

BOARD OF TRUSTEES
ANAHEIM UNION HIGH SCHOOL DISTRICT
501 N. Crescent Way, P.O. Box 3520
Anaheim, California 92803-3520
www.auhsd.us

NOTICE OF REGULAR MEETING

Date: April 6, 2018

To: Al Jabbar, P.O. Box 3520, Anaheim, CA 92803-3520
Brian O'Neal, P.O. Box 3520, Anaheim, CA 92803-3520
Annemarie Randle-Trejo, P.O. Box 3520, Anaheim, CA 92803-3520
Katherine H. Smith, P.O. Box 3520, Anaheim, CA 92803-3520
Anna L. Piercy, P.O. Box 3520, Anaheim, CA 92803-3520

Orange County Register, 1771 S. Lewis, Anaheim, CA 92805
Anaheim Bulletin, 1771 S. Lewis, Anaheim, CA 92805
News Enterprise, P.O. Box 1010, Los Alamitos, CA 90720
Los Angeles Times, 1375 Sunflower, Costa Mesa, CA 92626
Event News, 9559 Valley View Street, Cypress, CA 90630
Unidos, 523 N. Grand Avenue, Santa Ana, CA 92701

You are hereby notified that a regular meeting of the
Board of Trustees of the Anaheim Union High School District
is called for

Thursday, the 12th day of April 2018

in the District Board Room, 501 N. Crescent Way, Anaheim, California

Study Session-1:45 p.m.

Closed Session will immediately follow at the conclusion of the Study Session.

Regular Meeting-6:00 p.m.



Michael B. Matsuda
Superintendent

ANAHEIM UNION HIGH SCHOOL DISTRICT

501 N. Crescent Way, P.O. Box 3520, Anaheim, California 92803-3520, www.auhsd.us

BOARD OF TRUSTEES

Amended Agenda

Thursday, April 12, 2018

Study Session-1:45 p.m., Superintendent's Conference Room

Closed Session will immediately follow at the conclusion of the Study Session.

Regular Meeting-6:00 p.m., Board Room

Some items on the agenda of the Board of Trustees' meeting include exhibits of supportive and/or background information. These items may be inspected in the superintendent's office of the Anaheim Union High School District, at 501 N. Crescent Way in Anaheim, California. The office is open from 7:45 a.m. to 4:30 p.m., Monday through Friday, and is closed for most of the federal and local holidays. These materials are also posted with the meeting agenda on the District website, www.auhsd.us, at the same time that they are distributed to the Board of Trustees. *In compliance with the Americans with Disabilities Act, individuals with a disability who require modification or accommodation in order to participate in this meeting should contact the executive assistant to the superintendent at (714) 999-3503 by noon on Monday, April 9, 2018.*

Meetings are recorded for use in the official minutes.

1. **CALL TO ORDER-ROLL CALL** **ACTION ITEM**
2. **ADOPTION OF AGENDA** **ACTION ITEM**
3. **BOARD STUDY SESSION** **INFORMATION ITEM**

California School Board Association (CSBA)

A study session regarding the CSBA web-based application called Agenda Online will be provided.

4. **PUBLIC COMMENTS, CLOSED SESSION ITEMS** **INFORMATION ITEM**

This is an opportunity for community members to address the Board of Trustees on closed session agenda items only. Persons wishing to address the Board of Trustees should complete a speaker request form, available on the information table, at the back of the room, and submit it to the executive assistant prior to the meeting. Each speaker is limited to a maximum of five minutes; each topic or item is limited to a total of 20 minutes. Board Members cannot immediately respond to public comments, as stated on the speaker request form.

5. **CLOSED SESSION** **ACTION/INFORMATION ITEM**

The Board of Trustees will meet in closed session for the following purposes:

- 5.1 To consider matters pursuant to Government Code Section 54597: Public employee performance evaluation, superintendent.
- 5.2 To consider matters pursuant to Government Code Section 54956.9 (d)(2): Conference with legal counsel, anticipated litigation regarding one matter.
- 5.3 To consider matters pursuant to Government Code Section 54956.8: Conference with property negotiators Attorney Doug Yeoman, Mr. Matsuda, Dr. Fried, Dr. Root, Mr. Jackson,

Mr. Colón, and Mr. Riel regarding property located between West Street and Citron Street, on the north side of Lincoln Avenue, Anaheim, California.

- 5.4 To consider matters pursuant to Government Code Section 54957.6: Conference with labor negotiators Mr. Matsuda, Dr. Fried, Dr. Root, and Mr. Jackson regarding negotiations and contracts with the American Federation of State, County and Municipal Employees (AFSCME), Anaheim Personnel and Guidance Association (APGA), Anaheim Secondary Teachers Association (ASTA), and California School Employees Association (CSEA).
- 5.5 To consider matters pursuant to Government Code Section 54597: Public employee performance evaluation.
- 5.6 To consider matters pursuant to Government Code Section 54957: Public employee discipline/dismissal/release, HR-2017-18-06. **[CONFIDENTIAL]**
- 5.7 To consider matters pursuant to Government Code Section 54957: Public employee discipline/dismissal/release, HR-2017-18-07. **[CONFIDENTIAL]**
- 5.8 To consider matters pursuant to Government Code Section 54957: Public employee discipline/dismissal/release, HR-2017-18-11. **[CONFIDENTIAL]**
- 5.9 To consider matters pursuant to Government Code Section 54956.9: Conference with legal counsel, existing litigation (United States District Court for the Central District of California Case No. 8:16-cv-01562-AG-AS). **[CONFIDENTIAL]**
- 5.10 To consider matters pursuant to Government Code Section 54957: Public employee administrative appointment/reassignment–Principal.
- 5.11 To consider matters pursuant to Government Code Section 54956.9 (a): Conference with legal counsel, existing litigation (OAH Case No. 2018010227).
- 5.12 To consider matters pursuant to Government Code Section 54956.9 (a): Conference with legal counsel, existing litigation (OAH Case No 2017100903).
- 5.13 To consider matters pursuant to Government Code Section 54957 (a): School Safety, consultation with District counsel.
- 5.14 To consider matters pursuant to Education Code Section 48918: Expulsion of students: 17-24; 17-26; 17-38; and 17-42.

6. **RECONVENE MEETING, PLEDGE OF ALLEGIANCE, AND CLOSED SESSION REPORT OUT** **INFORMATION ITEM**

6.1 **Reconvene Meeting**

The Board of Trustees will reconvene into open session.

6.2 **Pledge of Allegiance and Moment of Silence**

Student Representative to the Board of Trustees Alexandria Alvarez will lead the Pledge of Allegiance to the Flag of the United States of America and provide a moment of silence.

6.3 **Closed Session Report**

The clerk of the Board of Trustees will report actions taken during closed session.

7. **INTRODUCTION OF GUESTS**

INFORMATION ITEM

The Board of Trustees would like to recognize our community stakeholders for their interest in the Anaheim Union High School District and for attending our Board meeting. Thank you for your participation and contribution as we create an educational environment that graduates socially aware, civic-minded students who are college and career ready for the 21st century.

In addition, Board President Jabbar will introduce dignitaries in attendance.

8. **BOARD OF TRUSTEES' RECOGNITIONS**

INFORMATION ITEM

8.1 **Donations**

The Board of Trustees will recognize the following individuals for their generous donation to the District.

Avast Software	\$7,000	Magnolia High School Cybersecurity Institute
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8.2 **Anaheim Union High School District Teachers of the Year**

The Board of Trustees will recognize teachers of the year, Huy Tuong Tran, Kyle Walker, and Dayna Whitman, who were among the 20 teachers identified as the Anaheim Union High School District's Teachers of the Year for 2017-18. They have been selected to represent the District in the Orange County Teachers of the Year Program. **[EXHIBIT A]**

8.3 **Kindness Matters Awards**

Celebrating kindness is a valued quality and a priority of the Board of Trustees. It is acknowledged that even the smallest acts of kindness by a single person have the power to change the lives of our students and community. With this in mind, the Board of Trustees began this recognition in 2011 honoring students, parents, District employees, and community members for their acts of kindness. All individuals recognized were nominated by a student, staff member, or community member and selected by the Kindness Matters Committee.

The Board of Trustees will honor the following individuals:

Lori Aguirre	Parent	Savanna High School
Elva Arias	Attendance Secretary	Orangeview Junior High School
Rochelle Atwood	Sr. Administrative Assistant	Maintenance and Operations
David Brewer	Campus Safety	Orangeview Junior High School
Christine Fabiani	Community Member	Founder, Knots of Love
Jennifer Krier	Athletic Facility Worker	Magnolia High School
Lucas Ponder	Student	Western High School
Abrar Soueidan	Student	Cypress High School
David Sporn	Teacher	Loara High School
Heather Stoliker	Attendance Secretary	Savanna High School
Kathryn Tomlinson	Student	Oxford Academy

9. **REPORTS**

INFORMATION ITEM

9.1 **Principals' Report**

Michael Pooley, Savanna High School interim principal and Sam Joo, Brookhurst Junior High School principal will acknowledge school site staff regarding the fifth C, Compassion and Kindness, as well as present a report on their school site.

9.2 **Student Representative's Report**

Alexandria Alvarez, student representative to the Board of Trustees, will report on student activities throughout the District.

9.3 **Reports of Associations**

Officers present from the District's employee associations will be invited to address the Board of Trustees.

9.4 **Parent Teacher Student Association (PTSA) Reports**

PTSA representatives present will be invited to address the Board of Trustees.

10. **PUBLIC COMMENTS, OPEN SESSION ITEMS**

INFORMATION ITEM

Opportunities for public comments occur at the beginning of each agenda item and at this time for items not on the agenda. Persons wishing to address the Board of Trustees should complete a speaker request form, available on the information table, at the back of the room, and submit it to the executive assistant prior to the meeting. Each speaker is limited to a maximum of five minutes; each topic or item is limited to a total of 20 minutes. Board Members cannot immediately respond to public comments, as stated on the speaker request form.

11. **PRESENTATION**

INFORMATION ITEM

11.1 **Safety Update**

Background Information:

The District has embarked on a number of safety-related initiatives involving policies, equipment, and grounds.

Current Consideration:

Dr. Shanna Egans, director, Student Support Services and Erik Greenwood, chief technology officer will update the Board of Trustees on the status of various initiatives related to safety including, but not limited to: policies and procedures, fencing, access control, surveillance, and cybersecurity.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the information.

11.2 **Anaheim's Innovative Mentoring Experience (AIME)**

Background Information:

Anaheim's Innovative Mentoring Experience (AIME) is a unique tiered mentoring program, which allows for a variety of business, corporate, and community partners to participate in making a difference in the lives of District students. Our students benefit from mentoring experiences that not only prepare them for the demands of college and career in an authentic environment, but also help them make community and personal connections that can last a lifetime. AIME experiences range from one-day visits to a business to six-week internships during the summer.

Current Consideration:

The AIME Program will present to Board of Trustees on the program and its impact on District students, as well as future plans to continue to meet the commitments of the Anaheim Union Educational Pledge.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the information.

12. **ITEMS OF BUSINESS**

RESOLUTIONS

12.1 **Resolution No. 2017/18-B-20, Establishing Building Fund No. 2126 for "SERIES 2018 BONDS" (Roll Call Vote)**

ACTION ITEM

Background Information:

The Building Fund exists primarily to account separately for the proceeds from the sale of bonds (Education Code Section 15146). Expenditures from the Building Fund include projects approved by the Measure H election statement.

Current Consideration:

This resolution will create the Building Fund, which will provide the District a method of segregating funds for the second issuance of Measure H bonds. This will be subfund number 2126.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution 2017/18-B-20, by a roll call vote. **[EXHIBIT B]**

12.2 **Resolution No. 2017/18-B-21, Temporary Interfund Transfer** **ACTION ITEM**
(Roll Call Vote)

Background Information:

In the past, as part of the state's solution to its own cash flow or budgetary problems, it deferred the payment of principal apportionment to school districts from the year in which it is normally received, to the following year. Currently, there is one partial cash deferral from June to July. While major cash flow needs are not anticipated for 2018-19, cash low points can occur during the year, which may need to be covered temporarily.

Current Consideration:

This resolution will provide as much flexibility as possible for 2018-19 within the District's cash resources. This resolution will allow for temporary interfund cash transfers from the Capital Project Funds, Special Reserve Funds, Special Revenue Funds, and Self-Insurance Funds to the General Fund.

Budget Implication:

There is no cost to the General Fund.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2017/18-B-21, by a roll call vote. **[EXHIBIT C]**

12.3 **Resolution No. 2017/18-E-22, Arab American Heritage Month** **ACTION ITEM**
(Roll Call Vote)

Background Information:

Arab American Heritage Month celebrates the contributions of Arab Americans to the United States and celebrates the group's heritage and culture.

Current Consideration:

The Board of Trustees is requested to adopt Resolution No. 2017/18-E-22 for Arab American Heritage Month. The adoption of this resolution provides an opportunity to inform parents, guardians, and communities of the efforts that the District is taking to honor the many achievements and contributions made by Arab Americans to our economic, cultural, spiritual, and political development. The District will acknowledge the month of April as Arab American Heritage Month.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2017/18-E-22, by a roll call vote. **[EXHIBIT D]**

12.4 **Resolution No. 2017/18-HR-04, Day of the Teacher** **ACTION ITEM**
(Roll Call Vote)

Background Information:

California's Day of the Teacher was established in 1982 to recognize teachers for their hard work in preparing students for success in the future. California's future success depends on these students. Anaheim Union High School District teachers work in public education to build a better California.

Current Consideration:

Resolution No. 2017/18-HR-04 declares May 8, 2018, Day of the Teacher. Teachers will be recognized for their dedication and hard work in preparing our students for success in the future.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2017/18-HR-04, by a roll call vote. **[EXHIBIT E]**

12.5 **Resolution No. 2017/18-HR-05, National School Nurse Day** ***ACTION ITEM***
(Roll Call Vote)

Background Information:

National School Nurse Day was established to foster a better understanding of the role of school nurses in the educational setting. The District recognizes that school nurses provide critical services to students and staff, therefore National School Nurse Day accentuates the school nurse's vital role in promoting wellness now so as to ensure healthy futures.

Current Consideration:

Resolution No. 2017/18-HR-05 declares May 9, 2018, National School Nurse Day. The Board will recognize the contributions that school nurses make every day to improve the health and success of our Nation's children.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2017-18-HR-05, by a roll call vote. **[EXHIBIT F]**

12.6 **Resolution No. 2017/18-BOT-02, School Safety** ***ACTION ITEM***
(Roll Call Vote)

Background Information:

Our public schools are charged not only with supporting student achievement, but also providing a foundation for mental and physical health, personal growth, as well as civic engagement. Student safety is a prerequisite for consistently high levels of academic and social development. Violence and harassment can not only alienate students from their peers and their environment, thereby impeding learning, but also cause injuries and fatalities. The horrific prospect of school shootings made an indelible impression on the national consciousness with the Columbine massacre of 1999. Since then, more than 150,000 Americans have experienced a shooting on campus and hundreds of lives have been lost as a result. Gun violence on school campuses, while relatively rare, represents a particularly egregious and unacceptable threat to the lives of students, teachers, and staff across the country. The recent massacre at Parkland Florida's Marjory Stoneman Douglas High School took 17 lives and shocked the conscience of the nation.

Current Consideration:

The Board of Trustees supports the right of students and staff to attend schools that are safe and free from violence and harassment, especially life-threatening forms of violence. Safe schools provide an environment where teaching and learning can flourish; disruptions are minimized; violence, bullying, and fear are absent; students are not discriminated against; expectations for behavior are clearly communicated and standards of behavior are maintained; and consequences for infractions are consistently and fairly applied. The most effective approach to creating safe school environments is a comprehensive, coordinated effort including schoolwide, districtwide, and communitywide strategies supplemented with legislation, resources, as well as support at the state and federal legislation level. By this resolution, the Board of Trustees urges the state of California and the United States Congress to invest in wraparound services to prevent bullying, harassment, discrimination, and violence in our schools, as well as to provide funding for programs and staff such as counselors, nurses, psychologists, and social workers that support students' mental, physical, and emotional health. The Board of Trustees urges the State of California and the United States Congress to implement commonsense measures that prioritize student safety and environments where all students have the opportunity to learn, grow, and thrive.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2017/18-BOT-02, by a roll call vote. **[EXHIBIT G]**

BUSINESS SERVICES

12.7 **Approval of Liability Claim**

ACTION ITEM

Background Information:

The District received a liability claim that was filed on February 21, 2018, and identified as AUHSD 012618 (Tort 385).

Current Consideration:

After review, staff determined that the claim was a proper charge against the District.

Budget Implication:

The impact to the budget will be \$760.06. (General Funds)

Staff Recommendation:

It is recommended that the Board of Trustees accept liability claim AUHSD 012618 (Tort 385) against the District, and authorize staff to settle the claim.

12.8 **Rejection of Liability Claim**

ACTION ITEM

Background Information:

The District received a liability claim that was filed on February 27, 2018, and identified as AUHSD 18-02 (Tort 387).

Current Consideration:

After review, staff determined that the claim was not a proper charge against the District.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees reject liability claim AUHSD 18-02 (Tort 387) as not a proper charge against the District, and authorize staff to send the notice of rejection.

12.9 **Rejection of Liability Claim**

Background Information:

The District received a liability claim that was filed on April 2, 2018, and identified as AUHSD 012918 (Tort 388).

Current Consideration:

After review, staff determined that the claim was not a proper charge against the District.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees reject liability claim AUHSD 012918 (Tort 388) as not a proper charge against the District, and authorize staff to send the notice of rejection.

EDUCATIONAL SERVICES

12.10 **Revised Board Policy 91300; 91300-AR, Parent and Family Engagement Policy, Second Reading**

INFORMATION/ACTION ITEM

Background Information:

Parent and Family Engagement Board Policy 91300; 91300-AR was last revised and Board approved in 2009. It was aligned with the No Child Left Behind Act of 2001 (NCLB). On December 10, 2015, the federal Every Student Succeeds Act (ESSA) was signed into law, and it replaced NCLB. Districts that receive federal funds, such as Title I and Title III, must align their parent and family engagement board policies with current federal regulations.

The District's Parent and Family Engagement Board Policy has been revised to meet ESSA requirements. Additionally, this policy is reviewed every year by an ad hoc committee of parents and employees, who participate in the District English Learner Advisory Committee (DELAC). This year's ad hoc committee was instrumental in reviewing and approving the changes to the policy. A draft of the updated policy was also shared at the February 13, 2018, DELAC meeting as an information item.

Current Consideration:

The District is requesting to revise Board Policy 91300; 91300-AR in order to refine the policy language that meets current ESSA requirements.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees review and/or approve revised Board Policy 91300; 91300-AR, Parent and Family Engagement. **[EXHIBIT H]**

12.11 **Independent Contractor Agreement, Families Together of Orange County (FTOC)** **ACTION ITEM**

Background Information:

The mission of Families Together of Orange County (FTOC) is to serve as the bridge between the people within the community and the services they need, particularly in the areas of health, wellness, and practical services.

FTOC began in 2003 and was formed in 2004 as a 501(c)(3) nonprofit. FTOC has committed to improving the quality of life for Orange County families by increasing access to and utilization of quality healthcare services, providing education and training that assist students' academic success, improving family relationships, as well as improving community involvement.

Current Consideration:

FTOC will provide health clearance testing and limited medical services for the participants of AUHSD and associated programs within the District. Through this agreement, the FTOC agrees to provide the required health clearance testing, the staff to perform the testing, and reading of the tests. The FTOC agrees to allow access to all program records as necessary so that the District may comply with state guidelines. FTOC agrees to submit the testing results to the participants in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The participant will submit the results of the testing to the District program for clearance to participate in the program. Services will be provided April 12, 2018, through September 1, 2020.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the independent contractor agreement. **[EXHIBIT I]**

12.12 **Independent Contractor Agreement, The Orange County Hispanic Youth Chamber of Commerce (OCHYCC)** **ACTION ITEM**

Background Information:

The Orange County Hispanic Youth Chamber of Commerce (OCHYCC) links culturally diverse college students to the professional world through career development, community involvement, and access to higher education. Their goal is to extend services to include high schools students.

Current Consideration:

OCHYCC will offer a mentoring program to students at Anaheim High School. The goal of the program is to increase awareness of resources that are available to students, as well as to motivate students to set goals for themselves and create a plan to achieve them. Services will be provided April 12, 2018, through September 1, 2020.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the independent contractor agreement. **[EXHIBIT J]**

12.13 **Educational Consulting Agreement, Illumination Institute**

ACTION ITEM

Background Information:

Illumination Institute is a nonprofit organization that promotes self-awareness, stress management, and improved concentration through mindfulness techniques. The institute was founded to help make mindfulness practices accessible to everyone, with a long-term vision of improving people's happiness and overall well-being. The institute has developed open-sourced, simple, and practical mindfulness exercises designed to benefit people of all ages and backgrounds.

Current Consideration:

Illumination Institute will provide professional learning and instructional resources for teachers, administrators, and staff throughout the District. The training addresses: how to help students discover self-control, self-awareness, and respect; how to promote good self-esteem and self-confidence; as well as how to nurture the socioemotional skills that students need to be successful in post-secondary college and career settings. Services will be provided April 13, 2018, through June 30, 2019.

Budget Implication:

The total cost for these services is not to exceed \$8,000. (Educator Effectiveness and One-Time Funding)

Staff Recommendation:

It is recommended that the Board of Trustees approve the educational consulting agreement. **[EXHIBIT K]**

12.14 **School-Sponsored Student Organizations**

ACTION ITEM

Background Information:

The Board of Trustees shall give approval for the establishment of all student organizations. The proposed organizations shall not engage in any activities, other than those that are organizational in nature, until the Board of Trustees has approved its application.

Current Consideration:

The following schools have submitted school-sponsored student organization applications:

12.14.1 Best Buddies, Kennedy High School **[EXHIBIT L]**

12.14.2 Coding Club, Magnolia High School **[EXHIBIT M]**

12.14.3 Vietnamese Student Association (VSA), Magnolia High School **[EXHIBIT N]**

12.14.4 Rebels Around the World, Savanna High School **[EXHIBIT O]**

12.14.5 BROS, Dale Junior High School **[EXHIBIT P]**

12.14.6 Multicultural Club, Dale Junior High School **[EXHIBIT Q]**

Budget Implication:

Each school-sponsored student organization offsets operational costs through donations and fundraising efforts.

Staff Recommendation:

It is recommended that the Board of Trustees approve the school-sponsored organization applications.

HUMAN RESOURCES

12.15 **Public Hearing, Disclosure of Collective Bargaining Agreement with ASTA**

INFORMATION ITEM

Background Information:

The Board of Trustees must hold a public hearing to hear comments related to the collective bargaining agreement with the Anaheim Secondary Teachers Association (ASTA) for the 2017-18 year, in accordance with AB 1200 (Statutes of 1991, G.C. 3547.3, Chapter 1213). Copies of the disclosure are available for review and study in the Business Office, 501 N. Crescent Way, Anaheim, California.

Current Consideration:

After the negotiation process with ASTA has concluded, the collective bargaining agreement is presented to the public via a Board of Trustees meeting. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the agreement.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board formally open the public hearing to provide the public an opportunity to speak on the proposed agreement.

12.16 **Adoption of the 2017-18 Collective Bargaining Agreement with ASTA**

ACTION ITEM

Background Information:

The District and ASTA currently have a two-year agreement for the 2016-17, and 2017-18 years. Per Article 23, the agreement includes reopeners for 2017-18 on wages, health, and welfare, as well as an additional article selected by each party. The District and ASTA brought forth proposals to begin the reopener negotiations for the 2017-18 year. The Health and Welfare memorandum of understanding (MOU) was brought forth to, and approved by, the Board of Trustees at the November 2, 2017, Board of Trustees meeting with a cost to the District of \$784,767. A tentative agreement was reached on February 16, 2018. The tentative agreement was ratified by unit members of ASTA.

Current Consideration:

The tentative agreement includes a one percent increase on the salary schedule retroactive to the beginning of the 2017-18 year. The agreement also includes other contract language changes including a three-year approximately 3.75 percent Districtwide general education reduction to student load.

Budget Implication:

The increase to employees' salary effective July 1, 2017, for ASTA unit members will impact the budget with an additional estimated expense of \$1.5 million per year. Contract language providing for a three-year (2018-19 through 2020-21) reduction to the general education student load of approximately 3.75 percent and another minimal language change in the

contract will impact the budget, with an additional estimated expense of \$11.6 million for the three-year period. (General Funds)

Staff Recommendation:

It is recommended that the Board of Trustees adopt the 2017-18 collective bargaining agreement with ASTA. **[EXHIBITS R and S]**

12.17 **Initial Contract Proposal, AUHSD to AFSCME**

INFORMATION ITEM

Background Information:

In accordance with Board Policy 6500.01, the District's initial contract proposal to the American Federation of State, County and Municipal Employees (AFSCME) must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. The District's initial contract proposal to AFSCME for the 2017-18 year is presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the proposal in order to proceed to the public hearing. **[EXHIBIT T]**

12.18 **Public Hearing, Initial Contract Proposal, AUHSD to AFSCME**

INFORMATION ITEM

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the District's initial contract proposal to the American Federation of State, County and Municipal Employees (AFSCME).

Current Consideration:

The Board must hold a public hearing of the District's initial contract proposal to AFSCME for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended the Board formally open a public hearing to provide the public an opportunity to speak on the proposal.

12.19 **Initial Contract Proposal, AFSCME to AUHSD**

INFORMATION ITEM

Background Information:

In accordance with Board Policy 6500.01, the American Federation of State, County and Municipal Employees' (AFSCME) initial contract proposal to the District must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. AFSCME's initial contract proposal to the District for the 2017-18 year is presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the proposal in order to proceed to the public hearing. **[EXHIBIT U]**

12.20 **Public Hearing, Initial Contract Proposal, AFSCME to AUHSD** **INFORMATION ITEM**

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the American Federation of State, County and Municipal Employees' (AFSCME) initial contract proposal to the District.

Current Consideration:

The Board must hold a public hearing of AFSCME's initial contract proposal to the District for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board formally open a public hearing to provide the public an opportunity to speak on the proposal.

12.21 **Initial Contract Proposal, AUHSD to CSEA** **INFORMATION ITEM**

Background Information:

In accordance with Board Policy 6500.01, the District's initial contract proposal to the California School Employees Association (CSEA) must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. The District's initial contract proposal to CSEA for the 2017-18 year is presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the proposal in order to proceed to the public hearing. **[EXHIBIT V]**

12.22 **Public Hearing, Initial Contract Proposal, AUHSD to CSEA** **INFORMATION ITEM**

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the District's initial contract proposal to the California School Employees Association (CSEA).

Current Consideration:

The Board must hold a public hearing of the District's initial contract proposal to CSEA for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board formally open a public hearing to provide the public an opportunity to speak on the proposal.

12.23 **Initial Contract Proposal, CSEA to AUHSD** **INFORMATION ITEM**

Background Information:

In accordance with Board Policy 6500.01, California School Employees Association's initial contract proposal to the District must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. CSEA's initial contract proposal to the District for the 2017-18 year is presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item only, requiring no formal action by the Board of Trustees, it is recommended that the Board officially receive the proposal in order to proceed to the public hearing. **[EXHIBIT W]**

12.24 **Public Hearing, Initial Contract Proposal, CSEA to AUHSD** **INFORMATION ITEM**

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the California School Employees Association's (CSEA) initial contract proposal to the District for the 2017-18 year.

Current Consideration:

The Board must hold a public hearing of CSEA's initial contract proposal to the District for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

Although this is an information item requiring no formal action by the Board of Trustees, it is recommended that the Board formally open a public hearing to provide the public an opportunity to speak on the proposal.

12.25 **Memorandum of Understanding (MOU), Assembly Bill 119**

ACTION ITEM

Background Information:

Due to a revision in Assembly Bill 119 (AB 119), CSEA may access employees during the onboarding process. The District and CSEA negotiated the parameters of this access in accordance with AB 119.

Current Consideration:

The MOU will remain in effect through June 30, 2020, and will automatically renew from year to year unless either party serves written notice between March 1 and April 1, 2019, or any subsequent anniversary date.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the MOU. **[EXHIBIT X]**

12.26 **Revised Board Policy 91200; 91200-R, Uniform Complaint Procedures, First Reading**

INFORMATION ITEM

Background Information:

Board Policy 91200; 91200-R, Uniform Complaint Procedures, provides the procedure for students, parents/guardians, and District employees to make complaints alleging failure to comply with applicable state, as well as federal laws and regulations, and/or alleging discrimination. The policy was last revised in 2014.

Current Consideration:

The Board of Trustees is requested to review the first reading of revised Board Policy 91200; 91200-R, Uniform Complaint Procedures. The revised policy includes new language to ensure compliance, including types of complaints, pupil fees, and investigation cooperation.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees review revised Board Policy 91200; 91200-R, Uniform Complaint Procedures. **[EXHIBIT Y]**

12.27 **Revised Board Policy 7703.01; 7703.01-R, Williams Uniform Complaint Procedures, First Reading**

INFORMATION ITEM

Background Information:

Board Policy 7703.01; 7703.01-R, Williams Uniform Complaint Procedures, provides the procedure for students, parents/guardians, and District employees to make complaints alleging failure to comply with applicable state, as well as federal laws and regulations, and/or alleging discrimination. This policy was last revised in 2014.

