs of the District was made available to the public as required by
53 law before the Board considered at a regularly scheduled public meeting the Statutory
54 School Fees; and

55 **WHEREAS**, all required notices of the proposed Statutory School Fees have been
56 given; and

57 **WHEREAS**, a public hearing was held at a regularly scheduled meeting of the
58 Board of the District relating to the proposed Statutory School Fees; and

59 **WHEREAS**, Education Code Section 17621 provides that the adoption, update or
60 imposition of any fee, charge, dedication, or other requirement, pursuant to
61 Education Code Section 17620 shall not be subject to Division 13 (commencing with
62 Section 21000) of the Public Resources Code.

63
64 **NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SANTA ANA UNIFIED SCHOOL DISTRICT**
65 **DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

66 **Section 1.** That the Board accepts and adopts the Study, including the analysis
67 and supporting documents therein.

68
69 **Section 2.** That the Board finds that the purpose of the Statutory School Fees
70 imposed upon residential development is to fund the additional School Facilities

71 required to serve the students generated by the residential development upon which
72 the Statutory School Fees are imposed.

73
74 **Section 3.** That the Board finds that the Statutory School Fees imposed on
75 residential development will be used only to finance the School Facilities described
76 in the Study and related documents that these School Facilities are required to
77 serve the students generated by the residential development within the District;
78 and that the use of the Statutory School Fees will include construction or
79 acquisition of additional School Facilities, remodeling existing School Facilities
80 to add additional classrooms, and technology, and acquiring and installing
81 additional portable classrooms and related School Facilities, with the specific
82 location of new schools, remodeling of existing School Facilities, and additional
83 portables to be determined based on the residence of the students being generated
84 by such new residential development, as well as any required central administrative
85 and support facilities within the District.

86
87 **Section 4.** That the Board finds that there is a roughly proportional,
88 reasonable relationship between the use of the Statutory School Fees and the
89 residential development within the District because the Statutory School Fees
90 imposed on residential development by this Resolution, will be used to fund School
91 Facilities which will be used to serve the students generated by such residential
92 development.

93
94 **Section 5.** That the Board finds that there is a roughly proportional,
95 reasonable relationship between the residential development upon which the Statutory
96 School Fees are imposed, and the need for additional School Facilities in the
97 District because students will be generated from residential development within the
98 District and there is not sufficient capacity in the existing School Facilities to
99 accommodate all additional students.

100
101 **Section 6.** That the Board finds that the amount of Statutory School Fees
102 levied on residential development as set forth in this Resolution is roughly
103 proportional and reasonably related to, and does not exceed the cost of, providing
104 the School Facilities required to serve the students generated by such residential
105 development within the District.

107 **Section 7.** That the Board finds that the purpose of the Statutory School Fees
108 imposed on commercial/industrial development is to fund the additional School
109 Facilities required to serve the students generated by the commercial/industrial
110 development upon which the Statutory School Fees are imposed.

111
112 **Section 8.** That the Board finds that the Statutory School Fees imposed on
113 commercial/industrial development (by category) will be used only to finance those
114 School Facilities described in the Study and related documents and that these School
115 Facilities are required to serve the students generated by such
116 commercial/industrial development; and that the use of the Statutory School Fees
117 will include construction or acquisition of additional School Facilities, remodeling
118 existing School Facilities to add additional classrooms and technology, and
119 acquiring and installing additional portable classrooms and related facilities, with
120 the specific location of new schools, remodeling of existing School Facilities, and
121 additional portables to be determined based on the residence of the students being
122 generated by such commercial/industrial development, as well as any required
123 central administrative and support facilities within the District.

124
125 **Section 9.** That the Board finds that there is a roughly proportional,
126 reasonable relationship between the use of the Statutory School Fees and
127 commercial/industrial development by category within the School District because the
128 Statutory School Fees imposed on commercial/industrial development by this
129 Resolution, will be used to fund School Facilities which will be used to serve the
130 students generated by such commercial/industrial development.

131
132 **Section 10.** That the Board finds that there is a roughly proportional,
133 reasonable relationship between the commercial/industrial development by category,
134 upon which the Statutory School Fees are imposed, and the need for additional School
135 Facilities in the School District because students will be generated from
136 commercial/industrial development within the District and the School District does
137 not have sufficient student capacity in the existing School Facilities to accommodate
138 these students.

139
140 **Section 11.** That the Board finds that the amount of Statutory School Fees
141 levied on commercial/industrial development by category as set forth in this
142 Resolution is roughly proportional and reasonably related to and does not exceed

the cost of providing School Facilities required to serve the students generated by such commercial/industrial development within the District.

Section 12. The Board finds that a separate account has been established for the deposit of Statutory School Fees imposed on residential and commercial/industrial development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the District.

Section 13. That the Board finds that the funds of the account, described in Section 12, consisting of the proceeds of Statutory School Fees have been imposed for the purposes of constructing and reconstruction those School Facilities necessitated by residential and commercial/industrial development, and thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b), and (d) of Section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

Section 14. That the Board hereby updates the Statutory School Fees as a condition of approval of residential development projects and imposes the Statutory School Fees on such development projects in the following amounts:

- A. \$5.38 per square foot of assessable space for single-family detached residential development and \$5.38 for multifamily attached residential development, including residential projects, manufactured homes, and mobile homes as authorized under Education Code Section 17625, and including residential construction other than new construction where such construction results in an increase assessable space, as defined in Government Code Section 65995, in excess of 500 square feet. However, these amounts shall not be imposed on any development project used exclusively for housing senior citizens, as described in Civil Code Section 51.3, or as described in Subdivision J of Section 1569.2 of the Health and Safety Code or paragraph 9 of subdivision (d) of Section 15432

of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

- B. \$0.87 per square foot of assessable space for new residential development used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision J of Section 1569 of the Health and Safety Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

Section 15. That this Board hereby updates the Statutory School Fees as a condition of approval of commercial/industrial development projects and levies the Statutory School Fees on such development projects in the following amounts per square foot of chargeable covered and enclosed space for the following categories of commercial/industrial development:

Retail and Services	\$0.87
Office	\$0.87
Research and Development	\$0.87
Industrial/Warehouse /Manufacturing	\$0.87
Hospitals	\$0.849
Hotel/Motel	\$0.048
Self-Storage	\$0.87

