

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

MINUTES

Regular Board Meeting
Santa Ana Board of Education

Tuesday, June 23, 2026

1. CALL TO ORDER

Ms. Brazer Aceves called the meeting to order at 5:03 p.m.

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

Ms. Brazer Aceves announced the closed session agenda items Conference with Labor Negotiators, Personnel Matters, Existing Litigation, 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 5:03 p.m.

3. RECONVENE TO REGULAR MEETING

The Regular Board meeting reconvened at 6:12 p.m.

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

4. PLEDGE OF ALLEGIANCE

Dr. Perez 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 a vote of 5-0, the Board took action to appoint Gabriel Moreno, to the position of Principal – Santa Ana High School.

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

By a vote of 5-0, the Board took action to appoint Analese Alvarez, to the position of Principal – Century High School.

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

By a vote of 5-0, the Board took action to appoint Ignacio Muñiz, to the position of Principal – Alternative Education, Middle College High School.

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

By a vote of 5-0, the Board took action to appoint Errin Robinson Landry, to the position of Principal – Greenville Fundamental Elementary School.

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

By a vote of 5-0, the Board took action to appoint Alissa Nieto, to the position of Principal – Franklin Elementary School.

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

By a vote of 5-0, the Board took action to appoint Julie Choi, to the position of Principal – Taft Elementary School.

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

By a vote of 5-0, the Board took action to appoint Vivian Hanson, to the position of Principal – Washington Elementary School.

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

By a vote of 5-0, the Board took action to appoint Edward Espino, to the position of Principal – Wilson Elementary School.

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

By a vote of 5-0, the Board took action to appoint Scott Werner, to the position of Mendez Fundamental Intermediate School.

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

7. SUPERINTENDENT'S REPORT

Superintendent Dr. Perez recognized community partners for their support of the Class of 2026, noting more than \$3 million in scholarships awarded and the mentorship, college readiness, career exploration, and leadership opportunities provided to students. Dr. Perez also welcomed newly appointed administrators, including Ignacio Muniz (Middle College High School), Errin Robinson Landry (Greenville Fundamental), Julie Choi (Taft Elementary), Vivian Hanson (Washington Elementary), Edward Espino (Wilson Elementary), and Scott Werner (Mendez Fundamental). Additional administrative appointees Gabriel Moreno (Santa Ana High School), Analese Alvarez (Century High School), and Alissa Nieto (Franklin Elementary) were acknowledged and will be recognized at a future Board meeting.

8. PUBLIC PRESENTATIONS

Public speakers addressed the DHH Early Start Program, Special Education, Pride Month, and Transportation.

9. PRESENTATION

9.1 Special Education Overview

Bianca Barquin, Assistant Superintendent of Teaching and Learning, introduced the Special Education team, Jeannette Anderson, Executive Director, Maricecy Hernandez, Director of Special Education, and Jeannette Andrews, Coordinator, who presented an overview of its programs, services, compliance monitoring, and funding.

RECESS TO SHORT BREAK

At 7:54 p.m. the Board recessed to a short break due to technical difficulties.

RECONVENE REGULAR BOARD MEETING

The Regular Board meeting reconvened at 8:06 p.m.

The Special Education presentation continued.

MOTION TO EXTEND MEETING

At 10:23 p.m. Ms. Brazer Aceves asked for a motion and second to extend the meeting.

Ms. Lebsack motioned to end the meeting at 10:30 p.m. and bring back the remaining items at the next Regular Board meeting. No second.

Dr. Perez stated that the Budget and LCAP approval must happen and could not be postponed, as it is a legal requirement.

Ms. Magdaleno proposed a motion to extend the meeting until 11:00 p.m. and prioritize only the critical items, moving everything else to the next meeting in July. No second.

Mr. Bustos made a formal motion on the floor to extend the meeting until 11:00 p.m., ensure time to discuss the two priority items Budget and SELPA Local Plan, allow staff to identify other priority items that could be addressed during the extension, and move any remaining items to the next regular meeting in July, second by Ms. Brazer Aceves.

Final Resolution: Motion Carries 5-0

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

CHANGE IN ORDER OF AGENDA

11. INFORMATION

11.1 2025-2026 Local Indicators Progress Update

Provided for information only.

12. PUBLIC HEARING

12.1 Special Education Local Plan Area: Annual Budget and Annual Service Plan for the 2026-2027 School Year

Ms. Brazer Aceves opened up the meeting to conduct a public hearing for the Special Education Local Plan Area: Annual Budget and Annual Service Plan for the 2026-2027 School Year. Having no public comments, she declared the public hearing closed.

13. REGULAR AGENDA - ACTION ITEMS

13.1 Adoption of Santa Ana Unified School District's Special Education Local Plan Area - Local Plan Revisions: Section A-Contracts and Certifications, Section D-Annual Budget Plan, and Section E-Annual Service Plan for the 2026-2027 School Year

Adoption of Santa Ana Unified School District's Special Education Local Plan Area - Local Plan Revisions: Section A-Contracts and Certifications, Section D-Annual Budget Plan, and Section E-Annual Service Plan for the 2026-2027 School Year

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

Final Resolution: Motion Carries 5-0

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

13.2 Approval of 2026-2027 Local Control Accountability Plan

Approve the Santa Ana Unified School District Local Control and Accountability Plan.

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

Final Resolution: Motion Carries 5-0

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

13.3 Adoption of 2026-2027 Proposed Budget

Adopt the 2026-2027 Proposed Budget as Presented on June 16, 2026.

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

Final Resolution: Motion Carries 5-0

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

CHANGE IN ORDER OF AGENDA

MOTION TO COMBINE ACTION ITEMS

Motion by Ms. Brazer Aceves to combine items 13.7 - 13.13, seconded by Mr. Bustos.

Final Resolution: Motion Carries 5-0

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

13.7 Authorization to Renew Previously Awarded Bids and Request for Proposal Contracts for the 2026-2027 Fiscal Year

Authorize staff to renew previously awarded bids and Request for Proposal (RFP) contracts identified in the attached Renewal of Bids schedule for the 2026-2027 fiscal year.

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

Final Resolution: Motion Carries 5-0

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

13.8 Authorization to Award Request For Proposal No. 11-26 - Expanded Learning Opportunities Programs, Elementary Enrichment Programs

Authorize the Award of Request For Proposal No. 11-26 - Expanded Learning Opportunities Programs, Elementary Enrichment Programs to Discovery Cube - STEAM Studio, Discovery Cube - STEM Quest (Coding), CAM Educational Services, Athena Coding, SFC Orange County, LLC dba Sticky Fingers Cooking, Active Learning - Dance, Active Learning - Culinary Arts, OCCTAC - Music Program, Strategic Kids - Clay Art/Visual Arts, and OCCTAC - Arts Program.

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

Final Resolution: Motion Carries 5-0

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

13.9 Authorization to Award Request For Proposal No. 13-26 - Expanded Learning Opportunities Programs, Sports Enrichment Programs

Authorize the Award of Request For Proposal No. 13-26 - Expanded Learning Opportunities Programs, Sports Enrichment Programs to Move Think Learn dba TGA Sports, UK Soccer School, and CNJ Associates dba CNJ Sports.

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

Final Resolution: Motion Carries 5-0

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

13.10 Authorization to Award Request For Proposal No. 12-26 - Expanded Learning Opportunities Programs, Intermediate Enrichment Programs

Authorize the Award of RFP #12-26 Expanded Learning Opportunities Programs (ELOP) Intermediate Enrichment Programs to Discovery Cube – Robotics Challenge League 6-8; CAM Educational Services; Orange County Children's Therapeutic Arts Center (OCCTAC); Code Campus; and Scholars Collective.

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

Final Resolution: Motion Carries 5-0

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

13.11 Authorization to Award Request For Proposal No. 15-26 - Districtwide Linen Services

Authorize the award of RFP No. 15-26 - Districtwide Linen Services contract to Prudential Overall Supply.

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

Final Resolution: Motion Carries 5-0

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

13.12 Authorization to Award Bid No. 16-26 - Home to School Student Transportation

Authorize the Award of Bid No. 16-26 – Home to School Student Transportation to Durham School Services, JFK Transportation Co., Inc., and Zum Services, Inc.

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

Final Resolution: Motion Carries 5-0

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

13.13 Authorization to Utilize California Multiple Award Schedule Contract No. 3-25-11-1001, Awarded to NMK Corporation, for the Purchase, Warranty, and Installation of Hardware, Hardware Maintenance, and Repair Services, Software, Software Maintenance as a Product, Electronic Commerce and Subscription Services, Infrastructure As a Service, Platform as a Service, Software as a Service, and Other Cloud Computing Services

Authorize the utilization of the California Multiple Award Schedule Contract No. 3-25-11-1001, awarded to NMK Corporation, for the Purchase, Warranty, and Installation of Hardware, Hardware Maintenance, and Repair Services, Software, Software Maintenance as a Product, Electronic Commerce and Subscription Services, Infrastructure as a Service, Platform as a Service, Software as a Service, and Other Cloud Computing Services.

Motion by Ms. Brazer Aceves, 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 Ms. Brazer Aceves to combine items 13.14 - 13.19, seconded by Ms. Magdaleno.

Final Resolution: Motion Carries 5-0

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

13.14 Adoption of Resolution No. 25/26-3747 - Establish Education Protection Account for the Santa Ana Unified School District

Adopt Resolution No. 25/26-3747 - Establish Education Protection Account for the Santa Ana Unified School District.

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

13.15 Adoption of Resolution No. 25/26-3748 - Establish Education Protection Account for Advanced Learning Academy

Adopt Resolution No. 25/26-3748 - Establish Education Protection Account for Advanced Learning Academy.

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

13.16 Adoption of Resolution No. 25/26-3749 - Revision of Authorized Signatories

Adopt Resolution No. 25/26-3749 - Revision of Authorized Signatories.

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

13.17 Adoption of Resolution No. 25/26-3750 - Establish Temporary Interfund Transfers

Adopt Resolution No. 25/26-3750 - Establish Temporary Interfund Transfers.

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

13.18 Adoption of Resolution No. 25/26-3751 - Establish Temporary Interfund Transfers for Advanced Learning Academy

Adopt Resolution No. 25/26-3751 - Establish Temporary Interfund Transfers for Advanced Learning Academy.

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

13.19 Adoption of Resolution No. 25/26-3752 - Proclamation Declaring Santa Ana Virtual Academy School as a Course-Based Independent Study Program

Adopt Resolution No. 25/26-3752 - Proclamation Declaring Santa Ana Virtual Academy School as a Course-Based Independent Study Program.

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

CHANGE IN ORDER OF AGENDA

14. APPROVAL OF CONSENT CALENDAR

MOTION TO COMBINE CONSENT ITEMS

Motion by Ms. Brazer Aceves, seconded by Mr. Bustos to combine items 14.17 - 14.28.
Final Resolution: Motion Carries 5-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Dr. Alvarez, Ms. Lebsack, Ms. Magdaleno

14.17 Approval of Revised Job Description: ELD/Bilingual Program Secretary

Approve the revised job description: ELD/Bilingual Program Secretary.

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

14.18 Approval of Revised Job Description: Expanded Learning Department Secretary

Approve the revised job description: Expanded Learning Department Secretary.

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

14.19 Approval of Revised Job Description: SELPA Secretary

Approve the revised job description: SELPA Secretary.

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

14.20 Approval of Revised Job Description: School Police Office Specialist

Approve the revised job description: School Police Office Specialist.

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

14.21 Approval of Revised Job Description: Secretary

Approve the revised job description: Secretary.

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

14.22 Approval of Revised Job Description: Administrative Secretary to Administrative Secretary I

Approve the revised job description: Administrative Secretary to Administrative Secretary I.

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

14.23 Approval of Revised Job Description: Senior Administrative Secretary to Administrative Secretary II

Approve the revised job description: Senior Administrative Secretary to Administrative Secretary II.

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

14.24 Approval of Revised Job Description: Senior Secretary

Approve the revised job description: Senior Secretary.

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

14.25 Approval of Revised Job Description: School Office Manager-Elementary to School Office Manager I

Approve the revised job description: School Office Manager-Elementary to School Office Manager I.

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

14.26 Approval of Revised Job Description: School Office Manager-Intermediate to School Office Manager II

Approve the revised job description: School Office Manager-Intermediate to School Office Manager II.

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

14.27 Approval of Revised Job Description: School Office Manager-Continuation to School Office Manager II

Approve the revised job description: School Office Manager-Continuation to School Office Manager II.

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

14.28 Approval of Revised Job Description: School Office Manager-High School to School Office Manager III

Approve the revised job description: School Office Manager-High School to School Office Manager III.

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

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

Approve the Personnel Calendar including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.

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

MOTION TO APPROVE THE REMAINDER OF THE CONSENT CALENDAR

Motion by Mr. Bustos, second by Ms. Magdaleno, to approve the remainder of the consent calendar, items 14.1 - 14.16

Final Resolution: Motion Carries 4-1

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

No: Ms. Lebsack

- 14.1 Approval of Submission of Proposition 28: Arts and Music in Schools Annual Report to California Department of Education
- 14.2 Approval of Submission of Proposition 28: Arts and Music in Schools Annual Report to California Department of Education - Advanced Learning Academy
- 14.3 Amendment of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and/or Agencies for Students with Disabilities for the 2025-2026 School Year
- 14.4 Ratification of Continuing Master Contracts and/or Individual Service Agreements with Nonpublic Schools and/or Agencies for Students with Disabilities for the 2026-2027 School Year
- 14.5 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 14.6 Approval of Listing of Agreements/Contracts with Santa Ana Unified School District for the 2026-2027 School Year
- 14.7 Approval of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2025-2026
- 14.8 Approval of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2026-2027
- 14.9 Approval/Ratification of Listing of Grant Award Applications with Santa Ana Unified School District for the 2025-2026 School Year
- 14.10 Approval/Ratification of Listing of Grant Award Applications with Santa Ana Unified School District for the 2026-2027 School Year
- 14.11 Approval of Listing of Software License Agreements with Santa Ana Unified School District for 2025-2026 School Year
- 14.12 Approval/Ratification of Listing of Disposal of Obsolete Miscellaneous Surplus Equipment and Furniture
- 14.13 Authorization to Renew Santa Ana Unified School District Memberships with Various Organizations for 2026-2027 Fiscal Year
- 14.14 Authorization to Renew Agreements for District Legal Services for Various Departments for 2026-2027 Fiscal Year
- 14.15 Approval of School Meal Support to Nonpublic Schools through the School Nutrition Program and Child and Adult Care Food Program for the 2026-2027 School Year
- 14.16 Approval of School Meal Support to Rancho Santiago Community College District and Edward B. Cole Sr. Academy through the School Nutrition Program and Child and Adult Care Food Program for the 2026-2027 School Year

CHANGE IN ORDER OF AGENDA

Ms. Lebsack left the meeting at 10:45 p.m.

13. REGULAR AGENDA - ACTION ITEMS

- 13.4 Approval of Memorandum of Understanding with Santa Ana Educators' Association regarding Community Schools Academic Coach and Community Schools Behavior Coach Positions

Approve the Memorandum of Understanding with Santa Ana Educators' Association regarding Community Schools Academic Coach and Community Schools Behavior Coach Positions.

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

13.20 Adoption of Revised Board Policy 2110 - Superintendent Responsibilities and Duties

Adoption of Revised Board Policy 2110 - Superintendent Responsibilities and Duties

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

CHANGE IN ORDER OF AGENDA

13.21 Adoption of Revised Board Policy 3550 - Food Service - Child Nutrition Program

Adopt Revised Board Policy 3550 - Food Service - Child Nutrition Program.

Motion by Hector Bustos, second by Katelyn Brazer Aceves.

Final Resolution: Motion Carries 4-0

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

Not Present at Vote: Ms. Lebsack

Dr. Alvarez left the meeting at 10:49 p.m.

13.5 Approval of Memorandum of Understanding with the California School Employees Association, Chapter 41 regarding the 2026-2027 12-Month Classified Work Calendar

Approve the Memorandum of Understanding with the California School Employees Association, Chapter 41 regarding the 2026-2027 12-Month Classified Work Calendar.

Motion by Mr. Bustos, second by Ms. Brazer Aceves, to table items 13.5 and 13.6.

Final Resolution: Motion Carries 3-0

Yes: Katelyn Brazer Aceves, Hector Bustos, Valerie Magdaleno

Not Present at Vote: Alfonso Dr Alvarez, Brenda Lebsack

13.6 Approval of Revised 2026-2027 California School Employees Association, Chapter 41, 12-Month Classified Work Calendar

Approve the Revised 2026-2027 California School Employees Association, Chapter 41, 12-Month Classified Work Calendar.

Motion by Mr. Bustos, second by Ms. Brazer Aceves, to table items 13.5 and 13.6.

Final Resolution: Motion Carries 3-0

Yes: Katelyn Brazer Aceves, Hector Bustos, Valerie Magdaleno

Not Present at Vote: Alfonso Dr Alvarez, Brenda Lebsack

CHANGE IN ORDER OF AGENDA

13.22 Adoption of Revised Board Policy 5148.3 - Preschool/Early Childhood Education

Adopt Revised Board Policy 5148.3 - Preschool/Early Childhood Education

Motion by Hector Bustos, second by Katelyn Brazer Aceves.

Final Resolution: Motion Carries 3-0

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

Not Present at Vote: Dr. Alvarez, Ms. Lebsack

13.23 Adoption of Revised Board Bylaw 9200 Limits of Board Member Authority

Adoption of Revised Board Bylaw 9200 Limits of Board Member Authority

Motion by Hector Bustos, second by Katelyn Brazer Aceves.
Final Resolution: Motion Carries 3-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

13.24 Adoption of Revised Board Policy 6159 - Individualized Education Program

Adopt the Revised Board Policy 6159 - Individualized Education Program

Motion by Hector Bustos, second by Katelyn Brazer Aceves.
Final Resolution: Motion Carries 3-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

CHANGE IN ORDER OF AGENDA

15. APPROVAL OF CONSENT - CONSTRUCTION AND BOND RELATED ITEMS

15.1 Approval of Change Order No. 1 to the General Package for the Ball Wall Project Group 1 at Jackson, Jefferson, King, Madison, Martin, and Thorpe Fundamental Elementary Schools

Approve Change Order No. 1 to the General Package for the Ball Wall Project Group 1 at Jackson, Jefferson, King, Madison, Martin, and Thorpe Fundamental Elementary Schools.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.
Final Resolution: Motion Carries 3-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

15.2 Approval of Change Order No. 1 to the General Package for the Ball Wall Project Group 2 at Davis, Muir Fundamental, Wilson Elementary Schools, Advanced Learning Academy, Heninger K-8 and Roosevelt-Walker Academy

Approve Change Order No. 1 to the General Package for the Ball Wall Project Group 2 at Davis, Muir Fundamental, Wilson Elementary Schools, Advanced Learning Academy, Heninger K-8 and Roosevelt-Walker Academy.

Motion by Mr. Bustos, second by Ms. Brazer Aceves.
Final Resolution: Motion Carries 3-0
Yes: Ms. Brazer Aceves, Mr. Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

CHANGE IN ORDER OF AGENDA

10. NEW AND REVISION OF EXISTING BOARD POLICIES - FIRST READING/NO ACTION REQUIRED

10.1 Board Policy 5146 - Married/Pregnant/Parenting Students - Revised for First Reading

Motion by Ms. Brazer Aceves, second by Mr. Bustos to table item for discussion at the next meeting.
Motion Carries 3-0
Yes: Brazer Aceves, Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

10.2 Board Policy 5148 - Child Care and Development - Revised for First Reading

Motion by Ms. Brazer Aceves, second by Mr. Bustos to table item for discussion at the next meeting.
Motion Carries 3-0
Yes: Brazer Aceves, Bustos, Ms. Magdaleno
Not Present at Vote: Dr. Alvarez, Ms. Lebsack

16. BOARD REPORTS

No Board member reports were provided.

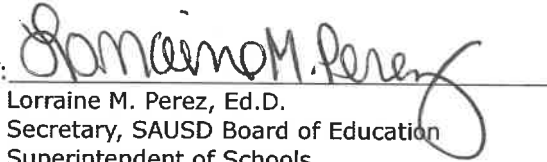
17. ADJOURNMENT

Having no further business to come before the Board, Ms. Brazer Aceves adjourned the meeting at 10:55 p.m.

18. FUTURE MEETING

The next Regular Board Meeting of the Board of Education will be held on Tuesday, July 21, 2026, at 6:00 p.m.

ATTEST:



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

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received from the Education Protection Account are spent in the school or schools within its jurisdiction; and

WHEREAS, the Governing Board of the District shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the Governing Board; and

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost; and

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent; and

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

WHEREAS, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW THEREFORE, BE IT RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36, and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Governing Board of Santa Ana Unified School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the Governing board of the Santa Ana Unified School District has determined to spend the monies received from the Education Protection Act as attached.

2025-26 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2026

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	
Revenue Limit Sources	8010-8099	56,040,323.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		56,040,323.00
EXPENDITURES AND OTHER FINANCING USES		
(Functions 1000-9999)	Function Codes	
Instruction	1000-1999	56,040,323.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		56,040,323.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

70 Upon motion of Member Bustos and duly seconded, the foregoing Resolution
71 was adopted by the following vote:

72
73 AYES: Brazer Aceves, Bustos, Alvarez, Lebsack, Magdaleno

74 NOES:

75 ABSTAIN:

76 ABSENT:

77
78 STATE OF CALIFORNIA)

79) SS:

80 COUNTY OF ORANGE)

81
82 I, Alfonso Alvares, Ed.D., Clerk of the Governing Board of the Santa Ana Unified
83 School District of Orange County, California, hereby certify that the above and
84 foregoing Resolution was duly adopted by the said Board at a regular meeting thereof
85 held on the 23rd day of June 2026 and passed by a vote of 5-0 by said Board.

86
87 **IN WITNESS WHEREOF**, I have hereunto set my hand for this 23rd day of June 2026.

88
89 

90 Alfonso Alvarez, Ed.D.

91 Clerk of the Governing Board

92 Santa Ana Unified School District

received from the Education Protection Account are spent in the school or schools within its jurisdiction; and

WHEREAS, the Governing Board of the District shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the Governing Board; and

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost; and

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent; and

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

WHEREAS, expenses incurred by community college districts, county offices of education, school districts, and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Account and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW THEREFORE, BE IT RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36, and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Governing Board of Santa Ana Unified School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the Governing board of the Santa Ana Unified School District has determined to spend the monies received from the Education Protection Act as attached.

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71 was adopted by the following vote:

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73 AYES: Brazer Aceves, Bustos, Alvarez, Lebsack, Magdaleno

74 NOES:

75 ABSTAIN:

76 ABSENT:

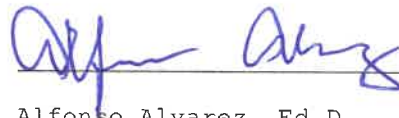
77
78 STATE OF CALIFORNIA)

79) SS:

80 COUNTY OF ORANGE)

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85 thereof held on the 23rd day of June 2026 and passed by a vote of 5-0 by said
86 Board.

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90 Alfonso Alvarez, Ed.D.