Current Consideration:

The Board of Trustees is requested to review the first reading of revised Board Policy 7703.01; 7703.01-R, Williams Uniform Complaint Procedures, to include new language specifying the complainant’s right to describe the complaint to the governing board at a regularly scheduled meeting of the governing board.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees review revised Board Policy 7703.01; 7703.01-R, Williams Uniform Complaint Procedures. **[EXHIBIT Z]**

12.28 **Memorandum of Understanding (MOU), Loyola Marymount University (LMU)**

ACTION ITEM

Background Information:

The District has traditionally entered into agreements with university programs to provide opportunities for university students to meet their field work requirements and to gain valuable experience in a professional setting within our District schools.

Current Consideration:

This agreement provides the opportunity for university students attending LMU to serve as counselor interns in AUHSD schools to promote a college-going culture through peer-to-peer conferences on challenges of college, sharing personal experiences as college students, and conducting classroom presentations on college experience and college life. Counselor interns do not replace counseling services provided by District counselors. Counselor interns will meet with an on-site supervisor for the purpose of completing the university’s field instruction and participation requirements. Additionally, professional attire and conduct will be reviewed. Services will be provided April 12, 2018, through April 11, 2021, and will automatically renew unless otherwise indicated in writing at least 30 days prior to the end of the term.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the MOU. **[EXHIBIT AA]**

13. **CONSENT CALENDAR**

ACTION ITEM

The Board will list consent calendar items that they wish to pull for discussion.

The Board of Trustees is requested to approve/ratify items listed under the consent calendar. These items are considered routine and are acted on by the Board of Trustees in one motion. It is understood that the administration recommends approval of all consent calendar items. Each item on the consent calendar, approved by the Board, shall be deemed to have been considered in full and approved/ratified as recommended. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or the public requests specific items be discussed or removed from the consent calendar.

BUSINESS SERVICES

13.1 Piggyback Bids, Purchase Through Public Corporation or Agency

Background Information:

The District is receiving new furniture for approximately 105 classrooms in the upcoming summer of 2018. Maintenance and Operations has assessed the current floor conditions in these classrooms, and has identified carpet flooring material that is beyond the end of its current life cycle and needs to be replaced. There will also be other projects throughout the year that may require carpeting for which this contract can be utilized.

Current Consideration:

The State of California's Department of General Services (DGS) has a piggybackable contract through the California Multiple Awards Schedule (CMAS) with KYA Services, LLC that will allow other agencies, including local districts, to purchase carpet and related materials, while also including various removal and installation services. The material and services will be purchased utilizing DGS CMAS contracts 4-17-72-0057B through September 24, 2022, including any extensions of the contract. The District will utilize this contract pursuant to the provisions of Public Contract Code Sections 10298, 10299, and 12100 et seq.

Budget Implication:

The total amount of the award is not to exceed \$200,000 annually. (Various Funds)

Staff Recommendation:

It is recommended that the Board of Trustees approve the purchase of carpet, vinyl base, and related material including removal and installation services utilizing DGS's CMAS contract 4-17-72-0057B to KYA Services, LLC, including extensions of the contract.

13.2 Proposal, Community Benefits Agreement Administration Services

Background Information:

On July 14, 2017, the Board of Trustees adopted the resolution to approve a Community Benefits Agreement (CBA) for selected projects funded by Measure H. California Public Contract Code (PCC) Section 2500 defines a CBA also known as a Project Labor Agreement (PLA) as a "...prehire collective bargaining agreement that establishes terms and conditions of employment for a specific construction project or projects." The purpose for the CBA is to ensure a sufficient supply of high skilled craftsperson, and to eliminate disruptions or interference with project work while utilizing the most modern, efficient, and effective procedures for construction.

Current Consideration:

The District's CBA is a five-year agreement with the Los Angeles and Orange Counties Building Construction Trade Council and the Signatory Craft Councils and Unions, which establishes the labor relations guidelines and procedures for certain Measure H construction on the project list.

The terms of the CBA require that the District actively administer and enforce the obligations of the agreement by designating a project labor coordinator from either its own staff or an independent entity acting on behalf of the District to monitor full compliance with the CBA. Staff has solicited proposals from various firms having expertise in project labor compliance and has determined that The Solis Group would offer the best value based on their understanding of the District's CBA and proposed rates.

Budget Implication:

The Solis Group will provide project labor administration and compliance services at a cost not to exceed \$350,000 in accordance with the proposal dated March 22, 2018. (Measure H Funds)

Staff Recommendation:

It is recommended that the Board of Trustees approve the proposal. [EXHIBIT BB]

13.3 **Rejection of all Proposals for the Dale Junior High School and Polaris High School New Construction, and/or Modernization Projects RFP #2018-11**

Background Information:

Staff is using the Lease-Leaseback (LLB) delivery method to procure construction for the Dale Junior High School and Polaris High School new construction and/or modernization projects as approved by the Board. Education Code Section 17406 is the LLB provision, which allows districts to lease to a person, firm, or corporation real property that belongs to a school district for the purpose of constructing buildings and improvements thereon for district use during the term of the lease, and requires that title to the buildings and improvements shall vest in the district at the expiration of that term.

The District issued RFP #2018-11 inviting contractors to submit qualifications and proposals to perform the work associated with the subject projects. Staff received proposals from prequalified contractors. After a review of the submitted qualifications and proposals, as well as interviews of shortlisted firms, staff recommended to the Board of Trustees the selection of Tilden-Coil Constructors, Inc. (Tilden-Coil) as the LLB contractor for the projects based on the fact it achieved the highest best value score pursuant to the criteria set forth in the RFP. Staff commenced negotiations with Tilden-Coil regarding the guaranteed maximum price (GMP) for both projects, and could not reach an agreement on the costs. The assistant superintendent, Business, relieved Tilden-Coil of being the selected LLB contractor pursuant to the RFP.

Current Consideration:

Due to current market conditions, staff is recommending the rejection of all LLB proposals received pursuant to RFP #2018-11. Staff will immediately reinstate the bidding process for the Dale Junior High School and Polaris High School projects utilizing an alternative project delivery method and a new prequalification process, which will be subject to the Board of Trustees' approval at a future meeting.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve relieving Tilden-Coil from its previous selection as LLB contractor, and reject all proposals received pursuant to RFP #2018-11.

13.4 **Award of Bids**

The Board of Trustees is requested to award the bids.

<u>Bid#</u>	<u>Service</u>	<u>Award</u>	<u>Amount</u>
2018-14	Districtwide Roof Maintenance (Maintenance Funds)	aCabral Roofing Group	\$586,131.29

2018-26	Districtwide Classroom Repairs-Painting (Maintenance Funds)	*GDL Best Contractors, Inc.	\$133,300
* Allow the apparent low bidder to withdraw their bid under Public Contract Code Section 5103 and award to second lowest responsive bidder.			
2018-27	Districtwide Classroom Repairs-Abatement (Maintenance Funds)	Harbor Environmental Group, Inc.	\$64,525
2018-28	Districtwide Classroom Repairs–Polished Concrete (Maintenance Funds)	GDL Best Contractors, Inc.	\$129,000

Staff Recommendation:

It is recommended that the Board of Trustees award the bids as listed.

13.5 **Declaring Certain Furniture and Equipment as Unusable, Obsolete, and/or Out-of-Date, and Ready for Sale or Destruction**

Staff Recommendation:

It is recommended that the Board of Trustees approve the list of District furniture and equipment as unusable, obsolete, and/or out-of-date, and ready for sale or destruction, as well as authorize proper disposal in accordance with Education Code Section 17545 et al. **[EXHIBIT CC]**

13.6 **Declaring Certain Textbooks and Instructional Materials as Unusable, Obsolete, and/or Out-of-Date, Damaged, and Ready for Sale or Destruction**

Staff Recommendation:

It is recommended that the Board of Trustees approve the list of District textbooks and instructional materials as unusable, obsolete, and/or out-of-date, damaged, and ready for sale or destruction as surplus, as well as authorize staff to dispose of the textbooks and instructional materials in accordance with Education Code Section 60510 et al. **[EXHIBIT DD]**

13.7 **Donations**

Staff Recommendation:

It is recommended that the Board of Trustees accept the donations as submitted. **[EXHIBIT EE]**

13.8 **Purchase Order Detail Report**

Staff Recommendation:

It is recommended that the Board of Trustees ratify the report February 23, 2018, through April 2, 2018. **[EXHIBIT FF]**

13.9 **Check Register/Warrants Report**

Staff Recommendation:

It is recommended that the Board of Trustees ratify the report February 23, 2018, through April 2, 2018. **[EXHIBIT GG]**

13.10 SUPPLEMENTAL INFORMATION

13.10.1 ASB Fund, February 2018 [EXHIBIT HH]

13.10.2 Cafeteria Fund, January 2018 [EXHIBIT II]

13.10.3 Enrollment, Month 8 [EXHIBIT JJ]

EDUCATIONAL SERVICES

13.11 **Amendment, Implementation Agreement, Advancement Via Individual Determination (AVID) Center**

Background Information:

The AVID College Readiness System supports a culture of rigor and success for more than 200,000 students in approximately 1,400 schools throughout the Nation. Their mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

Services provided by the AVID Center include: training for AVID site teams, AVID elective teachers, and District AVID coordinator; coordination with the District to analyze AVID program data; AVID certification review and/or monitoring of programs; access to AVID resources on the password protected AVID website; and access to AVID College Readiness System workshops, as well as online offerings.

Current Consideration:

On May 9, 2017, the Board of Trustees approved an agreement with AVID for the yearly fee for Anaheim, Katella, Loara, Magnolia, and Savanna high schools, Oxford Academy, as well as Ball, Brookhurst, Dale, Orangeview, South, and Sycamore junior high schools, to cover all AVID materials and AVID weekly resources. The agreement must be amended to include Western High School.

Budget Implication:

The previous approved amount was not to exceed \$47,928. The new amount, including Western High School, is not to exceed \$56,427. All terms of the agreement remain intact.

Staff Recommendation:

It is recommended that the Board of Trustees approve the amendment.

13.12 **Education Programs for Careers in Healthcare Agreement, Kaiser Foundation Health Plan, Inc.**

Background Information:

Kaiser Foundation Health Plan, Inc. and Kaiser Foundation Hospitals (Kaiser) is a partner with the District's Anaheim Innovative Mentoring Experience (AIME) program. Kaiser is a licensed health care facility, which provides various health care services to its patients. Kaiser has a long history of community outreach programs that provide a variety of educational supports, including shadowing programs for the development of non-clinical professionals to best understand the array of health care careers available.

Current Consideration:

Kaiser is currently one of the District's AIME partners for the summer paid internship opportunity. Selected students are assigned a Kaiser professional to shadow for the six-

week summer program. This agreement details the roles of the District and Kaiser to ensure students are prepared to work in this highly confidential work environment. Services will be provided June 4, 2018, through July 12, 2018.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the agreement. [EXHIBIT KK]

13.13 **Agreement, Second Harvest Food Bank School Pantry Program**

Background Information:

The mission of the School Pantry Program is to help alleviate child hunger in America through the provision of food to children and their families at school. School pantries are located on the grounds of a school intended to provide a more readily accessible source of food assistance to low-income students and their families.

Current Consideration:

Orangeview and Sycamore junior high schools staff will partner with Second Harvest Food Bank to provide the School Pantry Program to low-income students and their families. The Family and Community Engagement Specialists (FACES) will serve as site coordinators for the School Pantry Program. The program is open to all junior high schools in the District, at this time, Orangeview and Sycamore junior high schools are the only school sites who are participating. Services will be provided July 1, 2018, through June 30, 2019.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the agreement. [EXHIBIT LL]

13.14 **Transportation Agreement, Speech and Language Development Center**

Background Information:

Under the Individuals with Disability Education Act, the District is obligated to provide transportation services to special education students that require transportation to receive a free and appropriate public education. Our Transportation Department safely and effectively transports approximately 700 special education students on any given school day. In rare circumstances, a student's needs are such that our Transportation Department is not able to safely or efficiently transport the student. In those circumstances, alternative forms of transportation are provided through contracted services or through reimbursing parents the cost incurred in transporting their child. These alternative forms of transportation are permitted under the Education Code and federal law. Due to student confidentiality, the transportation agreements are redacted, with limited information provided regarding the student or family.

Current Consideration:

The Board of Trustees is requested to ratify the 2017-18 regular school year transportation agreement, to reimburse the parent of a special education student attending the Speech and Language Development Center, located at 8699 Holder, Buena Park, CA 90620, for providing round trip daily transportation, February 6, 2018, through June 30, 2018.

Budget Implication:

The total cost is not to exceed \$99.72. (Special Education Funds)

Staff Recommendation:

It is recommended that the Board of Trustees ratify the transportation agreement.

[EXHIBIT MM]

13.15 **Instructional Materials Submitted for Adoption**

The Instructional Materials Review Committee has recommended the selected books for English and social sciences courses. The books have been made available for public view.

Staff Recommendation:

It is recommended that the Board of Trustees adopt the selected materials. **[EXHIBIT NN]**

13.16 **Instructional Materials Submitted for Display**

The Instructional Materials Review Committee recommended the selected material for display, for courses in dual enrollment, English, and social sciences. Before the materials can be approved for adoption, they must be made available for public review. The Board of Trustees will be requested to consider adoption of the materials following the end of the period of public display, April 13, 2018, through May 8, 2018.

Staff Recommendation:

It is recommended that the Board of Trustees approve the display. **[EXHIBIT OO]**

13.17 **Individual Service Contracts**

Staff Recommendation:

It is recommended that the Board of Trustees approve/ratify the individual service contracts as submitted. (Special Education Funds) **[EXHIBIT PP]**

13.18 **Field Trip Report**

Staff Recommendation:

It is recommended that the Board of Trustees approve/ratify the report as submitted. **[EXHIBIT QQ]**

HUMAN RESOURCES

13.19 **Educational Consulting Agreement, Pivotal Leadership LLC
DBA MindKind Institute, LLC**

Background Information:

Pivotal Leadership LLC has provided Self-Awareness Training for Anaheim Union High School District (AUHSD) leaders since September 2017. To deepen the learning, Pivotal Leadership LLC will provide the "Mindful Leadership@AUHSD" program, a multi-pronged approach towards developing mindful leaders at AUHSD with the highest level of commitment to the 5Cs-Collaboration, Communication, Creativity, Critical thinking, and Character. Dr. Home H.C. Nguyen and Pivotal Leadership LLC faculty members will facilitate the trainings.

Current Consideration:

Participants will learn about a variety of meditation techniques and how they can weave these techniques into everyday life. The program is delivered via an online coach and a teacher-led, group-learning platform. Two key ways in which Pivotal Leadership LLC will support AUHSD leaders are by cultivating self-awareness and strengthening leadership teams. Services will be provided April 12, 2018, through June 30, 2019.

Budget Implication:

The total cost for services is not to exceed \$48,000. (Wellness Program Funds, Providence St. Joseph Health Community Partnership Funds, and General Funds)

Staff Recommendation:

It is recommended that the Board of Trustees approve the educational consulting agreement. **[EXHIBIT RR]**

13.20 **Agreement, California State University, Fullerton (CSUF)**

Background Information:

The District has traditionally entered into agreements with university programs to provide opportunities for university students to meet their field work requirements and to gain valuable professional experiences. This agreement provides the opportunity for California State University, Fullerton (CSUF) speech-language pathology interns to provide supervised support services for the District.

Current Consideration:

University students will meet with District clinical supervisors (speech language pathologists) at the intern's assigned school site to be involved in the student's preparation for speech language pathology. This agreement provides opportunities for the student to observe, participate, and assist in the District's speech language pathology program. Clinical supervisors will model to the student effective planning, instruction, and management strategies, as well as discuss these strategies with the student teacher. Additionally, professional attire, development, and conduct will be reviewed. The agreement will be effective March 14, 2018, through March 13, 2023. Due to the university's policy for entering into agreements, the agreement will be signed following Board approval.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees ratify the agreement. **[EXHIBIT SS]**

13.21 **Agreement, California State University, Northridge (CSUN)**

Background Information:

The District has traditionally entered into agreements with university programs to provide opportunities for university students to meet their field work requirements and to gain valuable professional experiences. This agreement provides the opportunity for CSUN speech-language pathology interns to provide supervised support services to District students and staff. The District has had an agreement with CSUN since 2012.

Current Consideration:

The agreement with CSUN is a renewal of an existing agreement that provides clinical training in the area of speech pathology. University students will meet with District clinical

supervisors (speech language pathologists) at the intern's assigned school site to be involved in the student's preparation for speech language pathology. This agreement provides opportunities for the student to observe, participate, and assist in the District's speech language pathology program. Clinical supervisors will model to the student effective planning, instruction, and management strategies, as well as discuss these strategies with the student teacher. Additionally, professional attire, development, and conduct will be reviewed. The agreement will be effective April 12, 2018, through April 11, 2023. Due to the university's policy for executing agreements, this agreement will be signed following Board approval.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees approve the agreement. **[EXHIBIT TT]**

13.22 **2017-18 Third Quarterly Report, Williams Uniform Complaints**

Background Information:

The Williams Uniform Complaints report summarizes all complaints relative to adequate textbooks and instructional materials, teacher vacancies or misassignments, facilities conditions, as well as intensive instruction and services for students who have not passed the California High School Exit Examination (CAHSEE) by the end of the 12th grade. This is a quarterly report required by Education Code Section 35186, which is submitted to the Orange County Department of Education.

Current Consideration:

The Williams Uniform Complaints Third Quarterly Report, January 1, 2018, through March 31, 2018, states there were no complaints during this quarter.

Budget Implication:

There is no impact to the budget.

Staff Recommendation:

It is recommended that the Board of Trustees accept the report. **[EXHIBIT UU]**

13.23 **Classified Employee Salary Schedules**

Background Information:

The California Public Employees' Retirement System (CalPERS) requires the Board of Trustees to formally approve classified salary schedules, along with any subsequent additions, corrections, or modifications made to the schedules. Additional modifications continue to be necessary to accurately represent necessary changes and corrections on the schedules.

Current Consideration:

Adopt the salary schedules for employees in the following work groups and bargaining units: the American Federation of State, County and Municipal Employees (AFSCME), California School Employees Association (CSEA), Classified Management, and Classified Administration.

The proposed modifications include salary range increases already recommended by the Personnel Commission and approved by the Board of Trustees. Affected classifications

include, HVAC Energy Maintenance Construction Systems Technician, Webmaster, Maintenance Foreman, Employee Relations Analyst, Graphic Production Manager, Human Resources Analyst, Food Service-Operations Supervisor, Operations Supervisor, Payroll Supervisor, Maintenance Manager, Educational Technology Supervisor, Accounting Manager, Assistant Director-Food Service, Director of Business Operations, Director of Purchasing, and Controller.

Budget Implication:

The ongoing annual cost of the salary modifications is estimated to be approximately \$210,000, without consideration for additional changes that may further affect cost, such as changes in personnel, tax law, bargaining agreement contracts, or other areas that affect salary.

Staff Recommendation:

It is recommended that the Board of Trustees adopt the salary schedules for AFSCME, CSEA, Classified Management, and Classified Administration. **[EXHIBIT VV]**

13.24 **Agreement Amendment, CompHealth Medical Staffing**

Background Information:

The District is obligated to provide critical services to students with special needs. Speech-language pathologists provide some of these critical services. When a speech-language pathologist takes a leave of absence or if there is a sudden need to fill a vacancy, we must fill that position on a temporary basis with a qualified individual. Due to the specific qualifications needed to fill this type of position, and for only a limited time, it is increasingly difficult to find a qualified individual.

Current Consideration:

This agreement amendment will provide a qualified speech-language pathologist, on a temporary basis, from January 29, 2018, through February 2, 2018.

Budget Implication:

The total cost is \$80 per hour. (General Funds)

Staff Recommendation:

It is recommended that the Board of Trustees ratify the agreement amendment. **[EXHIBIT WW]**

13.25 **Certificated Personnel Report**

Staff Recommendation:

It is recommended that the Board of Trustees approve/ratify the report as submitted. **[EXHIBIT XX]**

13.26 **Classified Personnel Report**

Staff Recommendation:

It is recommended that the Board of Trustees approve/ratify the report as submitted. **[EXHIBIT YY]**

SUPERINTENDENT'S OFFICE

13.27 Conferences and/or Meetings

It is recommended that the Board of Trustees approve the attendance to the following conference by Trustee Randle-Trejo with payment of necessary expenses (travel, hotel, parking, taxi, etc.)

California School Boards Association (CSBA) May Delegate Assembly meeting, May 19-20, 2018, Sacramento, CA, at a cost not to exceed \$3,000. (General Funds)

Staff Recommendation:

It is recommended that the Board of Trustees approve the attendance of Trustee Randle-Trejo to attend the conference with payment of necessary expenses.

13.28 Conferences and/or Meetings

It is recommended that the Board of Trustees approve and ratify the attendance to the following conferences by the superintendent with payment of necessary expenses (travel, hotel, parking, taxi, etc.)

13.28.1 The California Council for the Social Studies Administrators' Colloquium, March 23, 2018, San Diego, CA, at a cost not to exceed \$250.

13.28.2 Region One Education Service Center Leadership Institute, April 6-7, 2018, South Padre Island, TX, at a cost not to exceed \$650.

Staff Recommendation:

It is recommended that the Board of Trustees approve and ratify for superintendent to attend the conferences with payment of necessary expenses.

13.29 Board of Trustees' Meeting Minutes

13.29.1 February 20, 2018, Regular Meeting **[EXHIBIT ZZ]**

13.29.2 March 6, 2018, Regular Meeting **[EXHIBIT AAA]**

14. SUPERINTENDENT AND STAFF REPORT

INFORMATION ITEM

15. BOARD OF TRUSTEES' REPORT

INFORMATION ITEM

Announcements regarding school visits, conference attendance, and meeting participation.

16. ADVANCE PLANNING

INFORMATION ITEM

16.1 Future Meeting Dates

The next regular meeting of the Board of Trustees will be held on Tuesday, May 8, 2018, at 6:00 p.m.

Due to a scheduling conflict, the Board of Trustees is requested to formally change the Board of Trustees meeting date of July 19, 2018, to July 12, 2018.

Thursday, June 7
Thursday, June 14
Thursday, July 19 to Thursday, July 12
Thursday, August 16

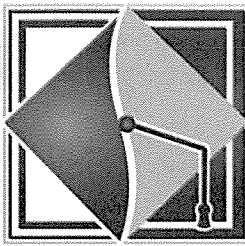
Thursday, September 13
Thursday, October 11
Thursday, November 8
Thursday, December 13

16.2 **Suggested Agenda Items**

17. **ADJOURNMENT**

ACTION ITEM

In compliance with the Americans with Disabilities Act, individuals with a disability who require modification or accommodation in order to participate in this meeting should contact the executive assistant to the superintendent at (714) 999-3503 by noon on Monday, April 9, 2018.



2017-2018 TEACHERS OF THE YEAR

SCHOOL SITE	TEACHER	SUBJECT
Anaheim High School	Angela Metcalfe	Science
Ball Junior High School	David Trevett	World History
Brookhurst Junior High School	Marcus Weiss	Mathematics
Cypress High School	Norma Jackson	Special Education
Dale Junior High School	Daniel Laningham	ELA
Gilbert High School	John Dechene	English
Hope School	Mark Rebennack	Art
Katella High School	Leone Walsh	Mathematics
Kennedy High School	Sarah Anderson	Choir
Lexington Junior High School	Scott McIver	Mathematics
Loara High School	Kyle Walker*	Social Science
Magnolia High School	Lindsay Ruben	English
Orangeview Junior High School	Huy Tuong Tran*	History and Mathematics
Oxford Academy	Shanon Groover	World History
Polaris High School	Peggy Blanton	Independent Study
Savanna High School	Erin Kliem	Health
South Junior High School	Jamie Clapper	Science
Sycamore Junior High School	Dayna Whitman*	Home Economics
Walker Junior High School	Crisanta Andrade	Spanish
Western High School	Jaime Flores	Physical Education

**Selected as District Teacher of the Year*

RESOLUTION OF THE BOARD OF TRUSTEES OF THE ANAHEIM UNION HIGH SCHOOL DISTRICT

ESTABLISH BUILDING FUND NO. 2126 FOR "SERIES 2018 BONDS"

RESOLUTION NO. 2017/18-B-20

April 12, 2018

On the motion of _____ and duly seconded, the following resolution was adopted.

WHEREAS, the Education Code Section 15140 provides that the Board of Trustees shall issue bonds on behalf of the District in order to renovate, repair, make improvements to District facilities; and

WHEREAS, the Board of Trustees has determined the need to establish a separate Building Fund (subfund 2126) to record the issuance of general obligation bonds in an aggregate principal amount not to exceed \$84,000,000 as authorized by Bond Election of 2014, Series 2018, "Series 2018 Bonds"; and

WHEREAS, the District covenants that it will restrict the use of the proceeds of Series 2018 Bonds so as not to constitute arbitrage bonds under Section 148 of the Internal Revenue Code of 1986; and

WHEREAS, the District covenants that funds will be expended for the purposes described in Measure H and applicable laws.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the administration to establish a Building Fund with the County Treasurer effective April 12, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA)
)
) SS
)

COUNTY OF ORANGE)

I, Michael B. Matsuda, superintendent of the Anaheim Union High School District of Orange County, California, and secretary to the Board of Trustees therefore, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at the regular meeting thereof held on the 12th day of April 2018, and passed by a roll call vote of all members of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and
Secretary to the Board of Trustees

RESOLUTION OF THE BOARD OF TRUSTEES OF THE ANAHEIM UNION HIGH SCHOOL DISTRICT

TEMPORARY INTERFUND TRANSFER (General Fund and Various Funds)

April 12, 2018

Resolution No. 2017/18-B-21

On the motion of Trustee _____ and duly seconded, the following resolution was adopted:

WHEREAS, the Governing Board of the Anaheim Union High School District has determined that the General Fund may require a temporary interfund transfer from various funds to the General Fund to cover cash flow requirements during the 2018-2019 fiscal year, and

WHEREAS, the Education Code of California Section 42603 authorizes the Governing Board to temporarily transfer money held in any fund to another fund for payment of obligations of the District, and

WHEREAS, such a transfer can be made not more than twice within a fiscal year from the same fund or account and only when the District will receive income sufficient to repay the amount transferred, and

WHEREAS, no more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred pursuant to the provision of this section during that fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board authorizes the Administration to make temporary transfers to cover cash flow requirements from various funds to the General Fund.

BE IT FURTHER RESOLVED that the amount transferred shall be repaid or transferred back to the original fund from the General Fund either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 days of a fiscal year.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Trustees on April 12, 2018, by the following votes:

AYES

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA)
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) SS
)
COUNTY OF ORANGE)

I, Michael B. Matsuda, superintendent of the Anaheim Union High School District of Orange County, California, and secretary to the Board of Trustees thereof, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at the regular meeting thereof held on the 12th day of April 2018, and passed by a roll call vote of all members of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and
Secretary to the Board of Trustees

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ANAHEIM UNION HIGH SCHOOL DISTRICT**

Arab American Heritage Month

RESOLUTION NO. 2017/18-E-22

April 12, 2018

On the motion of Trustee _____ and duly seconded, the following resolution was adopted:

WHEREAS, On March 22, 2018, Senate Concurrent Resolution 123 was introduced in the California Legislature seeking bicameral support for designating April 2018 as Arab American Heritage Month; and

WHEREAS, The Anaheim Union High School District (District) has seen a significant increase in Arab student enrollment and has recognized the contributions of Arab American students, families, and community members; and

WHEREAS, In the 2017-18 school year, the District created an Arabic language course at Western High School, which the District intends to expand to other schools; and

WHEREAS, For over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society, including medicine, law, business, technology, government, and culture; and

WHEREAS, Since migrating to the United States, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends, while also setting fine examples of model citizens and public servants; and

WHEREAS, Arab migrants to the United States brought with them their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy; and

WHEREAS, Arab Americans have also enriched our society by embracing the American spirit of opportunity that makes our nation free and prosperous; and

WHEREAS, The history of Arab Americans in American life often remains neglected or defaced by misunderstanding, bigotry, and anti-Arab hate in the form of crimes and speech; and

WHEREAS, Issues currently affecting Arab Americans, such as civil rights abuses, harmful stereotyping, harassment, and bullying, must be combated in the forms of education and awareness; and

WHEREAS, Arab Americans join all Americans in the desire to see a peaceful and diverse society, where every individual is treated equally and feels safe; and

WHEREAS, The immense contributions and heritage of Arab Americans have helped us build a better nation;

NOW, THEREFORE BE IT RESOLVED, that the Anaheim Union High School District celebrates the countless contributions that Arab Americans have made to American society and the State of California, and that the Board of Trustees of the Anaheim Union High School District hereby proclaims the month of April 2018 to be Arab American Heritage Month.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Trustees on April 12, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA)
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)SS
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COUNTY OF ORANGE)

I, Michael B. Matsuda, superintendent of the Anaheim Union High School District of Orange County, California, and secretary to the Board of Trustees thereof, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board of Trustees at the regular meeting thereof, held on the 12th day of April 2018, and passed by a roll call vote of all members present of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and
Secretary to the Board of Trustees

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ANAHEIM UNION HIGH SCHOOL DISTRICT**

Day of the Teacher

May 8, 2018

RESOLUTION NO. 2017/18-HR-04

April 12, 2018

On the motion of Trustee _____ and duly seconded, the following resolution was adopted:

WHEREAS, quality education is key to progress, success, and meeting the challenges of a changing world; and

WHEREAS, the role of the classroom teacher cannot be overemphasized, for they are the single most influential factor in a child's education; and

WHEREAS, teachers fill many roles, including listener, role model, motivator, and mentor; and

WHEREAS, our teachers are at their best when they hold students to high expectations, challenge them to think critically, push them to excel in the face of any obstacle, and guide their development into contributing citizens; and

WHEREAS, excellent teaching is a labor of love, and our dedicated professionals often use their own resources and work evenings and weekends to enhance and enrich the daily learning experiences of their students with innovative lessons; and

WHEREAS, District teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop; and

WHEREAS, District teachers are dedicated to providing students optimum opportunities for success and fulfillment, as well as motivating students to reach high levels of achievement.