Section 16. That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into that account identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including accomplishing any study, findings, or determinations required by subdivisions (a), (b), and (d) of Section 66001 of the Government Code or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

215
216 **Section 17.** That the Superintendent, or designee, is directed to cause a copy
217 of this Resolution to be delivered to the building official of the Cities and County
218 within the District's boundaries and the California Department of Health Care Access
219 and Information ("CDHCAI") along with a copy of all supporting documentation
220 referenced herein and a map of the District clearly indicating the boundaries
221 thereof, advising the Cities, County, and CDHCAI that residential and
222 commercial/industrial development is subject to the Statutory School Fees readopted
223 pursuant to this Resolution and requesting that no building permit or approval for
224 occupancy be issued by any of these entities for any residential development project,
225 mobile home, or manufactured home subject to the Statutory School Fees absent a
226 certification from this District of compliance of such project with the requirements
227 of the Statutory School Fees, nor that any building permit be issued for any non-
228 residential development absent a certification from this District of compliance with
229 the requirements of the applicable Statutory School Fees.

230
231 **Section 18.** That the Board hereby establishes a process that permits the party
232 against whom the commercial/industrial Statutory School Fees are imposed, the
233 opportunity for a hearing to appeal that imposition of Statutory School Fees for
234 commercial/industrial development as required by Education Code Section 17621(e)(2).
235 The appeal process is as follows:

236
237 A. Within ten (10) calendar days of being notified, in writing, (by personal
238 delivery or deposit in the U.S. Mail) of the commercial/industrial
239 Statutory School Fees to be imposed or paying the commercial/industrial
240 Statutory School Fees, pursuant to Education Code Section 17620, a party
241 shall file a written request for a hearing regarding the imposition of
242 commercial/industrial Statutory School Fees. The party shall state in the
243 written request the grounds for opposing the imposition of
244 commercial/industrial Statutory School Fees and said written request shall
245 be served by personal delivery or certified or registered mail to the
246 Superintendent of the District.

247
248 B. The possible grounds for that appeal, include but are not limited to, the
249 inaccuracy of including the project within the category pursuant to which
250 the commercial/industrial Statutory School Fees are to be imposed, or that

the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

C. Within ten (10) calendar days of receipt of the written request a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or designee, shall give notice in writing of the date, place, and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Superintendent, or designee, shall schedule and conduct said hearing Within thirty (30) calendar days of receipt of written request. The Superintendent, or designee, shall render a written decision within ten (10) days following the hearing on the party's appeal and serve it by certified or registered mail to the last known address of the party.

D. The party against whom the commercial/industrial Statutory School Fees are imposed may appeal the Superintendent's, or designee's, decision to the Board of the School District.

E. The party appealing the Superintendent's, or designee's, decision shall state in the written appeal the grounds for opposing the imposition of the commercial/industrial Statutory School Fees and said written appeal shall be served by personal deliver or certified or registered mail to the Superintendent of the District.

F. The possible grounds for that appeal to the Board of the District include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

G. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or designee, shall give notice in writing to the date, place, and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees.

The Board of the District shall schedule, and conduct said hearing at the next regular meeting of the Board, provided that the party is given at least five (5) working days prior to the regular meeting of the Board. The Board shall render a written decision within 10(10) days following the hearing on the party's appeal and serve the decision by certified or registered mail to the last known address of the party.

H. The party appealing the imposition of the commercial/industrial Statutory School Fees shall bear the burden of establishing that the commercial/industrial Statutory School Fees are improper.

Section 19. That the Superintendent is authorized to cause a certificate of compliance to be issued for each development project, mobile home, and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amount specified by this Resolution. In the event a certificate of compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as square footage is untrue, then such certificate shall automatically terminate, and the appropriate City shall be so notified.

Section 20. That no statement or provision set forth in this Resolution, or referred to therein, shall be construed to repeal any preexisting fee previously imposed by the District on any residential or nonresidential development.

Section 21. That the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution updating the fees immediately on an urgency basis is adopted by the Board.

APPROVED AND ADOPTED by the Santa Ana Unified School District Governing Board on May 19, 2026, by the following vote:

AYES: Brazer Aceves, Bustos, Alvarez, Lebsack, Magdaleno

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing resolution was duly adopted by the said Board of Education at a regular Board meeting, thereof, held on 19th day of May, 2025, and passed by a vote of 5-0 of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand on this 19th day of May, 2026.

By:



Alfonso Alvarez, Ed.D.

Clerk of the Board of Education
Santa Ana Unified School District

Proclaiming June 2026 as Immigrant and Refugee Communities Heritage Month

WHEREAS, in California, all children have the right to a free public education regardless of immigration status, and that schools have a responsibility to protect

student privacy, provide equitable access to educational programs, and ensure that students and families feel safe, supported, and informed of their rights; and

WHEREAS, the Santa Ana Unified School District continues to support students and families through culturally responsive engagement, multilingual communication, family preparedness resources, Know Your Rights information, access to community partnerships, and services that promote student learning, well-being, belonging, and success; and

WHEREAS, the Board of Education recognizes the importance of honoring the stories, traditions, languages, talents, and contributions of immigrant and refugee communities as part of our shared responsibility to build understanding, compassion, inclusion, and unity across our schools and community; and

WHEREAS, during the month of June and throughout the year, we reaffirm our commitment to policies and practices that recognize, protect, and uplift the voices, rights, and needs of immigrant and refugee families, students, and communities;

NOW, THEREFORE, BE IT RESOLVED, that the Santa Ana Unified School District Board of Education hereby proclaims the month of June 2026 as Immigrant and Refugee Communities Heritage Month and encourages all students, staff, families, and community members to honor the contributions of immigrant and refugee communities through acts of celebration, education, advocacy, allyship, and continued commitment to belonging and inclusion.

PASSED AND ADOPTED by the Board of Education of the Santa Ana Unified School District, Orange County, California, this 19th day of May, 2026.