91 Clerk of the Governing Board

92 Santa Ana Unified School District

2025-26 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2026

For Fund 09, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	
Revenue Limit Sources	8010-8099	70,580.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		70,580.00
EXPENDITURES AND OTHER FINANCING USES		
(Functions 1000-9999)	Function Codes	
Instruction	1000-1999	70,580.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		70,580.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Revision of Authorized Signatories

- Lorraine Perez, Ed.D., Superintendent
- Ronald Hacker, Associate Superintendent/Chief Business Official
- Jennifer Cisneros, Executive Director, Finance and Operations
- Michael Esparza, Director, Purchasing and Stores
- **Yvette Miranda, Manager, Purchasing**

36 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Santa Ana
37 Unified School District that the following persons are authorized to sign all
38 applications and reports connected with the Child & Adult Care Food Program, Food
39 Distribution Program and the National School Lunch Program for the 2026-2027 school
40 year on behalf of the District:

- 41 • Lorraine Perez, Ed.D., Superintendent
- 42 • Ronald Hacker, Associate Superintendent/Chief Business Official
- 43 • Joshua J. Goddard, Director, Nutrition Services
- 44 • Jennifer Chavez, Assistant Director, Nutrition Services

45
46 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Santa Ana
47 Unified School District that the following persons are authorized to sign all
48 financial transactions; payroll warrants, vendor payment documents, reissuance of
49 warrants, ASB warrants, and voided warrants for the 2026-2027 school year on behalf
50 of the District:

- 51 • Lorraine Perez, Ed.D., Superintendent
- 52 • Ronald Hacker, Associate Superintendent/Chief Business Official
- 53 • Jennifer Cisneros, Executive Director, Finance and Operations
- 54 • ~~Tatiana Garcia, Director, Budget & Accounting~~
- 55 • ~~Trang Tran, Assistant Controller, Business Services~~
- 56 • Nayeli Parra, Director, Payroll
- 57 • Cynthia Rojas, Manager, Payroll
- 58 • Thanh Tran, Manager, Budget
- 59 • Lan Pham, Manager, Accounting

60
61 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Santa Ana
62 Unified School District that the following persons are authorized to sign all
63 financial transactions, federal and state applications, reports and forms for the
64 2026-2027 school year on behalf of the District:

- 65 • Lorraine Perez, Ed.D., Superintendent
- 66 • Ronald Hacker, Associate Superintendent/Chief Business Official
- 67 • Jennifer Cisneros, Executive Director, Finance and Operations
- 68 • ~~Tatiana Garcia, Director, Budget & Accounting~~
- 69 • Thanh Tran, Manager, Budget

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Santa Ana Unified School District that the following persons are authorized to sign manually or by electronic signature, employment-related notices for District personnel whose employment status has been authorized or ratified by the Board of Education, and related documents for the 2026-2027 school year on behalf of the District:

- Lorraine Perez, Ed.D., Superintendent
- Ronald Hacker, Associate Superintendent/Chief Business Official
- Jennifer A. Flores, Associate Superintendent, Human Resources
- Devin E. Lawson, Executive Director, Human Resources
- James Ebner, Executive Director, Human Resources

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Santa Ana Unified School District that the following persons are authorized to sign any other contract, agreement, federal and state applications or forms that have been authorized or ratified by the Board of Education for the 2026-2027 school year on behalf of the District:

- Lorraine Perez, Ed.D., Superintendent
- Ronald Hacker, Associate Superintendent/Chief Business Official
- Jennifer A. Flores, Associate Superintendent, Human Resources
- Bianca Barquin, Assistant Superintendent, K-12 Teaching and Learning
- Edward Bustamante, Assistant Superintendent, Student Services

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Santa Ana Unified School District that the following persons are authorized to sign all Community Care Licensing contracts, documents, applications, and matters relating to services for SAUSD Kinder Readiness Preschool and State Preschool Programs that have been authorized or ratified by the Board of Education for the 2026-2027 school year on behalf of the District:

- Lorraine Perez, Ed.D., Superintendent
- Ronald Hacker, Associate Superintendent/Chief Business Official
- Jennifer A. Flores, Associate Superintendent, Human Resources
- Bianca Barquin, Assistant Superintendent, K-12 Teaching & Learning
- Keely Orlando, Early Childhood Education Coordinator
- Charlotte Ervin, Early Childhood Education Coordinator

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

AYES: Brazer Aceves, Bustos, Alvarez, Lebsack, Magdaleno

NOES:

ABSTAIN:

ABSENT:

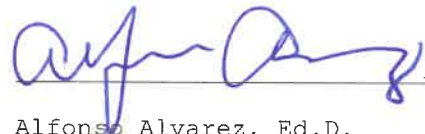
STATE OF CALIFORNIA)

) SS:

COUNTY OF ORANGE)

I, Alfonso Alvarez, Ed.D., Clerk of the Governing Board 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 at a regular meeting thereof held on the 23rd day of June 2026 and passed by a vote of 5-0 by said Board.

IN WITNESS WHEREOF, I have hereunto set my hand for this 23rd day of June 2026.



Alfonso Alvarez, Ed.D.

Clerk of the Governing Board

Santa Ana Unified School District

Resolution To Establish Temporary Interfund Transfers

ABSENT:

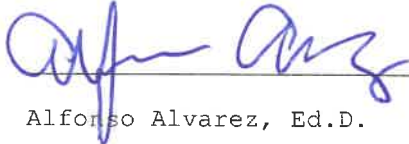
34 STATE OF CALIFORNIA)

35) SS:

36 COUNTY OF ORANGE)

37
38 I, Alfonso Alvarez, Ed.D., Clerk of the Governing Board of the Santa Ana Unified
39 School District of Orange County, California, hereby certify that the above and
40 foregoing Resolution was duly adopted by the said Board at a regular meeting thereof
41 held on the 23rd day of June 2026 and passed by a vote of 5-0 by said Board.

42
43 **IN WITNESS WHEREOF**, I have hereunto set my hand for this 23rd day of June 2026.

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46 Alfonso Alvarez, Ed.D.

47 Clerk of the Governing Board

48 Santa Ana Unified School District

Resolution To Establish Temporary Interfund Transfers for Advanced Learning Academy

ABSENT:

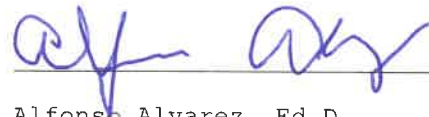
34 STATE OF CALIFORNIA)

35) SS:

36 COUNTY OF ORANGE)

37
38 I, Alfonso Alvarez, Ed.D., Clerk of the Governing Board of the Santa Ana Unified
39 School District of Orange County, California, hereby certify that the above and
40 foregoing Resolution was duly adopted by the said Board at a regular meeting thereof
41 held on the 23rd day of June 2026 and passed by a vote of 5-0 by said Board.

42
43 **IN WITNESS WHEREOF**, I have hereunto set my hand for this 23rd day of June 2026.

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46 Alfonso Alvarez, Ed.D.

47 Clerk of the Governing Board

48 Santa Ana Unified School District

BE IT FURTHER RESOLVED, that the Board of Trustees of the Santa Ana Unified School District recognizes that the Santa Ana Virtual Academy school will provide live synchronous instruction as follows:

- Kindergarten a minimum of 180 daily minutes and 32,400 annual minutes
- Grades 1-5 a minimum of 240 daily minutes and 43,200 annual minutes
- Grades 6-12 a minimum of 245 daily minutes and 44,100 annual minutes

BE IT FURTHER RESOLVED, that the Santa Ana Virtual Academy school provides courses or a course of study in grades K-12 equivalent in rigor, quality, and intellectual challenge to classroom-based courses or course of study for the 2026-27 academic year.

BE IT FURTHER RESOLVED, that the Santa Ana Virtual Academy school for grades K-5 uses standards-based measurement of academic accomplishment each trimester.

BE IT FURTHER RESOLVED, that Santa Ana Virtual Academy school provides high school students with access to (18) week-semester courses to earn an equivalent of (5) credits for each course as required for high school graduation or for admission to the University of California or California State University.

BE IT FINALLY RESOLVED, that students have both daily synchronous and asynchronous learning opportunities.

PASSED AND ADOPTED by the Santa Ana Unified School District Governing Board on June 23, 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 at a regular meeting thereof held on 23rd day of June 2026 and passed by a vote of 5-0 of said Board.

By:


Alfonso Alvarez, Ed.D.
Clerk of the Board of Education
Santa Ana Unified School District



SANTA ANA UNIFIED SCHOOL DISTRICT

ELD/BILINGUAL PROGRAM SECRETARY

JOB SUMMARY:

Under the direction of the Director of ELD/Bilingual Programs, or designee, perform highly skilled secretarial work in planning, organizing and performing clerical operations specifically related to the programs. In accordance with Board priorities and District Vision and Mission.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report exclusively to the Director of ELD/Bilingual Programs, or designee. Duties tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of District-wide functions and operations plus specific knowledge of ELD/Bilingual programs. The ELD/Bilingual secretary interacts at the highest management levels and provides administrative and secretarial service to a large and diversified program.

REPRESENTATIVE DUTIES:

- Perform a wide variety of secretarial duties on behalf of the Director of ELD/Bilingual Programs or designee; process administrative details not requiring the immediate attention of the administrative official. **E**
- Coordinate correspondence among the various ELD/Bilingual programs and projects; monitor teacher credentialing and CCR state compliance items. **E**
- Prepare correspondence for the department; compose correspondence as necessary. **E**
- Provide operational direction and training as necessary. **E**
- Coordinate payroll for the department; collect and review time sheets and submit to payroll in a timely manner. **E**
- Prepare personnel requisitions as required. Process personnel related paperwork, including forms for establishing newly hired employees. **E**
- Maintain a constant flow of written communications between administrators and program personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. **E**
- Make appointments for the Director of ELD/Bilingual Programs, or designee; schedule meetings and conferences; maintain the Director of ELD/Bilingual Programs, or designee work calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. **E**

ELD/BILINGUAL PROGRAM SECRETARY

REPRESENTATIVE DUTIES: (continued)

- Maintain a variety of office files and research file contents as necessary to collect information for reports; update policy manuals to reflect changes. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**
- Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**
- Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. **E**
- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**
- Assist in preparing information for the budget.
- Assist in maintaining contact and communications with individuals, groups and associations within the community; assist in coordinating communications with other offices in the District.
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, technology and equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable Sections of State Education Code.
- Technical aspects of field of ELD/Bilingual programs/projects.
- Collection and organization of data and information.
- Current computer software applications.

Ability to:

- Make simple arithmetic calculations.
- Operate modern office equipment and technology.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Exercise discretion and judgment when making appointments for the administrator or referring calls.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.

ELD/BILINGUAL PROGRAM SECRETARY

KNOWLEDGE AND ABILITIES: (continued)

Ability to:

- Work confidentially with discretion.
- Organize and prioritize work to meet deadlines.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in the secretarial field and five years of increasingly responsible secretarial work.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment and software applications.
- Bending at the waist, kneeling or crouching to file materials.
- 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 Interactive Process.

Santa Ana Unified School District is committed to fostering an inclusive environment that values diversity and encourages applications from candidates of all backgrounds. SAUSD strives to reflect the cultural richness of its community within its workforce, promoting educational equity and success for all students.

Board Approved: June 23, 2026 (4/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

EXPANDED LEARNING DEPARTMENT SECRETARY

BASIC FUNCTION:

Under the direction of the Director of Expanded Learning or designee, perform highly skilled secretarial work in planning, organizing and performing clerical operations related to the Expanded Learning Department in accordance with Board priorities and District Vision and Mission.

REPRESENTATIVE DUTIES:

- Provide and support coordination of the secretarial/clerical day-to-day duties to ensure effective operations with the Expanded Learning Department clerical team. **E**
- Provide operational provide direction training as necessary. **E**
- Perform a wide variety of secretarial duties on behalf of the Expanded Learning Department. **E**
- Take notes and prepare correspondence for the department. **E**
- Oversee the coordination of payroll for the department as requested; ensure time sheets are collected, reviewed and submitted in a timely manner. **E**
- Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the department. **E**
- Make appointments, schedule meetings and conferences, and maintain the administrator's calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**
- Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**
- Prepare reports of financial and statistical data; maintain control of files for matters in progress and expedite their completion. **E**
- Assist in maintaining contact and communications with individuals, groups and associations within the community; assist in coordinating communications with other offices in the District. **E**

EXPANDED LEARNING DEPARTMENT SECRETARY

REPRESENTATIVE DUTIES: (continued)

- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**
- Assist in preparing and monitoring information for the budget; make recommendations on purchasing and budget to supervisor. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, technology and equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Reading and writing communication skills.
- Applicable Sections of State Education Code.
- Technical aspects of field of specialty.
- School District organization, operations and objectives.
- Collection and organization of data and information.
- Current computer software applications.
- Basic arithmetic.

Ability to:

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Take accurate notes and minutes of meetings using shorthand, and/or portable computer.
- Operate modern office equipment and technology.
- Exercise discretion and judgment.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Supervise the work of others.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to high school education and some additional course work in the secretarial field.
- Five (5) years of increasingly responsible secretarial and clerical work.

EXPANDED LEARNING DEPARTMENT SECRETARY

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or State or Federal Identification.
- First Aid Certification desirable.

WORKING CONDITIONS:

Environment:

- Office environment.
- Subject to considerable distraction and interruptions.

Physical abilities:

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

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

Santa Ana Unified School District is committed to fostering an inclusive environment that values diversity and encourages applications from candidates of all backgrounds. SAUSD strives to reflect the cultural richness of its community within its workforce, promoting educational equity and success for all students.

Board Approved: June 23, 2026 (June 14, 2022)



SANTA ANA UNIFIED SCHOOL DISTRICT

SELPA SECRETARY

JOB SUMMARY:

Under the direction of the SELPA Administrator or designee, perform highly skilled secretarial work in planning, organizing and performing clerical operations related to the SELPA Program.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report exclusively to the SELPA Administrator or designee. Duties tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of Districtwide functions and operations. The SELPA Secretary class interacts at the highest management levels and provides administrative and secretarial service to a large, diversified program.

REPRESENTATIVE DUTIES:

- Perform a wide variety of secretarial duties on behalf of the SELPA administrator or designee; process administrative details not requiring the immediate attention of the SELPA administrator or designee. **E**
- Take notes and prepare correspondence for the department. **E**
- Coordinate payroll for the department; collect and review timesheets and submit in a timely manner. **E**
- Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. **E**
- Make appointments for the SELPA administrator or designee; schedule meetings and conferences; maintain the SELPA administrator's or designee's calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**
- Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**
- Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. **E**

SELPA SECRETARY

REPRESENTATIVE DUTIES: (continued)

- Assist in maintaining contact and communications with individuals, groups and associations within the community; assist in coordinating communications with other offices in the District. **E**
- Monitor other clerical workflow; provide workflow direction and training as necessary. **E**
- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**
- Assist in preparing information for the budget. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, technology and equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable Sections of State Education Code.
- Technical aspects of field of specialty.
- Collection and organization of data and information.
- Current computer software applications.

Ability to:

- Work independently with little direction.
- Make simple arithmetic calculations.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Demonstrate the ability to take accurate notes and minutes of meetings.
- Exercise discretion and judgment when making appointments or referring calls for the administrator or designee.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Supervise the operational workflow of the department.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

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

SELPA SECRETARY

WORKING CONDITIONS:

Environment:

- Intermediate or high school environment.
- Subject to considerable distraction and interruptions.

Physical Abilities:

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

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

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Board Approved: June 23, 2026 (11/89, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL POLICE OFFICE SPECIALIST

JOB SUMMARY:

Under the direction of the Chief of School Police Services or designee, must perform all aspects of administrative/clerical, or technical functions to support the specific department. Must have a high level of understanding in the department and the ability to perform all technical job functions while delivering internal and external customer service for School Police Services.

REPRESENTATIVE DUTIES:

- Coordinate School Police Services and Emergency Services Operations activities with other District personnel. **E**
- Follow District policies and procedures with respect to School Police Services; prepare forms and control paper flow to assure proper communication and coordination of assigned activities. **E**
- Maintain files and records with respect to School Police Services and Emergency Services Operations; perform special research projects as requested; prepare reports on functional activities periodically. **E**
- Compose and prepare communications and distribute to other District departments regarding School Police Services and Emergency Services Operations. **E**
- Order supplies and materials necessary to perform the activities of the program. **E**
- Maintain close contact with all school and District departments to ensure proper communications of program policies and procedures. **E**
- Assemble and summarize information and data from schools and other districts; Coordinate the District restitution program; maintain accounting of funds received; coordinate school crime reporting program; prepare correspondence as necessary to communicate program matters. **E**
- Respond to telephone inquiries from criminal justice agencies, community, students, parents, administrators and other employees regarding School Police Services, Emergency Services Operations program activities, policies and practices. **E**
- Fingerprint job applicants; maintain records, produce employee badges and issue District parking permits. **E**
- Review all logs of crimes and incidents; prepare significant incident report. **E**
- Provide radio frequency control during major school crime incidents and natural disasters, as necessary. **E**
- Perform other job- related duties as assigned.

SCHOOL POLICE OFFICE SPECIALIST

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Technical aspects of law enforcement field.
- Applicable sections of State Education Code.
- School District organization, operations and objectives.
- Oral and written communication skills
- Modern office practice.
- Record keeping techniques.
- Standard modern office technology.

Ability to:

- Perform basic arithmetic calculations.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Perform the essential functions of the job.
- Operate standard modern office technology.

EDUCATION AND EXPERIENCE:

Any combination of graduation from high school or equivalent and three years increasingly responsible clerical, secretarial or administrative support experience, including some experience in the law enforcement field.

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting, standing and or walking for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment and technology.
- Bending at the waist, kneeling or crouching to perform work tasks file materials.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

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Board Approved: June 23, 2026 (7/91, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SECRETARY

JOB SUMMARY:

Under the direction of a Manager, perform a wide variety of specialized secretarial and clerical work in organizing office activities and in coordinating the flow of communications for a Manager.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report to a Manager level position typically at the District Office and performing duties for department staff. Positions in this class are responsible for secretarial/clerical and administrative assistant duties, weighted more heavily toward the clerical responsibilities.

REPRESENTATIVE DUTIES:

- Perform a wide variety of secretarial and clerical work related to the special operational area to which assigned. **E**
- Compose correspondence from brief instructions or notes. **E**
- Organize office work, schedules and follow through on all activities; assist in coordinating the flow of program communications. **E**
- Maintain department files for area of specialty. **E**
- Compile data for and compare periodic reports. **E**
- Schedule meetings and conferences; prepare agenda items in a timely manner. **E**
- Maintain communications with other District officials and schools to carry out the department's objectives. **E**
- Operate a variety of office equipment. **E**
- Assist the manager in preparation of budgets and in other financial or record-keeping activities involving statistical or financial data. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, technology and equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.

SECRETARY

KNOWLEDGE AND ABILITIES: (continued)

Knowledge of:

- Technical aspects of field of specialty.

Ability to:

- Make simple arithmetic calculations.
- Work cooperatively with others.
- Communicate effectively with others.
- Operate modern office equipment and technology.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible experience in secretarial work.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment and software applications.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

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Board Approved: June 23, 2026 (12/82 5/85, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY I

JOB SUMMARY:

Under the direction of a Director, perform highly skilled secretarial work in planning, organizing and performing clerical operations related to the assigned department.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

- Perform a wide variety of secretarial duties on behalf of the administrator; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. **E**
- Type correspondence for the department; compose correspondence as necessary. **E**
- Monitor other clerical personnel; provide work direction and training as necessary. **E**
- Coordinate payroll for department as requested; collect and review time sheets and submit to payroll in a timely manner. **E**
- Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. **E**
- Make appointments for the administrator; schedule meetings and conferences; maintain the administrator's calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**
- Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**
- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**

ADMINISTRATIVE SECRETARY I

REPRESENTATIVE DUTIES: (continued)

- Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. **E**
- Assist in preparing information for the budget. **E**
- Assist in maintaining contact and communications with individuals, groups and associations within the community. **E**
- Assist in coordinating communications with other offices in the District. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment. Recordkeeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives. Oral and written communications skills.
- Applicable sections of State Education Code. Technical aspects of field of specialty.
- Collection and organization of data and information.

Ability to:

- Make simple arithmetic calculations.
- Operate modern office equipment.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Exercise discretion and judgment when making appointments for the administrator or referring calls.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Monitor the workflow of the office.
- Organize and prioritize work to meet deadlines.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and five years of increasingly responsible secretarial work.

ADMINISTRATIVE SECRETARY I

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking to accurately exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

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Board Approved: June 23, 2026 (8/90, 9/91, 5/01, 4/06)



SANTA ANA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY II

JOB SUMMARY:

Under the direction of a Director or designee, provide high-level secretarial and administrative support. Responsibilities include planning and organizing departmental clerical operations and managing general office administrative functions.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work exclusively for a Director or designee. Incumbents interact at executive levels within the District and with contacts outside the District. Incumbents serve as office manager by providing work direction to other department clerical personnel and by coordinating information and assignments between programs. Incumbents perform administrative assistant duties more frequently than other secretarial classifications.

REPRESENTATIVE DUTIES:

- Perform a wide variety of secretarial duties on behalf of the Director or designee; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. **E**
- Take meeting notes; compose correspondence as necessary. **E**
- Act as office manager; assign duties to additional office help; coordinate information and assignments between programs; train new staff; assess office supply needs. **E**
- Coordinate payroll; collect and review time sheets and submit to payroll in a timely manner. **E**
- Maintain a constant flow of communications between administrators and school personnel; respond to inquiries regarding the policies and practices of the assigned department. **E**
- Make appointments for the Director or designee; schedule meetings and conferences; maintain the Director or designee's calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. Train district staff as needed. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs to be shared with community, parents and stakeholders. **E**
- Update policy manuals; prepare agenda and other information for meetings and conferences. **E**
- Prepare financial and statistical reports; maintain projects in progress in order to expedite their completion. **E**

ADMINISTRATIVE SECRETARY II

REPRESENTATIVE DUTIES: (continued)

- Assist in maintaining contact and communications with individuals, groups and associations within the community. **E**
- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Recordkeeping techniques.
- English grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code.
- Technical aspects of field of specialty.
- Collection and organization of data and information.

Ability to:

- Make simple arithmetic calculations.
- Operate modern office equipment.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Exercise discretion and good judgment.
- Demonstrate high-level technology and software application skills.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Monitor the workflow of the office.
- Organize and prioritize work to meet deadlines.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and and five years of increasingly responsible secretarial work.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

ADMINISTRATIVE SECRETARY II

WORKING CONDITIONS: (continued)

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment.
- Bending at the waist, kneeling or crouching to file materials.
- 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 Interactive Process.

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Board Approved: June 23, 2026 (7/91, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SENIOR SECRETARY

JOB SUMMARY:

Under the direction of a Coordinator or Director, perform a wide variety of specialized secretarial and clerical work in organizing office activities and coordinating the flow of communications for an administrative official. In accordance with Board priorities and District Vision and Mission.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report to a coordinator or director level manager overseeing a major single functional activity with the District. The Senior Secretary performs a wide variety of important support functions on behalf of one or more coordinator or director level positions and other department staff. Responsibilities include both secretarial and clerical duties.

REPRESENTATIVE DUTIES:

- Perform clerical and secretarial work for a Management official within a specific functional or operational area; maintain records; prepare correspondence and prepare materials. **E**
- Receive visitors, take calls and provide information involving interpretation of departmental procedures and regulations. **E**
- Respond to questions by telephone, email or through written correspondence involving department policies and practices. **E**
- Compose correspondence independently for the Coordinator or Director's signature. **E**
- Answer incoming telephone calls, assess their importance and urgency, determine whether should be directed to other appropriate personnel. **E**
- Arrange meetings for department personnel; arrange dates, reserve locations, and notify participants; prepare and maintain agenda, minutes and other information for meetings. **E**
- Coordinate payroll for department as requested; collect and review time sheets and review time sheets and submit to payroll in a timely manner. **E**
- Prepare personnel requisitions as required. Process personnel related paperwork, including forms for establishing newly hired employees. **E**
- Make inquiries and obtain information and documents for the Coordinator or Director which may involve contact with administrative officials in other departments. **E**
- Assist in maintaining contact and coordinating communications with other offices in the District and individuals, groups, and associations within the community, county and state; prepare schedule of meetings; make travel and hotel reservations; maintain a department calendar. **E**

SENIOR SECRETARY

REPRESENTATIVE DUTIES: (continued)

- Collect and compile information pertaining to related administrative activities; maintain a variety of office files and research file contents as necessary to collect information for reports; update policy manuals to reflect changes. **E**
- Operate a variety of modern office equipment. **E**
- Order office supplies as necessary. **E**
- Provide operational direction training as necessary. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, technology and equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Technical aspects of field of specialty.
- Current computer software applications.