NOW, THEREFORE, BE IT RESOLVED that the Anaheim Union High School District Board of Trustees observes May 8, 2018, as California Day of the Teacher, to salute the teachers who mold and educate our children, as well as impact and enrich our lives.

The foregoing resolution was passed and adopted at the regular meeting of the Board of Trustees, on April 12, 2018, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution No. 2017/2018-HR-04

STATE OF CALIFORNIA)
)
) SS
)
COUNTY OF ORANGE)

I, Michael B. Matsuda, superintendent of the Anaheim Union High School District, Orange County, California, and secretary to the Board of Trustees thereof, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said board at the regular meeting thereof held on the 12th day of April 2018, and passed by a roll call vote of all members of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and Secretary to the
Board of Trustees

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ANAHEIM UNION HIGH SCHOOL DISTRICT**

National School Nurse Day

May 9, 2018

RESOLUTION NO. 2017/18-HR-05

April 12, 2018

On the motion of Trustee _____ and duly seconded, the following resolution was adopted:

WHEREAS, the Anaheim Union High School District is served by dedicated nurses who are committed to the health and well-being of our students; and

WHEREAS, children are the future and, by investing in them today, we are ensuring our world for tomorrow; and

WHEREAS, all students have a right to have their health needs safely met while in the school setting; and

WHEREAS, children today face more complex and life-threatening health problems requiring care in school; and

WHEREAS, school nurses have served a critical role in improving public health and in ensuring student's academic success for more than 100 years; and

WHEREAS, school nurses are professional nurses that advance the well-being, academic success, and life-long achievements of all students by serving on the frontlines and providing a critical safety net for our nation's most fragile children; and

WHEREAS, school nurses act as a liaison to the school community, parents, and health care providers on behalf of children's health by promoting wellness and improving health outcomes for our nation's children; and

WHEREAS, school nurses support the health and educational success of children and youth by providing access to care when children's cognitive development is at its peak; and

WHEREAS, school nurses are members of school-based mental health teams; and

WHEREAS, school nurses understand the link between health and learning and are in a position to make a positive difference for children every day.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Anaheim Union High School District observes May 9, 2018, as National School Nurse Day to honor the dedication, commitment, and tireless efforts of school nurses.

The foregoing resolution was passed and adopted at the regular meeting of the Board of Trustees, on April 12, 2018, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA)
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COUNTY OF ORANGE)

I, Michael Matsuda, superintendent of the Anaheim Union High School District, Orange County, California, and secretary to the Board of Trustees thereof, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said board at the regular meeting thereof held on the 12th day of April 2018, and passed by a roll call vote of all members of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and Secretary to the
Board of Trustees

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ANAHEIM UNION HIGH SCHOOL DISTRICT**

SCHOOL SAFETY

RESOLUTION NO. 2017/18-BOT-02

April 12, 2018

On the motion of Trustee _____ and duly seconded, the following resolution was adopted:

WHEREAS, our public schools are charged not only with supporting student achievement, but also providing a foundation for mental and physical health, as well as personal growth and civic engagement; and

WHEREAS, student safety is a prerequisite for consistently high levels of academic and social development; and

WHEREAS, violence and harassment can not only alienate students from their peers and their environment, thereby impeding learning, but also cause injuries and fatalities; and

WHEREAS, in its May 2017 study, *Indicators of School Crime and Safety: 2016*, the National Center for Education Statistics found that 21 percent of students aged 12 to 18 said they were bullied at school; and

WHEREAS, in the same study, 16 percent of high school students reported carrying a weapon at any point during the previous 30 days and 4 percent reported carrying a weapon on campus during the previous 30 days; and

WHEREAS, the study also noted that 4 percent of students had access to a loaded gun without adult permission, either at school or away from school, during the school year; and

WHEREAS, the horrific prospect of school shootings made an indelible impression on the national consciousness with the Columbine massacre of 1999; and

WHEREAS, gun violence on school campuses, while relatively rare, represents a particularly egregious and unacceptable threat to the lives of students, teachers, and staff across the country; and

WHEREAS, the recent massacre at Parkland Florida's Marjory Stoneman Douglas High School took 17 lives and shocked the conscience of the nation; and

WHEREAS, gun violence in schools occurs in America with a frequency and a severity that is unparalleled anywhere in the world; and

WHEREAS, exposure to trauma can adversely affect a child's health for the rest of their life; and

WHEREAS, the Board of Trustees for the Anaheim Union High School District supports the right of students and staff to attend schools that are safe and free from violence and harassment, especially life-threatening forms of violence; and

WHEREAS, all students, regardless of background, deserve access to services that support and enhance their physical, mental, and emotional health; and

WHEREAS, safe schools provide an environment where teaching and learning can flourish; disruptions are minimized; violence, bullying, and fear are absent; students are not discriminated against; expectations for behavior are clearly communicated and standards of behavior are maintained; and consequences for infractions are consistently and fairly applied; and

WHEREAS, the most effective approach to creating safe school environments is a comprehensive, coordinated effort including schoolwide, districtwide, and communitywide strategies supplemented with legislation, resources, and support at the state and federal legislation level;

NOW, THEREFORE BE IT RESOLVED, that the Anaheim Union High School District has completed and holds regular drills as prescribed in both school site and district emergency plans and that said plans involve all school district personnel, law enforcement,

fire and medical rescue personnel, emergency management personnel and other essentials to preventing, mitigating or resolving any potential crisis.

BE IT FURTHER RESOLVED, that the Anaheim Union High School District has taken unprecedented action in partnering with the Anaheim Police Department and Anaheim Fire Department to pilot at Anaheim High School a “first in the nation” first responders digital mapping tool that will save response time and possibly lives, and

BE IT FURTHER RESOLVED, that the Anaheim Union High School District reviews school site discipline rules and procedures to ensure they are appropriately enforced and that student handbooks explaining codes of conduct, unacceptable behavior, and disciplinary consequences are given to all students, parents, and caregivers.

BE IT FURTHER RESOLVED, that the Anaheim Union High School District will continue to work with a broad spectrum of local community stakeholders, local law enforcement, mental health professionals, parents, students, teachers, and staff to take any threats of violence seriously and to develop, implement and monitor policies and programs that foster and support a positive school climate, free from harassment and violence.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Anaheim Union High School District urges the state of California and the United States Congress to invest in wraparound services to prevent bullying, harassment, discrimination and violence in our schools and to provide funding for programs and staff such as counselors, nurses, and psychologists, that support students’ mental, physical, and emotional health.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Anaheim Union High School District asks the United States Congress to pass specific legislation that reduces the risk and severity of gun violence on school campuses including a ban on assault-style weapons, high-capacity ammunition clips, and products that modify semi-automatic firearms into automatic firearms, and repeals the prohibition against data collection and research on gun violence by the U.S. Center for Disease Control (CDC).

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Trustees of the Anaheim Union High School District urges the state of California and the United States Congress to implement commonsense measures that prioritize student safety and environments where all students have the opportunity to learn, grow and thrive.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Trustees on April 12, 2017, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA)
)
)SS
)
COUNTY OF ORANGE)

I, Michael B. Matsuda, superintendent of the Anaheim Union High School District of Orange County, California, and secretary to the Board of Trustees thereof, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board of Trustees at the regular meeting thereof, held on the 12th day of April 2018, and passed by a roll call vote of all members present of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 12th day of April 2018.

Michael B. Matsuda
Superintendent and Secretary to the
Board of Trustees

PARENT/GUARDIAN AND FAMILY ENGAGEMENT INVOLVEMENT**91300***(California School Boards Association [CSBA] Parent and Family Engagement Policy is coded as "6020")*

The Board of Trustees recognizes that parents/which includes legal guardians, are their children's first and most influential teachers, and that sustained parent and family engagement involvement in the education of their children contributes greatly to student achievement and a positive school environment. The superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels, for parents/guardians to be involved in District and school activities, advisory, decision-making, advocacy roles, and activities to support learning at home.

- A. Parents/guardians shall be notified of their rights: (1) to be informed about their children's education; (2) to participate in their children's educational process; and, (3) to have opportunities for parent/guardian involvement and family engagement.
- B. The superintendent or designee shall regularly evaluate, and report to the Board of Trustees, on the effectiveness of the District's parent and family engagement involvement efforts, including input from parents/guardians and school staff on the adequacy of parent and family engagement involvement opportunities, and barriers that may inhibit parent/guardian participation.
- C. Each year the superintendent or designee shall identify specific objectives established for the District's parent and family engagement involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent and family engagement involvement program.
- D. The superintendent or designee shall ensure that the District's parent and family engagement involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent and family engagement involvement, and describe how the District will carry out each activity listed in 20 U.S.C. 6318.
- E. The superintendent or designee shall consult with parents/guardians of students participating in Title I programs, in the planning and implementation of parent and family engagement involvement programs, activities, and regulations. He/she shall also involve parents/guardians of participating students in decisions regarding how the District's Title I funds will be allotted for parent and family engagement involvement activities.
- F. The superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent and family engagement involvement policy, in accordance with 20 U.S.C. 6318 and section 11186 of the ~~No Child Left Behind~~ Every Student Succeeds Act.
- G. The superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds, to encourage the involvement engagement and support of parents/guardians in the education of their children, including strategies describing how the District and schools will address the purposes and goals described in Education Code 11502, which are as follows:
 1. a. To engage parents positively in their children's education by helping parents to develop skills to use at home, which support their children's academic efforts at school and their children's development as responsible future members of our society.

PARENT/GUARDIAN AND FAMILY ENGAGEMENT INVOLVEMENT

91300

(California School Boards Association [CSBA] Parent and Family Engagement Policy is coded as "6020")

2. b- To inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success, and to assist their children in learning at home.
3. e- To build consistent and effective meaningful two-way communication between the home and the school, so that parents may know when and how to assist their children in support of classroom learning activities.
4. d- To train Family and Community Engagement Specialists (FACES), teachers and administrators to communicate effectively with parents.
5. e- To integrate parent involvement and family engagement programs into the school's master plan for academic accountability.

The preceding portion of this document is Parent and Family Engagement Board Policy 91300, and the following pages (3-10) are administrative regulations that help to operationalize the policy. The following pages shall be referred to as Parent and Family Engagement 91300-Administrative Regulation (AR).

SECTION A. To ensure that all parents/~~guardians~~ of students participating in Title I programs and of students at non-Title I schools are provided with opportunities to be ~~involved~~ engaged in their children's education, the superintendent or designee shall:

1. Involve parents/~~guardians~~ of Title I students and of students at non-Title I schools in the joint development of the Title I Local Educational Agency (LEA) Plan/Local Control Accountability Plan (LCAP), pursuant to 20 U.S.C. 6312, and the process of school review and improvement pursuant to 20 U.S.C. 6316. (20 U.S.C. 6318)

The superintendent or designee may:

- a. Establish a district-level committee including parent/~~guardian~~ representatives from each school site to review and comment on the LEA Plan/LCAP, in accordance with the review schedule established by the Board of Trustees.
 - b. Invite input on the LEA Plan from other District committees and School Site Councils, and participate in the District's LCAP stakeholder engagement process.
 - c. Communicate with parents/~~guardian~~ through the District newsletter, web site, or other methods regarding the LEA Plan/LCAP, and the opportunity to provide input.
 - d. Provide parents/~~guardian~~ access to working drafts of the LEA Plan/LCAP, in an understandable and uniform format, and to the extent practicable, in a language the parents/~~guardians~~ can understand.
 - e. Ensure that there is an opportunity at a public board meeting for public comment on the LEA Plan/LCAP, prior to the Board's approval of the plan or revisions to the plan.
 - f. Ensure that school-level policies on parent ~~involvement~~ and family engagement address the role of School Site Councils and other parents/~~guardians~~, as appropriate, in the development and review of the Single Plan for Student Achievement.
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent and family engagement ~~involvement~~ activities, to improve student academic achievement and school performance.

The superintendent or designee may:

- a. Assign person(s) in the District Office to serve as a liaison to the schools regarding Title I parent and family engagement ~~involvement~~ issues.
- b. Provide training, for the principal or designee of each participating school, on Title I requirements for parent and family engagement ~~involvement~~, leadership

- strategies, and communication skills, to assist him/her in facilitating the planning and implementation of parent and family engagement involvement activities.
- c. Provide ongoing district-level workshops to assist school staff and parents/~~guardians~~ in planning and implementing improvement strategies, and seek input from parents/~~guardians~~ in developing the workshops.
 - d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress.
3. Build the capacity of schools and parents/~~guardians~~ for strong parent and family engagement involvement partnerships.

3.1 The Superintendent or designee shall:

- a. Assist parents/~~guardians~~ in understanding such topics as the state's academic content standards ~~and academic achievement standards~~, state and local academic assessments, the requirements of Title I (for Title I schools), ~~and~~ how to monitor a child's progress, and how to work with educators to improve ~~the~~ achievement outcomes for ~~of~~ their children.
- b. Provide parents/~~guardians~~ with materials and training to help them support their children's success in school, ~~work with their children to improve their children's achievement,~~ such as literacy training in parent leadership, language development, and using the use of technology ~~as appropriate to foster parent involvement~~.
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/~~guardians~~, in the value and utility of parent/~~guardian~~ contributions and in how to: (1) reach out to, communicate with, and work with parents/~~guardians~~ as equal partners; (2) implement and coordinate parent/~~guardian~~ programs; and, (3) build ties between parents/~~guardians~~ and the schools. This also includes integrating parent and family engagement involvement programs into the school's Single Plan for Student Achievement.
- d. Ensure that information related to school and parent/~~guardian~~ and family engagement programs, meetings, and other activities is sent to parents/~~guardians~~ in a format, and to the extent practicable, in a language the parents/~~guardians~~ can understand.
- e. Provide other such reasonable support for parent and family engagement involvement activities, as parents/~~guardians~~ may request.
- f. Inform parents/~~guardians~~ and parent organizations of the existence and purpose of parent information and resource centers, ~~within the state,~~ which provide training, information, and support to parents/~~guardians~~ of participating students.

3.2 In addition, the Superintendent or designee may:

- a. Regularly evaluate the effectiveness of staff development activities related to parent and family engagement, and also involve parents/~~guardians~~ in the

- development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- b. Provide necessary literacy parent education training using Title I funds, if the District has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions.
 - d. Train parents/guardians to enhance the involvement engagement of other parents/guardians.
 - e. Arrange school meetings at a variety of times between parents/guardians and teachers or other educators who work directly with participating students.
 - f. Adopt and implement model approaches to improving parent and family engagement involvement.
 - g. Develop appropriate roles for community-based organizations and businesses in parent and family engagement involvement activities.
 - h. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the educational conditions for parents/guardians and families.
 - i. Provide information about opportunities for parent and family engagement involvement through the District and school newsletter, websites, or other written or electronic means.
 - j. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions.
 - k. To the extent practicable, provide translation services at schools and at parent and family engagement meetings involving parents/guardians.
 - l. Provide training and information to members of District advisory committees and School Site Councils (SSC) and SSC advisory committees, such as the English Learner Advisory Committee (ELAC), to help them fulfill their functions.
 - ~~m. Regularly evaluate the effectiveness of staff development activities related to parent involvement. (moved to letter 3.2.a.)~~
 - m. Include expectations for parent/guardian outreach and family engagement involvement in staff job descriptions and evaluations.
4. For schools operating Title I programs and for non-Title I schools, conduct an annual evaluation of the content and effectiveness of the school's parent and family

engagement involvement policy, as it pertains to improving the academic quality of the involvement engagement with parents/guardians.

The superintendent or designee shall:

- a. Ensure that the evaluation includes the identification of barriers to greater participation in parent involvement and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy and/or limited technology skills, or are of any racial or ethnic minority background.
 - b. Use the evaluation results to design strategies for more effective parent involvement, and if necessary, recommend changes in the school's parent and family engagement involvement policy.
 - c. Assess the District's progress in meeting annual objectives for the parent and family engagement involvement program. Notify parents/guardians of this review and assessment through regular school communication mechanisms, and provide a copy to parents/guardians upon their request. (Education Code 11503)
 - d. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of school and District communications.
 - e. Gather and monitor data regarding the number of parents/guardians participating in school and District activities, and the types of activities in which they are engaged.
 - f. Recommend to the Board of Trustees measures to evaluate the impact of the District's parent involvement efforts on student achievement.
5. For schools operating Title I programs and for non-Title I schools, involve parents/guardians in school activities.

The superintendent or designee may:

- a. Include information about school activities in District communications to parents/guardians.
 - b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians of Students With Disabilities ~~with special needs~~.
 - c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children.
6. The District's Board policy and administrative regulation containing parent and family engagement involvement strategies shall be incorporated into the LEA Plan/LCAP), and distributed made available to parents/guardians of students at schools operating Title I programs, and also to parents of students at non-Title I schools.

SECTION B. At each school receiving Title I funds, a written policy on parent and family engagement involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will:

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I, and to explain Title I requirements and the right of parents/guardians to be ~~involved~~ engaged in their students' educational process.
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent and family engagement involvement.
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement involvement policy, and if applicable, the joint development of the plan for schoolwide programs, which is embedded in the school's Single Plan for Student Achievement.

~~The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs, provided that the process includes adequate representation of parents/guardians of participating students.~~

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs.
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and as soon as practicably possible, responses to the suggestions of parents/guardians.
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the schoolwide plan, which is embedded in the Single Plan for Student Achievement, available to the District.
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement, and the means by which the school and parents/guardians will build a partnership to help students to be successful in school ~~achieve state standards.~~

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, which ~~enables~~ supports participating students' access to required curriculum and mastery of ~~achieve the state's content student academic achievement~~ standards.
 - b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as: monitoring attendance, homework completion, ~~and television viewing,~~ responsible use of technology and social media, volunteering ~~in~~ at the school classroom, and participating as appropriate in decisions related to their children's education, and the positive use of extracurricular time.
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, ~~at a minimum:~~ (1) parent-staff (administrator, teacher, counselor, or FACES) conferences, at least annually, during which the compact shall be discussed as it relates to the student's achievement; (2) frequent reports to parents/guardians on their children's progress; (3) reasonable access to staff; (4) opportunities to volunteer and participate in their ~~child's classroom~~ student's educational experience; and, (5) observation of classroom activities.
7. Build the capacity of the school and parents/guardians for strong parent and family engagement involvement, by eliminating barriers to participation in implementing parent and family engagement activities.
 8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians of students with disabilities, and parents/guardians of migrant children, including providing information and school reports in a format and language such that parents/guardians can understand.
 - a. If the school has a parent and family engagement involvement policy that applies to all parents/guardians, it may be amended ~~that policy~~ to meet the above requirements.
 - b. Each school's parent and family engagement involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format, and to the extent practicable, provided in a language the parents/guardians can understand.
 9. Each school receiving Title I funds shall annually evaluate the effectiveness of its parent and family engagement involvement policy. Such an evaluation may be conducted by the School Site Council (SSC), during the process of reviewing the school's Single Plan for Student Achievement, in accordance with Education Code 64001.
 10. The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's parent and family engagement policy to meet the changing needs of parents/guardians ~~and the school.~~

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

PARENT/GUARDIAN AND FAMILY ENGAGEMENT INVOLVEMENT

91300-AR

(California School Boards Association [CSBA] Parent and Family Engagement Administrative Regulation is coded as "6020")

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single Plan for Student Achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

PUBLIC LAW

100-297, 1016(b)

Board of Trustees

May 23, 1991

Reviewed: February 1993

Reviewed: October 1995

Revised: February 2000

Revised: June 2003

Reviewed: March 2005

Revised: November 2009

Revised: TBD

E

Independent Contractor Agreement between the Anaheim Union High School District and Families Together of Orange County

This agreement, made and entered into this 12th of April 2018 by and between the Anaheim Union High School District, hereinafter referred to as "District," and Families Together of Orange County, hereinafter referred to as "FTOC", as follows:

Whereas, the District wishes to contract with FTOC to provide required health clearance testing, limited medical services, and evaluation for the participants of the District and associated programs within the District;

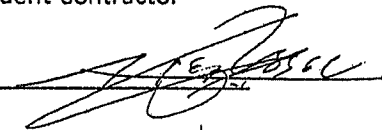
It is hereby agreed as follows:

1. The FTOC agrees to provide the required health clearance testing, the staff to perform the testing, and reading of the tests. FTOC will perform the testing within the requirements of the District and the associated programs.
2. The FTOC agrees to allow access to all program records as necessary so that District may comply with state guidelines.
3. The District agrees to provide adequate space and other resources for the program to operate as per agreed upon standards.
4. FTOC agrees to cover all costs associated with the Staffing, and the testing supplies.
5. FTOC agrees to submit the testing results to the participants in compliance to HIPPA. The Participant will submit the results of the testing to the District program, for clearance to participate in the program.

In witness whereof, duly authorized representatives of the parties have signed in confirmation of this agreement:

Independent Contractor

Signed: _____



Date: _____

4/12/18

School District

By: _____

Dr. Jaron Fried
Assistant Superintendent

Date: _____

Name: Alexander Rossel
Chief Executive Officer
Address:
661 W. First Street Suite G
Tustin, CA 92780

Independent Contractor Agreement between the Anaheim Union High School District and the Orange County Hispanic Youth Chamber of Commerce

This agreement, made and entered into this 12th day of April 2018, by and between the Anaheim Union High School District, hereinafter referred to as "District", and Orange County Hispanic Youth Chamber of Commerce, hereinafter referred to as "OCHYCC", as follows:

Whereas, the OCHYCC wishes to subcontract with the District to provide a leadership enhancing program volunteers, equipment, materials, training, data collection, and evaluation for the program at Anaheim High School;

It is hereby agreed as follows:

1. The OCHYCC agrees to provide the required administration, staff and materials to operate the program and to abide by all mandated California Department of Education requirements and District and OCHYCC policy, including but not limited to documenting all program volunteers and the recording of all student attendance in the manner prescribed by the District.
2. The OCHYCC agrees to allow access to all program records as necessary so that the District may comply with state guidelines.
3. The District agrees to provide adequate space and other resources for the program to operate as per agreed upon standards.
4. OCHYCC agrees to cover all costs associated with the program operation.
5. OCHYCC agrees to host the program two days a month either after school from 2:30- 4:00pm or at the District's Saturday Academy program for the remainder of the 2017-18 school year.

In witness whereof, duly authorized representatives of the parties have sign in confirmation of this agreement.

(OCHYCC President) x _____
Leo Escutia

Date: 3/29/18

(Anaheim Union School District) x _____
Dr. Jaron Fried, Assistant Superintendent

Date: _____

ANAHEIM UNION HIGH SCHOOL DISTRICT
 501 N. Crescent Way – P.O. Box 3520
 Anaheim, CA 92803-3520

EDUCATIONAL CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this:

12 th	day of	April	2018
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by and between

Illumination Institute

Independent Contractor, hereinafter referred to as “Consultant” and the Anaheim Union High School District, hereinafter referred to as “District.”

WHEREAS the District is in need of special services and advice;

WHEREAS such services and advice are not available at no cost from public agencies;

and

WHEREAS Consultant is specially trained, experienced, and competent to provide the special services and advice required; and

WHEREAS such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services to be provided by Consultant:

Illumination Institute will provide professional learning and instructional resources for teachers, administrators and staff throughout the District. Illumination Institute is a non-profit organization that promotes self-awareness, stress management, and improved concentration through mindfulness techniques. Illumination Institute has developed their own open-sourced, simple and practical mindfulness exercises designed to benefit people of all ages and backgrounds.

Activities to include, but are not be limited to:

- 1) Provide professional development for school teams on how to help students discover self-control, self-awareness, and respect through mindfulness.
- 2) Provide age-appropriate instructional materials that boost self-esteem and foster successful transition to high school or college and career. The lessons for junior high schools teach self-awareness, thoughtfulness, gratitude and confidence, helping students feel supported and grounded, as they transition into their teenage years. The lessons for high school students are specific for young adults, who are preparing for college and facing the challenges of young adult life. Students are asked to imagine the hardships of others, encouraging social-emotional learning, while teachers lead students through in-depth discussions on self-awareness and gratitude.

Site/School :	District Schools	Funds (Cost Center):	Educator Effectiveness (4690) and One-Time Funding
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2. List of Other Supportive Staff or Consultants:

No other support staff is required.

3. Consultant shall commence providing services under this AGREEMENT on:

Date: April 13, 2018

and shall diligently perform as specified and complete performance by:

Date: June 30, 2019

Consultant shall perform said services as an independent contractor and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

4. District shall prepare and furnish the following information to Consultant, upon request, such information as is reasonably necessary to the performance of Consultant to this AGREEMENT:

AUHSD staff will provide demographic information as requested for each school.

5. District shall pay Consultant the maximum amount of

\$8,000

for services rendered

to # of people:	School teams of 7 to 15 administrative/teacher leaders	# hours per day:	6	# of days:	10
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pursuant to this AGREEMENT. Payment shall be made 15 to 30 days after receipt of invoice. Consultant shall submit an invoice to District.

6. District may at any time for any reason terminate this AGREEMENT. Written notice by the District's superintendent shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.

7. Consultant agrees to and shall hold harmless and indemnify District, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for

damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.

- b. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.

- 8. This AGREEMENT is not assignable without written consent of the parties hereto.
- 9. Consultant and assistants shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including Worker's Compensation.
- 10. Consultant, if an employee of another public agency, certifies that Consultant shall not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to the AGREEMENT.
- 11. The following is a brief description of what will be achieved by Consultant as a result of this AGREEMENT:

As a result of this AGREEMENT:

- 1) District and school site initiatives will be integrated and aligned, to result in higher measurable achievement for all students;
- 2) School site understanding, and use of processes and tools, including the Single Plan for Student Achievement, interventions, and professional collaboration and development will focus on the site-specific needs of students and educators;
- 3) Proven protocols will further link school climate to improved student achievement of identified AUHSD target populations, including English learners and students participating in special education;
- 4) Collaboration within and across content areas will provide student access to, and support of, strategies that build self-esteem and confidence; and,
- 5) Successful work on real issues at sites will enhance the capacity of the collaborative community of administrators and teachers, in order to transform and sustain the achievement of all students.

12. What are the technical reasons Consultant is being hired as an Independent Contractor rather than an employee?

The consultant is an established expert in the area of mindfulness techniques, and has developed specific lessons for junior high school and high school aged students.

List any technical support that will need to be supplied by District:

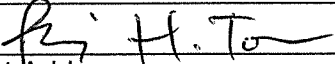
No technical support will be required.

**COMMON-LAW FACTORS
(IRS Revenue Rule 87-41)**

Mark all items that are true for the intended Consultant (if completing on-line, double click the box to mark):

- No Instructions:** The consultant will not be required to follow explicit instructions to accomplish the job.
- No Training:** The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.
- Work Not Essential to the Employer:** The employer's success or continuation does not depend on the services of the consultant.
- Right to Hire Others:** The consultant is being hired to provide a result and will have the right to hire others for actual work, unless otherwise noted.
- Control of Assistants:** Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.
- Not a Continuing Relationship:** If frequent, will be at irregular intervals, on call, or whenever work is available.
- Own Work Hours:** Consultant will establish work hours for the job.
- Time to Pursue Other Work:** Since specific hours are not required, consultant may work for other employers simultaneously, unless otherwise noted.
- Job Location:** Consultant controls job location, under district discretion, whether on employer's site or not.
- Order of Work:** Consultant, rather than employer, determines order or sequence of steps in performance of work.
- No Interim Reports:** Only specific pre-determined reports defined in the consulting agreement.
- Basis of Payment:** Consultant paid for services rendered, if applicable (see Agreement #4); total compensation set in advance of starting the job.
- Business Expenses:** Consultant is responsible for incidental or special business expenses.
- Tools and Equipment:** Consultant furnishes the identified tools and equipment needed for the job.
- Significant Investment:** Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential, and adequate.
- Possible Profit or Loss:** Consultant does these (check valid items):
 - Hires, directs, pays assistants
 - Has equipment, facilities
 - Has a continuing and recurring liability
 - Performs specific jobs for prices agreed-upon in advance
 - Lists services in Business Directory
 - Other (explain) _____
- Work for Multiple Employers:** Consultant may perform services for more than one employer simultaneously, unless otherwise noted.
- Services Available to the General Public** (check valid items):
 - Maintains an office
 - Business license
 - Business signs
 - Advertises services
 - Lists services in Business Directory
 - Other (explain) _____
- Limited Right to Discharge:** Consultant not subject to termination as long as contract specifications are met, unless otherwise noted (see Agreement #5 and #11).
- No Compensation for Non-Completion:** Responsible for satisfactory completion of job; no compensation for non-completion.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed:

CONSULTANT:	DISTRICT:
Typed Name of consultant (same as page 1):	
Illumination Institute	Anaheim Union High School District
Typed Name/Title of Authorized Signatory:	
Brian Ton, Executive Director	Dr. Jaron Fried
Authorized Signature:	
Signature of Assistant Superintendent:	
	
Street Address:	
10061 Talbert Avenue	501 N. Crescent Way/P.O. Box 3520
City, State, Zip Code	
Fountain Valley, CA 92708	Anaheim, CA 92803-3520
Date:	
3/21/18	

Mark Appropriately:

Independent/Sole Proprietor:	
Corporation:	
Partnership:	
Other/Specify:	501 (c) 3

Social Security Number* or Federal Identification Number*

	81-2103843
--	------------

*Or, initial below:

B.T.	I have completed a new IRS Form W-9 that will be submitted directly to AUHSD Accounting.
------	--

Telephone Number:

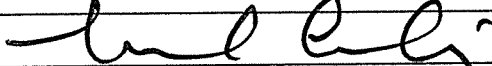
E-mail Address:

(888) 825-9001	brian@illuminationinst.org
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If a company/corporation is being approved, the signature must be that of a responsible person. Typed company/corporation/individual's name must be identical to that on page 1.