AYES: Brazer Aceves, Bustos, Alvarez, Magdaleno

NOES: _____

ABSTAIN: Lebsack

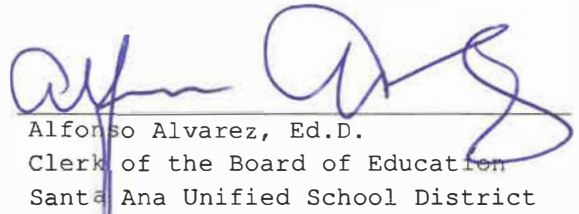
ABSENT: _____

55 STATE OF CALIFORNIA)

56) SS:

57 COUNTY OF ORANGE)

58 I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of the Santa Ana Unified
59 School District, Orange County, California, hereby certify that the above and
60 foregoing Resolution was duly and regularly adopted by the said Board of Education at
61 a regular Board meeting thereof, held on the 19th day of May, 2026, as a true and
62 correct copy of the Board of Education Resolution No. 25/26-3740, and passed by a
63 vote of 4-0-1 of said Board.

64
65
66 
67 _____
68 Alfonso Alvarez, Ed.D.
69 Clerk of the Board of Education
70 Santa Ana Unified School District
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Certification of a Board Member's Absence from a Regular Board Meeting
Alfonso Alvarez, Ed.D.

ABSTAIN: Alvarez

33
34 STATE OF CALIFORNIA)

35) SS:

36 COUNTY OF ORANGE)
37

38 I, Katelyn Brazer Aceves, President of the Governing Board of Education of the Santa Ana
39 Unified School District of Orange County, California, hereby certify that the above and foregoing
40 Resolution was duly adopted by the Board at a regular meeting properly noticed and held on May 19,
41 2026, and passed by a vote of 4-0-1 of said Board.

42
43 **IN WITNESS WHEREOF**, I have hereunto set my hand this 19th day of May 2026.
44
45
46

47 
48 _____
49 Katelyn Brazer Aceves
50 President of the Board of Education
Santa Ana Unified School District

38 **WHEREAS**, this Board deems it necessary and desirable to issue a series of the
39 District's bonds during fiscal year 2026-2027, as authorized by the Education Code,
40 and requests that the County levy a tax for payment of debt service estimated to
41 come due on such bonds during fiscal year 2026-2027.

42
43 **NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF EDUCATION OF SANTA ANA UNIFIED
44 SCHOOL DISTRICT:

45
46 **Section 1. Recitals.** All of the above recitals are true and correct.

47
48 **Section 2. Estimate of Tax Levy.** The Superintendent or the Associate
49 Superintendent, Chief Business Official of the District or such other officer of
50 the District as either authorized officer may designate (each, an "Authorized
51 District Representative"), are hereby authorized and directed to prepare an
52 estimate of all payments of principal and interest which shall become due on a
53 series of bonds of the District expected to be sold prior to the calculation of the
54 tax levy for fiscal year 2026-2027, and to cause the debt service schedule so
55 prepared to be provided to the Controller of the County responsible for preparing
56 the tax levy for bonds of the District and for levying said tax. The District
57 anticipates issuing bonds during fiscal year 2026-2027 in the approximate principal
58 amount of \$100 million.

59
60 **Section 3. Request to County to Levy Tax.** The Board of Supervisors of the
61 County is hereby requested, in accordance with Education Code Section 15252-15254,
62 to adopt a tax rate for bonds of the District expected to be sold during fiscal
63 year 2026-2027, based upon the estimated debt service schedule attached hereto as
64 **Exhibit A**, or as otherwise updated and provided to the County, which estimates are
65 hereby approved, and to levy a tax in fiscal year 2026-2027 on all taxable property
66 in the District sufficient to pay said estimated debt service. The proceeds of
67 such tax shall be deposited into the debt service fund of the District established
68 pursuant to the Education Code for bonds of the District.

69
70 **Section 4. Application of Tax Proceeds.** In the event that the bonds of the
71 District described hereunder are not sold, or sold in such amount and on such terms
72 that the proceeds of the tax requested in Section 3 hereof, or any portion thereof,
73 are not required for payment of debt service due on the bonds, this Board hereby
74 requests that the Controller of the County cause the remaining proceeds of the tax

75 to be held in the debt service fund and applied to debt service on outstanding
76 bonds of the District coming due in fiscal year 2027-2028.
77

78 **Section 5. Filing of Resolution.** The Secretary of this Board is hereby
79 authorized and directed to file forthwith a certified copy of this Resolution with
80 the Clerk of the Board of Supervisors of the County, and to cause copies of this
81 Resolution and estimated debt service schedule to be delivered to the Controller
82 and the Treasurer-Tax Collector of the County.
83

84 **Section 6. Further Authorization.** The President and Clerk of this Board or
85 any Authorized District Representative are hereby authorized and directed to take
86 such additional actions consistent with the intent of this Resolution in connection
87 with the sale of the bonds of the District, which any of them find necessary and
88 desirable to accomplish the purpose hereof.
89

90 **Section 7. Effective Date.** This Resolution shall take effect from and after
91 its adoption.
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103 [REMAINDER OF PAGE INTENTIONALLY BLANK]
104

105 PASSED AND ADOPTED this 19th day of May, 2026, at a meeting of the Board of
106 Education by the following vote:

107
108 AYES: Brazer Aceves, Bustos, Alvarez, Magdaleno

109
110 NOES:

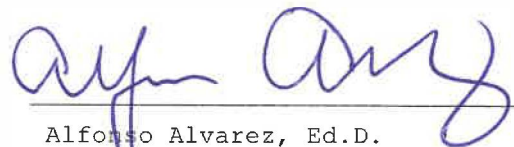
111
112 ABSTAIN:

113
114 ABSENT:

115
116
117 STATE OF CALIFORNIA)
118) SS:
119 COUNTY OF ORANGE)
120
121

122 I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of the Santa Ana
123 Unified School District of Orange County, California, hereby certify that the above
124 and foregoing Resolution was duly adopted by the said Board at a regular meeting
125 thereof held on the 19th day of May, 2026 and passed by a vote of 4-0 of
126 said Board.

127
128 IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of May 2026.