Ability to:

- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Operate modern office equipment and technology.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Organize and prioritize work to meet deadlines.
- Communicate effectively both orally and in writing.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible experience in secretarial and clerical work.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange.
- Seeing to read a variety of materials.

SENIOR SECRETARY

WORKING CONDITIONS:

Physical Abilities:

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate modern office equipment and software applications.
- Bending at the waist, kneeling or crouching to file materials.
- 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 Interactive Process.

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Board Approved: June 23, 2026 (12/82, 5/85, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OFFICE MANAGER I

JOB SUMMARY:

Under the direction of a Site Administrator or designee or designee, perform a wide variety of clerical, secretarial and school oversight functions in the operational management of a school main office; perform public relations and communication services for Administration. Must have a high level of technical capability and the aptitude to keep up on technical changes in the organization. Employees in this position work with considerable freedom and must have the ability to act on multiple major functional projects, events and activities. May oversee or provide work direction and guidance to other clerical personnel. A School Office Manager must be able to work in a fast-paced, ever changing diverse environment. The duties focus on tasks and work that will require knowledge and skills that are above and beyond general office work. This position is often the first line of contact with parents and visitors to the campus.

REPRESENTATIVE DUTIES:

- Serve as secretary to the site administrator or designee as necessary; act on Administrator's behalf as needed (i.e.: answer questions, address concerns and complaints, etc.). **E**
- Manage operations of the front office of a school acting as receptionist and the first contact for parents, community partners, and outsiders. **E**
- Plan and coordinate school wide functions (i.e.: Back-to-School Night, assemblies, Program Verification/Orientation, etc.) which may include Civic Center events. **E**
- Assist other departments and outside agencies (i.e.: OCDE, Restorative Practices Organizations, Churches, etc.) with the proper utilization of school. **E**
- Coordinate the operation of the main office. **E**
- Provide leadership, guidance, training, and support to main office personnel. **E**
- May assist other office personnel, when needed, with the greeting and/or first contact with the community. **E**
- Assist and provide information as necessary to parents, students, District personnel, or other interested parties. **E**
- Research a variety of topics (i.e.: current practices, policies, education code, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requests. **E**
- Maintain and prepare school office records and consolidate reports as directed by the Administration. **E**
- Compose and prepare a variety of documents (i.e.: correspondence, agendas, minutes, newsletters, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in conformance with established District guidelines. **E**

SCHOOL OFFICE MANAGER I

REPRESENTATIVE DUTIES: (continued)

- Distribute mail or other necessary documents, communication devices (i.e. two-way radios) and/or other requested equipment/items as needed. **E**
- Enroll and transfer students and maintain attendance records; maintain records on class size and other District-related data required by special programs or District policy. **E**
- Assist school personnel with the completion and submission of time sheets to the Principal and the payroll department. **E**
- Create, maintain and manage a wide variety of manual and electronic documents, files, and records (i.e.: student registration data, student health forms, master calendar, budget data, personnel records, financial records, reports, etc.) for purposes of providing up-to-date information and/or historical reference in accordance with established District policy. **E**
- Maintain cooperative effort with school health office, assisting as needed with records, basic first aid and emergencies. **E**
- Work collaboratively with District-approved personnel including, but not limited to, school counselors, psychologists, therapists, and community workers on such matters as truancy, absenteeism, needy families and District referrals. **E**
- Assist site administrator or designee with the preparation of program budgets, monitor various accounts to ensure budget projections and actual expenditures are correct, and research variances and make corrections as necessary. **E**
- Transfer funds between eligible accounts, when authorized by administration and District personnel. **E**
- Advise site administrator or designee on accounting, budget allocations, staffing costs, appropriate use of monies, and meeting required budget timelines for various accounts. **E**
- Prepare personnel requisitions as required. Process personnel related paperwork including forms for establishing new employees, payroll forms, change of status forms, and other forms and correspondence regarding resignations, leaves, and recommendations for termination. **E**
- Assist with the handling of confidential employee-related issues. **E**
- Process consultant request forms and provide them to appropriate District office personnel. **E**
- Collect and account for money in conjunction with fundraising and other school activities. May assist with the maintenance of Associated Student Body (A.S.B.) accounts and funds. **E**
- Maintain proper control over any and all funds collected from various accounts including, but not limited to, P.T.A., P.T.O., etc., and provide reports as directed or needed to Administration and/or District Office. **E**

SCHOOL OFFICE MANAGER I

REPRESENTATIVE DUTIES: (continued)

- Requisition, receive, store and distribute textbooks and supplies and office materials; maintain records and logs. **E**
- Ensure school site equipment is properly maintained; schedule service and repair of equipment/facilities with District personnel, approved vendors and contractors. **E**
- Prepare for review and/or submission, forms such as: capital improvement requests, preliminary budget forms, CIF eligibility requests, grievance and concern forms and other school site related forms. **E**
- Plan, request, and coordinate the transfer and/or disposal of equipment. **E**
- Assist in the proper assignments of substitute personnel to ensure proper school site coverage. **E**
- Assign and maintain accountability of school site keys. **E**
- Make appointments as needed for the site administrator or designee and maintain appropriate calendars to avoid conflicts. Ensure site administrator or designee and other school site personnel adhere to pressing time schedules. **E**
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. **E**
- Receive, process and maintain reports of work-related injuries; process employee claims for personal property damages. **E**
- Maintain files and records on emergency disaster plans, emergency drills, and air quality alerts. **E**
- Assist and/or coordinate field trip requests and bus orders. **E**
- May assist with the creation, maintenance, update and implementation of the school site web presence and social media. **E**
- Direct and supervise student assistants. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern technology and office practices, procedures and equipment.
- Microsoft Office including advanced skills in Microsoft Excel.
- Record-keeping techniques.
- Health and safety regulations.
- English, grammar, spelling and punctuation.
- School District organization, operations and objectives.

SCHOOL OFFICE MANAGER I

KNOWLEDGE AND ABILITIES: (continued)

Knowledge of:

- Applicable sections of State Education Code and Federal regulations.

Ability to:

- Communicate effectively with others utilizing strong interpersonal skills.
- Work collaboratively with all levels of personnel.
- Prioritize, plan, organize, and coordinate school site functions.
- Work in a fast-paced ever-changing environment.
- Read, write, and perform complex math calculations at a proficient level.
- Follow verbal and written instructions.
- Operate modern office equipment and technology.
- Work independently with little direction.
- Meet tight deadlines while managing multiple projects.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing utilizing proper spelling, grammar and punctuation.
- Maintain good public relations with students, parents, teachers, and the public.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED.
- Three years of increasing responsibility working in the clerical field.

LICENCES AND OTHER REQUIREMENTS:

- Valid and current State/Federal identification.
- First aid/CPR certification desirable.

WORKING CONDITIONS:

Environment:

- Fast-paced ever changing school environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to read a variety of materials.
- Standing/sitting/walking for long periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Dexterity of hands and fingers to operate computer equipment and perform other clerical duties.
- Lifting carrying, pushing, pulling or moving objects, normally not exceeding twenty (20) pounds.

SCHOOL OFFICE MANAGER I

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

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Board Approved: June 23, 2026 (12/82, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OFFICE MANAGER II

JOB SUMMARY:

Under the direction of a Site Administrator or designee, perform a wide variety of clerical and secretarial functions in the management of a school main office; perform public relations and communication services. Must have a high level of technical capability and the aptitude to keep up on technical changes in the organization. Employees in this position work with considerable freedom and must have the ability to act on major single functional activities. Requires employees to accept responsibility and act with little direction and may supervise or provide work direction and guidance to other clerical personnel. A School Office Manager must be able to work in a fast paced, ever changing diverse environment.

REPRESENTATIVE DUTIES:

- Serve as secretary to the site administrator or designee as necessary; speak on Administrator's behalf as needed. **E**
- Compose correspondence and type from rough drafts or notes. **E**
- Prepare payroll for certificated and classified personnel on staff; maintain records with respect to payroll. **E**
- Maintain records on purchases for all school departments; keep log of purchase orders and assist principal in monitoring of school budget. **E**
- Maintain student body accounts and funds; maintain proper controls over money collected and provide reports as directed to the District Office. **E**
- Request substitute personnel, assist substitute personnel in locating their classrooms and in completing required paperwork; ensure classroom coverage with school site teachers when substitutes are unavailable. **E**
- Respond to questions and provide information regarding the school, its policies and practices; respond to questions by telephone or by personal contact. **E**
- Make arrangements for staff meetings; maintain the calendar for the Principal and make contacts on behalf of the Principal as directed. **E**
- Assign and maintain accountability control of school site keys. **E**
- Provide general assistance and problem-solving help to teachers and classified personnel. **E**
- Type a variety of forms, memoranda, requisitions, certificated and classified appraisals and other classified items. **E**
- Assist students and their parents with a wide variety of problems and questions. **E**
- Submit equipment repair requests. **E**

SCHOOL OFFICE MANAGER II

REPRESENTATIVE DUTIES: (continued)

- Assure adequate stock of supplies for classroom and office use, including textbooks; follow up as necessary. **E**
- Distribute mail and school bulletins and other communication devices. **E**
- Maintain a wide variety of files for the school office. **E**
- Prepare and coordinate field trip requests and bus orders. **E**
- Assist the site administrator or designee and other school staff to meet pressing time schedules. **E**
- Train office personnel and assist them when help is required; coordinate the school office functions on behalf of the site administrator or designee; supervise student assistants. **E**
- Assist in compiling data for school reports; prepare other school reports as directed. **E**
- Assist with outside agencies (i.e.: OCDE, Restorative Practices Organizations, Churches, etc.) with the proper utilization of school. **E**
- Plans and coordinates schoolwide functions and Civic Center events. **E**
- Manage operations of the front office acting as a receptionist and first contact for parents and community partners. **E**
- Provides leadership, guidance, training, and support to main office personnel. **E**
- Assist and provide information as necessary to parents, students, District personnel, or other interested parties. **E**
- Create from rough drafts or instructions a variety of materials including, but not limited to, letters, memoranda, bulletins, reports, and statistical data. **E**
- Participates in registration activities. **E**
- Maintain and prepare school office records and consolidate reports as directed by the site administrator or designee. **E**
- Prepare and/or create staff and parent bulletins as directed; distribute mail, communication devices (i.e. two-way radios) and other necessary or requested documents as needed. **E**
- May support the front office with input and maintenance of student data in computer system; enroll and transfer students and maintain attendance records; maintain records on class size and other District-related data required by special programs or District policy. **E**
- Administer the certificated and classified payroll including the completion and submission of time sheets to the site administrator or designee and the payroll department; maintain accurate records with respect to personnel. **E**

SCHOOL OFFICE MANAGER II

REPRESENTATIVE DUTIES: (continued)

- Maintain cooperative effort with school health office, assisting as needed with records, basic first aid and emergencies. **E**
- Perform onboarding of new certificated and classified staff. Orient and assist substitute personnel. **E**
- Work collaboratively with District-approved personnel including, but not limited to, school counselors, psychologists, therapists, and community workers on such matters as truancy, absenteeism, needy families and District referrals. **E**
- Monitor the budget on behalf of the site administrator or designee as directed. **E**
- Assist site administrator or designee with the preparation of program budgets, monitor various accounts to ensure budget projections and actual expenditures are correct, and research variances and make corrections as necessary. **E**
- Transfer funds between eligible accounts, when authorized by administration and District personnel. **E**
- Advise site administrator or designee on accounting, budget allocations, staffing costs, appropriate use of monies, and meeting required budget timelines for various accounts. **E**
- Prepare personnel requisitions as necessary. **E**
- Perform onboarding of new certificated and classified staff. **E**
- Process consultant request forms and provide them to appropriate District office personnel. **E**
- Collect and account for money in conjunction with fundraising and other school activities. Maintain student body accounts and funds. **E**
- Maintain proper control over any and all funds collected from various accounts including, but not limited to, A.S.B., P.T.A., P.T.O., etc., and provide reports as directed or needed to Administration and/or District Office. **E**
- Requisition, receive, store and distribute supplies and office materials; maintain records and logs. **E**
- Ensure school site equipment is properly maintained; schedule service and repair of equipment/facilities with District personnel, approved vendors and contractors. **E**
- Plan, request, and coordinate the transfer and/or disposal of equipment. **E**
- Assist in obtaining substitute personnel; assist substitute personnel in locating assigned classroom and in completing required paperwork. **E**
- Provide work direction and guidance to other office clerical workers. **E**

SCHOOL OFFICE MANAGER II

REPRESENTATIVE DUTIES: (continued)

- Make appointments as needed for the site administrator or designee and maintain appropriate calendars to avoid conflicts. Ensure site administrator or designee and other school site personnel adhere to pressing time schedules. **E**
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. **E**
- Receive, process and maintain reports of work-related injuries; process employee claims for personal property damages. **E**
- Maintain files and records for a variety of student and school related matters plans. **E**
- Assist and/or coordinate field trip requests and bus orders. **E**
- May assist with the creation, maintenance, update and implementation of the school site web presence and social media. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern technology and office practices, procedures and equipment, including computer equipment.
- Record-keeping techniques.
- Health and safety regulations.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Codes.

Ability to:

- Communicate effectively with others and follow verbal and written instructions.
- Work collaboratively with all levels of personnel.
- Prioritize, plan, organize, and coordinate school site functions.
- Work in a fast-paced ever-changing environment.
- Read, write, and perform complex math calculations at a proficient level.
- Operate modern office equipment.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Maintain good public relations with students, parents, teachers and the public.
- Perform the essential functions of the job.

SCHOOL OFFICE MANAGER II

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school three years of increasing responsibility working in the clerical field.

LICENSES AND OTHER REQUIREMENTS:

- Valid State or Federal identification.
- First aid/CPR certification desirable.

WORKING CONDITIONS:

Environment:

- Fast-paced ever changing school environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Dexterity of hands and fingers to operate computer equipment and perform other clerical duties.
- Lifting carrying, pushing, pulling 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 Interactive Process.

Santa Ana Unified School District is committed to fostering an inclusive environment that values diversity and encourages applications from candidates of all backgrounds. SAUSD strives to reflect the cultural richness of its community within its workforce, promoting educational equity and success for all students.

Board Approved: June 23, 2026 (12/82, 5/85, 5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OFFICE MANAGER III

JOB SUMMARY:

Under the direction of a Site Administrator or designee, perform a wide variety of clerical and secretarial functions in the management of a school main office. Must have a high level of technical capability and the aptitude to keep up on technical changes in the organization. Employees in this position work with considerable freedom and must have the ability to act on major single functional activities. Requires employees to accept responsibility and act with little direction and may supervise or provide work direction and guidance to other clerical personnel. A School Office Manager must be able to work in a fast paced, ever changing diverse environment.

Incumbents in this classification work at a high school with classes ranging from the ninth to twelfth grade. Duties are assigned with only general instructions about the procedures to be followed and results expected. The number of functions and clerical employees typically exceeds that found in elementary and intermediate schools. School's program usually involves more diversity with high school students where discipline and interpersonal problems are critical. High schools are very large, have diverse and comprehensive curriculum, extensive athletic and student activity programs. High Schools are staffed by a large number of certificated and classified employees who coordinate their work through the office of the School Office Manager III.

REPRESENTATIVE DUTIES:

- Serve as secretary to the site administrator or designee as necessary; speak on Administrator's behalf as needed. **E**
- Compose correspondence and type from rough drafts or notes. **E**
- Supervise the preparation of payroll for certificated and classified personnel; maintain records with respect to payroll. **E**
- Prepare buy out requisitions, work orders, transfer of funds, transfer of equipment, program planning guides, program class data sheets, unusual occurrence reports, teacher observation reports, capital improvement requests, replacement of equipment forms, mileage forms, preliminary budget forms, CIF eligibility requests, grievance and concern forms, personnel requisitions, and other forms and reports. **E**
- Assist in the preparation of the school budget; gather and compile budget data and prepare appropriate forms. **E**
- Respond to questions and provide information regarding the school, its policies and practices; respond to questions by telephone or by personal contact. **E**
- Assist in compiling data for school reports; prepare other school reports as directed. **E**
- Make arrangements for staff meetings; maintain the calendar for the site administrator or designee and make contacts on behalf of the site administrator or designee as directed. **E**

SCHOOL OFFICE MANAGER III

REPRESENTATIVE DUTIES: (continued)

- Maintain control of school facility keys; assign and distribute keys to all certificated and classified staff. **E**
- Type a variety of forms, memoranda, requisitions, certificated and classified appraisals, and other classified items. **E**
- Assist students and their parents with a wide variety of problems and questions. **E**
- Supervise the distribution of mail, school bulletins, and other communication devices. **E**
- Maintain a wide variety of files for the school office. **E**
- Participate in registration activities. **E**
- Assist site administrator or designee and other school staff to meet pressing time schedules. **E**
- Train office personnel and assist them when help is required; coordinate the school office functions on behalf of the site administrator or designee. **E**
- Provide general assistance and problem-solving help to teachers and classified personnel. **E**
- Lead and support staff, delegate workflow and manager the front office operations. **E**
- Assist with outside agencies (i.e.: OCDE, Restorative Practices Organizations, Churches, etc.) with the proper utilization of school. **E**
- Plans and coordinates schoolwide functions and Civic Center events. **E**
- Manage operations of the front office acting as a receptionist and first contact for parents and community partners. **E**
- Provides leadership, guidance, training, and support to main office personnel. **E**
- Participates in registration activities. **E**
- Assist and provide information as necessary to parents, students, District personnel, or other interested parties. **E**
- Create from rough drafts or instructions a variety of materials including, but not limited to, letters, memoranda, bulletins, reports, and statistical data. **E**
- Maintain and prepare school office records and consolidate reports as directed by the Site Administrator or designee. **E**
- Prepare and/or create staff and parent bulletins as directed; distribute mail, communication devices (i.e. two-way radios) and other necessary or requested documents as needed. **E**

SCHOOL OFFICE MANAGER III

REPRESENTATIVE DUTIES: (continued)

- May support the front office with input and maintenance of student data in computer system; enroll and transfer students and maintain attendance records; maintain records on class size and other District-related data required by special programs or District policy. **E**
- Administer the certificated and classified payroll including the completion and submission of time sheets to the site administrator or designee and the payroll department; maintain accurate records with respect to personnel. **E**
- Maintain cooperative effort with school health office, assisting as needed with records, basic first aid and emergencies. **E**
- Work collaboratively with District-approved personnel including, but not limited to, school counselors, psychologists, therapists, and community workers on such matters as truancy, absenteeism, needy families and District referrals. **E**
- Monitor the budget on behalf of the site administrator or designee as directed. **E**
- Assist site administrator or designee with the preparation of program budgets, monitor various accounts to ensure budget projections and actual expenditures are correct, and research variances and make corrections as necessary. **E**
- Transfer funds between eligible accounts, when authorized by administration and District personnel. **E**
- Advise site administrator or designee on accounting, budget allocations, staffing costs, appropriate use of monies, and meeting required budget timelines for various accounts. **E**
- Prepare personnel requisitions as necessary. **E**
- Perform onboarding of new certificated and classified staff. Orient and assist substitute personnel. **E**
- Process consultant request forms and provide them to appropriate District office personnel. **E**
- Collect and account for money in conjunction with fundraising and other school activities. Maintain student body accounts and funds. **E**
- Maintain proper control over any and all funds collected from various accounts including, but not limited to, A.S.B., P.T.A., P.T.O., etc., and provide reports as directed or needed to Administration and/or District Office. **E**
- Requisition, receive, store and distribute supplies and office materials; maintain records and logs. **E**
- Ensure school site equipment is properly maintained; schedule service and repair of equipment/facilities with District personnel, approved vendors and contractors. **E**

SCHOOL OFFICE MANAGER III

REPRESENTATIVE DUTIES: (continued)

- Prepare for review and/or submission forms such as facilities enhancement requests, preliminary budget forms, CIF eligibility requests, and other school site related forms. **E**
- Plan, request, and coordinate the transfer and/or disposal of equipment. **E**
- Assist in obtaining substitute personnel; assist substitute personnel in locating assigned classroom and in completing required paperwork. **E**
- Assign and maintain accountability control of school site keys. **E**
- Provide work direction and guidance to other office clerical workers. **E**
- Make appointments as needed for the site administrator or designee and maintain appropriate calendars to avoid conflicts. Ensure site administrator or designee and other school site personnel adhere to pressing time schedules. **E**
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. **E**
- Receive, process and maintain reports of work-related injuries; process employee claims for personal property damages. **E**
- Maintain files and records for a variety of student and school related matters plans. **E**
- Assist and/or coordinate field trip requests and bus orders. **E**
- May assist with the creation, maintenance, update and implementation of the school site web presence and social media. **E**
- Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern technology and office practices, procedures and equipment, including computer equipment.
- Filing and operation of office equipment.
- Record-keeping techniques.
- Health and safety regulations.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Codes.

Ability to:

- Communicate effectively with others.

SCHOOL OFFICE MANAGER III

KNOWLEDGE AND ABILITIES: (continued)

Ability to:

- Operate modern office equipment.
- Understand and follow oral and written directions.
- Work collaboratively with all levels of personnel.
- Prioritize, plan, organize, and coordinate school site functions.
- Work in a fast-paced ever-changing environment.
- Read, write, and perform complex math calculations at a proficient level.
- Operate modern office equipment.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively with others and follow verbal and written instructions.
- Plan and supervise work.
- Train and supervise personnel.
- Work confidentially with discretion.
- Maintain good public relations with students, parents, teachers and the public.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school and three years of increasing responsibility working in the clerical field.

LICENSES AND OTHER REQUIREMENTS:

- Valid State or Federal identification.
- First aid/CPR certification desirable.

WORKING CONDITIONS:

Environment:

- Fast-paced ever changing school environment.
- Constant interruptions.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Dexterity of hands and fingers to operate computer equipment and perform other clerical duties.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

SCHOOL OFFICE MANAGER III

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

Santa Ana Unified School District is committed to fostering an inclusive environment that values diversity and encourages applications from candidates of all backgrounds. SAUSD strives to reflect the cultural richness of its community within its workforce, promoting educational equity and success for all students.