PRINCIPAL/DISTRICT ADMINISTRATOR:

Signature of Principal or District Administrator (sign prior to submitting to District indicating review and approval):

Signature: 	Date: 3-21-18
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Anaheim Union High School District
 Education Division
**APPLICATION FOR STUDENT-INITIATED,
 NON-CURRICULUM RELATED ORGANIZATION**
 CLICK AND ENTER DATA

School:	John F. Kennedy High School	Date of Application:	3/21/2018
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to gender, ethnicity, religion or national origin.
3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

Best Buddies Club

Purpose of the group (Please describe thoroughly):

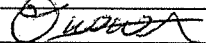
To fund money to help kids with cancer and the special needs at our school. As a Khigh family we want to give as much as we can to the community. We also want to raise awareness for this diseases and help fight with them through the process.

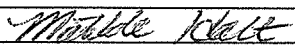
Frequency of group meetings:

Once/twice a month

Proposed meeting day, time and location:


Day:	any	Time:	lunch	Location:	MP1
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Applicant's Signature:		Date:	3/21/2018
Printed Name:	Omri Patel		

Advisor's Signature:		Date:	3/21/2018
Printed Name:	Mrs. Matilde Holt		

Principal's Signature:		Date:	3/21/2018
Printed Name:	Dr. Regina Zurbano		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:		Date:	4/2/18
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Following approval, the completed application will be returned to the school principal.

Anaheim Union High School District
 Education Division
**APPLICATION FOR STUDENT-INITIATED,
 NON-CURRICULUM RELATED ORGANIZATION**

CLICK AND ENTER DATA

School:	Magnolia High School	Date of Application:	2/16/18
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to gender, ethnicity, religion or national origin.
3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

Coding Club

Purpose of the group (Please describe thoroughly):

At coding club, we aim to offer students a great way to enjoy, and learn coding as well as house those who already love coding to meet new people. In the future, we hope to make coding a new hobby, opening job opportunities, and teaching various programming skills to get them prepared for the future of technology
--

Frequency of group meetings:

Weekly

Proposed meeting day, time and location:

Day:	Thursday	Time:	Lunch	Location:	Room 311
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Applicant's Signature:	<i>Joseph Nguyen</i>	Date:	2/16/18
Printed Name:	Joseph Nguyen		

Advisor's Signature:	<i>[Signature]</i>	Date:	2/16/18
Printed Name:	Robert Soukaseune		

Principal's Signature:	<i>[Signature]</i>	Date:	2/16/18
Printed Name:	Daphne Hammer		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:	<i>[Signature]</i>	Date:	4/2/18
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Following approval, the completed application will be returned to the school principal.

Anaheim Union High School District
 Education Division
**APPLICATION FOR STUDENT-INITIATED,
 NON-CURRICULUM RELATED ORGANIZATION**
 CLICK AND ENTER DATA

School:	Magnolia High School	Date of Application:	February 26, 2018
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to gender, ethnicity, religion or national origin.
3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

VSA (Vietnamese Student Association)

Purpose of the group (Please describe thoroughly):

To maintain the Vietnamese culture, and create a community between new and current foreign Vietnamese students. We are raising awareness of Vietnamese traditions and celebrating and building connection between Vietnamese and American culture and heritage.

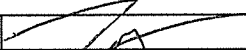
Frequency of group meetings:

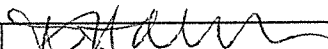
Every week

Proposed meeting day, time and location:

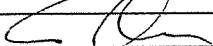
Day:	Friday	Time:	lunch	Location:	Room 703
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Applicant's Signature:		Date:	02/26/2018
Printed Name:	Thao Vy Le		

Advisor's Signature:		Date:	02/26/2018
Printed Name:	Liliana Mai		

Principal's Signature:		Date:	2/26/18
Printed Name:	Daphne Hammer		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:		Date:	4/2/18
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Following approval, the completed application will be returned to the school principal.

Anaheim Union High School District
 Education Division
**APPLICATION FOR STUDENT-INITIATED,
 NON-CURRICULUM RELATED ORGANIZATION**
 CLICK AND ENTER DATA

School:	Savanna	Date of Application:	5-8-17
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to gender, ethnicity, religion or national origin.
3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

Rebels Around the World

Purpose of the group:

To promote awareness of global perspectives and foster appreciation for different cultures. Rebels Around the World will provide many opportunities for students to enhance the learning of different cultures and countries. They will be able to open their mind to new experiences through presentations, videos, virtual travel and real international travel opportunities (optional) that will make them globally and culturally diverse.

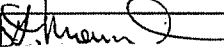
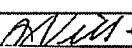
Frequency of group meetings:


1 day per month

Proposed meeting day, time and location:

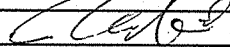
Day:	Thursday	Time:	12:00	Location:	Room 66 or Room 62
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Applicant's Signature:		Date:	5-8-17
Printed Name:	Stephanie Morales		

Advisor's Signature:			Date:	5-8-17
Printed Name:	Gabriela Moreno	Juan Villa		

Principal's Signature:		Date:	2/2/18
Printed Name:	Mike Pooley		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:		Date:	4/2/18
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Following approval, the completed application will be returned to the school principal.

Anaheim Union High School District
Education Division

**APPLICATION FOR STUDENT-INITIATED,
NON-CURRICULUM RELATED ORGANIZATION**

CLICK AND ENTER DATA

School:	DALE JHS	Date of Application:	12/15/17
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to gender, ethnicity, religion or national origin.
3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

BROS

Purpose of the group (Please describe thoroughly):

CIVIC ENGAGEMENT AND COMMUNITY SERVICE
--

Frequency of group meetings:

EVERY 2 WEEKS

Proposed meeting day, time and location:

Day:	TUESDAY	Time:	2:30	Location:	DALE ROOM 912
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Applicant's Signature:	<i>Manuel Urbalejo</i>	Date:	12/15/17
Printed Name:	MANUEL URBALEJO		

Advisor's Signature:	<i>[Signature]</i>	Date:	12/15/17
Printed Name:	DARIG GROVE		

Principal's Signature:	<i>Lorena Moreno</i>	Date:	12/15/17
Printed Name:	LORENA MORENO		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:	<i>[Signature]</i>	Date:	4/2/18
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Following approval, the completed application will be returned to the school principal.

Anaheim Union High School District
 Education Division
**APPLICATION FOR STUDENT-INITIATED,
 NON-CURRICULUM RELATED ORGANIZATION**
 CLICK AND ENTER DATA

EXHIBIT Q

School:	DALE JHS	Date of Application:	12/15/17
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Policy permits student-initiated non-curriculum related school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political or philosophical purpose of the students' meetings, under the following conditions:

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3. School employees may not promote, lead or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups, except for the cost of providing space for the group meetings.

To apply for status as a student-initiated, non-curriculum group, complete the following:

Name of proposed group:

MULTICULTURAL CLUB

Purpose of the group (Please describe thoroughly):


<p>This organization shall have its objective and purpose the conduct of activities on behalf of the students of the MCC Club as approved by the school principal/administrator and the other members of the club. These shall include:</p> <ul style="list-style-type: none"> • To create a civically responsible club where the members gather to experience the different cultures and wonders of the world. • To teach MCC members how to live according to the Student Learning Capacities. • To create opportunities for students to participate in various activities so they can appreciate the cultural differences and similarities between their culture and the culture of their peers at Dale Junior High School. • To maintain communication between students and faculty members.
--

Frequency of group meetings:

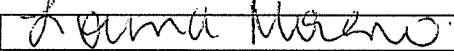
2-3 TIMES/WEEK AND SPECIAL EVENTS AFTER SCHOOL ONCE/MONTH

Proposed meeting day, time and location:


Day:	TH/FR	Time:	LEAD TIME	Location:	ROOM 800
ALSO ONCE/MONTH FRIDAY 2:30-4:30 IN LIBRARY OR CAFETERIA					

Applicant's Signature:		Date:	12/15/17
Printed Name:	RAHI PATEL		

Advisor's Signature:		Date:	12/15/17
Printed Name:	EVELYNE A. SEABROOK		

Principal's Signature:		Date:	12/15/17
Printed Name:	LORENA MORENO		

Send signed form to #15, Assistant Superintendent/Education, for approval.

Assistant Superintendent's Signature:		Date:	1/2/18
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Following approval, the completed application will be returned to the school principal.

AGREEMENT

between the

ANAHEIM UNION HIGH SCHOOL DISTRICT

and the

***ANAHEIM SECONDARY TEACHERS
ASSOCIATION***

for the period

August 8, 2016

through

***the first Teacher work day of
the 2018-19 school year***

Board Approved: Pending

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ARTICLE 1: AGREEMENT

1.1 Agreement

This Agreement is made and entered into the first teacher work day of the 2016-2017 school year, by and between the Board of Trustees of the Anaheim Union High School District, whose address is 501 N. Crescent Way, Anaheim, California 92803-3520, hereinafter referred to as the "District" or "Board", and the Anaheim Secondary Teachers Association, CTA/NEA, hereinafter referred to as the "Association", whose address is 50 S. Anaheim Blvd., Suite 300, Anaheim, California 92805.

1.2 Separability and Savings

If any provision of this Agreement is held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any tribunal of competent jurisdiction pending a final determination as to its validity, the remainder of this Agreement or the application of such Article or section as to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

1.3 Disagreement on Scope

At the request of either party, the District and the Association shall, within forty-five (45) days of an unappealed decision of the hearing officer, or by PERB, or courts, if appealed to the courts, that an item(s) claimed by either party to be outside of scope and thus not covered by this Agreement is within the scope of negotiations, meet and negotiate on the item in an attempt to reach a mutually acceptable amendment to this Agreement.

1.4 Entire Agreement

The parties agree that the terms and conditions expressly set forth in this Agreement represent the full and complete Agreement and commitment between the parties thereto.

The parties agree that this Agreement is intended to cover all matters relating to wages, hours and all other terms and conditions of employment as specified in Section 3453.2 of Chapter 10.7, Division 4, Title I of the Government Code of the State of California, and that during the term of the Agreement neither the District nor the Association, without mutual agreement, will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, or even though such subjects or matters were proposed and later withdrawn.

1.5 Waivers to Contract

Waivers to this contract granted for the purpose of individual site projects, school improvement plans and the like shall not serve as precedents for future action by the District, which would negate the bargaining process.

1.6 Publication of Agreement

As soon as possible after the ratification of this Agreement by the District and the Association, the District shall have copies of the Agreement prepared and shall supply one (1) copy of the Agreement to each present and future member of the bargaining unit and fifty (50) copies to the Association.

ARTICLE 2: RECOGNITION

2.1 Recognition

The Board recognizes the Association as the sole and exclusive representative of employees performing services in categories and groupings of positions and classifications described as follows:

2.1.1 Classroom Teachers

Included: All regular contract certificated personnel expressly including the following designations and grouping of positions and classifications: All regular contract classroom teachers, grades 7 through 12, including regular part-time teachers; temporary teachers as defined by Education Code 44920 and 44918; adaptive physical education teachers, library/media teachers, categorically funded teachers; hearing impaired resource teachers; occupational assessment teachers; itinerant vision resource teachers; speech specialists; nurses; vocational education nurses; staff specialists; regular contract hourly classroom teachers; and summer school teachers.

Excluded: All management employees as designated by the Board of Trustees; all classified employees; all supervisory and confidential employees; all casual or limited term personnel and others such as all substitutes; all hourly certificated employees working outside the regular contract assignments, except summer school teachers; all psychologists; all counselors; and the District doctor.

2.2 Charter Schools

The District shall consider only those charter school applications which include bargaining unit members.

ARTICLE 3: MANAGEMENT RIGHTS

It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to those duties and powers, are the exclusive rights to determine its organization; direct the work of its employees; determine the time and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; take action on any matter in the event of an emergency, i.e., act of God, natural disaster, act of war, declaration of martial law, strike, insurrection, revolution, flood, earthquake, fire, epidemic, plague, drought, power failure, or energy crisis; in addition, the District retains the right to hire, classify, assign, evaluate, promote, terminate and discipline employees.

The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of emergency; limited however to the actual duration of the emergency. The determination of whether or not an emergency exists is solely within the discretion of the District.

The above described rights of the District shall be exercised in a fair and reasonable manner and are subject to the restrictions of the entire Agreement.

Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the above described rights of the District is not subject to the grievance provisions set forth in Article 7 unless the dispute is otherwise grievable under another Article of the Agreement.

ARTICLE 4: ASSOCIATION RIGHTS

4.1 Distribution and Posting of Materials

The Association shall have the right to post notices of matters of Association concern on designated bulletin boards in each school building in areas frequented by unit members. The Association shall have the right to use the District mail service and individual teacher mailboxes so far as such use complies with the law. ASTA will be charged \$1.00 for each districtwide mailout, up to a maximum of \$25.00 per year, in order to assist in defraying the cost of such deliveries.

Any literature to be distributed or posted must be dated and must identify the person or organization responsible for its promulgation. The Association shall provide to the Superintendent and the site administrator a complete copy of the material deposited in school mailboxes or posted on bulletin boards.

4.2 Released Time

4.2.1 Released Time - Negotiations

During each school year when negotiations are in progress, and following prior notice and schedule coordination with the immediate supervising administrator, five (5) authorized representatives of ASTA bargaining unit shall be granted a maximum of five (5) full days of released time each without loss of compensation for the purpose of meeting and negotiating. This released time shall be taken in minimum increments of one (1) full day. Additional days may be granted, if necessary, upon mutual agreement of the parties and with approval of the Superintendent.

Members of the ASTA bargaining team shall be responsible for notifying their immediate supervisor of meeting times and dates and requesting released time one (1) day prior to scheduled negotiation meetings. Only in cases of emergency or hardship, as defined by the immediate supervisor, may a unit member's request be refused.

4.2.2 Released Time - Association Business

Upon twenty-four (24) hours prior notice to the District and authorization by the President of the Association, the Association shall be provided a maximum of thirty (30) days each school year of released time for the purpose of conducting Association business. These days shall be taken in minimum increments of one (1) full day. Payment for the substitute(s) replacing the absent unit member(s) shall be reimbursed to the District Business Office by the Association within thirty (30) days.

4.2.2.1 Released time indicated above may be increased in cases of demonstrated need if requested by the Association and approved by the District.

4.2.3 Released Time - Association President

The District shall provide the Association President with released time for the duration of this contract. Such released time shall be granted by the District. The Association agrees to reimburse the District for the cost of a long term substitute. Released time indicated above may be increased or decreased if requested by the Association and approved by the District.

The District shall return the unit member serving as the Association President to the same school in which s/he had been prior to serving as Association President. If an opening does not exist, the involuntary transfer process will be used as stated in 9.5 and Appendix G. Neither the returning association president nor the involuntarily transferred teacher will be guaranteed the same teaching assignment.

4.3 Names and Addresses

Prior to September 15 of each school year, the District shall provide the Association with the names and school locations of transferred bargaining unit members. Prior to October 15 of each school year, the District shall provide the Association with a list of names, addresses, telephone numbers, school location and school phone number of all bargaining unit members. Such timelines may be extended by mutual agreement.

4.4 Availability of Information

School Board Packets: The District will make available to the Association, two (2) school board packets at least seventy-two (72) hours in advance of a regularly scheduled Board meeting, and twenty-four (24) hours in advance of a special Board meeting.

4.5 Access to Work Sites

Authorized Association representatives shall, in accordance with the conditions noted herein, have the right of reasonable access to District facilities for the purpose of contacting unit members, and transacting lawful Association business. Upon arriving at a school site, any such representative shall first report to the office of the site administrator to announce his or her presence and the intended purpose of the visit.

In no event shall any representative or unit member interrupt or interfere in any way with normal work. Contacts with unit members shall be limited to unassigned times and duty-free lunch periods.

4.6 Representation

A unit member has a right to Association representation when a meeting is conducted: to investigate facts that may lead to discipline; to adjust employee complaints/grievances; at disciplinary conferences that go beyond merely informing the unit member of discipline. The representative may, on behalf of the unit member, discuss facts, make arguments, act as a "buffer" between administration and unit member. The right to representation does not attach in routine conversations, including, but not limited to: the giving of instructions; training of personnel; correcting work techniques; preliminary evaluation conferences; notifying employees of discipline.

4.7 New Hires

The Association will be provided with the names, addresses, and work sites of all new unit members within fifteen (15) days of their hiring date. Such timelines may be extended by mutual agreement.

4.8 New Teacher Orientation

The District will provide an opportunity for participation by ASTA in any new teacher orientation program presented by the District.

4.9 Meeting Dates

Except in extraordinary circumstances, the District will not schedule districtwide meetings on those days ASTA has a calendared representative assembly meeting. ASTA will provide a listing of meeting dates by July 1 of each year.

ARTICLE 5: ORGANIZATIONAL SECURITY

5.1 Dues Deduction

- 5.1.1 The right to payroll deduction for payment of organizational dues shall be accorded to the Association. Association members who currently have authorization cards on file for the above purposes need not be resolicited. Association due and fees, upon formal written request from the Association to the District, shall be increased or decreased without resolicitation and authorization from unit members.
- 5.1.2 Pursuant to authorization by the unit member, the Board shall deduct one-tenth (1/10) of the Association dues and fees from the regular salary check each month. Deductions for unit members who sign such authorization after commencement of the school year shall be appropriate prorated to complete the payment by the end of the school year.
- 5.1.3 With respect to all sums deducted by the Board pursuant to authorization of the unit member, for membership dues, the Board agrees promptly to remit such monies to the Association along with an alphabetical list of unit members for whom such deductions have been made and any changes that may have occurred since the previous list.

5.2 Maintenance of Membership

- 5.2.1 The Association and the Board agree that any unit member who is a member of the Association at the time this Agreement becomes effective or who enrolls during the term of the Agreement shall maintain such membership from year to year unless revoked in writing between July 1 and July 31 of the year in which the Agreement terminates. The Board will guarantee said maintenance of membership to the Association by enforcing payment of dues by members required under the terms set forth above and provisions of the Education Code and Government Code section 3540.1(i)(I).

5.3 Agency Shop (Fair Share)

- 5.3.1 Any unit member who is a member of the Anaheim Secondary Teachers Association/CTA/NEA, or who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees and general assessments in the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.

- 5.3.2 Any unit member who is not a member of the Anaheim Secondary Teachers Association or who does not make application for membership within thirty (30) days of the effective date of this Agreement, or within thirty (30) days from the date of commencement of assigned duties within bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to unified membership dues, initiation fees and general assessments payable to the Association in one lump sum cash payment in the same manner as required for the payment of membership dues, provided, however, that the unit member may authorize payroll deduction for such fee in the same manner as provided in section 5.3.1 of this Article. In the event that a unit member shall not pay such fee directly to the Association, or authorize payment through payroll deduction as provided in section 5.3.1 the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction as provided in Education Code section 45061 and in the same manner as set forth in section 5.3.1 of this Article. There shall be no charge to the Association for such mandatory agency fee deductions.
- 5.3.3 Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Anaheim Secondary Teachers Association/CTA/NEA except that such unit member shall pay, in lieu of a service fee, sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501 (c)(3) of Title 26 of the Internal Revenue Code:
- 5.3.3.1 Anaheim Union High School District Scholarship Fund
 - 5.3.3.2 ASTA Scholarship Fund
 - 5.3.3.3 Foundation to Assist California Teachers
 - 5.3.3.4 Any other qualified charity mutually agreed upon by the fee payer and the Association.
- 5.3.4 Those who object to joining or financially supporting employee organizations, pursuant to section 5.3.3 above, shall submit proof of payment on an annual basis to the Association and District as a condition of continued exemption from the provisions of sections 5.3.1 and 5.3.2 above. Proof of payment shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom payment in lieu of the service fee has been made. Such proof shall be presented on or before October 1 of each school year. A written statement of objection shall accompany the first year's proof of payment and is subject to verification by the Association.
- 5.3.5 Any unit member making payments as set forth in sections 5.3.3 and 5.3.4 above, and who requests that the grievance or arbitration provisions of this Agreement

be used in his or her behalf, shall be responsible for paying the reasonable cost of using said grievance or arbitration procedures.

5.3.6 With respect to all sums deducted by the District pursuant to sections 5.3.1 and 5.3.2 above, whether for membership dues or agency fee, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished.

5.3.7 The Association agrees to furnish any information needed by the District to fulfill the provisions of section 5.3 of this Article.

5.4 Hold Harmless

5.4.1 The Association agrees to pay to the District all reasonable legal fees and legal costs incurred in defending against any court action and/or administrative action before the Public Employment Relations Board challenging the legality or constitutionality of the agency fee provisions of this Agreement or the implementation.

5.4.2 The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in paragraph one shall or shall not be compromised, resisted, defended, tried or appealed.

ARTICLE 6: CONCERTED ACTIVITIES

The Association hereby agrees that neither it nor its officers, officials, agents, or representatives shall incite, encourage or participate in any strike, walkout, slowdown, or other work stoppage against the District during the life of this Agreement. In the event of a strike, walkout, slowdown, or work stoppage in violation of this Agreement, the Association and its respective officers, agents, and representatives will do everything reasonably within their power to end or avert the same.

Any unit members engaging in or assisting any strike, slowdown, work stoppage, or other interference with the District's operations in violation of this Article shall be subject to disciplinary action up to and including termination.

ARTICLE 7: GRIEVANCE PROCEDURES

7.1 Definitions

- 7.1.1 A "grievance" is a claim by a unit member that there has been a misinterpretation, misapplication, or violation of a specific provision of this Agreement.
- 7.1.2 A "grievant" is any unit member in the bargaining unit and thus covered by the terms of this Agreement who claims there has been a misinterpretation, misapplication, or violation of a specific provision of this Agreement.
- 7.1.3 A "grievance representative" is any person designated by the Association to process grievances and to represent unit members in grievance meetings.
- 7.1.4 An "administrative representative" is the administrator having jurisdiction over the matter which gave rise to the grievance.
- 7.1.5 A "day" is designated by a teacher workday on the Student/Teacher Calendar.

7.2 General Procedures

7.2.1 Grievance Adjustments

This grievance procedure is not intended to deny the right of any individual to seek a satisfactory resolution to a problem.

Adjustments to grievances shall be consistent with the terms of this Agreement.

If a unit member is not represented by the Association or its representative, the District shall notify the Association whenever a grievance has been filed, and prior to an adjustment of the grievance, shall notify the Association of the proposed adjustment and shall provide the Association with the opportunity to respond in writing to the proposed adjustment.

7.2.2 Right to Representation

The grievant shall have the right to be represented by the Association in all discussions concerning a grievance.

7.2.3 Grievance Format

A grievance which proceeds to Step 2 shall be in writing on Form #363 and shall be a clear, concise statement of the grievance including the specific provisions of this Agreement alleged to have been violated, the circumstances involved, the decision rendered at Step 1 and the specific remedy sought.

7.2.4 Disposition of Grievance

The ultimate disposition shall be rendered by one (1) of the following:

7.2.4.1 Grievance and remedy sustained

7.2.4.2 Grievance conditionally sustained with alternative remedy and its rationale

7.2.4.3 Grievance denied with written rationale

7.2.4.4 Grievance denied in part with written rationale

Written rationale provided the grievant by the administrative representative at Step 1 and Step 2 shall not be admitted as evidence by the grievant at arbitration.

7.2.5 Failure to Meet Time Limits

If a grievance is not processed by the grievant in accordance with the time limits set forth in this Article, it shall be considered settled on the basis of the decision last made by the District. If the District fails to respond to the grievance in a timely manner at any level, the running of its time limit shall be deemed a denial of the grievance and termination of the level involved, and the grievant may proceed to the next step.

Time limits for appeal shall begin to run the day following the receipt of the written decision by the grievant.

Time limits hereunder may be lengthened or shortened in any particular case only by written agreement. The parties will attempt in good faith to adjust time limit problems which occur after Step 1.

7.2.6 Release of Witnesses

Witnesses shall be released from assigned responsibilities without loss of compensation when participating in grievance meetings held during the school day. The Association shall notify the District of the names of all witnesses requiring substitute coverage forty-eight (48) hours prior to such meetings.

In the event substitutes are not available to release witnesses for grievance processing, proceedings will be continued until school is dismissed on the day of the hearing.

7.2.7 Copies of Grievance

Copies of grievances shall not be placed in the District personnel file or local site folder of the grievant.

7.2.8 Format for Meetings

Grievance meetings shall be conducted at each step of the grievance procedure. The District representative is the chairperson of the grievance meeting. The standard format for a grievance meeting shall be as follows:

7.2.8.1 Presentation of grievant's case (including the calling of witnesses)

7.2.8.2 Presentation of respondent's case (including the calling of witnesses)

7.2.8.3 Grievant's rebuttal

7.2.8.4 Respondent's rebuttal

7.2.8.5 Discussion

7.2.9 When a matter which is, or may be, the subject of a grievance becomes the subject of an Administrative Procedure Act hearing (e.g., dismissal, non-renewal or reduction in force of permanent or probationary employees), any pending grievance on the matter shall be abated until the disposition of the APA hearing.

7.2.10 Service of Documents

Service of the District response to the grievant at any step shall be complete when either of the following has been accomplished:

7.2.10.1 A copy of the document(s) has been personally given to the grievant, or the representative (if represented by the Association or attorney), or

7.2.10.2 A copy of the document(s) has been placed in the United States mail, postage prepaid, certified mail, and addressed to the grievant, or the representative (if represented by the Association or attorney) at the grievant's last known address

7.3 Grievance Procedures

7.3.1 Step 1: When a unit member has a grievance, the grievance may be brought to the attention of the appropriate administrative representative in an attempt to resolve the problem through discussion.

7.3.2 Step 2: The grievant shall present the grievance in writing to the appropriate administrative representative of the Board.

Such grievance must be presented within twenty (20) days of the date of the occurrence which led to the grievance, or within twenty (20) days of the date the grievant could reasonably be expected to have knowledge of the occurrence.

Within five (5) days after filing of the grievance, a meeting shall be held with the grievant and the grievant's representative. The respondent shall render the Step 2 disposition within five (5) days after the Step 2 meeting.

7.3.3 Step 3: In the event the grievant is not satisfied with the decision at Step 2, the grievant may appeal the decision in writing to the Superintendent or his/her designee. Such appeal must be made within five (5) days of the termination of Step 2. The appeal shall include a copy of the original grievance, the decision rendered at Step 2, and a clear, concise statement of the reasons for the appeal. Step 3 hearings shall be held within ten (10) days of the receipt of the appeal from Step 2. The Superintendent or designee shall communicate a decision within five (5) days after the date of the Step 3 hearing and such a decision will terminate Step 3.

7.3.4 Arbitration

7.3.4.1 Submission to Arbitration

If the Association is not satisfied with the decision at Step 3, the grievance may be submitted, by the Association, to arbitration, provided that notification of submission to arbitration is given to the Superintendent within ten (10) days of the Association's receipt of the Step 3 decision.

7.3.4.2 Selection of Arbitrator

The Association and the District shall agree upon an arbitrator. If no agreement is reached within ten (10) days, the parties shall request the American Arbitration Association to administer the selection of the arbitrator in accordance with its rules.

7.3.4.3 Hearing: Arbitrator's Decision

The arbitrator selected in accordance with paragraph 7.3.4.2 above shall conduct a hearing promptly, and in accordance with the rules of the American Arbitration Association. The arbitrator shall hear the issues presented, and shall tender a decision promptly, but in no event later than thirty (30) days from the date of the hearing or thirty (30) days from the deadline for filing post-hearings briefs, whichever occurs later.

7.3.4.4 Fees and Expenses

The fees and expenses of the arbitrator and the hearing shall be borne equally by the parties. All other expenses, including witness fees, conferees, etc., shall be borne by the party incurring them, except that the grievant, the grievance representative, and a reasonable number of

necessary witnesses shall be released from their assignments without loss in compensation or cost to the Association.

7.3.4.5 Statement of Issues

The arbitrator shall be limited to deciding the issues(s) submitted to him/her. If the parties cannot agree upon a statement of the issues, the arbitrator shall determine the issue(s). In cases of procedural disputes regarding arbitrability, timelines, etc., the arbitrator shall be empowered to rule on such disputes.

7.3.4.6 Limitations Upon Arbitrator

The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the grievance and the appropriate remedy. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other, and upon arguments presented in briefs. This Agreement constitutes a collective bargaining agreement between the parties which shall be interpreted and applied by the parties and by the arbitrator in the same manner as any other collective bargaining agreement for the laws in the State of California. The function and purpose of the arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall therefore not have authority to decide any issue not submitted or to interpret or apply the Agreement so as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules for contract construction. Past practice of the parties in interpreting or applying terms of this Agreement may be relevant evidence, but shall not be used so as to justify, or result in, a modification (whether by addition or subtraction) of the written terms of this Agreement.