129
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133 

134 Alfonso Alvarez, Ed.D.
135 Clerk of the Board of Education
136 Santa Ana Unified School District
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EXHIBIT A

ESTIMATED BOND DEBT SERVICE PAYABLE FROM AD VALOREM PROPERTY TAXES

Santa Ana Unified School District

(Orange County, California)

General Obligation Bonds, 2024 Election, 2026 Series A

Payment Date	Principal	Interest	Gross Debt Service	Debt Service Fund Deposit	Net Debt Service
02/01/27	\$0.00	\$833,333.33	\$833,333.33	\$0.00	\$833,333.33
08/01/27	6,950,000.00	2,500,000.00	9,450,000.00	0.00	9,450,000.00
TOTAL	\$6,950,000.00	\$3,333,333.33	\$10,283,333.00	\$0.00	\$10,283,333.00

Notes:

(1) Debt service amounts are estimates and are net of any deposit into the debt service fund, typically in the form of original issue premium.

(2) The 2026 Series A Bonds are expected to be sold in November, 2026, with delivery of funds (bond closing) in December, 2026.

36 **WHEREAS**, due to the urgent nature of the conditions at Taft, District staff
37 immediately initiated emergency response actions, including but not limited to:

- 38 1. Procuring remediation and environmental mitigation services to address flood
39 damage and hazardous materials;
- 40 2. Relocating students and staff to Edison Elementary School, including
41 transportation and operational support;
- 42 3. Preparing classrooms, including cleaning, furniture relocation, and
43 instructional technology setup;
- 44 4. Providing meal services and student support during relocation;
- 45 5. Continuing communication with families and stakeholders to ensure safety and
46 continuity of learning; and

47 **WHEREAS**, these emergency actions were necessary to protect District property,
48 ensure student and staff safety, and maintain continuity of educational services; and

49 **WHEREAS**, because the emergency required immediate action, the District procured
50 services without competitive bidding in accordance with Public Contract Code;

51 **NOW, THEREFORE, BE IT RESOLVED** that the board of education of the Santa Ana
52 Unified School District does hereby:

- 53 1. Find and declare that the flooding at Taft Elementary School constitutes an
54 emergency within the meaning of Public Contract Code §§ 1102, 20113, and 22050;
- 55 2. Find that the emergency conditions did not permit delay that would have resulted
56 from a competitive solicitation for bids;
- 57 3. Ratify and approve all actions taken by the Superintendent or designee to
58 respond to the emergency, including procurement of services, relocation efforts,
59 and remediation work;
- 60 4. Authorize the Superintendent or designee to continue to take any and all actions
61 necessary to complete emergency remediation, repairs, and restoration of Taft
62 Elementary School;
- 63 5. Authorize payment for all emergency remediation, repair, and associated services
64 performed in response to this emergency, in accordance with applicable contracts
65 and cost verification;

RESOLUTION NO. 25/26-3744

66 6. Direct staff to report to the Board at subsequent meetings, as required by
67 Public Contract Code § 22050, regarding the status of the emergency work and to
68 determine the need for continuing such actions; Direct that the emergency action
69 shall be terminated at the earliest possible date when conditions allow
70 remaining work to be completed through standard public contracting procedures.

71 **PASSED AND ADOPTED** by the Santa Ana Unified School District Governing Board on
72 May 19, 2026, by the following vote.

73
74 AYES: Brazer Aceves, Bustos, Alvarez, Magdaleno

75 NOES:

76 ABSTAIN:

77 ABSENT:
78
79

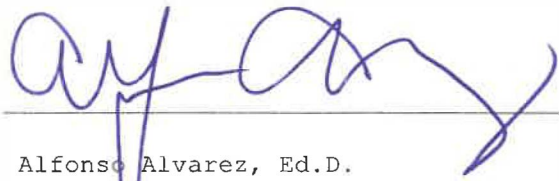
80 STATE OF CALIFORNIA)

81) SS:

82 COUNTY OF ORANGE)
83

84 I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of the Santa Ana Unified
85 School District of Orange County, California, hereby certify that the above and
86 foregoing Resolution was duly adopted by the said Board at a regular meeting thereof
87 held on the 19th day of May, 2026 and passed by a vote of 4-0 of said Board.

88
89 **IN WITNESS WHEREOF**, I have hereunto set my hand this 19th day of May 2026.
90
91

92
93 

94 Alfonso Alvarez, Ed.D.

95 Clerk of the Board of Education

Santa Ana Unified School District

RESOLUTION NO. 25/26-3744

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 10/08/2019 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district, assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 1241.5

Description

[Audit by county superintendent](#)

State

Ed. Code 14500-14508	Financial and compliance audits
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 41010-41023	Accounting regulations; budget controls and audits
Ed. Code 42600-42603	Control of expenditures
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements, and other data
Elec. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 53995-53997	Obligation of contract
Gov. Code 84308	Campaign disclosure
Gov. Code 87100-87500	Political Reform Act

Description**Management Resources**

Governmental Accounting Standards Board Pub.	Implementation Guide No. 2019-3, Leases, August 2019
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2023-1, Implementation Guidance Update – 2023, June 2023
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Website	CSBA District and County Office of Education Legal Services
Website	Governmental Accounting Standards Board
Website	California Department of Education, Finance and Grants
Website	California State Controller
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team
Website	California Association of School Business Officials
Website	School Services of California, Inc.

Description**Cross References**

3000	Concepts And Roles
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3300	Expenditures And Purchases
3300	Expenditures And Purchases
3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services

Description

Cross References**Description**

3314.2	Revolving Funds
3430	Investing
3430	Investing
3440	Inventories
3451	Petty Cash Funds
3452	Student Activity Funds
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3511	Energy And Water Management
3511	Energy And Water Management
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
4112.6	Personnel Files
4119.1	Civil And Legal Rights
4119.23	Unauthorized Release Of Confidential/Privileged Information
4151	Employee Compensation
4212.6	Personnel Files
4219.1	Civil And Legal Rights
4219.23	Unauthorized Release Of Confidential/Privileged Information
4251	Employee Compensation
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4319.23	Unauthorized Release Of Confidential/Privileged Information
4351	Employee Compensation
5126	Awards For Achievement
5126	Awards For Achievement
9124	Attorney
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 06/13/2017 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

At the Board's discretion, district funds other than the cafeteria fund may be used for the purchase of school meals.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. After such school meals have been made available to a student, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431, 49501.5)

As permitted by law, , adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49431, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and to providing plant-based or restricted diet food options for students.