Board Approved: June 23, 2026 (5/01)

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 23, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RESIGNATIONS				
Shin, Nata	Principal IV	Century High School	June 30, 2026	
White, Alysa	Assistant Principal II	Greenville Fundamental School	June 11, 2026	Correction
Nguyen, Angel	Mod/Severe (Autism) Teacher	Madison Elementary School	June 30, 2026	
Bui, Darren	Nurse	Support Services	May 29, 2026	
Herr, Mary	Mod/Severe (DHH) Teacher	Taft Elementary School	May 29, 2026	
EXPIRATION OF 24-MONTH REEMPLOYMENT				
Fowles, Ashlyn	Teacher 9-12	Middle College	March 25, 2025	
ABSENCE (3 to 20 duty days) - Without Pay				
Huahulu, Evan	Teacher 9-12	Santa Ana High School	May 5, 2026 - May 29, 2026	
APPROVAL TO REQUEST EL WAIVER FOR THE 2026-2027 SCHOOL YEAR				
Arteaga, Roberto		Career Technical Education	2026-2027	Culinary Arts Teacher
Norman, Daylon		Career Technical Education	2026-2027	Digital Media Arts Instructor

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 23, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
APPROVAL TO REQUEST EL WAIVER FOR THE 2026-2027 SCHOOL YEAR (CONTINUED)				
Compton, David		Lathrop Intermediate School	2026-2027	Gaming/Digital Media Instructor
Matos, Josue		Sierra Preparatory Academy	2026-2027	Woodshop Instructor
CO-CURRICULARS				
Molina, Michelle		Lydia Romero-Cruz Academy	2025-2026	AVID
Angel Martinez, Ana		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Barragan Perez, Claudia		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Harvey, Ana		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Jaramillo, Maria		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Mendoza Mejia, Dulce		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Ord, Stephanie		Pio Pico Elementary School	2025-2026	Grade Level Leaders

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 23, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
CO-CURRICULARS (CONTINUED)				
Orozco, Taide		Pio Pico Elementary School	2025-2026	Grade Level Leaders
Segura, Maria		Pio Pico Elementary School	2025-2026	Grade Level Leaders
MASTER TEACHER STIPEND				
Echeverria, Daniel		Century High School	2025-2026	Spring Semester
Fidel, Brianna		Century High School	2025-2026	Spring Semester
CLASS SIZE TK/KINDER 2ND SEMESTER				
Deems, Lindsey		Washington Elementary School	2025-2026	
Dixon, Allison		Davis Elementary School	2025-2026	
Ramirez, Desirae		Davis Elementary School	2025-2026	
Dodson, Kimberly		Diamond Elementary School	2025-2026	
Sjoberg, Teresa		Diamond Elementary School	2025-2026	

Jennifer Flores, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 23, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
CLASS SIZE TK/KINDER 2ND SEMESTER (CONTINUED)				
Mc Donald, Amy		Harvey Elementary School	2025-2026	
Valencia, Gisela		Jefferson Elementary School	2025-2026	
Vique, Elaine		Lincoln Elementary School	2025-2026	
Mendoza, Fabiola		Martin Elementary School	2025-2026	
Duran Smith, Maria		McFadden Institute of Technology	2025-2026	
Harney, Jamie		Monte Vista Elementary School	2025-2026	
James, Kathleen		Santiago Elementary School	2025-2026	

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 23, 2026

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
CLASS SIZE HIGH SCHOOL 2ND SEMESTER				
Wiedrick, Eulalla		Sierra Preparatory Academy	2025-2026	
West, Jeffrey		Century High School	2025-2026	
SPRING SPORTS				
Knerr, Adam		Saddleback High School	2025-2026	Assistant Coach Baseball

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
2025-26 Learning Without Tears	Baltazar, Marina Esquivel Gonzalez, Jessica Martinez, Luz Mejia Saldivar, Maribel	K-12 Teaching & Learning	016053 Universal Pre-K Planning & Implementation Grant	\$63.66 \$63.66 \$63.66 \$63.66	1 1 1 1	April 23, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
2025-26 TK Meeting - CE	Akana, Michelle Avalos, Ashley Baltazar, Marina Barajas, Sonia Bobar, Katherine Buttke, Theresa Carrillo, Christina Castellanos, Krista Cuellar, Alicia De Santos, Micaela Emenger, Melanie Esquivel Gonzalez, Jessica Heil, Jennifer Holland, Monica Hollingsworth, Maria Jaramillo, Maria Kim, Hannah Lundquist-Munoz, William Maddox, Shannon Maloney, Nicole Martinez, Luz Mason, Janice Mejia, Lilia	K-12 Teaching & Learning	016053 Universal Pre-K Planning & Implementation Grant	\$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 1 1 1 1 1 1 1	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

	Morales, Guadalupe Morales, Leticia Moreno Trejo, Ana Munoz, Amarilis Nehrbass, Kristina Neudigate, Angelica Newland, Taia Ozeran, Andrea Robbins, Alejandra Rodriguez, Rocio Tarango, Julie			\$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	
Extra Duty for Special Ed Teachers - Interventions	Berger, Jill Brown, Stephen Christensen, Jacob Flores, Jennifer Flores, Tanya Ordunez, Lilia Peck, Stephanie Stotelmeyer, Stephanie Valencia, Elysse	Segerstrom High School	016500 Special Education	\$231.22 \$521.25 \$346.40 \$521.25 \$471.40 \$431.65 \$558.55 \$578.05 \$363.60	2 5 5 5 5 5 5 5 5	April 14, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Caseload/IEP's	Castro, Carlos Momberg, Julie	Saddleback High School	016500 Special Education	\$957.02 \$1,012.13	10 10	May 6, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

2025-26 Learning Without Tears - Amendment	Barajas, Sonia Buttke, Theresa Heil, Jennifer Martinez, Yvonne Mejia, Lilia Morales, Guadalupe Moreno Trejo, Ana Nehrbass, Kristina Ozeran, Andrea Robbins, Alejandra	K-12 Teaching & Learning	016053 Universal Pre-K Planning & Implementation Grant	\$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	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Extra Duty- Instructional	De La Vega, Abram Diaz, Christopher Hernandez, Jason Hess, Thomas Shepherd, Christine	Virtual Academy	010030 Unrestricted Discretionary Accounts	\$518.77 \$398.25 \$373.12 \$599.44 \$566.78	5.75 5.75 5.75 5.75 5.75	April 21, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Certificated Extra Duty - Before and After School Tutoring	Escobar-Valencia, Melby Lochner, Jessica Magana, Angelica Pesak, Kathleen Troutt, Rock	Jackson Elementary School	010703 SC-LCFF-Supplemental/Concentration	\$729.75 \$809.27 \$809.27 \$781.97 \$781.97	7 7 7 7 7	April 29, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Family Engagement-Instructional Support	Flores, Iliana	Wilson Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected Part A	\$289.03	2.5	April 27, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

Extra Duty - BAE	Bae, Minerva	Esqueda Elementary School	016770 Arts and Music in Schools (AMS) (Prop 28)	\$1,228.85	11	May 7, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
SAUSD Arts Learning Support - SUMMER	Boyer, Natasha Connole, Marlyessa Eckert, Amy Harrington, Judy Miller, Tasha Moore, Casey Morales, Alejandra Narez, Aurea Orellana Jolon, Luz Ramirez, Jocelyne Yen, Ju-Yin	Visual and Performing Arts	016770 Arts and Music in Schools (AMS) (Prop 28)	\$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83 \$2,291.83	36 36 36 36 36 36 36 36 36 36 36	May 6, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
2025-26 mCLASS PD - Post Screening Session - Amendment 2	Bradley-Castro, Jennifer Case, Clementina Cole-Wakefield, Pamela Cummings, Tricia Dehban, Celine Fulford, Lori Hajjar, Keri Lamb, Kevin Lu, My Lukoschek, Patricia Nunez, Jessica Shen, Shirley Thompson, Andrea Tourgeman, Tammy Vargas, Karen	K-12 Teaching & Learning	010300 Department Unrestricted Discretionary Accounts	\$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	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

SAUSD Arts Learning Support - SUMMER	Aguilera, Dylan	Visual and Performing Arts	016770 Arts and Music in Schools (AMS) (Prop 28)	\$254.65	4	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
	Beckwith, Kelli			\$254.65	4	
	Bogris, Lindsey			\$254.65	4	
	Bowers, Ingrid			\$254.65	4	
	Camacho, Michael			\$254.65	4	
	Chavez, Margarita			\$254.65	4	
	Forney, Janelle			\$254.65	4	
	Guy, Matthew			\$254.65	4	
	Hardy, Lindsie			\$254.65	4	
	Herrera, Phillip			\$5,092.96	80	
	Holland, Caran			\$254.65	4	
	Jenks, Laura			\$254.65	4	
	Lee, Kevin			\$254.65	4	
	Lerma, Carin			\$254.65	4	
	Li, Jade			\$254.65	4	
	Lizarraga, Israel			\$254.65	4	
	Lugo, Arie			\$254.65	4	
	Machos, Kara			\$5,092.96	80	
	Maclean, Gina			\$254.65	4	
	Miller, Tasha			\$254.65	4	
	Morales, Alejandra			\$254.65	4	
	Navarro, Anjanette			\$254.65	4	
	Nguyen, Damian			\$254.65	4	
	Olah, Cassie			\$254.65	4	
	Ortiz, Sergio			\$254.65	4	
	Poveda, Gabrielle			\$254.65	4	
	Rivas, Ruben			\$254.65	4	
	Santos, Mark			\$254.65	4	
	Ulloa, Jessica			\$5,092.96	80	
	Vismantas, Eric			\$5,092.96	80	

INFORMED K12 EXTRA DUTY

2025-26 Extra Duty/ STEM Afterschool Training and Weekend Events for Robotics and Drone Teams	Luna, Zitlalpilli	Lathrop Intermediate School	010032 Civic Center Rental Fees	\$2,240.40	30	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
2025-2026 EXTRA DUTY SUMMER Transition Partnership Program - Transition Teachers	Bomalick, Shelley Davalos, Lizzeth Flores, Jennifer Lopez, Adolfo Marting, Danielle Montgomery, Guy	Special Education Transition Services	013410 Department of Rehab: Workability II, Transition Partnership	\$7,818.75 \$5,928.75 \$7,818.75 \$7,818.75 \$7,818.75 \$8,670.75	75 75 75 75 75 75	May 8, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Speech and Debate - Teacher(s)	Manntai, Eric Serrano, Corin Seymore, Krysta	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$509.30 \$1,018.59 \$509.30	8 16 8	April 20, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Supporting with the Speech and Debate Last Chance Tournament - Teacher	Mejia, Miguel	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$509.30	8	April 28, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

Speech and Debate - Teacher(s)	Shimasaki, Darren	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$2,546.48	40	April 20, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Addendum to 1132 CT Instructional	Swanson, Eric	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$371.24	4	May 8, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
Addendum to 990 - CT Chaperone Support 2025 -2026	Henriquez, Carolina	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$254.65	4	May 4, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
2026 SUMMER ROVING ADMINS	Duran, Fernando Flores, Cesar Gonzalez, Jamie Healy, Patrick Lee, Michael Marin, Sara Ponce, Magaly Robinson Landry, Errin Taylor, Jennifer Wheatley, Julia Zyburt, Gina	K-12 Teaching & Learning	012600 Expanded Learning Opportunities Program	\$15,037.35 \$13,268.25 \$6,486.70 \$6,191.85 \$16,806.45 \$9,730.05 \$12,383.70 \$7,960.95 \$14,152.80 \$6,191.85 \$16,806.45	127.5 112.5 55 52.5 142.5 82.5 105 67.5 120 52.5 142.5	May 5, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026

INFORMED K12 EXTRA DUTY

2025-26 Elementary Literacy	Blair, Maureen	K-12 Teaching & Learning	010300 Department Unrestricted Discretionary Accounts	\$95.49	1.5	May 12, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
	Carey, Stephanie			\$95.49	1.5	
	Case, Clementina			\$95.49	1.5	
	Cole-Wakefield, Pamela			\$95.49	1.5	
	Copenhaver, Jennifer			\$95.49	1.5	
	Cronin, Karen			\$95.49	1.5	
	De Bruhl-Githens, Veronica			\$95.49	1.5	
	Evans, Lisa			\$95.49	1.5	
	Fierle, Nicole			\$95.49	1.5	
	Grotsky, Gina			\$95.49	1.5	
	Hajjar, Keri			\$95.49	1.5	
	Hammitt, Wendy			\$95.49	1.5	
	Hernandez, Maria			\$95.49	1.5	
	Ledon, Karla			\$95.49	1.5	
	Logan, Pamela			\$95.49	1.5	
	Mendiola, Michael			\$95.49	1.5	
	Olivas, Desiree			\$95.49	1.5	
	Palomino, Linda			\$95.49	1.5	
	Reilly, Lindsay			\$95.49	1.5	
	Ricca, Tracy			\$95.49	1.5	
	Sauther, Erin			\$95.49	1.5	
	Scott, Randee			\$95.49	1.5	
	Sullivan, Christina			\$95.49	1.5	
	Villa, Araceli			\$95.49	1.5	
	Kirby, Angela			\$95.49	1.5	
	Vique, Elaine			\$95.49	1.5	
	Wellikson, Leah			\$95.49	1.5	
	Yen, Ju-Yin			\$95.49	1.5	
				\$95.49	1.5	

INFORMED K12 EXTRA DUTY

Certificated Non Instructional Extra Duty	Agredano, Fernando	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$63.66	1	May 14, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
	Alaniz, Adrienne			\$381.96	6	
	Aldrich, Nichole			\$381.96	6	
	Alvarez, Eliana			\$63.66	1	
	Amosa, Dan			\$381.96	6	
	Andaya-Gomez, Jessica			\$63.66	1	
	Anguiano-Aguirre, Ricardo			\$286.47	4.5	
	Barrios Garcia, David			\$381.96	6	
	Bentivenga, Nancy			\$381.96	6	
	Bishop, Paul			\$700.26	11	
	Bui, Cindy			\$381.96	6	
	Byde, Wendy			\$63.66	1	
	Camacho Pulido, Graciela			\$381.96	6	
	Camacho, Alicia			\$381.96	6	
	Carney Campbell, Noelle			\$63.66	1	
	Carrillo, Caylin			\$381.96	6	
	Carver, Jill			\$63.66	1	
	Chavez, Pilar			\$381.96	6	
	Cho, David			\$381.96	6	
	Collins, Marlon			\$381.96	6	
	Coronel, Ismael			\$381.96	6	
	Cristobal, Erik			\$63.66	1	
	Cruz, Edith			\$286.47	4.5	
	Cruz, Mayra			\$381.96	6	
	Da Costa, Sashagay			\$381.96	6	
	De Jesus, Roberto			\$381.96	6	
	De Leo, James			\$63.66	1	
	Diaz, Jose			\$63.66	1	
	Diaz, Nohely			\$700.26	11	
	Faust, Eric			\$381.96	6	
	Flores, Brenda			\$381.96	6	
	Galardo, Nicole			\$381.96	6	
	Gallegos Medina, Valerie			\$63.66	1	
	Garcia, Nora			\$63.66	1	
	Gardea, Jesenia			\$63.66	1	

INFORMED K12 EXTRA DUTY

Grotsky, Gina			\$381.96	6	
Henriquez, Carolina			\$63.66	1	
Jensen, Jill			\$381.96	6	
Keiner, Thomas			\$63.66	1	
Kennedy, Cathleen			\$63.66	1	
Kentros, Shea			\$381.96	6	
Kim, Hannah			\$381.96	6	
Laguna-Caturegli, Julie			\$63.66	1	
Lastra-Short, Lupe			\$381.96	6	
Leal, Elsa			\$381.96	6	
Lee, Teresa			\$381.96	6	
Lindsay, Matthew			\$63.66	1	
Lopez, David			\$381.96	6	
Lopez, Liliana			\$381.96	6	
Luis, Maile			\$381.96	6	
Lujan, Breanna			\$222.81	3.5	
Lunt, Genevieve			\$700.26	11	
Ly, Peter			\$381.96	6	
Macias, Carlos			\$63.66	1	
Magana, Angelica			\$381.96	6	
Marquez, Ileana			\$381.96	6	
Martinez, Luz			\$63.66	1	
Mata, Lucia			\$63.66	1	
Mccord, Kirby			\$381.96	6	
Mcdermott, Juanita			\$63.66	1	
Mctigue, Marilena			\$63.66	1	
Mejia-Jung, Marisela			\$381.96	6	
Mitsicourides, Alexander			\$63.66	1	
Moctezuma, Salvador			\$381.96	6	
Moran, Zuleyma			\$63.66	1	
Moreno Trejo, Ana			\$381.96	6	
Moreno, Cristina			\$63.66	1	
Morris, Iv, Thomas			\$381.96	6	
Nadler, Ryan			\$700.26	11	
Nguyen-Lee, Cyndy			\$63.66	1	

INFORMED K12 EXTRA DUTY

Nguyen, Angel			\$381.96	6	
Nieto, Carolina			\$381.96	6	
Nunez, Crystal			\$63.66	1	
Olivas, Desiree			\$700.26	11	
Ontiveros, Roberto			\$286.47	4.5	
Orellana Jolon, Luz			\$381.96	6	
Paredes, Mayling			\$381.96	6	
Pedroza, Ana			\$381.96	6	
Pena, Giancarlo			\$700.26	11	
Pena, Lorena			\$63.66	1	
Perez, Maribel			\$63.66	1	
Petrova, Nikolina			\$63.66	1	
Phillips, Nicole			\$381.96	6	
Pichardo, Hilda			\$63.66	1	
Pratt, Theodore			\$63.66	1	
Putros, Danial			\$63.66	1	
Quezada-Cano, Alvaro			\$63.66	1	
Quezada, Ana-Brenda			\$381.96	6	
Quintero, Rebecca			\$381.96	6	
Reekers, Annie			\$286.47	4.5	
Reyes-Mandujano, Alejandro			\$63.66	1	
Reynafarje, Robin			\$63.66	1	
Rivas, Ruben			\$63.66	1	
Rodriguez, Lorena			\$700.26	11	
Rodriguez, Thalia			\$63.66	1	
Rogers, Tracy			\$63.66	1	
Romo, Maria			\$381.96	6	
Rutecki, Lizbeth			\$63.66	1	
Sanchez, Isaac			\$381.96	6	
Sanchez, Kenya			\$381.96	6	
Sanchez, Rudy			\$63.66	1	
Santana, Richard			\$63.66	1	
Schwartz, Eran			\$381.96	6	
Seibert, Sarah			\$63.66	1	
Sharma, Nicole			\$381.96	6	

INFORMED K12 EXTRA DUTY

	Shimasaki, Darren			\$381.96	6	
	Silva, Christine			\$63.66	1	
	Silvas, Alexis			\$381.96	6	
	Tappa, Shane			\$286.47	4.5	
	Tomala, Wendy			\$63.66	1	
	Tran, Chi			\$63.66	1	
	Tran, Quynh			\$381.96	6	
	Tran, Tiffany			\$381.96	6	
	Tran, Tina			\$381.96	6	
	Troutt, Rock			\$700.26	11	
	Trujillo, Adrian			\$381.96	6	
	Trujillo, Gabriela			\$381.96	6	
	Truong, Lisa			\$700.26	11	
	Valenzuela, Norma			\$381.96	6	
	Vazquez, Mark			\$700.26	11	
	Velasquez, Michael			\$381.96	6	
	Vidal, Aja			\$381.96	6	
	Vique, Elaine			\$381.96	6	
	Vo, Trambich			\$381.96	6	
	Vu, Minh			\$286.47	4.5	
	Wenkart, Patricia			\$63.66	1	
	Wosman, Erica			\$381.96	6	
	Yen, Ju-Yin			\$381.96	6	
	Young, Jeffrey			\$63.66	1	
	Zamarripa, Michelle			\$381.96	6	
	Zarate, Elia			\$381.96	6	

INFORMED K12 EXTRA DUTY

2025-26 GATE Planning	Castro, Laura Cummings, Tricia Lund, Amber	K-12 Teaching & Learning	010300 Department	\$509.30	8	May 14, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
			Unrestricted	\$509.30	8	
			Discretionary Accounts	\$509.30	8	
ICC Extra Duty	Lunt, Genevieve Shimasaki, Darren	Heninger Elementary School	010000 Fund 01	\$636.62	10	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 15, 2026
			General Fund	\$636.62	10	

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RETIREMENTS				
Diaz, Florina	Student Support Paraprofessional Special Education	Santiago Elementary School	May 28, 2026	
Guillen, Teresa	School Office Manager	Harvey Elementary School	June 12, 2026	
Hannoun, Meray	Instructional Assistant Provider	Segerstrom High School	May 28, 2026	
James, Tina	Instructional Assistant Severely Disabled	Santa Ana High School	May 28, 2026	
Martinez, Maria	Nutrition Services Assistant	Segerstrom High School	May 28, 2026	
Revilla, Fany	Teacher Preschool	Early Childhood Education	May 28, 2026	
Rodriguez, Rosalinda	Instructional Assistant Special Education/After School Instructional Provider	Martin Elementary School/Edison Elementary School	February 11, 2026	
Valencia, Magda	Activity Monitor	Thorpe Fundamental Elementary School	May 28, 2026	
RESIGNATIONS				
Akamatsu, Nolan	AVID Tutor	Saddleback High School	May 28, 2026	
Antoine, Jawan	After School Instructional Provider	Carver Elementary School	April 28, 2026	
Diaz, Daniel	AVID Tutor	Saddleback High School	May 28, 2026	
Estrada, Angie	Licensed Vocational Nurse	Support Services	May 29, 2026	
Gonzalez, Brianna	Activity Monitor	Jackson Elementary School	May 26, 2026	

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RESIGNATIONS (Continued)				
Gonzalez, Gisel	Transitional Kinder Instructional Provider	Madison Elementary School	May 28, 2026	
Gonzalez Gomez, Ashley	AVID Tutor	Saddleback High School	May 28, 2026	
Gordon, Rachel	Autism Paraprofessional	Santiago Elementary School	May 28, 2026	
Grindstaff, Samantha	Instructional Assistant DHH	Taft Elementary School	May 28, 2026	
Guardiano, Hannah Kristel	Autism Paraprofessional	Madison Elementary School	May 22, 2026	
Gutierrez, Teresa	AVID Tutor	Godinez Fundamental High School	May 21, 2026	
Lam, Jesse	After School Instructional Provider	Muir Fundamental Elementary School	May 28, 2026	
Lopez, Mayra	Site Clerk	Mendez Fundamental Intermediate School	June 12, 2026	
McKinney, Jenassi	After School Instructional Provider	Adams Elementary School	May 28, 2026	
Quero, Desiree	AVID Tutor	Saddleback High School	May 28, 2026	
Rodriguez Rocha, Alma	After School Instructional Provider	McFadden Institute of Technology	May 11, 2026	
Silva, Lovn Joi	Student Support Paraprofessional Special Education	Advanced Learning Academy	May 28, 2026	
Tran, Elise	AVID Tutor	Godinez Fundamental High School	May 14, 2026	

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
ABSENCES (3 to 20 duty days) - Without Pay				
Gutierrez, Ashley	Site Clerk	Esqueda Elementary School	May 27, 2026 - June 12, 2026	
Peña, Helen	Data & Assessment Specialist	Mendez Fundamental Intermediate School	July 6, 2026 - July 13, 2026	
Kothandaraman, Deepa	Teacher ECE Preschool	Early Childhood Education	June 8, 2026 - June 18, 2026	
Mendoza, Rachel	Autism Paraprofessional	Mitchell Child Development Center	May 8, 2026 - May 15, 2026	
Ruiz Rojas, Adilene	Activity Monitor	Muir Fundamental Elementary School	May 18, 2026 - May 28, 2026	
LEAVES (21 duty days or more) - Without Pay				
Esqueda Medina, Leticia	Behavior Support Provider	Special Education	August 10, 2026 - June 1, 2027	
Romero Garcia, Maria	Family & Community Engagement Liaison	Wilson Elementary School	July 31, 2026 - December 18, 2026	
Saldana, Maria	Library Media Technician	Adams Elementary School	March 19, 2026 - June 12, 2026	
VOLUNTARY DEMOTION				
Orozco, Lenin	School Resource Officer Recruit	School Police Services	June 22, 2026	From District Safety Officer Grade/Step 31/2 to Hrly rate \$39.81

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
PROBATIONARY APPOINTMENTS				
Alvarez, Jose	Storekeeper	Purchasing Department	June 8, 2026	Grade/Step 28/2 *Filling an existing vacancy
Kaeni, Nafiseh	Senior Facilities Planner	Facilities Planning	June 22, 2026	Mgmt. Grade/Step 123/10 *Filling an existing vacancy
Peraza, William	Electronic and Technology Support Technician	Building Services	June 15, 2026	Grade/Step 42/3 *Filling an existing vacancy
PROMOTIONAL APPOINTMENT				
Marroquin, Johnny	Locksmith II	Building Services	May 27, 2026	From Locksmith I Grade/Step 34/8 to Grade/Step 38/6
REAPPOINTMENT (Returned from LOA)				
Smith, Heather	Autism Paraprofessional	Mitchell Child Development Center	May 19, 2026	
TRANSFER				
Fonseca, Mayra	Instructional Assistant Severely Disabled	Roosevelt-Walker Academy	April 22, 2026	From Greenville Fundamental Elementary School