The arbitrator shall only have the power to render an award applying the language of the Agreement in force at the time of the alleged misinterpretation, misapplication, or violation.

The arbitrator may hear and determine only one (1) grievance at a time unless the parties expressly agree otherwise. Both parties will in good faith endeavor to handle cases which involve the same or similar facts and issues in an expedient and convenient manner.

No decision rendered by the arbitrator shall be retroactive beyond the beginning of the last payroll period prior to the twenty (20) day period specified in Step 1 of the grievance procedure.

7.3.4.7 Rules of Procedure

Upon agreement of the parties, the arbitration may proceed under expedited rules of the American Arbitration Association and notice of such agreement shall accompany any request for a list of arbitrators.

The decision of the arbitrator, within the limits herein prescribed, shall be binding on the Association, the District and the grievant.

7.4 No Reprisals

No reprisals of any kind will be taken against any participant in the grievance procedure by reason of such participation.

ARTICLE 8: LEAVES

A leave of absence is an authorization for a unit member to be absent from duty generally for a specific period of time and for an approved purpose.

Upon expiration of a leave of absence, unit members shall be returned to the same school from which the leave was taken. Such unit members will not be guaranteed the same teaching assignment. Similar to active unit members, unit members returning from leave are subject to layoff and surplus from their original school site. Thereafter, returning unit members shall be subject to Article 9, Transfer.

A condition of each leave of absence is that the credential or permit held at the time the leave was granted, properly authorizing the service, must be maintained in full force by the unit member.

Part-time regular unit members shall be entitled to leaves of absence from their part-time assignments.

Any unit member placed on paid administrative leave of absence shall continue to receive compensation for approved extra service pay assignments for a period not to exceed six months.

8.1 Personal Leaves of Absence Without Pay

Unit members may, upon request, be granted up to one (1) year of absence without pay for the following reasons:

- 8.1.1 Health
- 8.1.2 Maternity, paternity and adoption
- 8.1.3 Activities which contribute to professional development in education, which may include formal study, travel or exchange teaching.
- 8.1.4 Child care
- 8.1.5 Compelling family matters / personal necessity

Leaves shall have the prior approval of the principal. All such unpaid leaves may be, upon request, extended for one (1) additional complete semester or school year. With the exception of leaves of absence granted by state for federal law, leaves shall be limited to a maximum of two (2) years within a five (5) year period of time. Requests for leaves of absence under this provision shall not be arbitrarily or capriciously denied.

With the exception of maternity leave, sick leave, bereavement, industrial accident/illness, leaves of absence shall be limited to permanent unit members.

8.2 Application for Leave

8.2.1 Leaves Other Than Sabbatical

A unit member who is eligible for an unpaid leave of absence must make application for such leave on the District form provided. Requests for such leaves to begin in September must be filed in the Human Resources Office prior to the preceding February 15. Requests for leaves to begin in January must be received on or before the preceding November 15. At the discretion of the Director, Human Resources the afore mentioned time deadline may be waived.

8.3 Notification of Return or Request for Extension

The following procedures shall be adhered to relative to returns from leaves of absence and/or requests for extensions of leaves:

8.3.1 District Notification

On or before February 1 (October 15 for first semester leaves) of the semester nearest and preceding the expiration of the leave of absence, the District shall notify the unit member who is on a leave of absence that his/her position is being held pending notification of request for extension of leave or notification of intention to return from leave. Such notification shall be sent by U.S. mail to the unit member's last known address.

8.3.2 Unit Member Response

On or before March 1 (November 15 for first semester leaves) the unit member shall respond to the District notification by indicating either a request for an extension of leave or the unit member's intention to return from leave. In the event that the unit member fails to respond to the District notification, it is understood that the District may proceed to fill the unit member's position.

8.3.3 Return Before Expiration

A unit member who wishes to return from leave prior to the agreed upon expiration of the leave shall be entitled to fill the next available vacancy for which the unit member is certified and qualified.

At the end of the school year, the unit member will be subject to other terms and conditions of the contract as though assigned to that school for the entire year.

8.4 Salary Advancement During Leave

A unit member granted a leave of absence, other than sabbatical leave, military leave, or Peace Corps leave, shall not be advanced on the salary schedule unless s/he has completed the school year according to law. A unit member granted a sabbatical, military, or Peace Corps leave shall be eligible for advancement on the salary schedule.

8.5 Tragedy Personal Necessity Leave

A long term ninety (90) day personal necessity leave of absence may be provided to a unit member who experiences a serious tragedy within his/her immediate family. For purposes of this section, "immediate family" shall be defined to include parent, sibling, spouse or dependent child. A unit member's compensation during such leave shall be equivalent to the unit member's regular salary and fringe benefits minus the amount necessary to pay a substitute employed to replace the unit member while on leave.

8.6 Maternity Leave

Upon request, pregnant unit members shall be granted maternity leave. Said leave shall be unpaid unless unit members have accumulated sick leave (under 8.11.1) which may be utilized. Maternity leave will be provided in accordance with existing law.

8.7 Industrial Accident and Industrial Illness Leave

8.7.1 Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of Education Code Sections 44043 and 44984 and this rule.

8.7.2 A unit member who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provisions of the Workers' Compensation Insurance Law, shall be granted paid industrial accident leave for each such accident or illness while receiving temporary disability benefits from Workers' Compensation provided that:

8.7.2.1 The employee has probationary or permanent status.

8.7.2.2 The Superintendent/designee has determined that the illness or injury was directly related to the performance of duties while in the employment of the Anaheim Union High School District.

8.7.3 A unit member absent from duty because of illness or injury resulting from an accident or condition incurred on duty, which qualifies under Workers' Compensation Insurance, shall be granted an occupational leave for each such accident provided that neither the number of days for one (1) leave nor the total number of days allowed in one (1) school year for more than one (1) such leave does not exceed a total of sixty (60) consecutive working days.

- 8.7.4 Industrial accident and industrial illness leave shall be granted from the first (1st) day of disability but shall not extend beyond the last day for which temporary disability indemnity is received. Only absences which are supported by a physician's certificate and have been verified in writing by the State Compensation Insurance Fund to be the result of a duty connected illness or injury can be paid under the occupational leave policy. Any absence that cannot be so verified shall be charged against the unit member's leave.
- 8.7.5 Should the unit member's absence, due to an occupational injury or illness, extend beyond sixty (60) consecutive working days, the unit member shall be permitted to use accumulated sick leave until temporary disability payment ceases, until he returns to duty, or until illness credits have been used up, whichever is sooner.
- 8.7.6 During any period a unit member is receiving his regular salary from the District, s/he is required to endorse over to the District all temporary disability payments received in accordance with Section 44984 of the Education Code. Charges to the unit member's leave balances shall be as follows:
- 8.7.6.1 Industrial accident and industrial illness leave shall be reduced by one (1) day for each day of authorized absence regardless of temporary disability payments paid.
 - 8.7.6.2 Sick leave and/or vacation leave shall be reduced only by that amount necessary to provide a full day's wage or salary when added to temporary disability benefits. Any unit member who is absent because of a work connected illness shall not be entitled to receive wages or salary from the District which, when added to temporary disability benefits, will exceed his full salary during the period of his absence. (See Section 44043 of the Education Code.)
- 8.7.7 A unit member, while receiving industrial accident or industrial illness leave benefits, must remain within the State of California unless the Board of Trustees authorizes travel outside the State.
- 8.7.8 While a unit member is on any paid leave resulting from an industrial accident or industrial illness, the unit member's salary paid by the District shall not, when added to a normal temporary disability allowance award without penalties granted the unit member under State Workers' Compensation Insurance Laws, exceed the unit member's regular salary.

Final allowance for permanent industrial disability settlements shall not be subject to remittance to the District under this rule.

8.8 Personal Necessity Leave of Absence

Unit members may use up to ten (10) days of accumulated sick leave without stating a reason for personal necessity provided the number of personal necessity days does not exceed the number of days of unused sick leave.

Permissible personal necessity use

- 8.8.1 Personal necessity may be used without prior approval for the reasons listed below. However, the unit member shall make every reasonable effort to comply with District procedures designed to secure substitutes and s/he shall notify the immediate supervisor prior to the absence.
 - 8.8.1.1 Accident or serious illness involving his/her personal property or person or property of his/her immediate family.
 - 8.8.1.2 Court appearance as a litigant or as a witness under order.
 - 8.8.1.3 Religious observances
 - 8.8.1.4 Wedding and graduations for immediate family members. Immediate family for this section shall mean parent, sibling, spouse, or child.
 - 8.8.1.5 Becoming a parent by adoption, surrogate, or paternity.
 - 8.8.1.6 Personal necessity may be used for circumstances that meet all of the following criteria: Are of a serious nature, and which the unit member cannot be expected to disregard, and which necessitate the immediate attention of the unit member, and which cannot be accommodated during off-duty hours.
- 8.8.2 Such leave shall not be used for seeking or engaging in other employment, for vacation, or other recreational activities or for other activities which do not fit the criteria listed above.
- 8.8.3 Personal necessity leave shall not be used in whole, or in part, for any strike, work stoppage, work slowdown or concerted activity of any kind.
- 8.8.4 A unit member shall be allowed to use two (2) days of personal necessity leave which will not be charged against his/her accumulated sick leave.

8.9 Verification of Personal Necessity Leave

The District may require satisfactory proof of the nature, extent, and duration of the personal necessity leave if it believes a unit member to be abusing the use of personal necessity leave. In the event that an investigation results in proof that abuse has taken

place, the unit member may be subject to loss of pay for the day(s) of the proven abuse and/or other appropriate action.

8.10 Sabbatical Leave

A sabbatical leave of absence may be granted to any unit member only to the extent that the same will benefit the schools and pupil thereof, for not less than one (1) semester nor more than one (1) school year under the following conditions:

- 8.10.1 The applicant must have served at least seven (7) consecutive years in the District preceding the granting of the leave, and no more than one such leave of absence shall be granted to a unit member in each seven (7) years of employment. Other leaves of absence, while not counted as a "year of service," do not constitute a break in consecutive years of service.
- 8.10.2 A leave may be granted for the following reasons:
 - 8.10.2.1 Formal Study - Complete a minimum of eight (8) semester hours each semester in an accredited institution of higher learning. Courses must relate to present or future service in the District.
 - 8.10.2.2 Travel - Engage in foreign or domestic travel during each semester.
 - 8.10.2.3 Study and Travel - A one (1) year leave may be divided between study and travel in accordance with above regulations.
 - 8.10.2.4 Independent Study - Provided that the applicant presents a "plan of work" for independent study and a report relative to the accomplishment of such "plan of work" at the conclusion, sabbaticals may be granted for independent study.
- 8.10.3 Compensation while on sabbatical leave shall be fifty percent (50%) of the salary the unit member would have received had s/he remained in active service. At the expiration of the leave, the unit member shall be assigned to the same school or District Office location in which service was rendered at the time of making application for leave, subject to Article 9.
- 8.10.4 A "sabbatical leave committee" composed of certificated employees of the District, shall be appointed by the Superintendent. At least fifty percent (50%) of the members of this committee shall be selected by the Superintendent from a list of unit members submitted to the Superintendent by the Association. The purposes of this group shall be to administer the sabbatical leave article and to submit to the Superintendent a prioritized list of unit members being recommended for sabbatical leave. It is understood that actions of this committee are subject to the approval of the Superintendent.

- 8.10.5 The total number of sabbatical leaves granted during any school year shall not exceed one percent (1%) of the total number of unit members employed by the District.
- 8.10.6 The applicant must provide a surety bond.
- 8.10.7 The applicant shall agree to serve twice the period of the leave following return to the District.

8.10.8 Return From Leave

The unit member shall, within ninety (90) days following return to active service in the District, submit a comprehensive report to the sabbatical leave committee certifying the successful fulfillment of the terms and conditions under which the leave was granted. This comprehensive report shall include:

- 8.10.8.1 Formal Study Leave - An official transcript showing courses completed and/or degree earned and a copy of all pertinent materials developed during the leave.
- 8.10.8.2 Travel Leave - A written report including a complete travel itinerary and a complete file of all pertinent materials collected and/or developed during the leave.
- 8.10.8.3 A recommendation for use within the District of all of the materials collected or developed.

If a vacant position exists in which the unit member is certified and qualified, unit members returning from sabbatical leave shall be placed in an assignment which corresponds to the purpose of the sabbatical leave, subject to other terms and conditions of the contract.

8.10.9 Failure to Return or Observe the Sabbatical Leave Plan

If a unit member fails to return or observe the sabbatical leave plan, the Board of Trustees may take action to enforce the sabbatical leave plan.

8.10.10 Sabbatical Leave Timeline

Should sabbatical leaves be offered, the following timeline will be in effect:

Notices will be sent to all unit members by mid-October.

Proposals will be due at the District no later than the first working day in December.

The Committee will meet to select unit members for sabbatical leave, for the following school year, by the last working day in December.

The Board will be asked to approve selected sabbatical leave requests at a regularly scheduled meeting during the month of January.

Approved applicants will be notified of the Board's action by the first working day in February.

8.11 Sick Leave, Personal Illness and Injury

8.11.1 Annual Sick Leave and Accumulation

A unit member who is absent due to personal illness and/or injury, including a disability caused or contributed to by pregnancy, shall be allowed full pay for the number of days absent provided that the number of days absent does not exceed the unit member's total accumulated days of sick leave. These accumulated days shall include the entitlement of sick leave days granted on July 1 each year. Members of the bargaining unit employed five (5) days a week shall be entitled to ten (10) days leave of absence for illness or injury for a year of service. Members of the bargaining unit employed less than five (5) days a week for a year of service shall be entitled to that proportion of ten (10) days leave of absence for illness or injury as the number of days employment per week bears to five (5). Unused sick leave shall be accumulated from year-to-year.

To be eligible for sick leave absence with pay, the unit member shall be in a paid status and scheduled for work on the day(s) of absence.

If a unit member resigns, retires, or is terminated and has used more sick leave than was earned, the amount used but not earned shall be deducted from the final warrant of the unit member.

8.11.2 Procedures for Taking Sick Leave

Members of the bargaining unit must notify the District of the absence as soon as the necessity to be absent becomes known to the unit member but in no instance later than 6:30 a.m. of the day of the absence.

Sub Caller Procedure:

Consult your "Employee's Quick Reference Guide" appended to this contract as Appendix D.

8.11.3 Half-Day Absences

A unit member who is absent for one-half (1/2) day or less shall have deducted one-half (1/2) day from the accumulated leave. If the absence exceeds one-half

(1/2) day, a full day shall be deducted. If the absence is for one (1) period or less, there shall be no deduction from the accumulated sick leave.

8.11.4 Verification of Absence

The Board may require satisfactory proof of the nature, extent, and duration of the illness if it believes a unit member to be abusing the use of sick leave. In the event that an investigation results in proof that abuse has taken place, the unit member may be subject to loss of pay for the day(s) of the proven abuse and/or other appropriate action.

For absences of more than five (5) days, when there is a question as to the extent and duration of the disability, or the unit member's ability to return to work, the Board may require the unit member to submit to an examination by a physician selected by the unit member and the District. The selection must take place within forty-eight (48) hours after the District's request. In the event the time limit is not met, the District shall select the physician from among those physicians under consideration by the unit member and the District.

The District shall pay for the medical examination. The unit member will be given a copy of the physician's report. Such medical reports shall be submitted to the Director, Human Resources, who shall maintain the confidentiality of such reports.

8.12 Short-Term Personal Leaves Without Pay

An excused absence without pay for a unit member may be approved for five (5) days by the principal or administrative supervisor. Upon the recommendation of the principal or administrative supervisor, the superintendent or designee, may authorize an excused absence without pay for unit members up to ten (10) days.

8.13 Court Appearance

A unit member shall be granted, not to exceed three (3) days of absence with full pay because of necessary appearance in court (other than as a litigant) or in response to a subpoena duly served provided such subpoena is filed with the Board of Trustees or its delegated authority immediately upon its having been received by the unit member.

8.14 Jury Leave

The District agrees to grant to members of the bargaining unit regularly called for jury duty in the manner provided by law, leave of absence without loss of pay for time the unit member is required to perform jury duty during the unit member's regularly assigned working hours. Unit members, so called for jury duty, must notify the District of service date(s) upon receiving said notice from officers of the court. The District shall pay the unit member the difference, if any, between the unit member's regular rate of pay and the amount received for jury duty. Unit members who elect to contribute their fees to the county in

which serving jury duty, must submit a copy of the receipt to payroll indicating that they donated their fee to the county. Monies granted by the court for meals, travel and parking will not be considered in computing the difference. Unit members are required to return to work during any day or portion thereof in which jury duty services are not required.

A unit member who receives a jury duty notice during the school year and requests a postponement of jury duty until the end of the school year in June and before the commencement of the next school year in August will receive the substitute daily rate for each day the unit member is required to physically report to a courthouse or serve on jury duty during the summer months. This summer postponement provision applies to laid off unit members on the re-employment list and employees who retired at the end of the previous school year. It is understood that there is no jury leave during summer school. In order to receive the regular daily substitute pay, the unit member shall file the required documentation with the District. The District may require verification of jury duty days prior to or subsequent to providing jury duty compensation on a form provided by the District or the court.

8.15 Bereavement

The District agrees to grant necessary leave of absence with pay at the unit member's regular rate not to exceed three (3) days, or five (5) days if 300 miles or more or out-of-state travel is required, on account of the death of any member of the immediate family of a member of the bargaining unit. "Member of the immediate family" means the father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, husband, wife, grandmother, grandfather, grandchildren, sister, brother, sister-in-law, brother-in-law, niece, nephew, aunt, uncle of the unit member, and like relatives of spouse, or any person living in the immediate household of the unit member. Bereavement leave shall be limited to a three (3) or five (5) day period following the date of death in the immediate family. If such leave of three (3) or five (5) days is not scheduled immediately and consecutively following the death, the unit member will notify his/her immediate supervisor prior to scheduling an alternative plan for bereavement leave. In exceptional circumstances, the Superintendent may grant up to two (2) additional days leave.

Unit members exercising this leave provision shall notify their immediate supervisor as soon as possible and indicate the expected duration of the absence.

Unit members shall be required to complete the standard form provided by the payroll department to verify the reason for the absence. The District may require satisfactory proof of the nature, extent, and duration of the bereavement leave if it believes a unit member is abusing the use of bereavement leave. In the event that an investigation results in proof that abuse has taken place, the unit member may be subject to loss of pay for the day(s) of the proven abuse and/or other appropriate action.

8.16 Health/Welfare Benefits While on Leave

A unit member on Board approved leave of absence without pay may participate in the District's health and dental and life insurance benefit program at the unit member's own

expense, provided that the carrier allows and provided that an irrevocable notification is submitted of the intent to participate prior to the commencement of the leave and provided further, the advance payment of premiums is made in accordance with a schedule developed by the Business Office.

8.17 Revocation of Leave

A leave of absence may be revoked at the sole discretion of the Board of Trustees upon evidence that the cause for granting it was misrepresented or has ceased to exist.

8.18 Employment While on Leave

Leave of absence will not be granted for the purpose of obtaining employment in another school district, educational institution, or another occupation or profession without the prior approval of the Board of Trustees. Unit members granted leaves who accept employment in violation of this section shall be notified of the termination of their leaves of absence.

8.19 Absence From Work Without Leave/Failure to Return to Work After Leave

Any unit member who is absent from work without leave, or who fails to return to work as scheduled after the expiration of an authorized leave of absence, shall be deemed to have abandoned employment with the District, and such conduct shall constitute an automatic resignation.

8.20 Extended Illness Leave

Upon exhaustion of all accumulated sick leave credit, a unit member who continues to be absent for purposes of this policy, shall receive fifty percent (50%) of salary or the difference between the unit member's salary and the salary of the substitute, whichever is greater, for a period not to exceed five (5) school months per illness or accident. If the school year terminates before the five (5) month period is exhausted, the employee may take the balance of the five (5) month period in a subsequent school year. In order to qualify for differential pay, unit members shall first utilize all accumulated sick leave credit. Extended illness must be on the basis of a recognized medical doctor's statement.

8.21 Family Care and Medical Leave

All unit members are eligible for leave under this provision. Leave shall be granted upon request of a unit member because of the unit member's serious health condition, the serious health condition of a member of the unit member's family, the birth of a child of the unit member, or the placement of a child with a unit member in connection with adoption or foster care of the child by the unit member. As used in this section, "family" includes all persons listed in Section 8.15 of this Agreement and "serious health" is any illness, injury, impairment, or physical or mental condition. Leave under this section may be as long as twelve (12) weeks or as short as one work day. Such leave shall entitle the unit member to all economic benefits of employment except for salary on the same basis as if the unit

member were not on leave. Leave under this section shall run concurrently with other leaves available under the provisions of this Agreement.

8.22 Notification of Sick Leave Accrual

The District shall provide a written notice of sick leave accrual to each bargaining unit member during the month of September.

8.23 Catastrophic Leave

Unit members are permitted to irrevocably donate accrued sick leave credits for an employee who experiences a catastrophic personal illness or accident. Donations made under this catastrophic leave program shall be strictly voluntary.

Definitions

- 8.23.1 Catastrophic illness/accident means illness or non-work related injuries due to an accident that is expected to incapacitate the employee for an extended period of time involving or resulting in substantial, often ruinous, medical expense and creating a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off with the exception of extended illness leave.
- 8.23.2 Eligible leave credits mean sick leave days accrued to the donating unit member.
- 8.23.3 The Sick Leave Bank represents donated eligible leave credits.
- 8.23.4 The Open Enrollment period is established as the month of October, each year.
- 8.23.5 The Board means the District Board of Trustees, Superintendent, or designee.
- 8.23.6 The Sick Leave Bank Committee shall oversee the operation of the Sick Leave Bank. The Committee shall consist of one voting member from each of the following groups: Anaheim Personnel and Guidance Association (APGA), California School Employees Association (CSEA), American Federation of State, County and Municipal Employees (AFSCME) and the Anaheim Leadership Team Association (ALTA). There will be two voting members from the Anaheim Secondary Teachers Association (ASTA). Also included will be one voting representative from District Administration, designated by the Superintendent.

General Provisions

- 8.23.7 Participation in the Catastrophic Leave Program shall be voluntary, but permitted, for all qualified permanent employees.

- 8.23.8 To establish enrollment, a permanent employee must initially donate one (1) sick leave day. Employees must then donate one (1) sick leave day per year during the Open Enrollment period to maintain eligibility.
- 8.23.9 From implementation of this program through October 1998, any permanent employee who is absent due to a catastrophic illness and has exhausted all eligible leave credits may participate in the Catastrophic Leave Program without a donation.
- 8.23.10 This Program will not be operational until the total sick leave days reaches 100.
- 8.23.11 The Sick Leave Bank is available to all participating permanent employees for use during their work year. Twelve month employees may apply to use the Sick Leave Bank year around. All other employees are eligible according to their regular work year.
- 8.23.12 Employees who elect not to enroll in the Catastrophic Leave Program upon first becoming eligible, have a waiting period of sixty (60) duty days after they enroll before becoming eligible to withdraw from the Bank.
- 8.23.13 The Sick Leave Bank cannot be used concurrently with the extended illness leave benefit.
- 8.23.14 The maximum amount of time for which donated sick leave credits may be used is 25 days for any one catastrophic illness. The lifetime benefit from this policy may not exceed a total of 50 days.
- 8.23.15 This Catastrophic Leave Program may not be used if the employee applies for or has purchased any other benefit or disability insurance program or income protection program either public or private unless the total benefit is less than 100% of the employee's basic salary. Employees having any additional income benefit must apply for that benefit before they are considered eligible for the Catastrophic Leave Program.
- 8.23.16 The receipt of a donated sick leave credit through the Catastrophic Leave Program as designed here, when combined with other District income, or income protection plan, shall not provide the recipient with a greater monthly District income/fringe benefit contribution than he/she received immediately prior to the receipt of catastrophic sick leave.
- 8.23.17 An employee who receives donated sick leave credits shall use any leave credits, including vacation, that he or she continues to accrue on a monthly basis prior to receiving/using additional donated sick leave credits from the Sick Leave Bank.
- 8.23.18 Requests for Sick Leave Bank credits must be made in increments of five (5) days.

- 8.23.19 If more than one applicant is being considered at the same time and there are not enough days in the Bank to fill each request, the available days will be divided equally or proportionately, as is consistent with the requests, between and among the applicants. In this instance, additional donations of eligible leave credits may be accepted.
- 8.23.20 Member employees may make additional donations to a specific employee who has a catastrophic illness. These donations may be made at any time during the year. Any unused donations beyond those authorized by the committee will be returned to the Bank.
- 8.23.21 Any fraudulent or inappropriate use of donated days will result in the return of all donated days to the Bank. The employee will be held responsible for returning any resulting overpayment of wages.
- 8.23.22 Any unused donation will be returned to the Bank, including donations to specific employees as stated in 8.23.20.
- 8.23.23 The employee must waive any and all claims against the Board, District and its officers and employees, arising from the administration of the Sick Leave Bank Program.
- 8.23.24 The Sick Leave Bank Committee will issue a report to all employees of the status of the Bank each semester.

Donating to the Sick Leave Bank

- 8.23.25 Any permanent employee on paid duty status shall be eligible to participate with a minimum annual deposit of one (1) sick leave day.
- 8.23.26 All transfers of eligible leave credits are irrevocable.
- 8.23.27 Employees may donate up to three (3) full days of eligible leave credits per school year. Employees must have at least ten (10) days of accrued sick leave remaining after donating to the Sick Leave Bank. Any request for an exception to this provision must be submitted in writing and approved by the Superintendent.
- 8.23.28 Donations to the Bank are general donations and cannot be donated to a specific employee with the exception of 8.23.20.
- 8.23.29 When and if the donated sick leave credits reach a total of 2,000 actual days, the committee may suspend donations for one (1) year for all current members. New members, however, may donate.

Withdrawing from the Sick Leave Bank

Eligible leave credits may be requested, in writing, from the Sick Leave Bank for a catastrophic illness or accident if all of the following requirements are met.

- 8.23.30 The employee must be a member of the Sick Leave Bank before requesting sick leave credits.
- 8.23.31 The employee who is suffering from a catastrophic illness or accident provides verification of catastrophic illness as required by the Superintendent.
- 8.23.32 The verification of catastrophic illness must come in the form of a written medical statement from the attending physician indicating the incapacitating nature and probable duration of the illness or accident.
- 8.23.33 The Superintendent may require verification of the need for sick leave days beyond the evidence of a doctor's certification and shall have the authority to accept evidence from other sources.
- 8.23.34 The Sick Leave Bank Committee determines that the employee is unable to work due to the employee's catastrophic illness or accident.
- 8.23.35 The employee has exhausted all accrued paid leave credits with the exception of extended illness leave.
- 8.23.36 At the start of the Sick Leave Bank withdrawal, voluntary deductions from the employee's paycheck will be discontinued (except for District computer loan payments and health and life insurance payments).

Not Covered

- 8.23.37 Conditions, illnesses, or accidents resulting from commission of a felony, elective cosmetic surgery, or stress. Also not included are illnesses or accidents which may be covered under the Workers' Compensation Program.

ARTICLE 9: TRANSFER PROCEDURES

9.1 Definitions

9.1.1 Transfer

A transfer is defined as the relocation of unit members between schools or between a school and a district office department. Transfers fall into two (2) categories: (1) voluntary transfers that are initiated at the request of the unit members, and (2) involuntary or administrative transfers that are initiated by the District.

9.1.2 Seniority

For the purposes of the transfer Article, the term "seniority" shall mean the unit member's total continuous service to the District in a certificated position, beginning with the first (1st) day of paid service as a probationary employee. The Board shall maintain an up-to-date seniority list, which for purposes of this Article shall be the "order of employment list" required by Education Code Section 44845. This list shall be sent to the Association by November 1 of each school year and shall be posted at each site.

Every probationary or permanent employee employed after June 30, 1947 shall be deemed to have been employed on the date upon which s/he first rendered paid service in a probationary position.

9.1.3 Reassignment

For purposes of this section, a reassignment occurs when a unit member is required to teach in a department in which s/he was not teaching the previous year.

9.1.4 Opening

An opening is defined as a position at a school or administrative department location which the District has determined is to be filled by a regular probationary or permanent unit member rather than a substitute or a temporary.

9.2 Posting of Openings

9.2.1 The District shall post at each school location a notice of each opening as it occurs during the regular school year or summer session. Each notice shall state a deadline for applications which shall be not less than seven (7) days after posting. In the event an opening becomes available once the teacher work year begins, the deadline for application shall not be less than three (3) days. The opening shall not be filled prior to such deadline. Postings shall be sent to the Association Office.

- 9.2.2 An opening, for posting purposes, is not created when a permanent or probationary unit member is on a paid or unpaid leave of absence, a one (1) semester opening exists, or when a surplus unit member is available with an appropriate teaching major or minor.
- 9.2.3 Posting errors shall not be subject to grievance. The error shall be corrected prior to filling the opening.
- 9.2.4 A unit member who requests transfer to an available position and is denied may be provided a written statement, if so requested by the unit member.
- 9.2.5 The filing of a request for transfer is without prejudice. It does not jeopardize a unit member's present assignment. The request may be withdrawn any time prior to confirmation that the transfer has been approved.

9.3 Voluntary Transfer

Any unit member may apply for a voluntary transfer by submitting a "Request for Transfer" form to Human Resources prior to the closing date of the vacancy for which they are applying. The Human Resources office will notify the principal of the school where the vacancy exists and such unit member shall be offered an opportunity to interview. The Human Resources office will also notify the principal of the teacher's current school.