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, the quality of the domestic product is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price for domestic product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
12 CCR 18928-18998.4	Short-lived climate pollutants
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias; funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49010	Educational activity; definition
Ed. Code 49431	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49501.5-49506	School Meals

State

Ed. Code 49550.3-49562

Ed. Code 49554

Ed. Code 49580-49581

F&A Code 58595

F&A Code 58596.1-58596.5

H&S Code 113700-114437

Pub. Cont. Code 2000-2002

Pub. Cont. Code 20111

Pub. Cont. Code 3410

Description

Meals for needy students

[Contract for services](#)

[Food recovery program](#)

[Preference for California-grown agricultural products](#)

[Buy American Food Act; purchase of nondomestic agricultural food products](#)

[California Retail Food Code; sanitation and safety requirements](#)

[Responsive bidders](#)

[Contracts over \\$50,000; contracts for construction; award to lowest responsible bidder](#)

[U.S. produce and processed foods](#)

Federal

2 CFR 200

2 CFR 200.318-200.326

2 CFR 200.400-200.475

2 CFR 200.56

42 USC 1751-1769j

42 USC 1771-1793

42 USC 1773

7 CFR 210.1-210.33

7 CFR 245.8

7 CFR 250.1-250.70

Description

[Appendix VII Indirect cost proposals](#)

Procurement standards

Cost principles

Indirect costs; definition

[School Lunch Program](#)

[Child Nutrition Act](#)

[School Breakfast Program](#)

[National School Lunch Program](#)

[Nondiscrimination practices for students eligible for free and reduced price meal and free milk](#)

USDA foods

Management Resources

CA Dept of Social Services Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

Description

[Food Distribution Program Administrative Manual](#)

[Professional Standards in the SNPs, NSD Management Bulletin, SNP-13-2020, rev. January 2022](#)

[Food Service Management Company Contract Preapproval, NSD Management Bulletin, SNP-05-2023, March 2023](#)

[Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-04-2023, July 2023](#)

[Excess Net Cash Resources – Revised to Increase Limitation, NSD Management Bulletin, SNP-04-2022, May 2022](#)

[Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021](#)

[Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015](#)

[Cafeteria Funds - Allowable Uses, NSD Management Bulletin, SNP-05-2020, February 2020](#)

[Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018](#)

[California School Accounting Manual](#)

Management Resources

U.S. Department of Agriculture Publication

U.S. Department of Agriculture Publication

U.S. Department of Agriculture Publication

U.S. Department of Agriculture Publication

U.S. Department of Agriculture Publication

U.S. Department of Agriculture Publication

U.S. Dept of Agriculture Publication

Website

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Website

Description

[Buy American and the Agriculture Improvement Act of 2018, SP-32-2019, August 2019](#)

[Procuring Local Foods for Child Nutrition Programs, January 2022](#)

[Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016](#)

[Indirect Costs: Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016](#)

[Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017](#)

[Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014](#)

[School Meals - FAQs](#)

[CalRecycle, Resources for Local Education Agencies: K-12 Public Schools and School Districts](#)

[California Department of Education, Accounting](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Agriculture, Food and Nutrition Service](#)

[California Department of Social Services](#)

[California Department of Education, School Nutrition](#)

[California School Nutrition Association](#)

Cross References

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Description

[Nondiscrimination In District Programs And Activities](#)

[District And School Websites](#)

[District And School Websites](#)

[District And School Websites](#)

[Access To District Records](#)

[Access To District Records](#)

[Budget](#)

[Budget](#)

[Transfer Of Funds](#)

[Federal Grant Funds](#)

[Federal Grant Funds](#)

[Fees And Charges](#)

[Fees And Charges](#)

[Expenditures And Purchases](#)

[Expenditures And Purchases](#)

[Bids](#)

[Bids](#)

[Contracts](#)

[Revolving Funds](#)

[Management Of District Assets/Accounts](#)

[Management Of District Assets/Accounts](#)

Cross References**Description**

3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3512	Equipment
3512-E(1)	Equipment
3515.6	Criminal Background Checks For Contractors
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3554	Other Food Sales
3554	Other Food Sales
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.4	Health Examinations
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4231	Staff Development
4312.4	Health Examinations
4331	Staff Development
5030	Student Wellness

Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 02/15/2017 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall make available , free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch for any student who requests a meal. (Education Code 49501.5)

After a student has been provided a school meal at no cost, the district may sell the student the entree from an additional nutritiously adquate meal that qualifies for federal reimbursement, from the same meal service.

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards as specified in law and district-adopted guidelines..

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals

or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 15510

Description

[Mandatory meals for needy students](#)

5 CCR 15530-15535

[Nutrition education](#)

5 CCR 15550-15565

[School lunch and breakfast programs](#)

Ed. Code 48980

[Parent/Guardian notifications](#)

Ed. Code 49430-49434

[Pupil Nutrition, Health, and Achievement Act of 2001](#)

Ed. Code 49490-49494

[School breakfast and lunch programs](#)

Ed. Code 49501.5-49506

[School Meals](#)

Ed. Code 49510-49520

[Nutrition](#)

Ed. Code 49530-49536

[Child Nutrition Act](#)

Ed. Code 49547-49548.3

[Comprehensive nutrition services](#)

Ed. Code 49550.3-49562

Meals for needy students

Ed. Code 49564.3

[High-poverty schools; universal meal service](#)

Federal

20 USC 1232g

Description

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)

20 USC 6301-6576

Title I Improving the Academic Achievement of the Disadvantaged

42 USC 1751-1769j

[School Lunch Program](#)

42 USC 1771-1791

Child nutrition

42 USC 1773

[School Breakfast Program](#)

7 CFR 210.1-210.33

[National School Lunch Program](#)

7 CFR 220.10-220.21

National School Breakfast Program

7 CFR 245.1-245.13

Eligibility for free and reduced-price meals and free milk

Management Resources

California Department of Education Publication

Description

[Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, Management Bulletin SNP-12-2015, July 2015](#)

California Department of Education Publication

[Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018](#)

CSBA Publication

[Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012](#)

CSBA Publication

[Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006](#)

Management Resources

U.S. Department of Agriculture Publication

U.S. Dept of Agriculture Publication

Website

Website

Website

Website

Website

Website

Description

[Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002](#)

[Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Agriculture, Food and Nutrition Service](#)

[Nourish California](#)

[California Project LEAN \(Leaders Encouraging Activity and Nutrition\)](#)

[California Department of Education, School Nutrition](#)

[CSBA](#)