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
TEMPORARY ASSIGNMENTS				
Escobar, Marla	Construction Administrative Technician	Construction Department	June 1, 2026 - June 30, 2026	Grade/Step 40/3
Esparza, Ricardo	Maintenance Worker I	Building Services	June 1, 2026 - June 30, 2026	Grade/Step 26/5
Galvan Martinez, Juan	Lead Custodian	Building Services	June 1, 2026 - June 30, 2026	Grade/Step 28/19
Herrera, Michelle	Site Supervisor	Santiago Elementary School	May 5, 2026 - May 28, 2026	Mgmt. Grade/Step 117/4
Martinez Garcia, Alberto	Plant Custodian	Godinez Fundamental High School	June 9, 2026 - June 19, 2026	Grade/Step 35/10
Mejia, Juan	Lead Custodian	Godinez Fundamental High School	June 8, 2026 - June 29, 2026	Grade/Step 28/14
Morales Artiga, Ana	Intermediate Lead Custodian	McFadden Institute of Technology	June 12, 2026 - June 30, 2026	Grade/Step 25/2
Pulido, Daniel	Locksmith I	Building Services	May 27, 2026 - June 30, 2026	Grade/Step 34/25
Valencia, Alondra	Site Coordinator	Santiago Elementary School	May 5, 2026 - May 28, 2026	Grade/Step 32/1
TERMINATIONS				
ID# 39412	After School Instructional Provider	Diamond Elementary School	May 28, 2026	
ID# 39842	Autism Paraprofessional	Garfield Elementary School	May 22, 2026	

Personnel Calendar
Board Meeting - June 23, 2026

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
HOURLY APPOINTMENTS				
Colon Jr. Sergio	School Resource Officer Recruit	School Police Services	June 22, 2026	Hrly \$39.18
Osorio, Cielo	AVID Tutor	Intermediate School	May 22, 2026	Hrly Grade/Step 16/1

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
NCI Training Classified	Aguilar, Esmeralda Bernal, Gabriela Colunga Jr., Gerardo Gonzalez, Magaly Munivez, Hector Najera, Robert Velasco Onofre, Celia	Special Education	016500 Special Education	\$86.58 \$123.81 \$86.58 \$95.46 \$109.44 \$120.81 \$100.23	3 3 3 3 3 3 3	May 27, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Instructional Assistants - Intervention Support 2025-2026 (Addendum)	Barrera, Lezly Miranda-Aragon, Elizabeth	Roosevelt-Walker Academy	013010 IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$1,447.20 \$1,310.40	48 48	April 24, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Custodial Extra Duty	Perales, Carlos	Washington Elementary School	010030 Unrestricted Discretionary Accounts	\$1,580.59	25	May 26, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
DSO Extra Duty	Jimenez, Marcos	Santiago Elementary School	010030 Unrestricted Discretionary Accounts	\$97.54	2	May 14, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Clerical Classified Extra Duty	Anuu, Selene Carbajal, Jareth Reyes, Rocio	Pio Pico Elementary School	016332 CCSPP: Implementation Grant	\$406.56 \$313.80 \$742.86	12 12 12	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Extra Duty for Additional Support from Activities Monitors	Avendano-Avendano, Angelica Gonzalez, Angelica Martinez, Maria Romero Martinez, Maria Saldana, Roselia Vargas, Maricela	Pio Pico Elementary School	016332 CCSPP: Implementation Grant	\$210.51 \$210.51 \$210.51 \$210.51 \$210.51 \$210.51	9 9 9 9 9 9	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Reading Intervention Classified II	Nashed, Marian	Davis Elementary School	013010 IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$86.04	3	May 28, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Speech and Debate - Coaches	Estrada Ochoa, Victor Mejia-Gomez, Jose Nunez, Ruby Palacio, Isabella Palma, Ita	K-12 Teaching & Learning	010044 Communication Studies (Speech and Debate)	\$2,732.13 \$2,732.13 \$2,732.13 \$2,732.13 \$2,732.13	135 135 135 135 135	May 13, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Custodial - Maintenance Additional Custodial Support	Figueroa, Jose Luis Nguyen, Albert Rodriguez, Adam	Madison Elementary School	010000 Fund 01 General Fund	\$632.49 \$632.45 \$344.97	11 11 6	June 2, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
2025-2026 Extra Duty Nutrition Services - Emergency	Anaya, Liliana Anaya, Stephanie Chamu, Lucia Cortez, Rosalba Covarrubias, Alma Franco, Blanca Garcia, Rosa Gonzalez Ruiz, Carmen Ibarria, Irene Najera, Gladys Osorio, Ezequiel Ramirez, Baudelio Ramirez, Noelia Romero Ramirez, Luis Saavedra, Erendira Soto, Maria	Nutrition Services	010000 Fund 01 General Fund	\$70.79 \$59.54 \$42.75 \$38.73 \$61.04 \$40.70 \$309.84 \$38.73 \$62.55 \$42.75 \$62.55 \$62.55 \$61.04 \$70.79 \$61.04 \$61.04	1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5	May 12, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
June Summer Program Classified Extra Duty	Acevedo, Marisol Alatorre, Carmina Ayala-Pena, Jazmin Baltazar, Evelyn Cadillo, Gema Carter, Sasha Cisnero, Annmarie Cruz, Genesis Dominguez, Ashley Figueroa, Veronica	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33 \$3,219.33	174 174 174 174 174 174 174 174 174 174	May 14, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

	Flores Garcia, Lizbeth			\$3,219.33	174	
	Garcia, Laiza			\$3,219.33	174	
	Gomez, Angelita			\$3,219.33	174	
	Guzman Vidales, Roman			\$3,219.33	174	
	Loayza, Diego			\$3,219.33	174	
	Mendoza, Celeste			\$3,219.33	174	
	Norzagaray Diaz, Marilyn			\$3,219.33	174	
	Pasaye, Rosa			\$3,219.33	174	
	Quiroz, Ana			\$3,219.33	174	
	Vargas, Jennifer			\$3,219.33	174	
	Vilchis Garcia, Yenci			\$3,219.33	174	
	Villalobos-Sanchez, Azenet			\$3,219.33	174	
June Summer Program Classified Extra Duty	Aguilar, Stephanie	Extended	012600 Expanded	\$4,451.73	179	May 14, 2026
	Avila De Garcia, Cindy	Learning (After	Learning	\$4,038.24	179	
	Chico Juarez, Karla	School Programs)	Opportunities	\$4,451.73	179	Board Date:
	Cisneros, Gabriel		Program	\$5,759.68	164	June 23, 2026
	Cueva, Elijah			\$4,038.24	179	Submission Window:
	Felix, Maya			\$4,451.73	179	May 5, 2026
	Flores, Bryan			\$4,038.24	179	May 14, 2026
	Frias, Conrad			\$5,915.95	179	
	Gonzalez Zurita, Jhury			\$4,038.24	179	
	Haro, Alyssa			\$4,451.73	179	
	Hernandez, Lizeth			\$4,451.73	179	
	Johnson, Zachary			\$4,038.24	179	
	Manzano, Yae			\$4,451.73	179	
	Mendoza Belman, Zulema			\$5,359.26	179	
	Quintero, Roberto			\$4,238.72	179	
	Ramirez, Nathan			\$4,451.73	179	
	Rendon, Julio			\$5,484.16	164	
	Rosales, Fatima			\$5,359.26	179	
	Stovall, Jaden			\$4,038.24	179	

INFORMED K12 EXTRA DUTY

Addendum to 950 - DSO Extra Duty	Farias Granados, Raul	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$88.80	3	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Nutrition Services Extra Duty - Driver (Summer)	Vest, Joshua	Nutrition Services	135310 Child Nutrition: School Programs	\$3,172.80	96	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Nutrition Services Extra Duty - Site Leads, NSAs & Cooks (Summer)	Alfaro, Cesar Arroyo, Lora Avalos, Gloria Avina De Cisneros, Maria Barcenas, Guadalupe Buenrostro, Yolanda Caliz, Elena Camarena, Sonia Carrillo, Concepcion Carrillo, Elizabeth Castro, Maria Chacon, Amalia Chacon, Mayra Chamu, Lucia Contreras-Cruz, Sandra De La Roca, Evelin Delgado, Olga Flores Mendoza, Edit Flores, Beatriz	Nutrition Services	135310 Child Nutrition: School Programs	\$73.03 \$175.26 \$171.00 \$69.50 \$171.00 \$188.76 \$171.00 \$166.80 \$69.50 \$171.00 \$69.50 \$67.83 \$152.90 \$128.25 \$67.83 \$177.32 \$69.50 \$166.80 \$67.83	2.5 6 6 2.5 6 6 6 6 2.5 6 2.5 2.5 5.5 4.5 2.5 5.5 2.5 6 2.5	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Flores, Katya			\$171.00	6	
Flores, Rosario			\$184.14	6	
Godinez, Jessica			\$166.80	6	
Gomez, Cecilia			\$67.83	2.5	
Gonzalez De Lopez, Maria			\$71.25	2.5	
Gonzalez, Coco			\$166.80	6	
Guevara, Luz			\$71.25	2.5	
Guillen, Sandra			\$131.45	4.5	
Gutierrez, Jeannette			\$66.15	2.5	
Gutierrez, Maria			\$188.76	6	
Henriquez Madrid, Tamar			\$64.55	2.5	
Hernandez, Gamaliel			\$148.73	4.5	
Hernandez, Lina			\$152.76	6	
Hernandez, Yancy			\$166.80	6	
Hosoi, Shawna			\$171.00	6	
Ibarria, Irene			\$125.10	4.5	
Jauregui, Pilar			\$67.83	2.5	
Lara, Juana			\$125.10	4.5	
Ledesma, Sandra			\$179.64	6	
Lopez, Maria			\$66.15	2.5	
Lopez, Sandra			\$67.83	2.5	
Maldonado, Isabel			\$67.83	2.5	
Martinez Villa, Ma			\$166.80	6	
Martinez, Lobelia			\$171.00	6	
Martinez, Maria			\$67.83	2.5	
Martinez, Vanessa			\$171.00	6	
Melo, Rosalinda			\$67.83	2.5	
Montillo Esquivel, Esther			\$64.55	2.5	
Najera, Gladys			\$128.25	4.5	
Nieto Mireles, Mario			\$171.00	6	
Olvera, Jessica			\$171.00	6	
Ornelas, Ana			\$71.25	2.5	
Osorio, Ezequiel			\$125.10	4.5	
Penaloza, Maria			\$71.25	2.5	
Perez, Blanca			\$179.64	6	

INFORMED K12 EXTRA DUTY

	Perez, Maria Ramirez, Baudelio Ramirez, Denisse Raygoza, Cesar Rodriguez, Beatriz Rodriguez, Regina Romero Flores, Wendy Romero, Sara Rosales, Erica Rubio, Priscilla Ruiz Castellanos, Oscar Ruiz, Narduslibia Saavedra, Erendira Saldana, Carmen Sanchez, Erika Sanchez, Maria Saucedo, Guadalupe Soler, Lourdes Tapia, Cristina Tapia, Lourdes Valencia, Susana Valencia-Lopez, Karina Vega, Melina Velez, Elizabeth Vera, Valeria Zavala Arias, Benjamin			\$73.03 \$125.10 \$184.14 \$67.83 \$175.26 \$67.83 \$133.38 \$171.00 \$67.83 \$171.00 \$171.00 \$171.00 \$122.09 \$171.00 \$67.83 \$69.50 \$67.83 \$71.25 \$67.83 \$179.64 \$67.83 \$67.83 \$160.38 \$175.26 \$166.80 \$166.80	2.5 4.5 6 2.5 6 2.5 5.5 6 2.5 6 6 6 4.5 6 2.5 2.5 2.5 2.5 6 2.5 2.5 6 6 6 6	
Nutrition Services Extra Duty - Production Lead & Site Supervisors (Summer)	Barraza, Erica Berumen, Patricia Colin Cardenas, Jessica Cregut-Gonzalez, Shantee Fuentes Godinez, Jeannette Fuentes Godinez, Rosaura Gonzalez, Maria Huizar, Renato	Nutrition Services	135310 Child Nutrition: School Programs	\$188.76 \$203.28 \$177.32 \$273.36 \$219.67 \$168.80 \$80.60 \$177.32	6 6 5.5 6 5.5 2.5 5.5 6	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

	Lopez, Ana Mojarra, Maria Moran, Tamara Najera, Julia Nava, Diana Navarro, Anabel Romero Ramirez, Luis Sandoval, Melinda Visoso, Janet			\$203.28 \$266.88 \$244.20 \$193.44 \$188.76 \$250.58 \$173.03 \$228.00 \$244.20	6 5.5 6 6 5.5 6 5.5 5.5 5.5	
Classified Extra Duty Summer 2026	Abel, Lauren Acevedo, Christina Albanese, Alyssa Alonso, Nelson Bui, Maria Cerde, Carmen Contreras Lopez, Maria Cortes, Yvette Cuevas, Helen Cuevas, James Cuevas, Virginia Espinoza, Kevin Galvan, Lauren Guillen, Mireya Jasso, Ana Jimenez, Yanely Lemus, Jamie Linares, Mikele Lopez, Maria Lopez, Rocio Morris, Alexsandra Nieboer, Laura Nunez, Erika Orzua, Stefany Perez, Ileana	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$3,257.00 \$2,680.00 \$3,940.97 \$3,242.80 \$4,524.19 \$4,061.76 \$2,977.92 \$3,559.00 \$3,126.72 \$3,416.64 \$3,928.00 \$2,908.80 \$2,680.00 \$3,589.44 \$3,865.92 \$3,388.00 \$3,252.48 \$3,252.48 \$3,388.00 \$3,252.48 \$2,572.80 \$3,589.44 \$3,832.00 \$3,126.72 \$3,589.44	100 100 121 121 121 96 96 100 96 96 100 96 100 96 96 100 96 96 100 96 96 96 100 96 96	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

	Rebia, Yareli Robinson, Richard Romero, Bryan Sanchez Trillas, Veronica Sandoval, David Vazquez Palacios, Adelina			\$3,416.64 \$4,099.48 \$3,257.00 \$3,589.44 \$3,333.12 \$2,766.72	96 121 100 96 96 96	
Occupational Therapist Preschool Assessment Team	Joerres, Jacqueline Johnson, Charlotte	Special Education	016500 Special Education	\$11,652.80 \$12,243.20	160 160	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Physical Therapist Preschool Assessment Team	Castro, Tanjay	Special Education	016500 Special Education	\$11,369.60	160	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Technology and Online Systems Support	Khiev, Chhoteka	Saddleback High School	013010 IASA:Title I Basic Grants Low- Income and Neglected, Part A	\$705.00	15	May 15, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Office	Chavez, Mirella Noriega, Carla	Early Childhood Education	126105 Child Development: CA State Preschool Prog	\$689.76 \$673.02	12 12	May 18, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
SSP Classified Summer 2026 Extra Duty	Chavez, Theresa Del Carmen, Stephany Espinoza, Yessenia Gonzalez, Elizabeth Lucero, Erika Molina Salgado, Jonathan Navarro Montes De Oca, Jacquelin Nguyen, Frances Ocampo Benitez, Amy Perez Gama, Berenice Perez, Brandon Salgado, Jose Sanchez, Samantha Soto, Michelle Villa, Sandra	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$4,617.60 \$2,473.20 \$3,283.20 \$2,473.20 \$3,283.20 \$4,396.80 \$2,597.40 \$2,863.80 \$2,473.20 \$4,617.60 \$2,597.40 \$2,473.20 \$2,473.20 \$2,597.40 \$4,848.00	160 90 90 90 90 160 90 90 90 160 90 90 90 90 160	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Autism Paraprofessional Summer Extra duty	Aguilar, Yessenia Breucop, Elena Bruno, Rosa Chavez, Karina Gastelo, Jaclyn Hernandez, Mariela Jauregui, Jonathon Pina, Guadalupe Ramos, Melinda Reyes, Dayana Rosales, Mireya	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$3,624.30 \$3,624.30 \$2,863.80 \$2,863.80 \$3,448.80 \$3,157.20 \$3,365.10 \$2,727.00 \$3,157.20 \$2,727.00 \$3,448.80	90 90 90 90 90 90 90 90 90 90 90	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

	Sanchez, Faviola			\$3,535.20	90	
DHH Classified Summer Extra Duty	Lopez, Lilia Martinez, Gabriela Sandoval, Adonay	Extended Learning (After School Programs)	017425 Expanded Learning Opportunities (ELO) Grant	\$3,535.20 \$2,831.40 \$2,974.50	90 90 90	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Classified Summer Extra Duty	Aguilar, Bianca Cevallos, Guadalupe Galindo, Guadalupe Gil, Ivan Numagami, Raymond Rodriguez, Cassandra Velazquez Hernandez, Gabriela	Extended Learning (After School Programs)	012600 Expanded Learning Opportunities Program	\$2,079.90 \$2,831.40 \$2,597.40 \$5,091.20 \$2,727.00 \$2,727.00 \$2,628.90	90 90 90 160 90 90 90	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Classified Extra Duty - Addendum to REF. #1462 adding staff	Flores, Giselle Garcia, Ana Hernandez, Araceli Montana, Rocio Ramirez, Edith Rendon, Norma Velasco, Jose Zavala, Jacqueline Zuno, Jasmin	Taft/DHH	016332 CCSPP: Implementation Grant	\$259.82 \$349.29 \$698.58 \$335.90 \$2,833.14 \$698.58 \$480.65 \$286.67 \$253.57	10 15 30 15 46 30 8 10 8	May 18, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Amendment to REF #25/26-0001264 to add additional support	Goodwin, Ronald Kuroda, Kay	Civic Center	010032 Civic Center Rental Fees	\$1,099.58 \$861.44	13.5 13.5	May 28, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
ESY Assistive Technology Specialist	Cazales, Elias	Special Education	016500 Special Education	\$5,811.30	110	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
ESY Physical Therapist	Sheptock, Amy Stephen, Hailey	Special Education	016500 Special Education	\$7,439.30 \$7,439.30	110 110	May 20, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
ESY Occupational Therapist	Roguel, Arnold Stieglitz, Emily Welch, Laurie	Special Education	016500 Special Education	\$7,703.30 \$8,417.20 \$8,417.20	110 110 110	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

ESY Certified Occupational Therapist Assistant	Luppino, Heather	Special Education	016500 Special Education	\$4,477.00	110	May 19, 2026
	Tugoz, Ramsey			\$5,137.00	110	
ESY Speech Language Pathology Assisat	Casillas-Stricker, Yvette	Special Education	016500 Special Education	\$4,769.60	110	May 19, 2026
	Cortez, Bertha			\$5,011.60	110	
	Figueroa, Angelica			\$5,011.60	110	
	Larsen, Cindy			\$4,889.50	110	
	Lopez, Jessica			\$4,261.40	110	
	Maynor, Amy			\$4,057.90	110	
	Naderi, Claudia			\$4,769.60	110	
	Nguyen, Phuong			\$4,889.50	110	
	Noriega, Denise			\$4,889.50	110	
	Ordaz, Crystal			\$4,769.60	110	
	Orozco, Ivette			\$5,011.60	110	
	Pluma, Amor			\$4,769.60	110	
	Ramos, Maria			\$4,889.50	110	
	Wong, Arlet			\$4,474.80	110	
ESY Instructional Assistant Visual Impaired	Guadarrama, Stephanie	Special Education	016500 Special Education	\$2,802.80	110	May 20, 2026
	Luviano-Torreblanca, Gabriela			\$2,802.80	110	
	Velazquez Hernandez, Gabriela			\$3,213.10	110	

INFORMED K12 EXTRA DUTY

2025-2026 ESY Behavioral Support Provider	Bravo, Claudia	Special Education	016500 Special Education	\$3,992.78	110	May 18, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Carbajal, Lizet			\$3,660.14	110	
	Cardona, Amy			\$3,316.39	110	
	Chavez, Andrea			\$3,154.69	110	
	Esqueda-Medina, Leticia			\$3,992.78	110	
	Fernandez, Roberto			\$3,660.14	110	
	Figuerola, Analay			\$3,660.14	110	
	Lopez, Lucia			\$3,316.39	110	
	Morales, Christopher			\$3,003.44	110	
	Ojeda-Gaona, Jamie			\$4,198.37	110	
	Romero, Amanda			\$3,838.89	110	
	Salazar, Daisy			\$4,096.18	110	
	Sticco, Nalanda			\$3,154.69	110	
	Torres, Yesenia			\$3,992.78	110	
2025-2026 ESY Student Support Professional (SSP)	Alonso, Katherine	Special Education	016500 Special Education	\$2,724.51	95	May 22, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Alvarez Mendoza, Janet			\$2,593.88	95	
	Andrade, Kassandra			\$3,448.31	95	
	Azua, Stephanie			\$3,537.61	95	
	Barrera, Marissa			\$2,864.16	95	
	Basurto, Virginia			\$3,805.13	95	
	Bicakci, Jessica			\$2,724.51	95	
	Bonilla, Veronica			\$3,805.13	95	
	Botello, Janette			\$2,724.51	95	
	Bustos, Karina			\$3,448.31	95	
	Carlos, Joana			\$2,864.16	95	
	Castillo, Estefania			\$2,724.51	95	
	Castorena, Cassandra			\$2,864.16	95	
	Clemente, Ana			\$3,315.41	95	
	Contreras, Carlos Gerardo			\$3,448.31	95	
	Cortez, Jocelyn			\$3,007.80	95	
	Covarrubias Galindo, Wbiliaido			\$2,724.51	95	
	De Vries, Ariana			\$2,724.51	95	
	Duran, Rubisela			\$2,864.16	95	
	El Chatleh, Lamis			\$2,724.51	95	

INFORMED K12 EXTRA DUTY

Espinoza, Virginia				\$3,315.41	95	
Espinoza, Yessenia				\$3,448.31	95	
Flores Olvera, Julieta				\$3,007.80	95	
Franco, Berenis				\$3,805.13	95	
Fuerte, Yvette				\$3,161.03	95	
Galvan, Arthur				\$2,593.88	95	
Garcia, Maritza				\$2,724.51	95	
Garcia, Thanya				\$2,593.88	95	
Gomez, Ariana				\$3,448.31	95	
Gomez, Sofia				\$2,724.51	95	
Gomez, Veronica				\$3,448.31	95	
Gonzalez, Karina				\$2,864.16	95	
Gonzalez, Leslie				\$2,593.88	95	
Gonzalez, Vanessa				\$2,593.88	95	
Gough, Gabriel				\$2,593.88	95	
Guadarrama, Giselle				\$3,007.80	95	
Guillen, Elia				\$3,900.70	95	
Hernandez Campos, Jocelyn				\$2,593.88	95	
Hernandez, Eduardo				\$2,724.51	95	
Herrera, Adlai				\$2,724.51	95	
Herrera, Daisy				\$2,593.88	95	
Herrera, Jessika				\$3,448.31	95	
Iribe, Virginia				\$4,004.16	95	
Jain, Jaya				\$3,007.80	95	
Jimenez, Erika				\$3,007.70	95	
Jimenez, Katia				\$3,448.31	95	
Lagunas, Mirtha				\$3,161.03	95	
Larriva, Nicholas				\$2,724.51	95	
Leyva, Jonathan				\$3,448.31	95	
Locken, Wendy				\$3,537.61	95	
Lucero, Erika				\$3,448.31	95	
Macias, Jesus				\$3,448.31	95	
Manzo, Sarah				\$3,537.61	95	
Masoud, Loue				\$2,593.88	95	
Medina, Mayra				\$2,724.51	95	