9.4 Mutual Exchange of Positions

A unit member may initiate an exchange of assignment for one (1) school year, providing there is agreement with the involved principal and exchange unit members. If, at the conclusion of the school year, all parties agree, the exchange of assignment shall become permanent.

9.5 Involuntary Transfer-Surplus

- 9.5.1 The parties recognize that it may be necessary to transfer unit members involuntarily because of enrollment adjustments, budgetary restrictions or curricular needs.

For purposes of this section only, a bargaining unit member whose assignment includes more than one department shall be determined to be a member of the department which is the majority of his/her assignment. When departments in a bargaining unit member's assignment are equally distributed, the unit member shall determine in which department s/he is a member and give written notification within five (5) days of the beginning of the school year or the effective date of the schedule change. If a permanent change in a unit member's schedule occurs at any point in the school year, this language will apply to determine the new department designation.

When a school principal is notified by the District of the school's allocation of teaching staff, the administrator, at an all-faculty meeting, shall notify the faculty of the possibility of surplus and ask for volunteers for transfer. Consideration will be given to these volunteers if it contributes to the resolution of the surplus issue as determined by the site administrator.

In determining the department from which unit members are to be surplus, the principal will provide the department with a rationale for his/her decision. The rationale will be provided in writing upon request. The principal's decision may be appealed to the Superintendent or his/her designee. No department shall be selected for surplus, nor any unit member transferred arbitrarily or capriciously. For purposes of this section, English, ELD, and Reading shall be considered one (1) department.

9.5.2 Surplus Criteria Point System

In order to make the process consistent, the Association and the District agree to a scoring system to be utilized whenever a surplus situation exists. Please note that the scoring system is designed to consistently determine who will be transferred and is not designed to prevent involuntary transfers.

There are four (4) criteria that shall be used in determining who is to be surplus. Listed below are the criteria and points to be awarded.

1. Credentials: Each teacher properly credentialed to teach the subject to be surplus shall be given one (1) point. Please note that CLAD is a certificate and not a credential.
2. Extra-Service Pay (ESP): Any teacher who is serving, during the current school year, in a full or partial extra-service pay position will receive one (1) point (maximum). The department chair is not given a point for extra-service pay. Only one (1) extra-service pay point is given regardless of the number of extra-service pay positions the unit member holds. The point will be determined after the Spring/4th quarter sports season begins unless the unit member has already completed an assignment. The assignment must be fulfilled by the unit member in order to maintain the point. If the assignment is not fulfilled, the point will be rescinded and the surplus process will be adjusted.
3. Department Leadership: The teacher(s) serving, during the current school year, as full or shared department chair shall receive one (1) point.
4. Seniority: One (1) point shall be granted to each teacher in the department determined to be in a surplus situation except for those teachers corresponding to the number of transferees who have the least district seniority. For example, if the department has seven (7) members and will be reduced to five (5), the five (5) most senior members get a point.

Each teacher's points from that department are totaled and, in the absence of volunteers, the teacher(s) with the lowest points will be surplus.

9.5.3 Tie Breaker for Surplus

If a tie exists after all of the steps above have been taken, the teacher with the least district seniority shall be surplus. In the event that a tie still exists, the following criteria will be applied in the priority indicated to determine the employee that is involuntarily transferred:

1. Rank by Years of Temporary Service
 - a) Persons with three or more years temporary status prior to probationary year
 - b) Persons with two years temporary status prior to probationary year
 - c) Persons with one year temporary status prior to probationary year
2. Rank by Credential/Authorization
 - d) Persons with clear single-subject credential / Level 2 Special Education Credential
 - e) Persons with preliminary single-subject credential / Level 1 Special Education Credential
 - f) Persons with two (2) or more single subject credentials
3. Rank by Special Authorization/Services
 - g) Persons with BCLAD certification authorizing instruction to EL students
 - h) Persons with other certifications authorizing instruction to EL students
 - i) Persons who are currently assigned to one of the following specialized assignments listed as follows, not listed in priority order:
 - Activities Director (JH or SH)
 - Athletic/Intramural Sports Director
 - Department Chair (JH or SH)
4. Rank by Service in Areas with Extra Service Pay (ESP)
 - j) Persons serving in additional areas with Extra Service Pay (total points; one point per ESP; as per Appendix C)
5. Rank by Advanced Certification/Degree
 - k) Persons who are National Board Certified Teachers (NBCT)
 - l) Persons with a Doctoral Degree
 - m) Persons with a Master's Degree

6. Rank by Prior Service to the District

- n) Persons with additional service to the District in a certificated, non-teaching position
- o) Persons with additional service to the District in a non-certificated, paid position

It is agreed that in the event the District is still unable to select employees to be terminated using the above criteria, then a lottery shall be used to determine employment rights as between employees with the same initial service who are equally competent.

9.5.4 Exemptions for Surplus

The Principal may exempt a limited number of key unit members from involuntary transfer. It is understood that in order to apply the exemption, the Principal will demonstrate that such exempted unit members hold a “key assignment” within the school. The Principal has discretion to exempt a maximum of two unit members within a school site considering certain factors listed below.

The Principal may consider the following into the decision to exempt a unit member:

- Coordinator/Director/Advisor of a unique, special event or activity that occurs at the school site.
- Coordinator/Director/High School Head Coach of a high profile or unique program.
- A teacher who is qualified and interested to teach an existing high-level or specialized course that no other teacher at the site is qualified and interested to teach.

The Principal may not consider the following into the decision to exempt a unit member:

- Use of a particular instructional methodology.
- Committee participation or chairmanship.
- Partnership with another teacher (i.e. inclusion, team teaching, job-sharing, etc.)
- Specialized training that does not lead to one of the considerations listed above.
- Assignments that can be filled with other qualified and interested personnel at the site.

The intent of this section is to allow the principal to sustain courses, programs, events and activities at the school site and to avoid its elimination due to the loss of key personnel.

- 9.5.5 Transferees whose credentials and preparation do not fit existing openings will be assigned to a contract teacher substitute pool until vacancies commensurate with their qualifications occur.
- 9.5.6 An opportunity must be provided for the unit member to meet with the administrator recommending the transfer prior to effecting the proposed transfer and be advised of the reasons for recommending such transfer. In the event that an administrator cannot meet with the transferee due to vacation periods, illness, leaves of absence or other similar reasons, the administrator shall effect this section by placing a certified letter in the United States mail addressed to the transferee at his/her last known address.

9.6 Involuntary Transfer for Special Education & Itinerant Unit Members

The District and ASTA acknowledge that unit members providing mandated services to students receiving special education must have credentials, training and experiences that are unique and essential in meeting the needs of students. Specialized services provided by itinerant assignments are limited to APE, Speech/Language Pathologists, Visually Impaired and Orthopedic Services or, in exceptional circumstances, RSP teachers at more than two (2) sites. An Itinerant teacher offers services in one of the above categories at more than one site. All Itinerant teachers will be assigned to the SYS for purpose of being departmentalized for Section 9.5 (Involuntary Transfer). If a change to a unit member's assignment will result in a change of work location (adding, eliminating or switching one or more school site) prior to or during the school year, the following process will occur:

1. The District will communicate and/or meet with the unit member to discuss the reason for the change of work location(s), before the change is implemented.
2. If the unit member agrees to the change in work location(s), the change is implemented.
3. If the unit member does not agree to the change of work location(s), other options will be explored and considered, including seeking volunteers.
4. If none of the options are acceptable to the District or the employee(s) involved, the surplus process in Article 9.5.2 will be utilized and will be applied to the employee and any other staff members who may be affected.

9.7 Reassignment Within a School

Reassignments within a school are the responsibility of the principal. The principal shall take into consideration the staffing needs, the curriculum of the school and the credential authorization of the unit members. Prior to making a reassignment, the principal shall discuss the reassignment with the unit member. In the event that an administrator cannot meet with the reassigned unit member due to vacation periods, illness, leaves of absence or other similar reasons, the administrator shall effect this section by placing a certified letter in the United States mail addressed to the unit member at his/her last known address.

No unit member shall be reassigned arbitrarily or capriciously.

Unit members whose assignments will remain the same the following year may, at their discretion, consult with the principal concerning this continuing assignment.

9.8 Superintendent's Transfer

In situations not provided for herein, such power to assign includes the power to transfer professional personnel within the District when the Superintendent concludes that such a transfer is in the best interest of the District.

9.9 Transfer - School Closures

Involuntary transfers made during years that schools are closed shall be made as follows:

9.9.1 All unit members subject to involuntary transfer shall be provided with a list of all vacancies in the District.

9.9.2 All staff members shall be provided with the opportunity of listing their first three (3) preferences for vacancies which appear on the list.

9.9.3 The District shall attempt to place all unit members in one of their top three (3) choices. In event of a tie, the decision shall be made at the principal's discretion.

9.10 Rights of First Return

Voluntary and involuntary transferees as a result of surplus pursuant to Article 9.5 shall have the right to return, in the event of a vacancy, to the school from which s/he was transferred within one and one quarter (1-1/4) years. This right includes vacancies which are less than full-time. Unit members who wish to return will be required to initiate a request to return when the vacancy is posted. All Extra Services Pay positions (as outlined in Appendix C) held immediately prior to the transfer shall be returned to the unit member upon return to the school from which he/she was transferred if the unit member returns within one quarter of the transfer and the position(s) remains unfilled.

9.10.1 Return prior to new school year:

If two or more surplus unit members share the right to return to the same school site and request to return prior to the first work day of the new school year following the school year in which the unit members were surplus, the points received and the steps used through the application of the Surplus Criteria Point System and Tie Breaker for Surplus shall determine which unit member has the priority right to return (applies to returns prior to the start of a new school year).

9.10.2 Return after new school year:

If two or more surplus unit members share the right to return to the same school site and request to return anytime beginning with the first work day of the new school year following the school year in which the unit members were surplus,

the unit member with the greatest District seniority shall be allowed to return (applies to returns after the start of a new school year). If both unit members have the same seniority date, the criteria for Tie Breaker for Surplus shall be utilized per Article 9.5.3.

9.11 Preparation Day

Whenever a unit member is to be transferred during any period of time other than the first (1st) day of the work year, said unit member shall be given a minimum of one (1) day without pupils in order to adequately relocate and prepare. In cases where unit members are moving from one site to another, upon request, the District shall assist them in moving materials.

In addition to any day(s) without pupils provided under Article 9.11, unit members transferred during any period of time other than the first (1st) day of the work year shall be compensated at the Hourly Rate for up to six (6) hours worked outside the teacher workday.

9.12 Notification of Transfer and/or Reassignment

Whenever practicable, the District shall:

- 9.12.1 Minimize involuntary transfers and/or reassignments during times other than in the spring of a school year, to be effective at the commencement of the next school year.
- 9.12.2 Notify unit members of reassignment or transfer ten days prior to the end of the academic school year.

9.13 Layoff and Tie-Breaking Criteria

Upon request, the District will meet and negotiate with the Association regarding any impact that a layoff pursuant to the Education Code may have upon mandatory subjects of meeting and negotiation. Specifically excluded from this requirement shall be the decision itself to layoff and any of the procedural or substantive requirements set forth in the Education and Government Codes.

- 9.13.1 Beginning in the 2017-2018 school year, the following criteria will be applied in the priority order indicated to determine which certificated employees meet the particular needs of the District in the event that all certificated employees with the same seniority date are not terminated. These criteria meet the particular needs of the District at the present time:

1. Rank by Years of Temporary Service

- a. Persons with three or more years temporary status prior to probationary year

- b. Persons with two years temporary status prior to probationary year
 - c. Persons with one year temporary status prior to probationary year
2. Rank by Credential/Authorization
 - a. Persons with clear single-subject credential / Level 2 Special Education Credential.
 - b. Persons with preliminary single-subject credential / Level 1 Special Education Credential
 - c. Persons with two (2) or more single subject credentials
 3. Rank by Special Authorization/Services
 - a. Persons with BCLAD certification authorizing instruction to EL students
 - b. Persons with other certifications authorizing instruction to EL students
 - c. Persons who are currently assigned to one of the following specialized assignments listed as follows, not listed in priority order:
 - Activities Director (JH or SH)
 - Athletic/Intramural Sports Director
 - Department Chair (JH or SH)
 4. Rank by Service in Areas with Extra Service Pay (ESP)
 - a. Persons serving in additional areas with Extra Service Pay (total points; one point per ESP; as per Appendix C)
 5. Rank by Advanced Certification/Degree
 - a. Persons who are National Board Certified Teachers (NBCT)
 - b. Persons with a Doctoral Degree
 - c. Persons with a Master's Degree
 6. Rank by Prior Service to the District
 - a. Persons with additional service to the District in a certificated, non-teaching position
 - b. Persons with additional service to the District in a non-certificated, paid position

It is agreed that in the event the District is still unable to select employees to be terminated using the above criteria, then a lottery shall be used to determine employment rights as between employees with the same initial service who are equally competent.

ARTICLE 10: HOURS OF EMPLOYMENT

10.1 Work Year

The work year for certificated employees shall be 185 days. The Student/Teacher Calendar for each year shall be incorporated herein as Appendix A.

10.1.1 Professional Learning Days

Three (3) days are devoted to professional learning activities. Unit members at each site shall be actively involved in planning the professional learning activities throughout the school year. The District and ASTA agree that professional learning days provide a valuable opportunity for school communities to collaboratively and collectively build capacity around educational issues needed for all staff to deliver a quality educational program for all students.

Unit members who do not attend a professional learning day may not use personal necessity referenced in 8.8.4. Unit members will also be required to participate in a make-up session that is of the same nature and quality to recoup the lost learning opportunity.

10.1.2 Teacher Days/Classroom Preparation

The first two (2) Teacher Days shall be divided into two separate, uninterrupted one-half days (3.25 hour blocks each) in order for teachers to prepare their classrooms prior to the start of the first Student Day of the new school year. One block of time on each of these days shall be devoted to classroom preparation and the other block of time shall be devoted to professional learning activities. Classroom preparation time shall not include the unit member's duty-free lunch.

The last day of the work year shall be a Teacher Day and shall not include professional learning activities.

10.2 Workday

The workday for unit members shall begin at least thirty (30) minutes before the beginning of the students' normal instructional day and continue for a reasonable length of time after the close of the students' regular school day. These minimum school-based assignment hours may be modified by the immediate administrator to suit varying educational and operating needs. These modifications may not be of a permanent and/or continuing nature.

10.3 Adjunct Duties

Unit members are required to remain a sufficient amount of time after their last assignment of the school day to fulfill necessary adjunct duties such as caring for student academic needs, attending parent or administrative conferences and meetings, attending Back to School and Open House and participating in other activities related to the assignment.

Unit members will use the available student information system to share timely and comprehensible feedback with students and their families and meet all progress report and grading deadlines.

Unit members who are required by an administrator to attend an IEP meeting more than one and a half hours beyond the student day shall be paid at the hourly rate for any time beyond the one and a half hours.

10.4 Supervision Duties/Community Engagement Activities

Unit members may be assigned supervision and/or community engagement duties during the regular instructional year such as campus supervision and performances, school tutoring programs, athletic events, dances, and detention that occur outside of the regular instructional day. Community engagement activities may include parent and family events, school performances, student competitions and presentations that occur outside of the regular instructional day. Each supervision duty shall be a minimum of 30 minutes in duration. Each community engagement activity shall be a minimum of two (2) hours in duration. Additional time performed by the unit member during the same community engagement activity shall be applied in one (1) hour increments.

The preliminary supervision duty categories shall be determined and posted at the site before the end of the preceding instructional year. Sign-ups shall occur at the beginning of the teacher work year.

The District shall assign such duties equitably among site unit members based upon choices indicated by the unit members. In no case shall unit members be assigned more than six (6) hours of supervision/community engagement duty annually.

10.5 Preparation Time

10.5.1 The District shall schedule one (1) daily conference period for each full-time classroom unit member.

10.5.2 Special education teachers and their general education partners will be provided an opportunity through a shared conference period or other accommodation to meet and collaborate during regular school hours a minimum of one time per month for a minimum of one hour per month.

10.6 Class Coverage

Unit members shall not be required by principal or designee to give up their preparation and planning time more than two (2) times per year to cover for other teachers without compensation at the hourly rate of pay in cases of unplanned, unforeseen or unscheduled events or circumstance. Class coverage lasting less than the full period shall count as full class coverage for purposes of counting the number of class coverage periods.

- 10.6.1 Records of class coverage which include the teacher's signature shall be kept by the principal or designee and readily available for inspection by any affected unit member regularly assigned to that school site.
- 10.6.2 Day-to-day substitutes will be used for class coverage prior to requiring a teacher to provide class coverage.
- 10.6.3 Class coverage for a teacher who is attending a conference, in-service or workshop shall not be considered an "unplanned, unforeseen or unscheduled event".
- 10.6.4 After the first two class coverage periods, bargaining unit members shall be compensated one hour's pay for each class coverage, or portion thereof as follows: less than 15 minutes will be compensated as $\frac{1}{4}$ hour at the hourly pay rate, 15 minutes to half of the class period as $\frac{1}{2}$ hour at the hourly pay rate and more than half the period as one hour at the hourly rate of pay.
- 10.6.5 Bargaining unit members may agree to class coverage for planned reasons for the hourly rate of pay. This coverage will not count as either of the required coverage periods in this article.
- 10.6.6 Class coverage for any bargaining unit member shall not be required for two consecutive days without the bargaining unit members' consent.

10.7 Lunch Period

Each unit member shall receive a daily duty free lunch period of at least thirty (30) minutes exclusive of a five (5) minute passing period.

10.8 Teacher Assignments

In the preparation of teaching assignments, the District agrees to the following:

- 10.8.1 Administrators shall consult with department chairpersons prior to initiating the development of the master schedule. Teachers shall make their teaching preferences known to the administrator through the department chairperson prior to the development of the master schedule. A unit member shall retain the right to consult with the administrator regarding his/her assignment.
- 10.8.2 Three (3) working days prior to the close of the school year the principal or designee shall notify all staff members of their tentative assignments by class periods for the ensuing school year. Changes made subsequent to this notification may be made after the principal/designee has directly consulted by phone or given the unit member five (5) days' notice by certified mail to the last known address of the unit member, of the unit member's opportunity to consult regarding the proposed changes. If inclusion becomes part of an assignment or is removed as part of an assignment, it shall be considered a change and shall require such

notice. Failure to respond to the mailed notice shall be deemed a waiver, by the unit member, of such consultation rights.

10.9 Substitute Coverage

Except in an emergency, when substitutes are available they will be hired to replace any teacher when it is known in advance that s/he will be absent from his/her assignment for more than two (2) periods.

10.10 Course Preparation

Both parties recognize that the additional workload created by three or more course preparations may reduce the effectiveness of a teacher. It is therefore agreed that the administration will make a reasonable attempt to limit the number of course preparations assigned to each teacher to two (2) course preparations per semester. The administration will consider all reasonable alternatives to ensure that the number of course preparations is equitable throughout each department and throughout the school.

10.10.1 A course preparation is defined as any situation in which the teacher must specifically prepare lessons, tests, or other activities for any class or block having a different course title, course number, or having different identified ability levels within a course title. "Different identified ability levels" does not refer to the normal diversity of academic abilities found in a regular classroom but rather to an individual or group that is designated by the school as requiring special accommodations. RSP teachers who are assigned to inclusion classes for the purpose of planning for and participating in instruction with more than one regular education teacher shall be recognized as having one course preparation for each teacher to which they are assigned.

10.10.2 In the case that a teacher may need to be assigned more than two (2) course preparations, the school administration will consider all reasonable alternatives to alleviate the additional responsibility being placed on the teacher and make a reasonable attempt to remedy any departmental inequities that may be created by the assignment of an additional course preparation.

10.10.3 If it has been determined that, in the best interest of the school, it is necessary to assign a teacher more than two course preparations, the teacher may request a meeting with the administrator no later than two (2) workdays from receipt of verifiable notice of the assignment. At this meeting the administrator will consider the teacher's input and provide written rationale for the assignment.

10.10.4 Unit members may request a meeting with the administration during the summer if they are notified after the end of the school year that their teaching schedule will contain more than two course preparations. It is understood that requesting a meeting during the summer is optional for the unit member. If the unit member chooses not to schedule a meeting, the timeline for the request begins the first workday of the new school year.

10.10.5 If the teacher is not satisfied that all options have been fully explored at the school site, the teacher may file an appeal with the Superintendent's designee no later than two (2) workdays from the receipt of the written rationale or two (2) workdays from the first day of the work year for changes that may have occurred over the summer. The Superintendent's designee will respond to the appeal within five (5) workdays.

10.11 Instructional Day

If the number of instructional minutes for a particular school allows, and upon request of a principal and a majority of the faculty, the District shall grant an additional minimum day at the end of each semester for testing, grading, and other record keeping purposes.

10.12 Professional Attire

Certificated staff is requested to be professionally dressed while on duty. Therefore, the Association and the District agree to the following guidelines:

10.12.1 Certificated bargaining unit members may be advised by an administrator or supervisor not to wear T-shirts or shorts while on duty.

10.12.2 Authorized school T-shirts may be worn while on duty when designated by the administrator or supervisor.

10.12.3 Physical Education teachers or unit members assigned to teach in classrooms without air conditioning may be permitted to wear shorts while on duty.

The Association and District further agree to jointly monitor the implementation of these guidelines and investigate future modifications of the guidelines.

10.13 Minimum Day

The District shall schedule one (1) student minimum day to be held on the same day that either an Open House or Back-to-School Night event is held at each site designated as a junior high. The minimum day shall be determined by the site administrator with input from the site unit members.

10.14 Traveling Teachers

Unit members required to travel to different classrooms during the school day will be provided an adequate workspace during the conference/prep period.

10.15 Loss of Classroom

An attempt shall be made to accommodate room assignments so that a unit member does not lose the use of their assigned classroom during their conference period for more than two (2) consecutive school years.

ARTICLE 11: CLASS SIZE

The principal or designee may consult with members of the staff during the process of assigning pupils to classes. The Board of Trustees will annually review the staffing procedures used within the District.

11.1 Maintain Patterns

The Board will continue its effort to maintain staffing patterns that will avoid state penalties.

11.2 Grade Levels and Instructional Areas

It is recognized that class sizes at various grade levels and in different instructional areas cannot be identical.

11.3 Group Flexibility

The Board recognizes the advantages of instructional groupings different from the historically standard classrooms; e.g., large group instruction, cooperative teaching teams, multi-age groupings, or low enrollment classes for specially funded projects and the Board shall be allowed the flexibility to utilize such groupings.

11.4 Best Interests

The Board shall promote class size which is within the best interests of the students concerned.

11.5 Scheduling

The Board agrees that it shall not arbitrarily or capriciously schedule abnormally or unreasonably large classes within the District. Every attempt shall be made to adjust class sizes to assure that unit members share the teaching load.

11.6 Printout, Complaints and Monitoring

At the beginning of the third week of each semester, each teacher will receive a printout of class sizes in his/her department. The teacher may request a consultation with the principal to discuss alternatives to alleviate large class sizes.

If a unit member has a class size complaint which has not been resolved by the principal within twenty-five (25) school days of the start of a semester, the unit member may, appeal to the Assistant Superintendent, Human Resources. The Assistant Superintendent, Human Resources will review the complaint and within five (5) days of receipt of the complaint will either deny the complaint or make a recommendation to the Superintendent for resolution of the complaint.

The District will continue to monitor and require justification by the site administrator for exceedingly large classes, and will request the results of any teacher consultation(s) resulting from large class sizes.

11.7 Additional Staffing

Beginning with the opening day of school, the District will authorize additional staffing to sites based upon verification of growth of enrollment by site. This additional staffing will reflect the current teacher/student ratio as established annually by the District. The site administration will post daily in the mailroom the total enrollment in the school and enrollment in each class and the total number of teachers included in the staffing ratio on each of the first 20 days of the school year. Whenever the school is authorized to hire additional teachers due to growth in enrollment, the site administration shall post such information in the mailroom.

11.8 Student/Teacher Ratio

Teacher unit members who do not teach a full regular instructional day shall be proportionally counted in the student/teacher ratio for that site.

11.9 Student Load

The maximum student load for bargaining unit members teaching in the traditional comprehensive junior high schools and Oxford Academy, exclusive of Physical Education, athletics, and performing arts, shall be 222 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching in the traditional comprehensive junior high schools and Oxford Academy, exclusive of Physical Education, athletics, and performing arts, shall be 213 students.

The maximum student load for bargaining unit members teaching in the traditional comprehensive senior high schools and eLearning, exclusive of Physical Education, athletics, and performing arts, shall be 195 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching in the traditional comprehensive senior high schools and eLearning, exclusive of Physical Education, athletics, and performing arts, shall be 188 students.

The maximum student load only includes students enrolled in the course and excludes students assigned to provide the teacher assistance, including but not limited to, teacher assistant, lab assistant, and peer tutor.

11.9.1 Physical Education

The maximum student load for bargaining unit members teaching junior high Physical Education shall be 336 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching junior high Physical Education shall be 323 students.

The maximum student load for bargaining unit members teaching senior high Physical Education shall be 290 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching senior high Physical Education shall be 279 students.

11.9.2 Special Education

Effective 2015-16, the case load maximum for Special Education shall be as follows:

RSP	28 maximum
M/M	18 maximum
ED	12 maximum
LHS	16 adults, 16 high school, 12 junior high maximum
SH	13 adults, 12 high school, 12 junior high maximum
SH-Hope	12 caseload maximum
Autism	11 maximum
SLP	70 caseload maximum

If the caseload maximum cannot be met, the District and ASTA will meet to review the caseload to determine reasonable options.

11.9.3 Specialized Sites or Programs

Effective 2015-16, caseloads for these Special Sites/Programs shall be as follows:

Gilbert/Continuation	120 student load maximum*
Community Day School	75 student load maximum
Polaris/Independent Learning Center	36 caseload maximum
Hope School	10 school wide caseload average

If the maximum/average cannot be met, the District and ASTA will meet to determine reasonable options.

*For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching Gilbert/Continuation shall be 116 students.

If a new program or delivery model is created within the alternative education program, this language does not apply and the District and ASTA agree to meet and confer to determine reasonable maximums.

- 11.9.4 All maximums in this article shall be adjusted on a pro-rata basis for bargaining unit members who teach an additional period per Article 14.8, part-time, or a split-subject assignment.
- 11.9.5 For student load maximums identified in Articles 11.9 and 11.9.1 only, maximums may be exceeded by mutual agreement of the District and the bargaining unit member.
 - 11.9.5.1 The mutual agreement shall be documented in writing and include the following: (1) effective date of the agreement; (2) the total number of additional students agreed to beyond the applicable maximum; (3) the applicable time period of the agreement (not to exceed one school year); (4) unit member name and signature; and (5) administrator name signature. (See Appendix T)

ARTICLE 12: EVALUATION PROCEDURES

The District and the Association agree that an effective evaluation system recognizes the complexities of teaching and student learning, while focusing on continuous improvement of the evaluatee's teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

Procedures

12.1 Evaluator

The principal or designated administrative representative shall conduct the evaluation. However, the unit member shall have the right to request an alternate evaluator. Such request shall be made in writing to the principal or immediate supervisor. Should the request be denied, the rationale shall also be submitted in writing to the unit member. All evaluators must have appropriate training and regular calibration in all evaluation procedures and instruments.

12.2 Tiered Evaluation

The District and the Association recognize that the evaluation process varies among the different members of the bargaining unit. Therefore, a three-tiered system shall be implemented to better utilize the time and efforts of the evaluator and the unit member. Informal observation shall be utilized in the evaluation process for all evaluation options. Accordingly, the evaluation process shall be comprised of the three following tiers:

Tier One – The Tier One Teacher is a unit member who has completed less than ten (10) years certificated service serving in a position established by Article 2.1.1 in the District, or less than eight (8) years in permanent status in the District, and has had satisfactory evaluations. The frequency of evaluation shall be as follows: (1) Non-permanent unit members shall be evaluated every year; and (2) Permanent unit members shall be evaluated every other year until they achieve Tier Two Teacher status as defined below.

Tier Two - A Tier Two Teacher is a permanent teacher who has ten years teaching experience in the Anaheim Union High School District, meets federal compliance requirements, and has received satisfactory evaluations for a minimum of the last two evaluations. Tier Two Teachers are evaluated every five years. The Tier Two evaluation is an introspective instrument that requires evaluatees to reflect on their successes and share their expertise with other Unit Members.

A Tier Two Teacher may select to be evaluated using the Project and Reflective Essay option or the Tier One Evaluation Process (formal observation).

Improving Teacher – The Improving Teacher has received an unsatisfactory evaluation in the previous year based on the Tier One or Tier Two evaluation process, has been referred

to Peer Assistance Review (PAR), and has developed a remediation plan with the evaluator and the PAR consulting teacher. has a remediation plan in effect, and has been referred to PAR. An Improving Teacher shall have a minimum of three observations during the evaluation/remediation period conducted by their evaluator.

12.3 Goals and Objectives (California Standards of the Teaching Profession – CSTP)

The following (CSTP) Goals and Objectives shall be the basis of all evaluations regardless of the tier or level used in each individual evaluation.

12.3.1 Engaging and Supporting Students in Learning

Teachers learn about their students' interests in order to better engage them in the learning process. They connect subject matter to students' prior knowledge, backgrounds, and life experiences, as well as meaningful, real-life situations. Teachers will use a variety of instructional strategies, resources and technologies to meet the diverse learning needs of students. In addition, teachers will promote critical-thinking skills through the use of inquiry, problem-solving, reflection, and utilize frequent formative assessments to guide their instruction.