Cross References

0200

0410

0460

0460

1340

1340

1400

3100

3100

3250

3250

3260

3260

3550

3550

3551

3551

3552

3552

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3555

3555-E(1)

4119.23

4219.23

4319.23

5030

5117

5117

Description

[Goals For The School District](#)

[Nondiscrimination In District Programs And Activities](#)

[Local Control And Accountability Plan](#)

[Local Control And Accountability Plan](#)

[Access To District Records](#)

[Access To District Records](#)

[Relations Between Other Governmental Agencies And The Schools](#)

[Budget](#)

[Budget](#)

[Transportation Fees](#)

[Transportation Fees](#)

[Fees And Charges](#)

[Fees And Charges](#)

[Food Service/Child Nutrition Program](#)

[Food Service/Child Nutrition Program](#)

[Food Service Operations/Cafeteria Fund](#)

[Food Service Operations/Cafeteria Fund](#)

[Summer Meal Program](#)

[Summer Meal Program](#)

[Other Food Sales](#)

[Other Food Sales](#)

[Nutrition Program Compliance](#)

[Nutrition Program Compliance](#)

[Unauthorized Release Of Confidential/Privileged Information](#)

[Unauthorized Release Of Confidential/Privileged Information](#)

[Unauthorized Release Of Confidential/Privileged Information](#)

[Student Wellness](#)

[Interdistrict Attendance](#)

[Interdistrict Attendance](#)

Cross References

5125

5125

5141.6

5141.6

5145.3

5145.3

5148

5148.2

5148.2

6162.51

6162.51

6171

6171

6173

6173

6173.1

6173.1

6175

6175

6176

6177

Description[Student Records](#)[Student Records](#)[School Health Services](#)[School Health Services](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Child Care And Development](#)[Before/After School Programs](#)[Before/After School Programs](#)[State Academic Achievement Tests](#)[State Academic Achievement Tests](#)[Title I Programs](#)[Title I Programs](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Foster Youth](#)[Education For Foster Youth](#)[Migrant Education Program](#)[Migrant Education Program](#)[Weekend/Saturday Classes](#)[Summer Learning Programs](#)

Policy 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 10/22/1996 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
17 CCR 2508	Reporting of communicable diseases
8 CCR 14000-14316	Occupational injury or illness reports and records
8 CCR 3203	Injury and illness prevention program
8 CCR 3204	Access to employee exposure and medical records
8 CCR 3400	Medical services and first aid
8 CCR 5095-5100	Control of noise exposure
8 CCR 5193	Bloodborne pathogens
Ed. Code 32030-32034	Eye safety
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32280-32289.5	School safety plans

State

Ed. Code 44984
Gov. Code 3543.2
Lab. Code 1139
Lab. Code 132a
Lab. Code 3300
Lab. Code 6305
Lab. Code 6310
Lab. Code 6325
Lab. Code 6400-6413.5
Lab. Code 6401.7
Lab. Code 6401.9

Description

[Required rules for industrial accident and illness leave](#)
[Scope of representation](#)
[Worker's rights in emergencies](#)
[Workers' compensation; nondiscrimination](#)
[Definition of employer](#)
[Occupational safety and health standards; special order](#)
[Retaliation for filing complaint prohibited](#)
[Prohibition of entry into place of employment](#)
[Responsibilities and duties of employers and employees](#)
[Injury and illness prevention program](#)
[Workplace violence prevention plans](#)

Federal

17 CFR 2508
29 CFR 1910.1030
29 CFR 1910.95
29 CFR 651-678
8 CFR 14000-14316
8 CFR 3204
8 CFR 5193

Description

Reporting of communicable diseases
[Bloodborne pathogens](#)
[Noise standards](#)
Occupational safety and health
Occupational injury or illness reports and records
Access to employee exposure and medical records
Bloodborne pathogens

Management Resources

CA Department of Industrial Relations Publication
Website
Website
Website
Website
Website
Website
Website

Description

[Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005](#)
[CSBA District and County Office of Education Legal Services](#)
[National Institute for Occupational Safety and Health](#)
[U.S. Department of Labor, Occupational Safety and Health Administration](#)
[California Department of Industrial Relations, Occupational Safety and Health](#)
[National Hearing Conservation Association](#)
[Centers for Disease Control and Prevention](#)
[CSBA](#)

Cross References

0450
0450
3514
3514
3514.1
3514.1
3516
3516

Description

[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Environmental Safety](#)
[Environmental Safety](#)
[Hazardous Substances](#)
[Hazardous Substances](#)
[Emergencies And Disaster Preparedness Plan](#)
[Emergencies And Disaster Preparedness Plan](#)

Cross References**Description**

3516.5	Emergency Schedules
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.41	Employees With Infectious Disease
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4119.43	Universal Precautions
4119.43	Universal Precautions
4131	Staff Development
4156.2	Awards And Recognition
4157.1	Work-Related Injuries
4157.2	Ergonomics
4158	Employee Security
4158	Employee Security
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.41	Employees With Infectious Disease
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4256.2	Awards And Recognition
4257.1	Work-Related Injuries
4257.2	Ergonomics
4258	Employee Security
4258	Employee Security
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.41	Employees With Infectious Disease
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42	Exposure Control Plan For Bloodborne Pathogens

Cross References

4319.42-E(1)

4319.43

4319.43

4331

4356.2

4357.1

4357.2

4358

4358

5141.22

5141.22

5141.6

5141.6

6142.93

Description[Exposure Control Plan For Bloodborne Pathogens](#)[Universal Precautions](#)[Universal Precautions](#)[Staff Development](#)[Awards And Recognition](#)[Work-Related Injuries](#)[Ergonomics](#)[Employee Security](#)[Employee Security](#)[Infectious Diseases](#)[Infectious Diseases](#)[School Health Services](#)[School Health Services](#)[Science Instruction](#)

Policy 4357: Employee Safety

Status: ADOPTED

Original Adopted Date: 10/22/1996 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
17 CCR 2508	Reporting of communicable diseases
8 CCR 14000-14316	Occupational injury or illness reports and records
8 CCR 3203	Injury and illness prevention program
8 CCR 3204	Access to employee exposure and medical records
8 CCR 3400	Medical services and first aid
8 CCR 5095-5100	Control of noise exposure
8 CCR 5193	Bloodborne pathogens
Ed. Code 32030-32034	Eye safety
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32280-32289.5	School safety plans