INFORMED K12 EXTRA DUTY

Mejia, Maria			\$3,315.41	95	
Nashed, Marian			\$2,724.51	95	
Nava, Leticia			\$3,805.13	95	
Nguyen, Frances			\$2,864.16	95	
Nguyen, Jeff			\$2,724.51	95	
Padilla, Diana			\$3,448.31	95	
Paz Ortiz, Emerlyn			\$3,007.80	95	
Perez Arenas, Beatriz			\$2,724.51	95	
Perez, Yaire			\$2,593.88	95	
Pintor, Diana			\$2,724.51	95	
Plascencia, Sylvia			\$3,161.03	95	
Quijada, Laura			\$2,724.51	95	
Ramirez, Patrisia			\$2,864.16	95	
Ramirez, Priscilla			\$3,448.31	95	
Ramos, Martha			\$3,448.31	95	
Ramos-Ramirez, Amairani			\$2,724.51	95	
Renteria, Maritza			\$3,007.70	95	
Rios, Jaqueline			\$2,724.51	95	
Rivas, Ivette			\$2,724.51	95	
Robles, Beverly			\$2,864.16	95	
Rodriguez, Nerida			\$3,315.41	95	
Rodriguez, Sahian			\$2,724.51	95	
Romero, Laura			\$2,724.51	95	
Rosales, Dina			\$2,724.51	95	
Sanchez Abel			\$2,610.60	95	
Sanchez De Jesus, Emeli			\$2,593.88	95	
Sanchez Loaeza, Guadalupe			\$2,724.51	95	
Sanchez, Mariana			\$2,724.51	95	
Sanchez, Marlen			\$2,212.17	95	
Sanchez, Paulina			\$3,448.31	95	
Sanchez-Fernandez, Vanessa			\$3,448.31	95	
Sandoval, Yvonne			\$2,724.51	95	
Santiago Salazar, Krysbel			\$3,448.31	95	
Serapio, Norma			\$2,724.51	95	
Shelton, Jill			\$3,448.31	95	

INFORMED K12 EXTRA DUTY

	Sigala, Lizette Soriano-Guzman, Lizbeth Soto, Michelle Swires, Alexandra Tapia Buezo, Josue Tenorio, Maria Thai, Phuong-Thao Torres, Andrea Torres, Elizabeth Valencia, Erica Vazquez, Fatima Vega, Omar Villagomez, Karen Zacarias, Dayana			\$2,593.88 \$2,593.88 \$2,724.51 \$2,593.88 \$3,448.31 \$3,714.60 \$3,537.61 \$2,724.51 \$3,625.87 \$3,448.31 \$3,315.41 \$2,593.88 \$3,448.31 \$2,593.88	95 95 95 95 95 95 95 95 95 95 95 95 95	
2025-2026 ESY Instructional Assistant Severely Disabled (IASD)	Aceves, Nancy Aguilar, Mariana Aguilar-Ramos, Sandra Aguilera, Julieta Alaman Jr., Alvin Alcaraz, Anna Aldada, Siham Amuro, Russell Arciga, Jadai Arroyo Rodriguez, Yasmin Arroyo-Frasco, Jovita Avila Leon Heleni Avila, Mirna Avina, Juan Ayoubi Tiera Barksdale, Marissa Barrera, Abimelech Berganza Jordan Bernal, Daisy Bernal, Gabriela	Special Education	016500 Special Education	\$4,301.11 \$3,992.78 \$3,154.69 \$4,516.60 \$4,198.37 \$4,636.39 \$3,704.69 \$3,003.44 \$3,992.78 \$3,154.69 \$4,198.37 \$3,022.80 \$3,154.69 \$4,301.11 \$3,022.80 \$3,003.44 \$4,096.18 \$3,022.80 \$3,482.71 \$4,516.60	110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110	May 18, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Bernal, Melissa			\$4,096.18	110	
Betancourt, Jose			\$3,003.44	110	
Bravo Andrew			\$3,333.00	110	
Buitrago, Maurice			\$4,198.37	110	
Calderon, Esmeralda			\$4,516.60	110	
Calderon, Veronica			\$4,405.94	110	
Canul, Jocelyn Janet			\$3,316.39	110	
Castellanos, Clarissa			\$4,198.37	110	
Castellanos, Jocelyn			\$3,992.78	110	
Castillo Mexquititla, Maria			\$4,096.18	110	
Caudillo, Florencia			\$3,620.21	110	
Chavoya, Vanessa			\$4,096.18	110	
Cisneros, Gloria			\$3,316.39	110	
Clipper, Shirlene			\$3,154.69	110	
Cornejo, Edwin			\$4,405.94	110	
Cortez, Silvia			\$4,301.11	110	
Cristobal, Alma			\$4,405.94	110	
Cruz, Gregorio			\$3,154.69	110	
Cruz, Mindy			\$4,096.18	110	
Cuen Baiz, Danica			\$3,482.71	110	
Darwich, Amer			\$3,154.69	110	
Diaz, Jacob			\$3,482.71	110	
Dominguez, Graciela			\$3,154.69	110	
Dupree, Joshua			\$3,154.69	110	
Ekman, Janie Lee			\$4,198.37	110	
El Haj Ahmad, Hussam			\$3,003.44	110	
Escalante, Teresa			\$4,301.11	110	
Espinoza, Alexandra			\$3,154.69	110	
Flores, Valerie			\$3,482.71	110	
Fonseca, Mayra			\$4,301.11	110	
Franco, Alondra			\$3,154.69	110	
Galaviz, Maria			\$3,992.78	110	
Galindo, Guadalupe			\$3,003.44	110	
Galvan, Virginia			\$3,154.69	110	
Garcia, Cecilia			\$4,301.11	110	

INFORMED K12 EXTRA DUTY

Garcia, Jennifer			\$3,992.78	110	
Garibay, Adriana			\$3,482.71	110	
Garrett, Caitlin			\$3,154.69	110	
Gentry, Damien			\$4,096.18	110	
Gil, Ivan			\$3,316.39	110	
Gomez, Denise			\$3,003.44	110	
Gomez, Sierra			\$3,003.44	110	
Gonzalez Ayala, Brenda			\$3,154.69	110	
Gonzalez, Dyana			\$3,992.78	110	
Gonzalez, Giselle			\$3,154.69	110	
Gonzalez, Kimberly			\$3,003.44	110	
Gonzalez, Taichaly			\$3,316.39	110	
Guerra, Emanuel			\$3,992.78	110	
Guillen, Andrea			\$3,482.71	110	
Guillen, Heidi			\$4,301.11	110	
Guillen, Norma			\$3,154.69	110	
Gutierrez Jr., John			\$4,096.18	110	
Gutierrez, Veronica			\$4,198.37	110	
Hernandez, Jenny			\$3,482.71	110	
Horta, Jazmine			\$3,482.71	110	
Inda-Llamas, Irma			\$4,301.11	110	
Iniguez, Jose			\$4,516.60	110	
Iniguez, Liseth			\$3,154.69	110	
Jacobo, Ediberto			\$4,516.60	110	
James, Taryn			\$3,482.71	110	
James, Tina Lucille			\$4,405.94	110	
Juarez, Brenda			\$4,198.37	110	
Kulp, Caitlyn			\$3,992.78	110	
Lindsey, Elsy			\$4,405.94	110	
Lioudkov, Ana			\$3,838.89	110	
Long, Eugennia			\$3,316.39	110	
Lopez Cantu, Zobeida			\$3,003.44	110	
Lopez Galindo, Gloria			\$3,482.71	110	
Lopez Hunter, Selene			\$3,154.69	110	
Lopez Munoz, Christina			\$3,992.78	110	

INFORMED K12 EXTRA DUTY

Lopez, Angelica			\$4,301.11	110	
Lopez, Patricia			\$4,405.94	110	
Lopez, Rebecca			\$4,301.11	110	
Lopez, Samantha			\$3,154.69	110	
Maldonado, Kaitlin			\$3,482.71	110	
Maldonado, Mildred			\$3,992.78	110	
Manzanarez Garcia, Iris			\$3,482.71	110	
Marin, Erick			\$3,003.44	110	
Martinez, Kimberly			\$3,154.69	110	
Martinez, Roger			\$4,135.45	110	
McGuinness, Miranda			\$3,482.71	110	
Mendez, Ivonne			\$3,003.44	110	
Mercado, Alexa			\$3,003.44	110	
Millan, Rosenda			\$4,405.94	110	
Miller, Ivana Nicole			\$3,992.78	110	
Mina, Rasha			\$3,154.69	110	
Mojarra, Christina			\$4,198.37	110	
Mojarra, Cynthia			\$4,096.18	110	
Montano-Silva, Melissa			\$3,660.14	110	
Morales, Cindy			\$4,096.18	110	
Mugica Jordan			\$3,500.20	110	
Munoz, Elva			\$4,096.18	110	
Najera, Robert			\$4,405.94	110	
Nelson, Steven			\$3,660.14	110	
Nichols, Maria			\$4,405.94	110	
Niebla Covarrubias, Oyuki			\$3,660.14	110	
Numagami, Raymond			\$3,154.69	110	
Ocegueda, Monica			\$3,154.69	110	
Ochoa Arzate, Adilene			\$3,482.71	110	
Ochoa Montoya, Janet			\$3,316.39	110	
Olivarez, Natalie			\$3,154.69	110	
Orozco, Maria			\$3,528.47	110	
Orozco, Maria			\$4,301.11	110	
Ortega, Edna			\$4,301.11	110	
Pakiser, Andrew			\$3,003.44	110	

INFORMED K12 EXTRA DUTY

Parcells, Justin			\$3,838.89	110	
Pedraza, Gabriela			\$3,154.69	110	
Penaloza, Elvia			\$2,858.02	110	
Perez, Donna			\$4,636.39	110	
Pineda, Jessica			\$3,482.71	110	
Ramirez, Leonardo			\$4,301.11	110	
Ramirez, Marlene			\$3,003.44	110	
Rios, Cynthia			\$3,003.44	110	
Ristrom, Lauren			\$3,003.44	110	
Rivera, Jose			\$4,405.94	110	
Roblano Andrea			\$3,022.80	110	
Rodriguez, Cassandra			\$3,154.69	110	
Rojas, Seidy			\$3,838.89	110	
Roman, Lorena			\$3,838.89	110	
Rooks, Daniel			\$3,003.44	110	
Rosas Valencia, Alondra			\$3,154.69	110	
Salado Rodriguez, Lilibeth			\$3,154.69	110	
Saldana, Dora Alicia			\$4,405.94	110	
Sanchez, Carmen			\$4,198.37	110	
Sanchez, Martha			\$4,405.94	110	
Santamaria, Roberto			\$4,096.18	110	
Serrano, Crystal			\$3,003.44	110	
Shubin, Monica			\$4,301.11	110	
Sierra Jr., Candelario			\$4,198.37	110	
Silvestre, Osvaldo			\$3,154.69	110	
Slone, Febie			\$3,154.69	110	
Smith, Erica			\$3,154.69	110	
Strazzulla, Megan			\$3,992.78	110	
Tavares, Lydia			\$3,992.78	110	
Terrones, Shannon			\$3,154.69	110	
Thompson, Kristen			\$3,992.78	110	
Thorng-Magana, Anna			\$4,198.37	110	
Torres-Rosas, Erika			\$3,154.69	110	
Tran, Emily			\$3,154.69	110	
Tran, Phat			\$3,316.39	110	

INFORMED K12 EXTRA DUTY

	Trujillo-Palestino, Edgar Urbina, Maria Valdez, Lisa Van Wormer, Graciela Vargas, Kristina Varona, Dulce Velasquez, Stephanie Velazquez, Robert Velazquez, Sally Villanueva, Brenda Wilson, Alexander Yanez, Roberto Zaragoza, Abigail Zendejas, Jessica Zinzun, Gilda			\$3,154.69 \$3,154.69 \$4,636.39 \$4,301.11 \$3,154.69 \$3,482.71 \$3,838.89 \$3,154.69 \$4,096.18 \$3,003.44 \$3,003.44 \$4,096.18 \$3,154.69 \$3,316.39 \$4,301.11	110 110 110 110 110 110 110 110 110 110 110 110 110 110	
2025-2026 Preschool Instructional Assistant Severely Disabled (PIASD)	Alcala, Maria Batac, Suzanne Betts, Rosanne Guerrero-Aguilar, Sandra Herrera, Alma Ibrahim, Marian Lambert, Lori Luna, Jessica Monzon, Mirtala Morales Ramos, Mayda Rodriguez, Marcela Sandoval, Erika Santana, Maria Villagomez, Mireya	Special Education	016500 Special Education	\$4,429.70 \$4,654.10 \$4,112.90 \$4,215.20 \$4,112.90 \$3,675.10 \$3,675.10 \$3,333.00 \$4,215.20 \$3,675.10 \$3,675.10 \$4,320.80 \$4,320.80 \$4,429.70	110 110 110 110 110 110 110 110 110 110 110 110 110	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

2025-2026 ESY Instructional Assistant Deaf and Hard of Hearing (IA-DHH)	Cruz, Jose	Special Education	016500 Special Education	\$3,546.40	110	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Kim, David			\$3,460.60	110	
	Magdaleno Tamayo, Maria			\$3,017.30	110	
	Martinez, Gabriela			\$3,460.60	110	
	Rios, Haya			\$3,460.60	110	
	Torres, Amber			\$3,460.60	110	
2025-2026 ESY Autism Paraprofessional	Abbas, Eman	Special Education	016500 Special Education	\$3,174.60	110	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Aguilar, Arlene			\$4,112.90	110	
	Aguilar, Bianka			\$2,542.10	110	
	Aguilar, Esmeralda			\$3,174.60	110	
	Aguilar, Yessenia			\$4,429.70	110	
	Aguirre, Cynthia			\$3,174.60	110	
	Ahmed, Zainab			\$3,174.60	110	
	Alcaraz, Richard			\$4,215.20	110	
	Alkayali, Miriam			\$3,174.60	110	
	Alvarado, Rebecca			\$3,500.20	110	
	Angeles, Mary			\$3,333.00	110	
	Aparicio, Mario			\$3,022.80	110	
	Aparicio-Najera, Abraham			\$2,604.80	110	
	Arambulo, Eneida			\$4,215.20	110	
	Arciniega, Karlynn			\$3,333.00	110	
	Arellano, Jeanette			\$4,320.80	110	
	Arevalos Lara, Erika			\$3,675.10	110	
	Arroyo, Cynthia			\$3,333.00	110	
	Arroyo, Yareli			\$3,213.10	110	
	Avalos Perez, Andrea			\$3,174.60	110	
	Avelar Martinez, Ariansi			\$3,675.10	110	
	Avendano, Lilliam			\$4,429.70	110	
	Ayala, Teresa			\$3,675.10	110	
	Baek, Gloria			\$3,333.00	110	
	Barreras, Maria			\$3,819.20	110	
	Barreras, Maria			\$3,726.80	110	
	Blackwell, Marie			\$4,320.80	110	

INFORMED K12 EXTRA DUTY

Blanco, Alejandra			\$4,012.80	110	
Bowman, Mikaela			\$3,500.20	110	
Breucop, Elena			\$4,429.70	110	
Bucio Alvarez, Maria			\$3,333.00	110	
Cabanas, Karina			\$4,112.90	110	
Cabrera, Eva			\$3,174.60	110	
Cain, Bridget			\$3,675.10	110	
Campos, Sway			\$3,174.60	110	
Cano, Magdalena			\$3,174.60	110	
Carlos, Jazmine			\$3,500.20	110	
Castaneda, Breanna			\$3,500.20	110	
Castrejon, Elizabeth			\$3,174.60	110	
Castro, Brenda			\$3,675.10	110	
Cazares Garcia, Cintya			\$3,174.60	110	
Cendejas, Dyanne			\$3,174.60	110	
Chavarria, Valeria			\$3,333.00	110	
Chavez, Karina			\$3,500.20	110	
Chavez, Laura			\$4,012.80	110	
Chimal, Maria			\$3,174.60	110	
Colunga Jr., Gerardo			\$3,174.60	110	
Contreras Lopez, Jose			\$3,333.00	110	
Contreras, Gloria			\$4,320.80	110	
Contreras, Jazmin			\$4,012.80	110	
Contreras, Jazmin			\$4,012.80	110	
Cooreman, Marissa			\$3,500.20	110	
Coughlin, Deanna			\$3,675.10	110	
Cruz, Jocelyn			\$4,012.80	110	
Cueto, Sarah			\$3,174.60	110	
De La Cruz, Jennifer			\$2,942.50	110	
De La Cruz, Richard			\$4,539.70	110	
De La Riva, Jacklynn			\$4,112.90	110	
De La Roca, Xavier			\$4,112.90	110	
Diaz, Alondra			\$3,174.60	110	
Diaz, Erika			\$3,174.60	110	
Diaz, Osmar			\$3,858.80	110	

INFORMED K12 EXTRA DUTY

Diaz, Stephanie			\$3,022.80	110	
Elchatle, Sara			\$3,022.80	110	
Escalante, Stephanie			\$3,675.10	110	
Espinoza, Jazmine			\$3,500.20	110	
Esquivel, Dalia			\$4,012.80	110	
Farkas, Sylvia			\$3,333.00	110	
Flores, Yesenia			\$3,333.00	110	
Galvez, Adrienne			\$3,858.80	110	
Garcia, Celene			\$3,858.80	110	
Garcia, David			\$3,174.60	110	
Garcia, Humberto			\$3,174.60	110	
Garcia, Maricela			\$3,500.20	110	
Garnica, Yolanda			\$4,429.70	110	
Gastelo, Jaclyn			\$4,215.20	110	
Gaytan, Claudia			\$4,320.80	110	
Giacobbe, Julia			\$3,174.60	110	
Giron, Alondra			\$4,012.80	110	
Godinez Mena, Mitzi			\$3,500.20	110	
Gomez, Maria			\$4,429.70	110	
Gonzalez, Brenda			\$4,012.80	110	
Gonzalez, Dulce			\$3,174.60	110	
Gonzalez, Magaly			\$3,500.20	110	
Granados, Danielle			\$3,022.80	110	
Guerrero, Joanna			\$4,012.80	110	
Guevara, Arely			\$3,333.00	110	
Guillen, Paola			\$3,333.00	110	
Haas, Matthew			\$3,675.10	110	
Hassain, Khadija			\$4,112.90	110	
Hernandez, Icsamar			\$3,675.10	110	
Hernandez, Luna			\$3,500.20	110	
Hernandez, Mariela			\$3,858.80	110	
Herrera, Angela			\$4,112.90	110	
Hinojosa, Fatima			\$3,675.10	110	
Hood, Kimberly			\$3,333.00	110	
Hurtado, Ty			\$3,333.00	110	

INFORMED K12 EXTRA DUTY

Huynh, Nathan			\$3,174.60	110	
Idoudaoud, Fatima			\$3,022.80	110	
Jalali, Zakir			\$3,022.80	110	
Jaramillo, Elizabeth			\$3,022.80	110	
Jarrin, Adriana			\$4,320.80	110	
Jauregui, Jonathon			\$4,112.90	110	
Juarez Sanchez, Vanesa			\$3,174.60	110	
Kaur, Ramanvir			\$3,174.60	110	
Landa Reyes, Martha			\$4,112.90	110	
Landa, Itzayana			\$3,333.00	110	
Le, Jennifer			\$3,174.60	110	
Ledesma, Veronica			\$3,174.60	110	
Leon Lopez, Marisol			\$4,012.80	110	
Leyva, Cynthia			\$4,112.90	110	
Leyva, Karen			\$3,333.00	110	
Lopez Cantu, Jovanny			\$3,858.80	110	
Lopez Silva, Favie			\$3,333.00	110	
Lopez, Ana			\$4,215.20	110	
Lopez, Carlos			\$4,539.70	110	
Lopez, Elsa			\$3,500.20	110	
Lopez, Yanet			\$3,333.00	110	
Loza, Yesenia			\$3,333.00	110	
Lua, Claudia			\$3,500.20	110	
Lua, Emily			\$3,333.00	110	
Luases, Amanda			\$4,112.90	110	
Lubetkin, Kate			\$4,215.20	110	
Maldonado, Jessica			\$4,112.90	110	
Mancilla, Brianna			\$3,333.00	110	
Mares, Patricia			\$4,429.70	110	
Marquez, Alberto			\$4,429.70	110	
Martinez, Britney			\$3,858.80	110	
Martinez, Jasmine			\$3,333.00	110	
Medina, Birdella			\$4,429.70	110	
Mejia, Leslie			\$3,333.00	110	
Mejia, Matthew			\$3,174.60	110	

INFORMED K12 EXTRA DUTY

Menjivar, Susana			\$4,320.80	110	
Mojarra, Brianna			\$3,174.60	110	
Molgado, Jasmen			\$3,174.60	110	
Montalvan, Gloria			\$3,858.80	110	
Montano Lopez, Joanna			\$4,112.90	110	
Montenegro, Lina			\$3,500.20	110	
Morales, Daniel			\$3,500.20	110	
Moreno, Eulalia			\$4,539.70	110	
Munoz, Michael			\$3,022.80	110	
Munoz, Sandra			\$4,012.80	110	
Natera, Adriana			\$4,012.80	110	
Navarra, Megan Marie			\$3,333.00	110	
Navarro, Valerie			\$4,012.80	110	
Negron, Jonathan			\$3,675.10	110	
Nguyen, Marie			\$3,333.00	110	
Nieves, Erica			\$3,333.00	110	
Nunez, Britainy			\$3,174.60	110	
Nunez, Jessica			\$3,174.60	110	
Obena, Jade			\$3,174.60	110	
Ocampo, Alicia			\$3,174.60	110	
Olmos, Katherine			\$3,174.60	110	
Olson, Ashley			\$3,174.60	110	
Onchi, Victoria			\$4,215.20	110	
Ontiveros, Paulina			\$3,333.00	110	
Opyrchal, Rachel			\$3,022.80	110	
Ortiz, Angelica			\$3,022.80	110	
Ortiz, Llamilex			\$3,333.00	110	
Padilla, Valerie			\$3,174.60	110	
Paguada Inestroza, Sara			\$3,333.00	110	
Palomino, Debbie			\$4,429.70	110	
Patino Diaz, Diana			\$3,500.20	110	
Patton Jr., Andre			\$3,022.80	110	
Pedroza, Brenda			\$4,112.90	110	
Perez Leyva, Britney			\$3,174.60	110	
Perez, Cynthia			\$3,333.00	110	

INFORMED K12 EXTRA DUTY

Perez, Maria De Jesus			\$4,012.80	110	
Phan, Vivian			\$3,333.00	110	
Pina, Guadalupe			\$3,333.00	110	
Pineda Alberto, Jesus			\$3,333.00	110	
Ponce, Marlene			\$4,012.80	110	
Quinonez, Vanessa			\$4,429.70	110	
Ramos, Alissa			\$3,333.00	110	
Ramos, Gissell			\$3,333.00	110	
Ramos, Melinda			\$3,858.80	110	
Rangel, Karina			\$3,500.20	110	
Reyes Carrera, Britza			\$3,174.60	110	
Reyes, Bianca			\$3,675.10	110	
Reyes, Dayana			\$3,333.00	110	
Rios, Brian			\$3,174.60	110	
Rocha, Kimberly			\$3,174.60	110	
Rodriguez, Jesenia			\$4,112.90	110	
Rodriguez, Karen			\$4,215.20	110	
Rodriguez, Sarah			\$3,174.60	110	
Rodriguez, Victoria			\$3,500.20	110	
Rodriguez-Martinez, Sergio			\$3,500.20	110	
Rosales, Mireya			\$4,215.20	110	
Rosas, Viviana			\$3,174.60	110	
Rose, Blake			\$4,112.90	110	
Ruelas, Stephanie			\$4,112.90	110	
Ruiz Kelly			\$4,422.00	110	
Saldana, Alondra			\$3,500.20	110	
Salter, Mahlaya			\$3,022.80	110	
Salvatierra, David			\$3,174.60	110	
Sanchez Loaeza, Jesus			\$3,333.00	110	
Sanchez, Faviola			\$4,320.80	110	
Sanchez, Katherine			\$4,012.80	110	
Santamaria, Izamar			\$4,112.90	110	
Segura, Heriberto			\$3,174.60	110	
Sepulveda, Rocio			\$3,333.00	110	
Silva, Brandy			\$3,333.00	110	