12.3.2 Creating and Maintaining Effective Environments for Student Learning.

Teachers promote social development and responsibility within a caring community where students are treated fairly and respectfully. They create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. They establish and maintain learning environments that are physically, intellectually, and emotionally safe. Teachers create a rigorous learning environment with high expectations and appropriate support for students. Teachers develop, communicate, and maintain high standards for individual and group behavior. They employ classroom routines, procedures, norms, and supports for positive behavior to foster a climate in which students can learn. They use instructional time to optimize learning.

12.3.3 Understanding and Organizing Subject Matter for Student Learning

Teachers exhibit in-depth working knowledge of subject matter, academic content standards, and curriculum frameworks. They apply knowledge of student development and proficiencies to assist students in the understanding of content. They organize curriculum to facilitate students' understanding of the subject matter. Teachers utilize instructional strategies that are appropriate to the subject matter. They use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to students. They address the needs of English learners and students with special needs to provide equitable access to the content.

12.3.4 Planning Instruction and Designing Learning Experiences for Students

Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction. They establish and articulate goals for student learning. They develop and sequence

long-term and short-term instructional plans to support student learning. Teachers plan instruction that incorporates appropriate strategies to meet the diverse learning needs of students. They modify and adapt instructional plans to meet the assessed learning needs of students.

12.3.5 Assessing Students for Learning

Teachers apply knowledge of the purposes, characteristics, and uses of different types of assessments. They collect and analyze assessment data from a variety of sources and use those data to inform instruction. They review data, both individually and with colleagues, to monitor student learning. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction. They involve students in self-assessment, goal setting, and monitoring progress. Teachers use available technologies to assist in assessment, analysis, and communication of student learning. They use assessment information to share timely and comprehensible feedback with students and their families.

12.3.6 Developing as a Professional Educator

Teachers reflect on their teaching practice to support student learning. They establish professional goals and engage in continuous and purposeful professional growth and development. They collaborate with colleagues and engage in the broader professional community to support teacher and student learning. Teachers learn about and work with families to support student learning. They engage local communities in support of the instructional program. They manage professional responsibilities to maintain motivation and commitment to students. Teachers demonstrate professional responsibility, integrity, and ethical conduct.

The District and the Association agree that the evaluator may not observe all (or even a majority of) the descriptors of the six goals and objectives listed above in an observation session.

12.4 Frequency of Evaluation

All non-permanent Tier One unit members shall be evaluated every year. Permanent unit members shall be evaluated every other year until reaching Tier Two status. As provided herein, Tier Two Teachers shall be evaluated every five years if they meet the requirements of state and federal laws.

Should the evaluator determine that, because of observed and documented deficiencies in meeting the District's Goals and Objectives outlined herein, a Tier One or Two Teacher requires a more formal evaluation; the evaluator shall notify the teacher at least two weeks before the end of the school year. Or, if the teacher is being evaluated, the evaluator shall give an unsatisfactory evaluation which will bring about an Improving Teacher evaluation in the subsequent year. Such deficiencies shall only be related to the Goals and Objectives found in this article.

In the event an evaluatee believes the above administrative decision is unsubstantiated, the unit member shall attempt to resolve the matter directly with the evaluator and/or principal. If a resolution is unable to be reached, the evaluatee may appeal the final evaluation, by providing specific information and data to the Assistant Superintendent, Human Resources. The decision of the Assistant Superintendent is final and no part of the evaluation content is grievable under Article 7 of the collective bargaining agreement.

12.5 Preliminary Evaluation Conference

The evaluator shall conduct a Preliminary Evaluation Conference with each evaluatee prior to the commencement of the formal evaluation. The purpose of the Preliminary Evaluation Conference is to allow both the evaluator and unit member to review the evaluation process, including the Goals and Objectives, and discuss examples of expected performance. The goal of this process is to reach an understanding regarding the expectations for the observation. Evaluation Worksheet for both the Formal Observation and the Project-Reflective Essay options (Appendix E) will be given to Evaluatees at the time of the Preliminary Evaluation Conference.

12.6 Scheduling of the Observation and Pre-Observation Conference

The evaluator and the evaluatee will schedule the pre-observation conference and the [first] observation date and time at least 10 days prior to the observation. By mutual agreement, the scheduling may be done less than 10 days prior to the observation.

Additional observations will be scheduled at least 5 days in advance or less by mutual agreement. A pre-observation conference is not required for additional observations during the school year.

12.7 Pre-Observation Conference

A pre-observation conference shall be held between the evaluator and the evaluatee no less than five days (or less than five days by mutual agreement) before the first scheduled observation. The purpose of this meeting is to discuss and review the evaluation process for the initial scheduled observation period. The reflection/discussion questions (described infra) for the post-observation conference will be distributed to the evaluatee at this time. A discussion for clarification of the reflection questions may take place.

12.8 Observations and Post Observation Conference

The unit member to be evaluated shall be observed for one period per observation in accordance with the evaluation calendar. Within ten (10) school days of the observation, the Observation Form shall be completed and a follow-up conference with the evaluatee shall be conducted to discuss the report. All comments on the report must be factual and objective. The time limits may be extended by mutual agreement of the evaluator and evaluatee.

12.9 Project and Reflective Essay

A Tier Two teacher may select to be evaluated using the Project and Reflective Essay option in lieu of using the formal observation process. The project shall be mutually agreed upon by evaluatee and evaluator and shall be aligned with the (CSTP) Goals and Objectives. Examples of such projects may include, but are not limited to, one of the following: (1) leading or participating in a professional development activity; (2) mentor/collaborate with another teacher; (3) an educational research paper/book report on an educational topic; (4) a study or project using data from the evaluatee's class(es); (5) a project within a staff leadership position that has relevance to the educational goals of the school; or (6) a case study focusing on the evaluatee's students.

The evaluatee will also submit a reflective, self-assessment essay that includes an explanation of how the project could be applied in the classroom. This essay should also contain a reflection on strengths and areas of growth as related to the teacher's own practice and shall be aligned to the (CSTP) Goals and Objectives.

12.10 Evaluation Forms

All evaluation/observation forms are appended to this agreement. The administration at individual school sites shall not create any additional forms or handouts or require other supplementary materials to be completed by the evaluatee. The evaluatee has the right to attach a rebuttal reflecting their objection(s) to any aspect of any observation report or final evaluation. Such rebuttals shall be submitted within five (5) working days after the evaluatee has received the observation report or final evaluation. Each rebuttal becomes part of the form to which it is attached.

12.11 Evaluation Calendar

12.11.1 Formal Observation Calendar

All deadlines contained in the Evaluation Calendar shall be strictly adhered to by the evaluator and evaluatee and cannot to be altered or extended with the exception of what is noted in sections 12.6, 12.7 and 12.8.

Prior to the End of the 17th workday according to the Student/Teacher Calendar a Preliminary Evaluation Conference(s) shall be held wherein the evaluation system, processes, and forms (including the reflective questions and the Evaluation Worksheets) shall be explained to the unit members scheduled to be evaluated.

Observation is Scheduled (at least ten days prior to the selected date or less by mutual agreement). Observation shall not be rescheduled except in cases of unplanned, unforeseen, or unscheduled events or circumstances. In the event of a cancellation, the observation shall be rescheduled following the procedures above.

At Least Ten Work Days (or less by mutual agreement) Before the Classroom Observation -- The Pre-Observation Conference and observation date and time will be scheduled by mutual agreement of the evaluator and evaluatee. The reflective questions referenced in 12.7 and contained in Appendix E-6 will be presented at this time.

Post-Observation Conference shall occur within ten days of the observation to discuss the completed Observation Form.

Prior to the end of the first quarter, at least one formal observation shall be completed for all probationary unit members.

Prior to the end of the third quarter, at least one formal observation shall be completed for all permanent unit members. At least two formal observations shall be completed for all probationary employees.

Prior to the end of the third quarter all formal observations shall be completed. However, if a unit member has received a needs to improve or unsatisfactory on a formal observation additional observations may be scheduled during the fourth quarter.

Beginning the fourth quarter and not later than 30 calendar days prior to the end of the school year – A final evaluation shall be completed and provided to the evaluatee.

12.11.2 Project and Reflective Essay Calendar

All deadlines contained in the Evaluation Calendar shall be strictly adhered to by the evaluator and the evaluatee.

Prior to the End of the 17th workday according to the Student/Teacher Calendar a Preliminary Evaluation Conference(s) shall be held wherein the evaluation system processes, and forms (including the reflective questions and the Evaluation Worksheets) shall be explained to the unit members scheduled to be evaluated.

Pre-project Development Conference shall be held individually– at this time the evaluator and evaluatee will discuss the Project. The Tier Two Project Development Form and Tier Two Project and Reflective Essay Final Evaluation Worksheet shall be discussed and shared with the evaluatee (Appendix E-4, E-5).

Prior to the end of the First Quarter– the evaluatee and evaluator shall agree on a project. In the event that the evaluatee and evaluator cannot reach agreement on the project, the unit member shall attempt to resolve the matter directly with the evaluator. If a resolution is unable to be reached, the unit member may appeal to the Assistant Superintendent, Human Resources. The decision of the Assistant

Superintendent is final and is not grievable under Article 7 of the collective bargaining agreement.

Prior to the End of the Third Quarter – The Project will be completed and the Reflective Essay will be submitted to the Evaluator.

Beginning the Fourth Quarter and not later than 30 calendar days prior to the end of the school year – A Final Evaluation shall be completed and provided to the evaluatee.

12.12 Constraints

If in the opinion of the site administrator a serious complaint has been lodged against an individual teacher by an employee or non-employee, the teacher shall be notified within a reasonable amount of time and, when practicable, before any students are questioned. Complaints not reported to the teacher, and not investigated, shall not be utilized in the evaluation or subsequent disciplinary action. In addition, progressive discipline may be included in the teacher evaluation process.

No final evaluation shall be based on the results of any standardized test information.

Although unit members may be observed in multiple disciplines, no unit member shall be evaluated in more than one (1) discipline unless the evaluator and evaluatee agree otherwise.

All information and data used in the evaluation process shall be utilized with the complete knowledge and disclosure to the evaluatee. Student comments or interviews shall not be included in any evaluation.

The use of any electronic listening or recording device in any classroom without the prior consent of the unit member and principal of the school is strictly prohibited.

12.13 Academic Freedom Pertaining to Methodology and Curriculum

Professional discretion shall be guaranteed to unit members in order to create an academic atmosphere in the classroom as follows: (1) a unit member selects the instructional methodology s/he uses in teaching the standards (as long as s/he continues to receive satisfactory evaluations); (2) students and teachers are permitted to raise questions dealing with critical and controversial issues of the day pertaining to the curriculum, per Board Policy 71402; and (3) unit members maintain a classroom atmosphere conducive to the study, investigation, presentation and interpretation of facts. Unit members must teach curriculum standards as adopted by the State. For courses without adopted State Standards, unit members will teach the District-approved course of study.

12.14 Appeal Process

In the event a unit member believes the content of the final evaluation is unsubstantiated, the unit member shall attempt to resolve the matter directly with the evaluator and/or principal. If a resolution is unable to be reached, the unit member may appeal the final evaluation, providing specific information/data, to the Assistant Superintendent, Human Resources. The decision of the Assistant Superintendent is final and no part of the evaluation content is grievable under Article 7 of the collective bargaining agreement.

ARTICLE 13: SAFETY CONDITIONS

13.1 Safe Working Conditions

The District shall provide safe working conditions for all unit members within the fiscal capabilities of the District. Unit members will practice safe procedures and practices. Should the District determine that an unsafe condition exists, unit members affected by that condition shall be advised and provided methods and operating procedures until the condition is corrected.

13.2 Unsafe Conditions

13.2.1 Administrators will monitor and report to the District unsafe working conditions. Unit members aware of unsafe conditions will report said conditions to the immediate supervisor on the appropriate form. The District will respond to the unit member with a copy of the work order.

13.2.2 Assault, battery or any threat of force or violence directed toward a unit member while in attendance at school or at related school activities shall be reported by the unit members to their immediate supervisor.

13.2.3 The District shall take appropriate action whenever a unit member, while in attendance at school or related school functions, is physically or verbally attacked by another person or persons. Such action will include the unit member and any administrator having knowledge of said incident reporting such incident to the appropriate law enforcement agencies as provided in the Education Code. The affected unit member shall receive a response as to any and all action taken within a reasonable period of time after the report of the incident.

13.3 Physical Safety

The District shall give all reasonable support and assistance to unit members as they attempt to maintain an atmosphere conducive to appropriate discipline on school grounds and in the classroom. Such support shall include:

13.3.1 Whenever a student exhibits serious behavioral problems which disrupt the educational process within the unit member's classroom, the unit member may inform the principal/designee who shall arrange for a conference with the unit member to discuss the problem and to decide upon appropriate steps for its resolution. If necessary, the principal/designee may arrange for an appropriate specialist to attend the meeting.

13.3.2 Class Suspension by Unit Members

A unit member may suspend a student from his/her class for the day of the suspension and the day following for any of the following actions:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (b) Caused or attempted to cause damage to school property or private property;
- (c) Disrupted school activities or otherwise willfully defied the valid authority of the teacher; or
- (d) Any other infraction as enumerated in Education Code 48900.

13.3.2.1 The teacher shall immediately report the suspension to the principal, or designee, and send the student to the principal, or designee, for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. An administrator will attend the conference if either parent or teacher so requests.

13.3.2.2 A student suspended by a teacher shall not be placed in another teacher's classroom for that designated period of class suspension.

13.3.2.3 If steps outlined above are taken with respect to a student, and the behavioral problem continues to exist, the teacher and the principal/designee shall continue, in a cooperative fashion, to discuss and attempt to identify and implement a resolution to the problem.

13.4 Reimbursement for Personal Property Loss and/or Damage

13.4.1 The Board of Trustees will authorize payment of the cost of replacing or repairing certain property of an employee when such items are damaged or stolen in the line of duty as a result of malicious acts and without fault of the unit member.

Covered items are:

13.4.1.1 Prescription eye glasses, hearing aids, watches, articles of clothing, or other items necessarily worn or carried by the employee

13.4.1.2 Vehicles

13.4.1.3 Other personal property of the employee, when approval for the use of the personal property in the line of duty was given in writing by the site administrator or designee before the property was brought to the work site, and when the value of the property was agreed upon in writing by the person or persons bringing the property and the site administrator, or designee appointed by him/her for this purpose, at the time the approval for its use was given.

13.4.2 The following items are excluded from coverage under this article:

13.4.2.1 Vehicle collision (including hit and run incidents)

13.4.2.2 Such personal items as tape recorders, radios, telephones, pagers, or compact disc players belonging to the unit member are not included unless approved by the District in item 13.4.1.3 above. This includes items in a vehicle, regardless of whether the item is fixed or removable from the vehicle

13.4.2.3 Purses or wallets, or the contents thereof (credit cards, cash, etc.)

13.4.2.4 Cash, credit cards, or other cash equivalent items.

13.4.3 The maximum payment of any one claim is \$1,500 or actual cost whichever is less in the case of vehicles and \$1,000 or actual cost whichever is less for other property. Loss or damage shall be reported to the supervisor, and if appropriate, to the police as soon as the employee becomes aware of such loss or damage. Claim forms are available in the Business Office of the District and should be forwarded through the principal or supervisor to the Business Office when completed.

13.4.4 To preclude double recovery, any losses or damages which are compensable, wholly or partially, under the unit member's private insurance policy, or policies, shall to such extent not be compensable under the terms of this policy.

13.5 Use of Force

Unit members may take necessary action in the performance of their duties to insure the safety of themselves and/or others or when necessary for the defense of themselves and/or others.

13.6 School Discipline Committee

A School Discipline Committee will be established on each campus to continuously review and study the school discipline policies and procedures and to make recommendations, when necessary, concerning modifications to these procedures. The committee shall include four (4) unit members selected by the unit members at the school, one (1) administrator, one (1) counselor, and two (2) parents.

13.7 Behavioral Problems

Whenever a student has exhibited violent behavior, made threats against employees, or was in possession of weapons, the site administrator shall notify all of the student's teachers. The teacher(s) may inspect any non-confidential records of the student which are in the possession of the District. Threats of personal harm or property damage shall be handled in the manner prescribed by law.

13.8 Health Related Procedures

It is understood by the parties that there may be situations which require that certain health-related procedures be administered in order to protect the health of students. Unit members shall not be required to perform such procedures unless and until the unit member is trained to do so.

13.9 Communications During Emergencies

The District shall provide each teacher with the ability to communicate with the administration in emergency situations. The District will provide each classroom with a method of communication, preferably a telephone. The District shall ensure that through the State modernization process, each classroom shall be equipped with a telephone with access to an outside line.

13.10 Site Safety Committee

A Site Safety Committee, comprised of representatives of all staff, will be established on each campus. The purpose of the safety committee will be to consider the concerns of staff relative to safety on campus.

13.11 Adult Supervision

In curricular and extra-curricular situations where transportation is required, the District shall provide adult supervision in order that no group of students is transported in any conveyance without such adult supervision.

13.12 Relocation

Upon request, unit members who are required to relocate their classrooms shall be entitled to custodial assistance to move their materials and furniture.

ARTICLE 14: WAGES AND ITEMS RELATED TO WAGES

14.1 Salary - Teachers

Effective August 7, 2017, the 2016-2017 Teachers' Salary Schedule shall be increased by 1% and is hereby incorporated into the Agreement as Appendix B.

In the event another District employee unit receives an increase in salary greater than 1% for the for the 2017-2018 school year, the District or ASTA may request, and the other party will agree, to re-open negotiations on salary for 2017-2018.

14.2 Salary - Extra-Service Pay

The District and ASTA are proud to offer many extracurricular activities. A complete list of Extra Service Pay positions can be found in Appendix C. The pay is calculated by applying the percent indicated to Column II, Step 1 of the Teachers' Salary Schedule (Appendix B).

Extra-Service Pay is hereby incorporated as Appendix C of this Agreement.

Extra-Service Pay shall be expressed as a percent of Column II, Step 1 of the 2015-16 Teachers Salary Schedule (Appendix B) and the amount will increase as the Teachers Salary Schedule increases. Effective July 1, 2015, stipends shall increase by 10% for all Extra Service positions and Athletics positions, including Leadership, exclusive of the 3% increase on the salary schedule.

- 14.2.1 Department Chairpersons, BTSA Support Providers, Peer Assistance and Review Consulting Teachers and Peer Assistance and Review Committee Members will be paid monthly with their contract pay. Some duties assigned are within the scope of the school day.
- 14.2.2 An attempt shall be made to hire unit members for Extra-Service Pay positions before non-bargaining unit members.
- 14.2.3 Beginning with the 2014-15 school year, the following departments will be represented by a department chairperson:
- Advancement via Individual Determination (AVID) Program
 - Career and Technical Education Program (CTE) (including Business, Home Economics and Careers Technology, Industrial Technology Education)
 - English (including Reading)
 - English Learner (EL) Program
 - Library Teacher

- Math
- Physical Education (including Health)
- Science
- Social Science
- Visual and Performing Arts (VAPA) (including Art/Photo, Choral Music, Dance, Instrumental Music, Theatre/Drama)
- World Languages

14.2.4 Effective with the 2002-2003 school year, and concluding at the end of the 2014-15 school year, the number of Special Education Department Chairpersons at each site shall be reduced by attrition to:

One (1) RSP Special Education Department Chairperson,

One (1) Mild to Moderate Special Education Department Chairperson, and

One (1) Moderate to Severe Special Education Department Chairperson.

Unit members who serve as Special Education Department Chairpersons during the 2001-2002 school year shall continue in their current extra service pay position until the unit member voluntarily resigns or is removed from the position in compliance with Article 17.2.4 of this Agreement.

14.2.5 Special Education Department Chair The following special education programs will be represented by a department chairperson:

- Resource Specialist Program (one per site)
- Mild/Moderate and Moderate/Severe (one per site, combined)
- Adaptive Physical Education (one per district)
- Speech and Language Pathologists (one per district)
- Adult Transitions (one per site if not included under a site department)
- Visually Impaired (one per district)
- Orthopedically Handicapped (one per district)

Hope School will have three departments each represented by a department chairperson:

- Moderate/Severe-Junior High School
- Moderate/Severe-High School
- Moderate/Severe-Adult

14.3 Salary Schedule Placement, Advancement and Structure

14.3.1 Salary Schedule

Certificated Unit Members

Unit members will be placed on and advanced on the salary schedule as follows:

1. Col. I Bachelor's Degree
2. Col. II Bachelor's Degree plus 30 semester hours
3. Col. III Bachelor's Degree plus 45 semester hours or Master's Degree
4. Col. IV Bachelor's Degree plus 60 semester hours including Master's Degree or Doctorate

14.3.2 Initial Salary Placement

Whenever a candidate is recommended for election, tentative placement on the salary schedule is made by the Director, Human Resources, based on the evidence of experience and training submitted in the application materials. Final placement on the salary schedule is made when completed official college transcripts (due November 1) and written evidence of experience have been received.

If a unit member fails to furnish such written evidence, the member's contract will be rewritten to reflect correct column and step placement and appropriate amounts sufficient to correct the salary error will be deducted from future salary warrant(s).

A maximum of six (6) years of credit shall be allowed at the rate of one (1) step for one (1) year as follows:

- A year of credentialed public school teaching experience in a paid status for at least seventy-five percent (75%) of the work days designated for the affected position.
- A year of credentialed teaching experience in a WASC accredited private school for at least seventy-five percent (75%) of the work days designated for the affected position.
- 250 days of substitute teaching experience in the Anaheim Union High School District to a maximum credit of six (6) years, provided that a teacher can produce documentation of the number of days taught.

- A year of teaching experience as a long-term substitute in the District for at least seventy-five percent (75%) of the work days in the same teaching assignment.

All previous experience shall be verified by official statements from previous employers.

14.3.3 All degrees and credits earned must be from accredited colleges or universities. For purposes of this section, accredited institutions shall be listed in the American Association Collegiate Registrar Admissions (AACRA), Council on Post-Secondary Accreditation (COPA) or Association of American Education.

14.3.4 For initial placement, all semester hours must be upper division or graduate level and earned after the Bachelor's degree.

14.3.5 Vertical Movement

14.3.5.1 All qualified unit members shall advance one (1) vertical step on the salary schedule for each year of service, except those whose placement is at the maximum step. Regular full-time unit members who, in any one school year, are in paid status for a least seventy-five percent (75%) of the work year designated for the affected position shall be deemed to have earned one (1) year of experience credit. If the unit member teaches less than 75% of the work year, the unit member may accumulate partial credit to reach the minimum of 75% of the work year and receive one (1) year of credit.

Example #1: 40% contract for two (2) years earns one (1) year of service credit;

Example #2: 20% contract for four (4) years earns one (1) year of service credit.

14.3.5.2 Any unit member with fifteen (15) complete years of credentialed teaching service in the District shall be placed on Step 16 of the salary schedule.

14.3.5.3 Any unit member with twenty (20) complete years of credentialed teaching service in the District shall be placed on Step 21 of the salary schedule.

14.3.5.4 Any unit member with twenty-five (25) complete years of credentialed teaching service in the District shall be placed on Step 26 of the salary schedule.

14.3.6 Horizontal Movement

A unit member shall be placed on the appropriate column after written proof of semester units completed or degree earned has been submitted to the Human Resources Office and approved by the Board of Trustees.

Course credit for salary placement and movement shall be given only for lower division, upper division, or graduate course work taken at four-year colleges, universities, or graduate schools which are accredited by a regional accrediting commission.

14.3.6.1 After employment and placement on the salary schedule under adopted policy, the following guidelines will be used in crediting courses for salary schedule column advancement:

14.3.6.1.1 Lower division, upper division, or graduate courses that meet any of the five (5) criteria listed below may be credited with prior approval of the principal and the Director, Human Resources. In order to be eligible to use lower division course credit for salary schedule advancement, a "Request for Lower Division Credit" must be submitted through the Director, Human Resources, at least three (3) weeks prior to the start of class. The Director, Human Resources, will respond to the applicant within two (2) weeks.

14.3.6.2 Criteria for courses accepted for salary schedule advancement:

14.3.6.2.1 A subject directly related to the current or proposed teaching assignment.

14.3.6.2.2 A subject directly related to a unit member's teaching major or teaching minor.

14.3.6.2.3 A subject directly related to an advanced degree in professional education or in a subject area.

14.3.6.2.4 A subject required by a California credential, evaluation, or renewal.

14.3.6.2.5 Courses required for obtaining an additional teaching assignment major or minor.

14.3.6.3 Evidence of successful completion of course work or degrees prior to the start of the school year, submitted to Human Resources by November 1, shall be retroactive to September. Evidence of successful completion of course work or degrees prior to February 1,

submitted to Human Resources by March 1, shall be retroactive to February 1.

- 14.3.6.4 The burden of proof of training experience, possession of credentials, and other required documents shall lie with the unit member, both for initial placement and for subsequent reclassification. Any error in classification which is due to action or inaction on the part of a unit member shall be corrected as soon as the error is verified, but salary adjustments shall be retroactive during the current school year only.

14.3.7 Other Salary Schedule Credit

Full salary schedule credit shall be granted for Peace Corps teaching and VISTA teaching.

The Superintendent or his/her designee may recommend salary schedule credit for experience gained which is related to teaching.

14.3.8 Professional Stipends

- 14.3.8.1 An additional annual stipend of \$2287 (4.09%) will be paid for an earned doctoral degree from an accredited university.

For purposes of this section, accredited institutions shall be listed in the American Association Collegiate Registrar Admissions (AACRA), Council on Post-Secondary Accreditation (COPA), or Association of American Education.

- 14.3.8.2 Bargaining unit members who attain National Board certification in the field(s) of their assignment will be paid an additional annual stipend of \$2287 (4.09%).

- 14.3.8.3 Bargaining unit members who attain a Bilingual Cross-cultural Language and Academic Development (BCLAD) or equivalent certification will be paid an annual stipend of \$2,287 (4.09%). An additional annual stipend of \$1,146 (2.05%) will be paid for each additional course preparation assigned beyond the limits outlined per Article 10.10.

- 14.3.8.4 An additional stipend will be paid for Speech Language Pathologists as follows:
- \$2,863 (5.12%) per year
 - Additional \$1,146 (2.05%) for CA Speech Pathology License
 - Additional \$1,146 (2.05%) for CCC (Certificate of Clinical Competence)
 - Maximum of \$5,155/year.

Stipends shall be pro-rated for part-time Speech and Language Pathologists

14.3.8.5 An additional stipend of \$4580 (8.19%) will be paid to full-time Curriculum Specialists and \$2287 (4.09%) will be paid to part-time Curriculum Specialists.

14.3.8.6 An additional stipend in the amount of \$1,829 (3.27%) will be paid to the site Title I Specialist.

14.4 Travel Expenses

Any unit member traveling to an authorized convention, meeting, conference, or visitation outside the District boundaries, but within 100 miles of the District Office, shall be reimbursed at a rate equal to previous years IRS allowable rate per mile, and if two (2) or more unit members ride in the same car, the reimbursement rate of two cents more than the allowable IRS allowable rate will be paid on a daily round trip basis. When the conference, convention, or meeting is over 100 miles and the unit member elects to drive his personal car in lieu of using commercial transportation, the unit member will be reimbursed at the amount paid for lowest fare charged for commercial air transportation.

Unit members required to drive their personal automobiles in the course of their work shall be reimbursed for such use at the standard IRS business mileage rate in effect. Use of personal automobiles must have prior approval of supervisor and comply with Board policies.

14.5 Daily Rate of Pay

Daily rate of pay shall be determined by dividing the unit member's annual salary by the number of days of required service as indicated in the school calendar.

14.6 Hourly Rate of Pay

Unit members selected by the District to perform certificated hourly paid duties shall receive an hourly rate of pay equal to the previous Summer's Summer School pay. The new hourly rate of pay shall become effective the first day after the end of the regular year.

The hourly rate is determined by applying a percentage (.08%) to Column II, Step 1 of the Teachers' Salary Schedule (Appendix B). Hourly rate increases are effective after the last teacher work day of the school year. It is understood that pay increases shall not be applied retroactively to hourly service.

14.7 Golden Handshake

The District shall make available the provisions commonly referred to as the "Golden Handshake" to all eligible employees provided the State authorizes it and the District will save money.

14.8 Extra Teaching Periods

Upon mutual agreement of the District, the unit member and the Association, a unit member may agree to teach an additional class in lieu of their assigned conference period. The unit member shall be compensated at a rate equal to 1/6th (16.7%) of his/her daily rate of pay. It is understood that such periods are in the Key to Learning and the school's master schedule. It is also understood that the extra teaching periods are during the regular school day during the regular school year.

If a school has changed the six-period or seven-period day above to a different configuration through a contract waiver, the extra compensation shall be applied only if the unit member teaches an additional class during his/her conference period.

Teachers who agree to teach the additional teaching period must be available for meetings or conferences per Article 10.3 - Adjunct Duties.

ARTICLE 15: HEALTH AND WELFARE

15.1 Contributions by the District

The District shall contribute the blended super composite rate towards the cost of medical insurance, and shall provide dental, life, vision care, and accidental death/dismemberment insurance benefits for active employees who are within the unit as indicated below:

15.1.1 Medical Insurance

PPO: Self-insured major medical with \$275 deductible per person, maximum of \$1,100 per family for unit members and eligible dependents utilizing the Anthem Blue Cross PPO Prudent Buyer-large group Plan Network, including a prescription card service, in the amount not to exceed the super composite rate established for 2018 of \$1,396 per month or \$16,759 per year per enrolled unit member, or

EPO: EPO insurance for unit members and eligible dependents utilizing the Anthem Blue Cross PPO Prudent Buyer-large group Plan Network, in the amount not to exceed the super composite rate established for 2018 of \$1,234 per month or \$14,814 per year per enrolled unit member.