State

Ed. Code 44984
Gov. Code 3543.2
Lab. Code 1139
Lab. Code 132a
Lab. Code 3300
Lab. Code 6305
Lab. Code 6310
Lab. Code 6325
Lab. Code 6400-6413.5
Lab. Code 6401.7
Lab. Code 6401.9

Description

[Required rules for industrial accident and illness leave](#)
[Scope of representation](#)
[Worker's rights in emergencies](#)
[Workers' compensation; nondiscrimination](#)
[Definition of employer](#)
[Occupational safety and health standards; special order](#)
[Retaliation for filing complaint prohibited](#)
[Prohibition of entry into place of employment](#)
[Responsibilities and duties of employers and employees](#)
[Injury and illness prevention program](#)
[Workplace violence prevention plans](#)

Federal

17 CFR 2508
29 CFR 1910.1030
29 CFR 1910.95
29 CFR 651-678
8 CFR 14000-14316
8 CFR 3204
8 CFR 5193

Description

Reporting of communicable diseases
[Bloodborne pathogens](#)
[Noise standards](#)
Occupational safety and health
Occupational injury or illness reports and records
Access to employee exposure and medical records
Bloodborne pathogens

Management Resources

CA Department of Industrial Relations Publication

Website
Website
Website
Website
Website
Website
Website

Description

[Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005](#)
[CSBA District and County Office of Education Legal Services](#)
[National Institute for Occupational Safety and Health](#)
[U.S. Department of Labor, Occupational Safety and Health Administration](#)
[California Department of Industrial Relations, Occupational Safety and Health](#)
[National Hearing Conservation Association](#)
[Centers for Disease Control and Prevention](#)
[CSBA](#)

Cross References

0450
0450
3514
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3514.1
3514.1
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3516

Description

[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Environmental Safety](#)
[Environmental Safety](#)
[Hazardous Substances](#)
[Hazardous Substances](#)
[Emergencies And Disaster Preparedness Plan](#)
[Emergencies And Disaster Preparedness Plan](#)

Cross References**Description**

3516.5	Emergency Schedules
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.41	Employees With Infectious Disease
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4119.43	Universal Precautions
4119.43	Universal Precautions
4131	Staff Development
4156.2	Awards And Recognition
4157.1	Work-Related Injuries
4157.2	Ergonomics
4158	Employee Security
4158	Employee Security
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.41	Employees With Infectious Disease
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4256.2	Awards And Recognition
4257.1	Work-Related Injuries
4257.2	Ergonomics
4258	Employee Security
4258	Employee Security
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.41	Employees With Infectious Disease
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42	Exposure Control Plan For Bloodborne Pathogens

Cross References

4319.42-E(1)

4319.43

4319.43

4331

4356.2

4357.1

4357.2

4358

4358

5141.22

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6142.93

Description[Exposure Control Plan For Bloodborne Pathogens](#)[Universal Precautions](#)[Universal Precautions](#)[Staff Development](#)[Awards And Recognition](#)[Work-Related Injuries](#)[Ergonomics](#)[Employee Security](#)[Employee Security](#)[Infectious Diseases](#)[Infectious Diseases](#)[School Health Services](#)[School Health Services](#)[Science Instruction](#)

Policy 6142.3: Civic Education

Status: ADOPTED

Original Adopted Date: 04/24/2018 | **Last Revised Date:** 05/19/2026 | **Last Reviewed Date:** 05/19/2026

The Board of Education recognizes that involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, engaged, and responsible citizenship.

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. He/she shall also encourage the integration of civic education into other subjects as appropriate.

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches. Instruction should also promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.

Service learning, extracurricular and cocurricular activities, class and school elections, simulations of government, student-led debates, voter education, and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.

Constitution/Citizenship Day

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; 36 USC 106 Note)

Student Voter Registration

The Board of Education recognizes that civic engagement and community participation are essential components of a student's education. The Board regards the right to vote as one of the most fundamental rights of citizenship in a democratic society, and it affirms that cultivating informed, empowered voters is a core responsibility of public education. Through integration of the History-Social Science Framework and the State Seal of Civic Engagement, SAUSD ensures that voter registration is not an add-on, but an embedded feature of instruction and school culture.

The Board of Education requires that all students in grades 11 and 12, in accordance with grade-level standards and the History-Social Science Framework, participate in academic studies that develop civic awareness and responsibility.

Curricular Integration

United States History

1. Foundations of America re-introduces the concept of voting and civic responsibilities, tracing the foundations of the U.S. Constitution, the Bill of Rights, and Enlightenment-era ideas about self-governance and republicanism.
2. Post-World War II America and the Civil Rights Movement chronicle the origins of Jim Crow laws and the

sustained effort to dismantle disenfranchisement, including the Voting Rights Acts of 1964 and 1965, and the contributions of immigrant communities to the civic fabric of the United States.

American Government

1. Key elements of representative democracy, including the majority-rules/minority-rights framework, the definition of citizenship, and the responsibilities of citizens in a democratic system.
2. Examine individual liberties and civil rights, and how these protections are essential to full and equal participation in the democratic process.
3. Covers the election process, personal involvement in civic life, reasons why voting matters, and the historical role of civil disobedience and dissent as instruments of democratic change.

Ethnic Studies

1. African American Studies: Students analyze the impact of the 15th and 19th Amendments and the legislative removal of structural barriers to suffrage (poll taxes, literacy tests).
2. Asian American Studies: Students explore naturalization rights and legal battles for citizenship as a prerequisite to voting participation.
3. Chicana/o/x and Latina/o/x Studies: Students analyze the United Farm Workers (UFW) and the Community Service Organization (CSO), with specific attention to the 1960s–70s voter registration drives that mobilized communities across the Central Valley and Inland Empire.
4. Native American Studies: Students examine the contemporary dimensions of tribal sovereignty, including distinctions between tribal elections and the right to vote in state and federal elections.

Youth Participatory Action Research (YPAR) and Civic Action Projects

Consistent with Community Engagement and Social Change and Civic Engagement and Collective Empowerment, SAUSD students are encouraged to pursue Youth Participatory Action Research (YPAR) projects that connect academic learning to civic transformation. Students identify a local policy issue, map the Registrar of Voters as a lever for community change, and design peer-led civic action projects aligned with the State Seal of Civic Engagement.