	Solis, Patricia Soliz Hernandez, Dayana Sollano Aragon, Denisse Tapia, Denise Tapia, Genesis Tapia-Salmeron, Maria Tellez, Leonardo Tes, Fatimah Torres, Jacob Tovar, Erika Ulloa, Stephanie Valdovinos, Stephany Valenzo, Jacqueline Vasquez, Jaime Vasquez, Teodora Velasco Onofre, Celia Velazquez, Aracely Vergara, Andres Villa, Anaittzy Vo, Kevin Vo, Linh Vu, Zango			\$3,333.00 \$3,174.60 \$3,675.10 \$4,012.80 \$4,012.80 \$3,022.80 \$4,012.80 \$4,320.80 \$3,174.60 \$4,012.80 \$3,022.80 \$4,012.80 \$3,333.00 \$4,429.70 \$3,174.60 \$3,675.10 \$4,320.80 \$3,174.60 \$3,500.20 \$3,858.80 \$3,022.80 \$3,174.60	110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110 110	
Open House	Chamu, Blanca Marquez, Cynthia Marroquin Alvarado, Glendi Martinez, Blanca Valdez, Gavriela	Valley High School	010030 Unrestricted Discretionary Accounts	\$151.99 \$163.68 \$125.00 \$137.77 \$144.84	2.5 2.5 2.5 2.5 2.5	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

2025-2026 ESY SSP Credit Recovery Classified	Alonso, Katherine	Special Education	016500 Special Education	\$4,242.00	140	May 19, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Alvarez Mendoza, Janet			\$4,040.40	140	
	Azua, Stephanie			\$5,234.60	140	
	Bicakci, Jessica			\$4,242.00	140	
	Carlos, Joana			\$4,454.80	140	
	Castillo, Estefania			\$4,040.40	140	
	Collazo, Patricia			\$4,513.60	140	
	Cortez, Jocelyn			\$4,677.40	140	
	De Vries, Ariana			\$4,242.00	140	
	Espinoza, Vanessa			\$5,364.80	140	
	Espinoza, Virginia			\$4,911.20	140	
	Galvan, Arthur			\$4,040.40	140	
	Garcia, Maritza			\$4,040.40	140	
	Garcia, Thanya			\$4,040.40	140	
	Gomez, Ariana			\$5,107.20	140	
	Gonzalez, Karina			\$4,454.80	140	
	Gonzalez, Vanessa			\$4,040.40	140	
	Guadarrama, Giselle			\$4,454.80	140	
	Hernandez Campos, Jocelyn			\$4,040.40	140	
	Herrera, Adlai			\$4,242.00	140	
	Herrera, Jessika			\$5,234.60	140	
	Lagunas, Mirtha			\$4,911.20	140	
	Larriva, Nicholas			\$4,242.00	140	
	Leyva, Jonathan			\$5,107.20	140	
	Manzo, Sarah			\$5,234.60	140	
	Marron, Norma			\$4,296.60	140	
	Medina, Mayra			\$4,040.40	140	
	Nguyen, Jeff			\$4,242.00	140	
	Padilla, Diana			\$5,107.20	140	
	Perez Arenas, Beatriz			\$4,242.00	140	
	Perez, Yaire			\$4,040.40	140	
	Plascencia, Sylvia			\$4,911.20	140	
	Renteria, Maritza			\$4,677.40	140	
	Rios, Jaqueline			\$4,242.00	140	
	Robles, Beverly			\$4,454.80	140	

INFORMED K12 EXTRA DUTY

	Rodriguez, Lurdes Rodriguez, Nerida Rosales, Dina Sanchez Loaeza, Guadalupe Sanchez, Abel Sanchez, Mariana Sanchez, Paulina Serapio, Norma Shelton, Jill Swires, Alexandra Tapia Buezo, Josue Torres, Andrea Torres, Elizabeth Vega, Omar			\$4,513.60 \$5,107.20 \$4,040.40 \$4,242.00 \$3,847.20 \$4,242.00 \$5,107.20 \$4,242.00 \$5,107.20 \$4,040.40 \$5,107.20 \$4,242.00 \$5,364.80 \$4,040.40	140 140 140 140 140 140 140 140 140 140 140 140 140 140	
Summer Newcomer Support Program	Garcia, Adilene Rodriguez, Sandra	English Learners Programs	014201 Title III Immigrant Ed Program	\$1,592.50 \$2,305.62	140 140	May 20, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
2025-2026 ESY Bus Aides	Aguilar, Mariana Alcaraz, Richard Amuro, Russell Avalos Perez, Andrea Barksdale, Marissa Barrera, Abimelech Bernal, Gabriela Betancourt, Jose Buitrago, Maurice Clipper, Shirlene Contreras, Jazmin Cruz, Gregorio	Special Education	016500 Special Education	\$2,188.80 \$2,299.20 \$1,731.60 \$1,731.60 \$1,731.60 \$2,243.40 \$2,476.20 \$1,731.60 \$2,299.20 \$1,731.60 \$2,188.80 \$1,818.00	60 60 60 60 60 60 60 60 60 60 60 60	May 21, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

INFORMED K12 EXTRA DUTY

Diaz, Desiree			\$1,648.80	60	
Dupree, Joshua			\$1,818.00	60	
El Haj Ahmad, Hussam			\$1,731.60	60	
Escalante, Stephanie			\$2,004.60	60	
Espinoza, Jazmine			\$1,909.20	60	
Garcia Munguia, Cecilia			\$1,909.20	60	
Garcia, Humberto			\$1,731.60	60	
Garibay, Adriana			\$2,004.60	60	
Gonzalez, Dyana			\$2,188.80	60	
Guillen, Norma			\$1,818.00	60	
Guillen, Paola			\$1,818.00	60	
Gutierrez, John			\$2,243.40	60	
Hernandez, Luna			\$1,909.20	60	
Hood, Kimberly			\$1,818.00	60	
Horta, Jazmine			\$2,004.60	60	
Hurtado, Ty			\$1,818.00	60	
Huynh, Nathan			\$1,731.60	60	
Inda-Llamas, Irma			\$2,416.20	60	
Iniguez, Jose			\$2,476.20	60	
Juarez Sanchez, Vanesa			\$1,731.60	60	
Landa Reyes, Martha			\$2,243.40	60	
Lee, Gina			\$5,914.20	60	
Lindsey, Elsy			\$2,416.20	60	
Lioudkov, Ana			\$2,188.80	60	
Lopez, Carlos			\$2,476.20	60	
Maldonado, Mildred			\$2,188.80	60	
Mejia, Matthew			\$1,731.60	60	
Mendez, Ivonne			\$1,731.60	60	
Millan, Rosenda			\$2,416.20	60	
Mina, Rasha			\$1,818.00	60	
Munoz, Elva			\$2,243.40	60	
Munoz, Sandra			\$2,188.80	60	
Najera, Robert			\$2,416.20	60	
Navarro, Valerie			\$2,188.80	60	
Nelson, Steven			\$2,004.60	60	

INFORMED K12 EXTRA DUTY

Niebla Covarrubias, Oyuki				\$2,104.80	60	
Ochoa Arzate, Adilene				\$2,004.60	60	
Olson, Ashley				\$1,731.60	60	
Ortega, Edna				\$2,416.20	60	
Palomino, Debbie				\$2,416.20	60	
Patino Diaz, Diana				\$1,909.20	60	
Penaloza, Elvia				\$1,731.60	60	
Perez, Cynthia				\$1,818.00	60	
Perez, Maria				\$1,752.60	60	
Plascencia, Sylvia				\$2,104.80	60	
Rodriguez, Nerida				\$2,188.80	60	
Rodriguez-Martinez, Sergio				\$1,909.20	60	
Rooks, Daniel				\$1,731.60	60	
Shubin, Monica				\$2,416.20	60	
Slone, Febie				\$1,818.00	60	
Staples, Nicole				\$2,004.60	60	
Tavares, Lydia				\$2,243.40	60	
Tes, Fatimah				\$2,356.80	60	
Thorng-Magana, Anna				\$2,299.20	60	
Tran, Emily				\$1,818.00	60	
Tran, Phat				\$1,818.00	60	
Ulloa, Stephanie				\$1,648.80	60	
Urbina, Maria				\$1,818.00	60	
Vargas, Kristina				\$1,818.00	60	
Vasquez, Teodora				\$1,731.60	60	
Velazquez Hernandez, Gabriela				\$1,752.60	60	
Velazquez, Robert				\$1,818.00	60	
Vidana, Melissa				\$1,567.80	60	
Vo, Kevin				\$2,104.80	60	
Yanez, Roberto				\$2,243.40	60	

INFORMED K12 EXTRA DUTY

2025-2026 ESY Office Managers	Ambriz, Fabiola	Special Education	016500 Special Education	\$5,365.10	130	May 20, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Arreola, Gloria			\$5,500.30	130	
	Cifuentes, Cristina			\$5,365.10	130	
	Davila, Jessica			\$4,742.40	130	
	Dominguez, Rocio			\$4,981.60	130	
	Godinez-Ruiz, Imelda			\$5,500.30	130	
	Guillen, Caitlan			\$4,343.30	130	
	Guzman, Erica			\$4,742.40	130	
Extra Duty	Aguilar, Humberto	K-12 Teaching & Learning	010300 Department Unrestricted Discretionary Accounts	\$589.20	10	May 22, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Brandt, Kevin			\$526.50	10	
	Rodriguez Esquivel, Sergio			\$552.75	10	
	Tapia, Salvador			\$533.85	10	
Villa Classified Support	Davis, John	Villa Fundamental Intermediate School	010031 Unrestricted One-time Funds	\$112.17	2	May 29, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Serrano, Jesus			\$398.47	6	
Custodial Support for Site Transitions of Furniture - Addendum to 1573	Acevedo, Romeo	Building Services	010000 Fund 01 General Fund	\$37.90	0.71	May 27, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
	Acuna, Joseph			\$37.90	0.71	
	Aguilar Aranda, Giovanni			\$47.34	0.71	
	Aguilar, Joshua			\$37.36	0.71	
	Aguilar, Josue			\$35.20	0.71	
	Aguilar, Leobardo			\$53.56	0.71	
	Alberto, Irma			\$36.08	0.71	
	Alcaraz, Alfred			\$45.06	0.71	
	Amezcuca, Jorge			\$40.81	0.71	
	Amezcuca, Salvador			\$35.20	0.71	

INFORMED K12 EXTRA DUTY

Arellano, Daniel			\$27.17	0.71	
Arroyo, Arturo			\$36.08	0.71	
Arroyo, Jesse			\$33.02	0.71	
Arroyo, Melissa			\$33.89	0.71	
Arroyos, Juana			\$35.20	0.71	
Atilano, Marcelino			\$40.81	0.71	
Avina, Osbaldo			\$46.18	0.71	
Ayala Ventura, Jorge			\$31.45	0.71	
Becerra, Leonardo			\$36.98	0.71	
Bedolla, Oscar			\$35.20	0.71	
Bejar, Jose			\$40.81	0.71	
Beltran Jr., Gustavo			\$28.52	0.71	
Benavidez, Jaime			\$40.81	0.71	
Bermejo, Silvia			\$29.95	0.71	
Bermudez, Eric			\$31.45	0.71	
Berruete Pineda, Lorena			\$29.95	0.71	
Bravo-Solis, Miguel			\$40.81	0.71	
Briones Rodriguez, Virginia			\$35.20	0.71	
Brown, Gerald			\$39.82	0.71	
Camarena Lobato, Osvaldo			\$28.52	0.71	
Carmen, Celestino			\$37.90	0.71	
Carranza Jr, Raul			\$47.34	0.71	
Carrillo Castaneda, Abraham			\$34.34	0.71	
Carrillo, Ricardo			\$33.02	0.71	
Ceja, Javier			\$27.17	0.71	
Cervantes, Anamaria			\$29.95	0.71	
Cervantes, Raul			\$37.36	0.71	
Chavarria-Ortiz, Luis			\$42.89	0.71	
Cibrian, Nora			\$29.95	0.71	
Cifuentes, Angel			\$45.06	0.71	
Contreras Jr, Juan			\$47.34	0.71	
Cordoba, Maria			\$29.95	0.71	
Correa Castanon, Alonso			\$28.52	0.71	
Delgado Banuelos, Luis			\$34.34	0.71	
Delgado, Juan			\$42.89	0.71	

INFORMED K12 EXTRA DUTY

Dominguez Rodriguez, Omar			\$38.85	0.71	
Elias, Damian			\$34.34	0.71	
Enriquez, Mario			\$50.98	0.71	
Esparza, Juan			\$42.89	0.71	
Espino, Hugo			\$39.82	0.71	
Estolano-Castro, Alma			\$34.34	0.71	
Faulkner, Nicholas			\$31.45	0.71	
Fernandez, Emilio			\$37.90	0.71	
Fernandez-Chavez, Martin			\$33.02	0.71	
Figueroa, Jose			\$45.06	0.71	
Figueroa, Patricia			\$36.08	0.71	
Flores, Francisco			\$33.02	0.71	
Gallegos, Cirilo			\$37.90	0.71	
Galvan Martinez, Juan			\$36.08	0.71	
Garcia, Gilbert			\$36.08	0.71	
Garcia, Irvine			\$29.95	0.71	
Garcia, Jesus			\$47.34	0.71	
Garcia, Juan			\$42.89	0.71	
Garcia, Luis			\$39.28	0.71	
Glasper, Sharon			\$34.34	0.71	
Gonzaga, Eric			\$34.34	0.71	
Gonzalez Fuentes, Ramon			\$34.34	0.71	
Gonzalez Soto, Jesus			\$39.82	0.71	
Gonzalez, Marcos			\$33.02	0.71	
Gonzalez, Merced			\$29.95	0.71	
Gonzalez, Nelson			\$33.02	0.71	
Guadarrama Valencia, Guadalupe			\$39.82	0.71	
Guerrero Vargas, Veronica			\$34.34	0.71	
Guerrero, Manuel			\$49.74	0.71	
Gutierrez Rodriguez, Alejandro			\$35.20	0.71	
Hardwick, Dawn			\$34.34	0.71	
Hernandez, Alvaro			\$36.08	0.71	
Huerta Rendon, Rosa			\$34.34	0.71	
Jones, Clarence			\$42.89	0.71	
Juarez Garcia, Eduardo			\$31.45	0.71	

INFORMED K12 EXTRA DUTY

Jung, Robert			\$40.81	0.71	
Lara Cruz, Adolfo			\$35.20	0.71	
Leon, Alicia			\$35.20	0.71	
Lomeli, Rosa			\$35.20	0.71	
Lopez Fuentes, Cesar			\$33.02	0.71	
Lopez Jr., Jose			\$35.20	0.71	
Lopez Ramirez, Erick			\$33.02	0.71	
Lopez, Andrew			\$37.90	0.71	
Lopez, Joshua			\$35.20	0.71	
Loza, Gustavo			\$34.34	0.71	
Lucero, Alfredo			\$33.02	0.71	
Luna, Bernardino			\$39.82	0.71	
Luna, Gregory			\$36.98	0.71	
Macedo, Luis			\$39.82	0.71	
Magallon, Mario			\$28.52	0.71	
Mancilla, Anthony			\$39.82	0.71	
Mares Jr., Richard			\$41.24	0.71	
Marin, Epifania			\$34.34	0.71	
Marin, Gloria			\$34.34	0.71	
Martinez Balderas, Raul			\$35.20	0.71	
Martinez Garcia, Alberto			\$35.20	0.71	
Martinez, Alexis			\$29.95	0.71	
Martinez, Carlos			\$33.02	0.71	
Martinez, Claudia			\$27.17	0.71	
Martinez, Freddie			\$43.95	0.71	
Martinez, Giovanni			\$34.34	0.71	
Martinez, Ignacio			\$50.98	0.71	
Medina, Cesar			\$28.52	0.71	
Medrano, Jesus			\$47.34	0.71	
Mejia, Jose			\$40.81	0.71	
Mejia, Juan			\$35.20	0.71	
Melgar Jr., Mark			\$35.20	0.71	
Miranda, Matias			\$39.82	0.71	
Mireles, Mireya			\$28.52	0.71	
Molina, Jaime			\$29.95	0.71	

INFORMED K12 EXTRA DUTY

Montiel, Ignacio			\$42.89	0.71	
Morales Artiga, Ana			\$27.17	0.71	
Morales Jr., Jonathan			\$33.02	0.71	
Moreno, Jose			\$43.95	0.71	
Navarro Carrillo, Marizol			\$34.34	0.71	
Nguyen, Albert			\$34.34	0.71	
Nieto, Cesar			\$42.89	0.71	
Obeso, Gregory			\$34.34	0.71	
Ochoa Marin, Mario			\$34.34	0.71	
Ochoa, Jesus			\$28.52	0.71	
Ontiveros Salazar, Alberto			\$34.34	0.71	
Ortega Vargas, Maria			\$29.95	0.71	
Osornio Vazquez, Raymundo			\$39.82	0.71	
Padilla, Benjamin			\$34.34	0.71	
Palacios, Javier			\$33.02	0.71	
Palomino Naupari, Luis			\$33.02	0.71	
Paz, Adolfo			\$41.83	0.71	
Pena, Matilde			\$41.83	0.71	
Perales, Carlos			\$45.06	0.71	
Perez, Kevin			\$27.17	0.71	
Pham, Thang			\$35.20	0.71	
Pichardo, Gustavo			\$28.52	0.71	
Prado, Alejandro			\$39.82	0.71	
Quintana, Johnny			\$49.74	0.71	
Ramirez Castrejon, Bernardo			\$35.20	0.71	
Ramirez Rivera, Carlos			\$28.52	0.71	
Reyes, David			\$28.52	0.71	
Reyes, Jose			\$35.20	0.71	
Reyes, Maria			\$33.02	0.71	
Rios, Jorge			\$43.95	0.71	
Robledo, Edgar			\$28.52	0.71	
Rodriguez, Carlos			\$36.08	0.71	
Rodriguez, Miguel			\$37.90	0.71	
Rojas, Aaron			\$33.02	0.71	
Rojas, Adam			\$40.81	0.71	

INFORMED K12 EXTRA DUTY

	Rojo, Maricela			\$31.45	0.71	
	Rosales, Alfredo			\$34.34	0.71	
	Rubalcava, Marco			\$34.34	0.71	
	Rucker, Frostee			\$49.74	0.71	
	Ruvalcaba, Andres			\$42.89	0.71	
	Ruvalcaba, German			\$50.98	0.71	
	Ruvalcaba, Jaime			\$36.98	0.71	
	Salazar Barillas, Irma			\$28.52	0.71	
	Salcedo, Horacio			\$37.90	0.71	
	Saldivar, Sergio			\$42.89	0.71	
	Sanchez, Oscar			\$45.06	0.71	
	Sanchez, Victor			\$43.95	0.71	
	Santiago Medrano, Rosina			\$31.45	0.71	
	Serrano, Jesus			\$47.34	0.71	
	Serrano, Robert			\$50.98	0.71	
	Sosa, Carlos			\$36.08	0.71	
	Soto, Marco			\$34.34	0.71	
	Soto, Maria			\$29.95	0.71	
	Torres Torres, Mario			\$34.34	0.71	
	Ugalde, Victor			\$40.81	0.71	
	Ulloa Lopez, Marco			\$39.82	0.71	
	Vaca, Rolando			\$35.20	0.71	
	Valdez, Andrew			\$40.81	0.71	
	Vasquez Tale, Carlos			\$28.52	0.71	
	Vela, Magdalena			\$34.34	0.71	
	Velasco, Jose			\$42.89	0.71	
	Villagomez, Jesus			\$42.89	0.71	
	Villatoro, Jesus			\$29.95	0.71	
	Zaragoza, Alejandro			\$38.85	0.71	

INFORMED K12 EXTRA DUTY

Community Advisory Committee Resource Fair	Flores, Juana Godinez-Canal, Norma Mendoza, Rachel Najera, Marisela Quintero, Christopher Ruiz, Maria Sandoval, Leticia Serrano, Jesus Wallace, John	Special Education	013395 Special Ed: Alternative Dispute Resolution	\$120.81 \$130.08 \$117.84 \$123.81 \$59.20 \$117.84 \$123.81 \$133.35 \$68.52	3 3 3 3 2 3 3 3 2	May 27, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
SAUSD Arts Learning Support	Sanchez Trillas, Veronica	Visual and Performing Arts	016770 Arts and Music in Schools (AMS) (Prop 28)	\$1,340.64	36	May 28, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
ADDENDUM to REF. #1655 - 2025-2026 ESY SSP Credit Recovery Classified	Gough, Gabriel Morales, Michael Ramirez, Patrisia Soriano-Guzman, Lizbeth	Special Education	016500 Special Education	\$4,040.40 \$4,040.40 \$4,454.80 \$4,040.40	140 140 140 140	May 27, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026
Custodial Overtime - Reach Relocation	Mares Jr., Richard Rojas, Aaron Steven	Reach Academy	010703 SC-LCFF- Supplemental/ Concentration	\$3,484.80 \$1,056.64	60 24	June 2, 2026 Board Date: June 23, 2026 Submission Window: May 5, 2026 May 14, 2026

Memorandum of Understanding
Between
Santa Ana Unified School District (SAUSD) and
the
Santa Ana Educators' Association (SAEA)

June 11, 2026

Community Schools Academic Coach & Community Schools Behavior Coach

The following constitutes an agreement between the Santa Ana Educators' Association (SAEA) and the Santa Ana Unified School District (SAUSD) regarding the Community Schools Academic Coach and Community Schools Behavior Coach positions.

1. For the 2026-2027 school year, the Community Schools Academic Coach & Community Schools Behavior Coach positions shall be established with a 10- month (187 duty days) work year and shall be paid according to the A1 (187 duty days) Annual Certificated Salary Schedule listed in the Collective Bargaining Agreement with an 8% stipend (8% of class 3 step 7 of the A1 (187 duty days) Annual Certificated Salary Schedule). Workdays will be on a teacher work-year calendar commencing on the first duty day of the school year and ending on the last duty day of the school year.
2. Community Schools Academic Coach & Community Schools Behavior Coach positions shall be "Task-Oriented" and shall work a 7.5-hour day excluding a 30-minute duty free lunch. The unit members' daily work schedule will be determined between the unit member and his/her supervisor.
3. Community Schools Academic Coach & Community Schools Behavior Coach vacancies shall be posted for in-district candidates only.
4. Certificated unit members who are selected for Community Schools Academic Coach & Community Schools Behavior Coach positions shall maintain workstations at assigned sites and will have the right of return to their home site at the end of their term as allowed by their

Policy 2110: Superintendent Responsibilities And Duties

Status: ADOPTED

Original Adopted Date: 10/08/2024 | Last Revised Date: 06/23/2026 | Last Reviewed Date: 06/23/2026

The Board of Education desires to establish a productive and collaborative working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning, achievement, and well-being, and the attainment of the district's vision and goals. Additionally, the Board desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall set expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage all instructional and noninstructional operations. Additionally, the Superintendent serves as a member of the district's governance team and has responsibilities to support Board operations and decision-making.