High School Voter Education Weeks

SAUSD designates the last two full weeks of September and April as High School Voter Education Weeks. The Board holds as a high priority the responsibility of all staff members to inform students of the importance of registering to vote and to actively support students in completing this process.

To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.

The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)

During these periods, all high school sites shall:

- Facilitate peer-to-peer voter registration events.
- Provide voter registration opportunities in 11th- and 12th-grade Government and History classes, including pre-registration options for eligible 16- and 17-year-olds.
- Partner with the Orange County Registrar of Voters to supply registration materials, digital resources, and on-site support.
- Integrate voter education into existing Civic Action Project requirements tied to the State Seal of Civic

Engagement.

Site principals may authorize field trips to polling locations for educational purposes as part of hands-on civic education projects for eligible classes. In an effort to expand student access to the voting process, the District will collaborate with the Orange County Registrar and make available facilities that meet the safety and security needs of both entities.

Community Partnerships

The Board recognizes the vital role of youth-led civic organizations in expanding voter access. The District will maintain and deepen its partnership with community organizations to support voter registration efforts and education. These partnerships support student engagement beyond classroom instruction, extending civic learning into the broader community.

Legal Foundations:

This policy is grounded in the following legal authorities:

1. California state law allows 16- and 17-year-olds to pre-register to vote, with full registration taking effect upon turning 18.
2. Assembly Bill 1817 (Statutes of 2014) designates the last two full weeks in April and September as High School Voter Education Weeks and encourages school districts to conduct voter registration and education drives on campuses and in classrooms during these periods.
3. California Education Code 49040–49041 designates the last two weeks of April and September as "High School Voter Education Weeks" and authorizes schools to designate students as "Voter Outreach Coordinators." Teachers shall assist eligible students who will be 18 by the next election in completing voter registration, whether on paper or digitally, including via smartphone.
4. California Elections Code 2146 requires the Secretary of State to annually provide high schools with sufficient voter registration forms for all students of voting age or who will reach voting age by year's end.
5. California Elections Code 2148 (as added by SB 854, Ch. 481, Statutes of 2007) requires every high school to designate a contact person and provide their name, address, telephone number, and email address to the Secretary of State to facilitate the distribution of voter registration materials.

The Board acknowledges the California Secretary of State's legislative intent as stated in Elections Code 2146: *"It is the intent of the Legislature that every eligible high school and college student receives a meaningful opportunity to apply to register to vote. It is also the intent of the Legislature that every school does all in its power to ensure that students are provided the opportunity and means to apply to register to vote."*
— California Elections Code 2146

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

Ed. Code 233.5

[Teaching of principles](#)

Ed. Code 33540

[Standards for government and civics instruction](#)

Ed. Code 37221

[Commemorative exercises including anniversary of U.S. Constitution](#)

Ed. Code 48205

[Absence from school for jury duty or precinct board service](#)

Ed. Code 49040-49041

[Student voter registration](#)

Ed. Code 51210

[Course of study for grades 1-6](#)

State

Ed. Code 51220
Ed. Code 51470-51475
Ed. Code 54
Elec. Code 12302
Elec. Code 2146
Elec. Code 2148

Description

[Course of study for grades 7-12](#)
[State Seal of Civic Engagement](#)
[Student service on boards and commissions](#)
[Precinct boards; appointment of students](#)
[Student voter registration](#)
[Student voter registration; contact person](#)

Federal

20 USC 6711-6716
36 USC 101-144

Description

Education for Democracy Act
Patriotic observances

Management Resources

American Bar Association Publication
California Department of Education Publication
California Department of Education Publication
Center For Civic Education Publication
Center For Civic Education Publication

National Assessment of Educational Progress (NAEP)

Website
Website
Website
Website
Website
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Website
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Website

Description

Essentials of Law-Related Education, rev. 2003
[History-Social Science Content Standards](#)
[History-Social Science Framework for California Public Schools](#)
National Standards for Civics and Government, 1994
[Education for Democracy: California Civic Education Scope & Sequence, 2003](#)
[Civics Assessment](#)
[CSBA District and County Office of Education Legal Services](#)
[National Assessment of Educational Progress, Civics Assessment:](#)
[National Council for the Social Studies](#)
[American Bar Association](#)
[American Political Science Association](#)
[Bill of Rights Institute](#)
[California Association of Student Leaders](#)
[California Council for the Social Studies](#)
[California Secretary of State Online Voter Registration](#)
[Center for California Studies](#)
[Center for Civic Education](#)
[Center for Information and Research on Civic Learning and Engagement](#)
[Constitutional Rights Foundation](#)
[CSBA](#)

Cross References

0410
0450
0450
1400
1445
1445

Description

[Nondiscrimination In District Programs And Activities](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Relations Between Other Governmental Agencies And The Schools](#)
[Response To Immigration Enforcement](#)
[Response To Immigration Enforcement](#)

Cross References

1700

4131

5145.2

5145.2

6000

6011

6115

6115

6141

6141

6142.4

6142.5

6142.94

6143

6143

6144

6145

6145

6145.5

6145.5

6146.1

9000

9150

Description[Relations Between Private Industry And The Schools](#)[Staff Development](#)[Freedom Of Speech/Expression](#)[Freedom Of Speech/Expression](#)[Concepts And Roles](#)[Academic Standards](#)[Ceremonies And Observances](#)[Ceremonies And Observances](#)[Curriculum Development And Evaluation](#)[Curriculum Development And Evaluation](#)[Service Learning/Community Service Classes](#)[Environmental Education](#)[History-Social Science Instruction](#)[Courses Of Study](#)[Courses Of Study](#)[Controversial Issues](#)[Extracurricular And Cocurricular Activities](#)[Extracurricular And Cocurricular Activities](#)[Student Organizations And Equal Access](#)[Student Organizations And Equal Access](#)[High School Graduation Requirements](#)[Role Of The Board](#)[Student Board Members](#)



Vision, Mission, and Values



Vision:

Forging communities of compassionate learners, innovators, and leaders for a bright future.

Mission:

Our Community empowers learners through authentic relationships and relevant educational experiences for the dreams they pursue in a global society.

Values:

Collaboration, Perseverance, Engagement, Empathy, Inclusive Equity.