The Superintendent may delegate any of the Superintendent's responsibilities and duties to other district staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

The Superintendent shall complete ethics training in accordance with Government Code 53234-53235.2 at least once every two years. (Government Code 53235)

If the Superintendent begins service with the district after January 1, 2026, the Superintendent is required to receive ethics training no later than six months from the first day of service with the district, and at least once every two years thereafter. (Government Code 53235.1)

The district shall maintain records of ethics training, which are public records subject to disclosure under the California Public Records Act, for at least five years after the Superintendent received the training. The district shall post on its website clear instructions and contact information for the purpose of requesting these records. (Government Code 53235.2)

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 17604

Description

[Delegation of powers to agents](#)

Ed. Code 17605

[Delegation of authority to purchase supplies and equipment](#)

Ed. Code 35020-35046

[Officers and agents](#)

Ed. Code 48900

[Grounds for suspension or expulsion](#)

Gov. Code 53234-53235.2

[Ethics training](#)

Management Resources

CSBA Publication

Description

[Superintendent Governance Standards](#)

Website

[Fair Political Practices Commission, Ethics Training](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[American Association of School Administrators](#)

Website

[Association of California School Administrators](#)

Website

[CSBA](#)

Cross References

0000

Description

[Vision](#)

2000

[Concepts And Roles](#)

2120

[Superintendent Recruitment And Selection](#)

Cross References

2121

2140

2210

4301

9000

9005

9010

9122

Description[Superintendent's Contract](#)[Evaluation Of The Superintendent](#)[Administrative Discretion Regarding Board Policy](#)[Administrative Staff Organization](#)[Role Of The Board](#)[Governance Standards](#)[Public Statements](#)[Secretary](#)

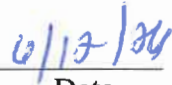
seniority status within their home site certificated roster. SAEA and SAUSD shall meet and confer on or before May 1 of the school year as to the status of these positions for subsequent years subject to the availability of the Community School funding.

5. Unit members selected to fill these vacancies shall adhere to the responsibilities and expectations of the Community Schools Academic Coach & Community Schools Behavior Coach job descriptions in order to support the implementation of the Community School plan.

This MOU shall not be a precedent setting.



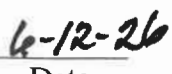
Jennifer Flores
SAUSD Associate Superintendent, HR



Date



Santa Marcelo
President, Santa Ana Educators' Association



Date

Board Approved: June 23, 2026

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 06/13/2017 | **Last Revised Date:** 06/23/2026 | **Last Reviewed Date:** 06/23/2026

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

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. A nutritionally adequate breakfast or lunch is one that qualifies for reimbursement under the most common meal pattern for the federal School Breakfast Program or National School Lunch Program.

After a student has been provided a school meal at no cost, 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)

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
- 5.

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving freshly prepared onsite meals, curing whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and providing plant-based or restricted diet food options for students.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals, positively impact students' knowledge related to food and nutrition, support the district's nutrition education program, and increase students' consumption of these foods and participation in school meals.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. (Education Code 495015)

To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by CDE.

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
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
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 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550.3-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51798	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal

	Description
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program

Federal

7 CFR 220.2-220.22

7 CFR 245.1-245.13

Description

National School Breakfast Program

Eligibility for free and reduced-price meals and free milk

Management Resources

California Department of Education Publication

California Department of Education Publication

California Department of Food and Agriculture Pub

California Project Lean Publication

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

CSBA 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. Department of Agriculture Publication

Website

Website

Website

Website

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Website

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Website

Website

Website

Description

[Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022](#)

[Healthy Children Ready to Learn, 2006](#)

[Planting the Seed: Farm to School Roadmap for Success, February 2022](#)

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[Dietary Guidelines for Americans, 2020](#)

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[Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010](#)

[Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005](#)

[California Department of Food and Agriculture, Office of Farm to Fork](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Agriculture, Food and Nutrition Service](#)

[California Farm Bureau Federation](#)

[Nourish California](#)

[California Project LEAN \(Leaders Encouraging Activity and Nutrition\)](#)

[Centers for Disease Control and Prevention](#)

[California School Nutrition Association](#)

[California Department of Education, School Nutrition](#)

[National Alliance for Nutrition and Activity](#)

[California Department of Public Health](#)

[California Healthy Kids Resource Center](#)

[CSBA](#)

Cross References

0500

Description

[Accountability](#)

Cross References**Description**

1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3000	Concepts And Roles
3260	Fees And Charges
3260	Fees And Charges
3510	Green School Operations
3514	Environmental Safety
3514	Environmental Safety
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
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
4131	Staff Development
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4231	Staff Development
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
5030	Student Wellness
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education

Cross References

6142.8

6142.8

6158

6158

6173

6173

6176

7110

Description[Comprehensive Health Education](#)[Comprehensive Health Education](#)[Independent Study](#)[Independent Study](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Weekend/Saturday Classes](#)[Facilities Master Plan](#)

Policy 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 09/11/2024 | **Last Revised Date:** 06/23/2026 | **Last Reviewed Date:** 06/23/2026

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for two-, three-, and four-year-old children.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge. In order to provide families with the option of a full-day, high-quality instructional program, the district may enroll children who are in a TK or kindergarten program in a California State Preschool Program (CSPP) before and/or after the regular school day.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

The district's program shall be aligned with California Preschool/Transitional Kindergarten Learning Foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-

emotional development.

The Superintendent or designee shall identify dual language learners in district preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

Staffing

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Eligibility, Enrollment, and Disenrollment

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California, which may be established by providing evidence of a California street or post office address. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the U.S. Department of Homeland Security. (5 CCR 17745)

The district's program shall not expel or unenroll a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the expulsion or unenrollment is in accordance with the procedures specified in the accompanying administrative regulation.

When necessary due to a reduction in state reimbursements, families shall be disenrolled as specified in the accompanying administrative regulation.

Response to Immigration Enforcement

CSPPs shall provide families with the Attorney General's Immigration webpage during enrollment so families can access the Attorney General's model policies in, "Promoting Safe Early Childhood Education for All: Guidance and Model Policies for Early Childhood Education and Child Care Providers Pursuant to the Family Preparedness Plan Act of 2025."

The district and district staff shall act in accordance with Health and Safety Code 1597.640 and Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement with respect to:

1. Soliciting or collecting information or documents regarding the citizenship or immigration status of a child or the child's family members
2. Nondiscrimination on the basis of immigration status
3. Responding to the presence of immigration enforcement activity on district property, including requests for access to children or access to district-provided transportation, nonpublic areas of district property or facilities, or nonpublic area in which a district-sponsored activity is occurring

The District's legal counsel or other district official designated by the Superintendent is encouraged to submit a timely report regarding the office or employee's requests to the California Attorney General and CDE.

4. Responding to a request for information regarding a child or a child's family or household from immigration authorities

If the district's CSPP responds to a request for information regarding the child, the district shall make a copy of the documents requested and shall document the name of the person/agency to whom the documents were provided. The CSPP shall keep a record of the documents produced and place the copy in the child's file.

5. Responding in the event a child's parent/guardian is detained or deported
6. Permitting families to update children's emergency contact information as needed throughout the year

Families may provide as many alternative contacts as they wish if no parent/guardian is available.

7. Accessing, reviewing, or obtaining employee records by immigration authorities, except as to I-9 Employment Eligibility Verification forms and other documents for which a Notice of Inspection has been provided to the employer

CSPPs shall review the Attorney General's website by June 1 of each calendar year. If there are updated model policies related to protecting the rights of immigrants and CSPP families to safely access CSPP facilities, the district shall adopt the updated policies or equivalent policies by July 1 of that calendar year.

Program Evaluation

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

Complaints

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the CSPP. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

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
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	General requirements; licensed child care centers
22 CCR 101212-101231	Continuing requirements
22 CCR 101237-101239.2	Facilities and equipment
5 CCR 14001-14036	School housing
5 CCR 17700-17833	California State Preschool Program
5 CCR 17701-17711	General program requirements
5 CCR 17745	Admission requirements; residency
5 CCR 17746-17748	Enrollment priorities
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 80067-80067.3	Prekindergarten-3 Early Childhood Education Specialist Instruction Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
Ed. Code 44065	Issuance of and functions requiring credentials
Ed. Code 44256	Authorization for teaching credentials
Ed. Code 48000-48003	Kindergartens
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 60910	Data for students enrolled in California State Preschool Program
Ed. Code 69617	Golden State Teacher Grant Program
Ed. Code 8200-8340	California State Preschool Program
Ed. Code 8489-8489.1	Expulsion and suspension procedures
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 1596.70-1596.895	California Child Day Care Act
H&S Code 1596.90-1597.21	Day care centers
H&S Code 1597.640	Family preparedness in licensed child care and development program facilities; response to immigration enforcement
W&I Code 10207-10215	General provisions
W&I Code 10207-10492.2	Child Care and Development Services Act
W&I Code 10217-10224.5	Resource and referral programs
W&I Code 10225-10234	Alternative payment programs
W&I Code 10235-10238	Migrant child care and development programs
W&I Code 10240-10243	General child care and development programs
W&I Code 10250-10252	Family child care home education networks
W&I Code 10260-10263	Child care and development services for children with special needs
W&I Code 10480-10487	Local planning councils

Federal

20 USC 1400-1482
20 USC 6311-6322
20 USC 6391-6399
42 USC 9831-9852c
42 USC 9857-9858r
45 CFR 1301.1-1305.2

Description

[Individuals with Disabilities Education Act](#)
Title I, relative to preschool
Education of migratory children
Head Start programs
Child Care and Development Block Grant
Head Start

Management Resources

CA Commission on Teacher Credentialing
Publication

CA Office of the Attorney General 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

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

CSBA Publication

CSBA Publication

U.S. Department of Education Publication

Website

Description

[Approval of Regulations Authorizing the New PK-3 Early Childhood Education Specialist Instruction Credential, Coded Correspondence 24-03, March 2024](#)
[Promoting Safe Early Childhood Education for All: Guidance and Model Policies for Early Childhood Education and Child Care Providers Pursuant to the Family Preparedness Plan Act of 2025, April 2026](#)
[UPK Mixed Delivery Quality and Access Workgroup Legislative Report](#)
[Assessment and Reporting of Family Fees for Fiscal Year \(FY\) 2024-25, Early Education Division Management Bulletin 24-06, June 2024](#)
[California State Preschool Program Neighborhood School Eligibility Criteria to Enroll Three- and Four-Year-Old Children, Early Education Division Management Bulletin 24-01, January 2024](#)
[Preschool/Transitional Kindergarten Learning Foundations, Early Education Division Management Bulletin 24-07, August 2024](#)
[Data Collection for California State Preschool Programs Operated by a Local Educational Agency, Early Education Division Management Bulletin 24-08, August 2024](#)
[Early Childhood Division Federal Program Monitoring Instrument](#)
[California State Preschool Program and Children with Disabilities \(Exceptional Needs\), Early Education Division Management Bulletin 23-02, February 2023](#)
[Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023](#)
[Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-08, September 2023](#)
[Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009](#)
[Implementation of the Classroom Assessment Scoring System \(CLASS\) and CLASS Environment and Removal of the Environment Rating Scale for the California State Preschool Program \(CSPP\), Early Education Division Management Bulletin 23-10, December 2023](#)
[California Preschool Learning Foundations](#)
[First Class: A Guide for Early Primary Education, 1999](#)
[The Importance of Early Childhood Education Programs, September 2019](#)
[The Preschool Landscape in California and Strategies for Expansion, January 2020](#)
[Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016](#)
[Universal PreKindergarten, California's Great Start](#)

Management Resources

Website	California Office of Administrative Law
Website	California County Superintendents Educational Services Association
Website	CSBA District and County Office of Education Legal Services
Website	California Commission on Teacher Credentialing
Website	National Institute for Early Education Research
Website	California Association for the Education of Young Children
Website	California Head Start Association
Website	California Preschool Instructional Network
Website	Child Development Policy Institute
Website	First 5 California
Website	California Department of Social Services
Website	Cities Counties and Schools Partnership
Website	California Office of the Attorney General
Website	CSBA
Website	California Department of Education
Website	U.S. Department of Education

Description**Cross References**

0415	Equity
0500	Accountability
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1330	Use Of School Facilities
1330	Use Of School Facilities
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3523	Electronic Signatures
3523	Electronic Signatures

Description

Cross References**Description**

3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3580	District Records
3580	District Records
4112	Appointment And Conditions Of Employment
4112.2	Certification
4112.2	Certification
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4131	Staff Development
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5030	Student Wellness
5111	Admission
5111	Admission
5125	Student Records
5125	Student Records
5141.23	Asthma Management
5141.23	Asthma Management
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process

Cross References

5144.1

5148

6011

6020

6020

6159

6159

6164.4

6164.4

6170.1

6171

6171

6173

6173

6173.1

6173.1

6173.2

6173.2

6174

6174

6175

6175

6200

6200

7110

7210

Description[Suspension And Expulsion/Due Process](#)[Child Care And Development](#)[Academic Standards](#)[Parent Involvement](#)[Parent Involvement](#)[Individualized Education Program](#)[Individualized Education Program](#)[Identification And Evaluation Of Individuals For Special Education](#)[Identification And Evaluation Of Individuals For Special Education](#)[Transitional Kindergarten](#)[Title I Programs](#)[Title I Programs](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Foster Youth](#)[Education For Foster Youth](#)[Education Of Children Of Military Families](#)[Education Of Children Of Military Families](#)[Education For English Learners](#)[Education For English Learners](#)[Migrant Education Program](#)[Migrant Education Program](#)[Adult Education](#)[Adult Education](#)[Facilities Master Plan](#)[Facilities Financing](#)

Bylaw 9200: Limits Of Board Member Authority

Status: ADOPTED

Original Adopted Date: 10/10/2000 | **Last Revised Date:** 06/23/2026 | **Last Reviewed Date:** 06/23/2026

The Board of Education recognizes that the Board is the unit of authority over the district and expects individual Board members to conduct themselves in accordance with Board Bylaw 9000 - Role of the Board and Board Bylaw 9005 - Governance Standards.

Unless agreed to by the Board as a whole, an individual Board member possesses no authority to direct staff, represent the Board or the district, or exercise administrative responsibility with respect to the schools.

Additionally, individual Board members do not have the authority to investigate, resolve, or otherwise actively engage with community members with respect to complaints, personnel or student matters, or legal issues. Any Board member who receives a communication regarding such a topic shall forward the communication to or otherwise inform the Superintendent or Board president, as appropriate, who shall respond or otherwise follow-up, as needed. The Board member shall not respond substantively to the communication beyond acknowledging receipt and explaining the limits of the Board member's authority. It shall be the responsibility of the Superintendent or Board president to inform the Board or place the topic on a future Board agenda.

Individual Board members are permitted to engage with community members, including responding to general inquiries or expressions of opinion. Such engagement shall be consistent with Board policies and bylaws such as Board Bylaw 9010 - Public Statements and Board Bylaw 9012 - Board Member Electronic Communications, and may not purport to represent the position of the Board.

Requests for information by an individual Board member shall be resubmitted to the Superintendent.

A Board member may observe and/or volunteer in a school or classroom, including in the school or classroom in which the Board member's child is enrolled, in accordance with Board Policy/Administrative Regulation 1240 - Volunteer Assistance and Board Policy/Administrative Regulation 5020 - Parent Rights and Responsibilities. Prior to observing or volunteering, a Board member shall inform the Superintendent. Additionally, a Board member who is present on district property or at district programs or activities is expected to be aware of the role and limits on authority as a Board member.

A Board member who chooses to observe or volunteer shall do so in a manner that does not disrupt school operations. Any questions or concerns regarding operational or personnel matters shall be directed to the Superintendent or designee. Any questions or concerns specific to the Board member's child may be directed to appropriate site staff. If a question or concern is both specific to the Board member's child and involves operational or personnel matters, the Board member shall collaborate with the Superintendent or designee to determine whether the Board member shall direct the question or concern to site staff or whether the responsibility to investigate or resolve the question or concern, if necessary, lies with the Superintendent or designee.

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 200-262.4

[Prohibition of discrimination](#)

Ed. Code 35010

[Control of district; prescription and enforcement of rules](#)

Ed. Code 35100-35351

[Governing boards](#)

Ed. Code 35160-35178.4

[Powers and duties](#)

Ed. Code 35291

[Rules prescribed by governing board](#)

Ed. Code 35292

[Board member visits to schools](#)

Ed. Code 51101

[Rights of parents/guardians](#)

Ed. Code 7054

[Use of district property; campaign purposes](#)

Gov. Code 54950-54963

[The Ralph M. Brown Act](#)

Gov. Code 54952.1

[Member of a legislative body of a local agency](#)

State

Gov. Code 54952.7

Description

[Copies of chapter to members of legislative body](#)

Management Resources

CSBA Publication

Website

Website

Description

[Professional Governance Standards](#)

[CSBA District and County Office of Education Legal Services](#)

[CSBA](#)

Cross References

1160

[Political Processes](#)

1240

[Volunteer Assistance](#)

1240

[Volunteer Assistance](#)

1312.1

[Complaints Concerning District Employees](#)

1312.1

[Complaints Concerning District Employees](#)

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2-E(1)

[Complaints Concerning Instructional Materials](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3-E(2)

[Uniform Complaint Procedures](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4-E(1)

[Williams Uniform Complaint Procedures](#)

1312.4-E(2)

[Williams Uniform Complaint Procedures](#)

1340

[Access To District Records](#)

1340

[Access To District Records](#)

5020

[Parent Rights And Responsibilities](#)

5020

[Parent Rights And Responsibilities](#)

6020

[Parent Involvement](#)

6020

[Parent Involvement](#)

6159.1

[Procedural Safeguards And Complaints For Special Education](#)

6159.1

[Procedural Safeguards And Complaints For Special Education](#)

9000

[Role Of The Board](#)

9005

[Governance Standards](#)

9010

[Public Statements](#)

9011

[Disclosure Of Confidential/Privileged Information](#)

9012

[Board Member Electronic Communications](#)

9124

[Attorney](#)

9140

[Board Representatives](#)

9230

[Orientation](#)

9270

[Conflict Of Interest](#)

9270-E(1)

[Conflict Of Interest](#)

9322

[Agenda/Meeting Materials](#)

Cross References

9323

9323.2

9323.2-E(1)

Description[Meeting Conduct](#)[Actions By The Board](#)[Actions By The Board](#)

Policy 6159: Individualized Education Program

Status: ADOPTED

Original Adopted Date: 11/12/2024 | **Last Revised Date:** 06/23/2026 | **Last Reviewed Date:** 06/23/2026

The Governing Board desires to provide full educational opportunities to all students with exceptional needs. Students with exceptional needs shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with exceptional needs, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

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
5 CCR 3021-3029	Identification, referral and assessment
5 CCR 3040-3043	Instructional planning and the individualized education program
5 CCR 3051-3053	Implementation of the individualized education program
5 CCR 853-853.5	State assessments; accommodations
Ed. Code 46392	Emergencies
Ed. Code 48853.5	Students in foster care
Ed. Code 51225.3	High school graduation requirements
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56040.6	Deaf and hard of hearing supports
Ed. Code 56043	Transition plans
Ed. Code 56049.1	Data related to least restrictive environment
Ed. Code 56055	Rights of foster parents pertaining to foster youth's education
Ed. Code 56136	Guidelines for low incidence disabilities areas
Ed. Code 56195.8	Adoption of policies
Ed. Code 56321	Notice of parental rights; consent of parents
Ed. Code 56321.5	Notice to include right to electronically record
Ed. Code 56340.1-56347	Instructional planning and individualized education program
Ed. Code 56348	IEP template translations
Ed. Code 56350-56354	IEP for visually impaired students
Ed. Code 56380	IEP reviews; notice of right to request
Ed. Code 56390-56392	Recognition for educational achievement; special education

State

Ed. Code 56471

Ed. Code 56500-56509

Ed. Code 60640-60648.5

Ed. Code 60900.1

Ed. Code 60900.2

Fam. Code 6500-6502

Gov. Code 7572.5

W&I Code 300

W&I Code 601

W&I Code 602

Description

Workability programs

[Procedural safeguards](#)[California Assessment of Student Performance and Progress](#)

English language and special education reporting

Graduation rates for students with exceptional needs

[Age of majority](#)

Seriously emotionally disturbed child; expanded IEP team

[Minors subject to jurisdiction](#)[Minors habitually disobedient](#)[Minors violating law; ward of court](#)**Federal**

20 USC 1232g

20 USC 1400-1482

34 CFR 300.1-300.818

Description[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)[Individuals with Disabilities Education Act](#)[Individuals with Disabilities Education Act](#)**Management Resources**

Attorney General Opinion

California Department of Education Publications

California Department of Education Publications

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

U.S. Department of Education Publication

USDOE Ofc of Special Edu, Rehab Svcs & EdTech Pub

Website

Website

Website

Website

Description[85 Ops.Cal.Atty.Gen. 157 \(2002\)](#)[California Practitioners' Guide for Educating English Learners with Disabilities, July 2019](#)[Frequently Asked Questions: Promotion, Retention, and Grading \(Students with Disabilities\)](#)

Marshall v. Monrovia Unified School District (9th Cir. 2010) 327 F.3d 773

Capistrano Unified School District v. S.W. and C.W. (9th Cir. 2021) 21 F.4th 1125

[Endrew F. v. Douglas County School District Re-1, 137 S. Ct. 988](#)[Marshall v. Monrovia Unified School District \(9th Circuit, 2010\) 327 f.3d 773](#)[Sacramento City School District v. Rachel H. \(9th Cir. 1994\) 14 F.3d 1398](#)[Schaffer v. Weast \(2005\) 125 S. Ct. 528](#)[Shapiro v. Paradise Valley Unified School District, No. 69 \(9th Circuit, 2003\) 317 F.3d 1072](#)[Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022](#)[Dear Colleague Letter on the Provision of Assistive Technology Devices and Services for Children with Disabilities under the Individuals with Disabilities Education Act, January 22, 2024](#)[U.S. Department of Education, Office of Educational Technology](#)[CSBA District and County Office of Education Legal Services](#)[U.S. Department of Education, Office of Special Education and Rehabilitative Services](#)[California Department of Education](#)

Cross References**Description**

0200	Goals For The School District
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3250	Transportation Fees
3250	Transportation Fees
3541	Transportation Routes And Services
3541.2	Transportation For Students With Disabilities
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4112.23	Special Education Staff
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.8	Mobile Communication Devices
5131.9	Academic Honesty
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.31	Immunizations
5141.31	Immunizations
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6112	School Day
6112	School Day
6117	Year-Round Schedules
6120	Response To Instruction And Intervention

Cross References**Description**

6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.4	Differential Graduation And Competency Standards For Students With Disabilities
6151	Class Size
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.4	Behavioral Interventions For Special Education Students
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.2	Animals At School
6163.2	Animals At School
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.41	Children With Disabilities Enrolled By Their Parents In Private School
6164.41	Children With Disabilities Enrolled By Their Parents In Private School
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth

Cross References

6173.1
6173.2
6173.2
6174
6174
6176
6177
6178
6178
6178.1
6178.1
6181
6181
6184
6184
6185
6185

Description

[Education For Foster Youth](#)
[Education Of Children Of Military Families](#)
[Education Of Children Of Military Families](#)
[Education For English Learners](#)
[Education For English Learners](#)
[Weekend/Saturday Classes](#)
[Summer Learning Programs](#)
[Career Technical Education](#)
[Career Technical Education](#)
[Work-Based Learning](#)
[Work-Based Learning](#)
[Alternative Schools/Programs Of Choice](#)
[Alternative Schools/Programs Of Choice](#)
[Continuation Education](#)
[Continuation Education](#)
[Community Day School](#)
[Community Day School](#)