The blended super composite rate shall be the weighted average of the PPO and EPO super composite rates above. Beginning with the 2018 calendar year, the District's contribution to the blended super composite rate shall not exceed \$15,759.

2013 blended super composite rate calculation example.

1,238 employees are in the HMO*. (46%)
1,433 employees are in the PPO. (54%)
46% of \$11,808 = \$5432. 54% of \$14,364 = \$7,757.
\$5432 + \$7757 = \$13,189 is 2013 blended super composite rate.

*EPO – Effective January 1, 2018

15.1.2 Life and Accidental Death/Dismemberment Insurance

Life and accidental death/dismemberment insurance for unit member and life insurance protection for unit member's spouse and eligible children.

15.1.3 Dental Insurance

Delta Dental PPO dental insurance services for unit members and eligible dependents, or Delta Care PMI dental insurance.

15.1.4 Vision Care Insurance

Vision care with special contact lens provision for unit members and eligible dependents.

15.1.5 Ancillary benefit plan designs (Life, Dental, Vision) shall be determined by the District Insurance Committee.

15.1.6 If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum district contribution, the District or ASTA may request, and the other party will agree, to re-open negotiations on health and welfare for 2016.

15.2 Insurance Committee

The parties agree that the overriding purpose of the Insurance Committee (“Committee”) is to fulfill the commitment contained herein and in previous memoranda of understanding regarding cost containment of health and welfare premiums. The District and the Association agree to a renewed focus on health and welfare cost containment through participation on the Committee. Accordingly the parties agree as follows:

15.2.1 The District will provide regular members of the Insurance Committee release time and class coverage to attend insurance committee meetings.

15.2.2 The parties will work aggressively through the Committee to generate specific changes in health and welfare coverage, if needed, that maximize the district’s contributions for medical, dental, vision, and life insurance. On-going cost evaluations will be generated and provided to the Committee as requested. Each year, the super composite rate for the following year will be available to the Committee on or before September 1. Upon review of these rates, the Committee will make suggestions for cost containment.

15.2.3 The Committee’s final recommendations for implementation of the above-referenced cost containment provisions and actual super composite rate shall be submitted to the Association no later than September 30. The Association and the District negotiation teams will work to reach an agreement on such cost containment provisions and upon agreement, recommendations shall be submitted for ratification. The Association reserves the right to meet with the District to bargain a separate benefits plan by November 1 of the calendar year preceding the plan year. If such agreement is not reached prior to November 1 of each year, the District is authorized to initiate payroll deductions beginning with the January 31 paycheck for the difference between the blended super composite rate noted in 15.1 and the current year’s blended super composite rate provided by the contract administrator.

15.3 Right to Contact

The Association shall have the right to contact the Health and Welfare contract administrator directly for any information it wishes relative to the plan, but a copy of such request and a copy of any answer received from the contract administrator shall be sent to the District.

15.4 Self-Insurance Plan

The District shall maintain a self-insurance plan, using an outside contract administrator.

15.5 Retirees

The Board of Trustees shall provide the 1979-80 fringe benefit amounts toward the major medical and dental portion of the fringe benefit compensation package to all unit members who were regular contract certificated personnel in the employment of the District prior to September 6, 1979 and who retire(d) on or after September 6, 1979 from the District with fifteen (15) or more years of service to the District and who are not otherwise covered by any similar programs provided through social security or teacher retirement plans.

Retirees referred to in the above paragraph who wish to continue participation in the program will be required to make monthly payment, in advance to the Business Office, the difference between the current year costs and the 1979-80 costs.

All unit members ages 60-65 who are regular contract certificated personnel in the employment of the District and who retire(d) from the District with fifteen (15) or more years of service to the District and who are not otherwise covered by any similar programs provided through social security or teacher retirement plans shall be provided with the major medical and dental portion of the District's fringe benefit compensation package for the retiree only. Unit members who retire with fifteen (15) or more years of service to the District, and who have not attained the age of 60, who wish to participate in the major medical and dental portion of the fringe benefit compensation package may do so by depositing the monthly amount of the premium with the District Business Office. The amount of yearly premium will be established each year by the Business Office.

Members retiring after 1969 shall receive benefits no greater than those accorded current, active bargaining unit members. To remain eligible for the District paid benefit coverage from ages 60-65, the retiree must deposit the monthly amount of the premium with the District Business Office from the date of retirement until age 60.

15.6 IRS Section 125 - Flexible Benefit Plan

The District shall provide an Internal Revenue Service Section 125 Plan for unit members. Such plan will include but not be limited to eligible medical and disability income insurance and dependent care expenses. The plan administrator for the IRS Section 125 Plan shall be mutually agreed upon by the Association and the District. Participation by bargaining unit members in the Plan shall be voluntary.

ARTICLE 16: PART-TIME EMPLOYMENT

16.1 Pre-Retirement Reduced Assignment

It is the policy of the Board of Trustees of the Anaheim Union High School District to provide unit members of this District with the opportunity to phase in their retirement by reducing their workload from full-time to part-time duties while maintaining full retirement benefits pursuant to Education Code Section 22724. This reduced workload shall be authorized upon request of any full-time unit member subject to the following conditions:

- 16.1.1 The unit member must have reached the age of fifty-five (55) years prior to reduction in workload.
- 16.1.2 The unit member must have at least ten (10) years of full-time employment in this District in a position requiring certification, of which the immediately preceding five (5) years were full-time employment, and currently earning a salary equivalent to Column II, Step 7, or more.
- 16.1.3 The minimum part-time employment shall be one-half (1/2) of the number of days of service required by the unit member's contract of employment during the final year of service in a full-time position. The term "one-half" means full-time for one-half (1/2) the days required for the individual's position classification.
- 16.1.4 Only unit members who do not hold positions with salaries above that of the school principals are eligible for this reduced workload-retirement benefits program.
- 16.1.5 The option of part-time employment and full retirement benefits must be exercised on an annual basis.
- 16.1.6 The request for part-time employment must be exercised at the request of the unit member and formalized by a written agreement prior to the period of reduced service. The Director, Human Resources, shall specify the conditions of reduced service and shall establish the deadlines for making application and reaching agreement. The agreement can be revoked only with the mutual consent of the unit member and the District.
- 16.1.7 The unit member who elects a reduced workload in accordance with the conditions of this policy shall be paid a salary which is the pro rata share of the salary that would be earned if the request for part-time employment had not been made, and shall retain all other rights and benefits of full employment, provided the unit member elects to contribute to the Teachers' Retirement Fund the amount that would have been contributed if employment was on a full-time basis. If the unit member elects to contribute the full-time employment share to the Teachers' Retirement Fund, the District shall also do the same to assure full-time employment retirement allowance.

- 16.1.8 The District reserves the right to deny granting a reduced workload to any unit member if doing so would create a staffing problem.
- 16.1.9 No unit member shall be entitled to receive retirement credit for more than ten (10) years of service under this policy.

16.2 Job Sharing

- 16.2.1 Prior to any layoff and/or reduction in force, the District shall advertise to all unit members, for a thirty (30) day period, that the opportunity exists to participate in job sharing. The minimum job sharing employment shall be one-half (1/2) of the number of days of service required by the unit member's contract of employment. The term "one-half" (1/2) means full-time for one-half (1/2) of days required for the individual's position classification. The unit member receives fringe benefits under Article 15 during the term of his/her employment. The District reserves the right to deny the granting of job sharing if doing so would create a legal/staffing problem, as determined by the District.
- 16.2.2 Job sharing shall refer to two (2) unit members on regular contracts sharing one (1) teaching assignment. Two (2) unit members may share an assignment for a minimum of one (1) year. Job applications for a job-sharing assignment for the following school year shall be filed with the District no later than March 1. An application for job-sharing must include a proposal specifying how the employee will fulfill the responsibilities and duties of the position. The total number of positions shared by unit members participating in a job share shall not exceed 1% of the bargaining unit. The District shall approve or deny requests and notify, in writing, the applicants of its decision by May 1. Notwithstanding other provisions of this Agreement, job sharing unit members' wages, benefits, and paid leaves shall be prorated relative to the actual time worked. In no event shall the total amount of the health and welfare benefits for the job sharers exceed the amount the District would have paid if the position had not been shared.
 - 16.2.2.1 Upon request of the two (2) unit members and approval of the principal, a job sharing assignment may be renewed provided the two (2) unit members notify the District prior to March 1.
 - 16.2.2.2 If a unit member on a regular contract is in a job sharing assignment and elects to return after the first year to full-time teaching, the unit member will be returned to her/his original school if a position for which the unit member is certificated is available.
 - 16.2.2.3 If a unit member on a regular contract is in a job sharing assignment for more than one (1) year and elects to return to full-time teaching, the unit member will be assigned to the first available full-time teaching position for which the unit member is certificated.

- 16.2.2.4 In order to advance on the salary schedule, the bargaining unit members in the job share must work a minimum of 75% of the 185 work days, which is a total of 139 or more days within two consecutive school years. If a work year is adjusted due to furlough days, the unit member must work a minimum of 75% of the work days within the two consecutive years.

16.3 Reducing from a Full-Time Assignment

- 16.3.1 The request for a reduced assignment must be initiated by the unit member and formalized by a written agreement with the District prior to the period of reduced service. The Director, Human Resources, shall specify the conditions of reduced service and shall establish the deadlines for making an application and reaching an agreement. The agreement may be renewed on an annual basis with mutual consent of the unit member and the District.
- 16.3.2 If a unit member on a reduced contract returns to his/her full-time assignment after one (1) year, the unit member shall be returned to his/her original school if a position for which the unit member is certificated is available.
- 16.3.3 If a unit member's reduced assignment contract is not renewed, the unit member shall return to a full-time position.

ARTICLE 17: DISCIPLINE

17.1 Files

17.1.1 District Personnel File

A unit member shall have the right to examine and respond to all of the material in his/her personnel file which has accrued after his/her employment. A representative of the unit member may, at the unit member's request, accompany the unit member in the review or, with the unit member's written consent, may conduct the review. Each unit member's personnel file shall contain only materials and documents as provided by law including the following:

- 17.1.1.1 Pre-employment information
- 17.1.1.2 Copies of annual contracts and supplemental contracts
- 17.1.1.3 Transcripts
- 17.1.1.4 Certification material
- 17.1.1.5 Letters of commendation
- 17.1.1.6 Copies of official personnel action
- 17.1.1.7 Written evaluations
- 17.1.1.8 Other materials, as agreed between the unit member and the Director, Human Resources.

- 17.1.2 Materials placed in the unit member's district personnel file shall be photocopied within forty-eight (48) hours of placement and submitted to the unit member who shall sign a receipt signifying that s/he has received the material. Such receipt does not indicate agreement. The unit member may make a written response to the material which shall also be placed in his/her district personnel file, and attached to the material being responded to. Materials which relate to an incident involving a unit member must be submitted for placement in his/her district personnel file within a reasonable period of time following the date of the complaint. Any material shall be removed from the district personnel file if a unit member's claim that it is inaccurate is sustained through the grievance procedure.

17.1.3 Local Site Folders

17.1.3.1 In addition to copies of materials found in 17.1.1, the local site folder may contain only the following:

17.1.3.1.1 Emergency Information Card

17.1.3.1.2 Principal/Supervisor copies of official personnel actions

17.1.3.1.3 Principal/supervisor documentation of actions which may lead to official personnel actions

17.1.3.1.4 Personal Data Sheet

17.1.3.1.5 Copies of forms which are prohibited by this Agreement from placement in the district personnel file

17.1.3.1.6 Items in the local site folders shall be destroyed whenever a unit member transfers to another site or terminates employment with the District with the exception of items that could lead to disciplinary actions and items mutually agreed upon by the unit member and principal.

17.1.3.2 Materials placed in the local site folder as described in 17.1.3.1 with the exception of item 3 are generally materials known to the unit member. Written "documentation of actions which may lead to official personnel action" will be made known to the unit member prior to use in any official personnel action. Twelve months after the receipt of a verbal warning document, the unit member may request the site administrator remove any record of said verbal warning from the local site file. If the request is denied, the unit member may appeal the decision to the Asst. Supt. of Human Resources.

17.2 Discipline

17.2.1 Process - Normally, the district shall utilize a "progressive discipline" procedure which utilizes the following steps:

17.2.1.1 Verbal warning(s)

17.2.1.2 Written warning

17.2.1.3 Written Reprimand

17.2.1.4 In the administration of this procedure, the parties agree that some actions of unit members may be so severe as to not require stringent adherence to the steps outlined. It is further agreed, however, that no

unit member shall be reprimanded, reduced in compensation, or suspended with or without pay as set forth herein without just cause.

In order to progress from one step to the next there must have been reoccurrence of like or related action that brought about the previous step or steps.

17.2.2 Notice of Progressive Discipline - In the administration of the overall discipline program of the district, it will be clearly noted on any written notice stating if the discipline represents a:

17.2.2.1 Written warning, or

17.2.2.2 Written Reprimand

17.2.3 Right to Representation - A unit member shall be entitled to have a representative present when s/he is subject to any disciplinary action. After a request for such representation is made, any conference will be held within a period of time not to exceed five (5) working days in order that a representative of the unit member's choice, when possible, may have an opportunity to be present.

17.2.4 Extra-Service Pay Assignments

17.2.4.1 Removal of Unit Member For Extra-Service Pay

The District may remove unit members from extra-service pay positions (Appendix C) subject to due process. For purposes of this section, due process means:

17.2.4.1.1 Verbal warning

17.2.4.1.2 Written warning

17.2.4.1.3 Written reprimand

17.2.4.1.4 Removal

The District may also remove a unit member from extra-pay and leadership positions (Appendix C) due to deficiencies in performance. The unit member will be given written notice of the deficiencies prior to removal. If no improvement is made within a reasonable amount of time, the unit member will be given notice by May 15 or at the conclusion of the season of sport effective for the following school year or season. It is understood that any written material or documents related to the removal of a unit member from an extra-service pay position shall not be placed in the unit member's district personnel file but may be placed in the local site folder. This does not prohibit the

documentation of serious offenses involving moral turpitude to be included in the personnel file.

- 17.2.4.2 In the administration of this procedure, the parties agree that some actions of unit members may be so severe as to require stringent action without strict adherence to the steps outlined above. It is further agreed that the District shall not be obligated to follow the principle of just cause in the removal of unit members from extra-service pay positions.

17.3 Complaints Against Unit Members

- 17.3.1 If in the opinion of the site administrator or his/her designee, a serious complaint has been lodged against an individual teacher by an employee or non-employee, the teacher shall be notified within a reasonable period of time and, when practicable, before any students are questioned. Complaints not reported to the teacher under this section shall not be utilized in any evaluation or subsequent disciplinary action.
- 17.3.2 If the complainant wishes to pursue the matter further, the principal will convene a conference between the teacher, the person making the complaint, and the principal or designee for the purpose of resolving the complaint.
- 17.3.3 Complaints that are not resolved at the school level should be directed to the District Superintendent.
- 17.3.4 If after the District Superintendent has responded to the complaint, the complainant is still not satisfied with the answer, further complaint may be made in writing to the Board of Trustees for its investigation and necessary action. All such complaints shall be discussed in closed session. During the discussion of charges at all levels, both the complainant and the unit member shall be present.

ARTICLE 18: SUMMER SCHOOL

18.1 Summer School Selection Procedures

- 18.1.1 Summer school positions shall be announced at the earliest time feasible prior to the commencement of the term. Such announcements shall be in the form of notices sent to all certificated personnel.
- 18.1.2 Written notice of initial summer school assignment shall be given at the earliest time feasible prior to the commencement of the term. Employment may be terminated anytime the class size drops below an enrollment figure established by the District. Unit members who are offered employment shall be guaranteed a minimum of ten (10) hours pay.
- 18.1.3 Application procedures for summer school teaching positions will be announced each year. Unit members will be recommended for summer school employment by the summer school principals, and approved by the Director, Human Resources, who will send a written offer of employment to the unit member. The unit member who is offered summer school employment shall sign and return the offer within five (5) days of notification or be deemed to have declined the offer. Preference shall be given to personnel who during the regular school year are ASTA bargaining unit members in the Anaheim Union High School District, hold an appropriate teaching credential, are permanent teachers, probationary or temporary teachers who have been offered and accepted employment for the next school year and are currently teaching or have taught in the subject area in the past at any level.
 - 18.1.3.1 In order to accomplish rotation of summer school teaching positions among currently employed teaching staff, the Board agrees to first hire those employees who were members of the ASTA bargaining unit during the preceding year and who were not employed during the previous summer school session. Any grievance arising from the enforcement of this provision must be initiated within five (5) days of the commencement of the summer session for which the unit member has applied.

The District will provide the Association with a listing of all applicants and all hires for summer school and in addition, will provide copies of all application forms specifically requested by the Association within two (2) days of the Association's request.

- 18.1.3.2 The District will make all reasonable efforts to ensure that equipment is safeguarded in all summer school lab and/or shop classes when the teacher in the classroom during the regular year is not teaching summer school.

18.2 Working Hours

Unit members must be on duty at least fifteen (15) minutes before the beginning of the class day and remain on duty until the close of the student's regular school day. Each unit member shall receive a daily break of ten (10) minutes between the first period and the second period if the unit member is assigned to teach both periods. Such time shall be compensated at the unit member's hourly rate of pay.

Attendance at any required summer school meetings held outside regular school hours will be paid at the summer school rate of pay.

The Superintendent or his/her designee shall meet with the ASTA President no later than March 1 of each school year to discuss the summer school schedule.

18.3 Cancelled Class Procedures

Teachers whose classes are canceled due to insufficient enrollment shall be entitled to fill any vacant summer school positions for which they are certified at other summer school sites, before such positions are offered to other personnel.

18.4 Evaluation Procedures

Any summer school teacher who is regularly employed by the District shall not be subject to evaluation during summer session.

Any other employee may be evaluated at the principal's discretion.

18.5 Wages and Benefits

18.5.1 Summer School Hourly Rate

Summer school teachers will be paid an hourly wage determined by the current miscellaneous rate of pay.

18.5.2 Summer school teachers will not be accorded health and welfare benefits as an incident of summer school employment.

18.6 Sick Leave, Personal Illness and Injury

18.6.1 Annual Sick Leave and Accumulation

Members of the bargaining unit shall be entitled to sick leave credit equivalent to the total daily hours for the summer session worked. The summer program must be a minimum of 19 days and the employee must work at least 75% of the summer work days to qualify for the sick leave credit. Summer school unused sick leave and regular contract sick leave shall be accumulated from year to year. If a unit member has used his/her sick leave earned during the summer school session,

and requires additional sick leave, such sick leave shall be deducted from the unit member's regular accumulated sick leave or the unit member shall take short term leave without pay. (Article 8, section 8.12)

To be eligible for sick leave absence with pay, the unit member shall be in a paid status and scheduled for work on the days(s) of absence.

If a unit member resigns, retires, or is terminated and has used more sick leave than was earned, the amount used but not earned shall be deducted from the final warrant of the unit member.

18.6.2 Procedures for Taking Sick Leave

Members of the bargaining unit must notify the principals of the absence as soon as the necessity to be absent becomes known to the unit member but in no instance later than 6:30 a.m. of the day of the absence.

A unit member returning from absence must contact the school or site by 12:00 noon of the day preceding the day of intended return. If s/he is unable to make a determination before 12:00 noon, the District must be notified not later than 6:30 a.m. the following day. In the event that the District has not been notified of the unit member's intention to return, and accordingly has employed a substitute teacher for the day, the District may require the returning unit member to be charged with one (1) additional day of absence.

18.7 Release Time

18.7.1 Release Time - Grievance Processing

Unit members, not to exceed a maximum of the grievant, the grievant's representative and two (2) witnesses, shall be released from assigned responsibility without loss of compensation when participating in grievance meetings held during the school day.

18.7.2 Release Time - Association Business

Upon twenty-four (24) hours prior notice of the District and authorization by the President of the Association, the Association shall be provided a maximum of three (3) days each school year of released time for the purpose of conducting Association business. These days shall be taken in minimum increments of one (1) full day. Payment for the substitute(s) replacing the absent unit member(s) shall be reimbursed to the District Business Office by the Association within thirty (30) days.

ARTICLE 19: FACULTY ADVISORY COUNCIL

19.1 Yearly Election

Each school site shall hold a yearly election conducted by the Association Site Representative and the Principal during the first quarter of each school year to determine if they wish to establish a Faculty Advisory Council. A two-thirds (2/3) vote of the teaching staff is required to establish the Council.

19.2 Participants

The Faculty Advisory Council shall be composed of a minimum of three (3) to a maximum of five (5) teachers elected by the majority of the teachers at the site.

19.3 Meetings

The Council shall meet on a regular basis and act as an advisory panel to the site administration on issues including, but not limited to, master schedule, school discipline, attendance policies, and local site budget.

ARTICLE 20: PROFESSIONAL DEVELOPMENT/PROFESSIONAL LEARNING

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree that an effective professional learning plan considers the complexities of teaching and student learning, while focusing on continuous improvement of the teaching practice. Administrators and teachers shall work together to build a collaborative and trusting environment in which both parties are valued equally to achieve that goal. Unit members at each site shall be afforded the opportunity to actively participate in the planning of professional development activities throughout the school year. Administrators and teachers shall utilize a variety of site-based shared decision making structures, including Site Leadership Teams and Professional Learning Communities, to ensure the needs of unit members, the departments, and the site are met.

ARTICLE 21: BEGINNING TEACHERS SUPPORT AND ASSESSMENT PROGRAM

In the implementation of the Marian Bergeson Beginning Teacher Support and Assessment (BTSA) program, the District and the Association agree to abide by Education Code Article 4.5, Section 44279.1 and regulations promulgated by the State Department of Education.

21.1 Purpose

- 21.1.1 Provide an effective transition into the teaching career for the first year and second year teachers in California.
- 21.1.2 Improve the educational performance of pupils through improved training, information and assistance to new teachers.
- 21.1.3 Enable beginning teachers to be effective in teaching pupils who are culturally, linguistically, and academically diverse.
- 21.1.4 Ensure the professional success and retention of new teachers.
- 21.1.5 Ensure that a Support Provider provides intensive individualized support and assistance to each participating beginning teacher.
- 21.1.6 Improve the rigor and consistency of individual teacher performance assessments and the usefulness of assessment results to teachers and decision-makers.
- 21.1.7 Establish an effective, coherent system of performance assessments that are based on the California Standards for the Teaching Professional adopted by the Commission, January 1997.
- 21.1.8 Examine alternative ways in which the general public and the educational profession may be assured that new teachers who remain in teaching have attained acceptable levels of professional competence.
- 21.1.9 Ensure that an individual induction plan is in place for each BTSA Participating teacher and is based on an ongoing assessment of the development of the beginning teacher.
- 21.1.10 Ensure continuous program improvement through ongoing research, development and evaluation.

21.2 BTSA Participating Teachers

Participating in the BTSA program shall be required for eligible teachers.

21.2.1 Criteria To Be Met By BTSA Participating Teachers

21.2.1.1 State eligible (meet requirements of first or second year with preliminary or clear credential).

21.2.1.2 Recommended and approved for participating by the District.

21.2.2 Example of BTSA Participating Teacher Activities

21.2.2.1 Demonstrate an understanding of the professional induction process through active engagement in the BTSA program.

21.2.2.2 Create and implement and Individual Induction Plan (IIP) together with the BTSA Support Provider.

21.2.2.3 Develop a teaching portfolio that provides a basis for continued examination of professional practice and growth.

21.2.2.4 Participate in the support and training activities including orientations, multicultural training, peer support seminars, discussion groups and demonstration lessons.

21.2.2.5 Participate in the assessment process and use of the results to chart professional development through further support and training activities.

21.2.2.6 Maintain a reflective journal to record higher thought processes on the teaching/learning context.

21.2.2.7 Participate in the program evaluation process and provide feedback to the BTSA Support Provider and Director.

21.3 BTSA Support Provider Selection

21.3.1 Criteria To Be Met For BTSA Support Provider Nomination and Assessment

21.3.1.1 Be a credentialed classroom teacher in the ASTA bargaining unit with permanent status providing direct classroom instruction at least 60% of the school day.

21.3.1.2 Have five (5) years recent classroom experience.

- 21.3.1.3 Have demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of students in different context.
- 21.3.1.4 No more than 10% of the BTSA support providers can be excluded from the 60% direct classroom instruction agreement.
- 21.3.2 The following criteria will be considered:
 - 21.3.2.1 Demonstrates knowledge and commitment to subject matter.
 - 21.3.2.1.1 Subject matter expertise
 - 21.3.2.1.2 Ability to convey enthusiasm for the subject to students.
 - 21.3.2.1.3 Uses a wide variety of teaching strategies.
 - 21.3.2.2 Demonstrates belief in student ability to succeed.
 - 21.3.2.2.1 Commitment to setting high expectations for students.
 - 21.3.2.2.2 Competence to teach at various student ability levels.
 - 21.3.2.2.3 Willingness to give special attention to students requiring assistance.
 - 21.3.2.2.4 Success in fostering excellent student performance.
 - 21.3.2.3 Gives evidence of professional stature.
 - 21.3.2.3.1 Leadership, e.g., in organizing projects on his/her own initiative.
 - 21.3.2.3.2 Recognition by those in the same profession.
 - 21.3.2.3.3 Respect of his/ her colleagues.
 - 21.3.2.3.4 Teaching skills for working with students from different racial, linguistic and cultural backgrounds.
- 21.3.3 Examples of BTSA Support Provider Activities
 - 21.3.3.1 Provide assistance and guidance to new teachers.
 - 21.3.3.2 Provide staff development for teachers.

- 21.3.3.3 Develop curriculum.
- 21.3.3.4 Establish a forum allowing for the exchange of new ideas and materials.
- 21.3.3.5 Assist teachers with classroom management/organization/discipline skills.
- 21.3.3.6 Participate in a program of professional growth designed to improve mentor skills.

21.4 Selection Committee for BTSA Support Providers

The Committee shall consist of the President of the Anaheim Secondary Teachers Association, one BTSA Lead Teacher and the Assistant Superintendent of Human Resources.

Rights and Responsibilities of the Selection Committee:

- 21.4.1 The Selection Committee shall seek applications for the BTSA program from the body of eligible classroom teachers.
- 21.4.2 For each classroom teacher recommended, the committee shall specify a term of BTSA service of two (2) years. BTSA Support Providers may request reappointment through the Selection Committee until the six (6) year maximum is reached. The Selection Committee will consider the recommendation from the Director.
- 21.4.3 Material contained in the applicant's personnel file, including letters of recommendation and evaluations shall not be made available to or used by the committee unless expressly authorized in writing by the applicant.
- 21.4.4 The Selection Committee will review BTSA Support Provider applications and may conduct classroom observations of the candidates.
- 21.4.5 The Selection Committee will select candidates for BTSA Support Provider by a majority vote of the Committee.
- 21.4.6 The process will include reviewing applications and references, and conducting personal interviews. The Selection Committee will recommend BTSA Support Provider candidates and a list of alternates.

21.5 BTSA Support Provider Rights and Responsibilities

- 21.5.1 BTSA Support Providers may be released from classroom duties. Release time may be for workshops, inservice activities, observations, and other related duties.
- 21.5.2 BTSA Support Providers are not to perform any administrative duties or participate in the summative evaluation of other teachers.
- 21.5.3 BTSA Support Providers are not exempt from normal, routine teacher duties at their site.

21.6 Evaluation of the BTSA Support Provider

Evaluation of the BTSA Support Provider classroom duties shall be in accordance with District policy, practice and the certificated bargaining agreement.

21.6.1 General Provisions

- 21.6.1.1 No expense required by the operation of this program shall be budgeted or charged to the general fund. If the funding is decreased at any time during the life of the program, all facets of the program will be decreased proportionally.
- 21.6.1.2 If for any reason a BTSA Support Provider is unable to complete the designated term, the Director may recommend a replacement from committee recommended alternates and the respective stipend shall be prorated.
- 21.6.1.3 Following a term of service, a BTSA Support Provider must wait one (1) year to reapply unless there are no BTSA Support Providers available.

21.7 Board Action

- 21.7.1 The District Governing Board may meet in Closed Session to consider the appointment of any nominees to be a BTSA Support Provider in the same manner that it may consider the appointment or employment of other employees.
- 21.7.2 Final designation of any person as a BTSA Support Provider shall be by action of the Governing Board of the school district from persons nominated. The Governing Board may reject any nomination.

ARTICLE 22: PEER ASSISTANCE AND REVIEW

The Association and the District agree that the Peer Assistance Review (PAR) program shall only be implemented if the District receives funding for the program from the State. The Association and the District are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, teachers must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. Teachers who are referred or volunteer for the program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful standard.

22.1 Joint Committee

The Joint Committee shall consist of five (5) members, the majority of whom shall be certificated classroom teachers who are chosen to serve by the Association. The District shall choose the administrators of the Joint Committee.

The Joint Committee shall establish its own meeting schedule. To meet, two-thirds of the members of the Joint Committee must be present. Such meetings shall take place during the regular teacher workday. Teachers who are members of the Joint Committee shall be released from their regular duties to attend meetings, without loss of pay or benefits. In addition, the teacher members of the Joint Committee shall receive a stipend of \$4,000 per year.

The Joint Committee shall be responsible for the following:

- 22.1.1 Providing annual training for the Joint Committee members.
- 22.1.2 Establishing its own rules of procedure, including the method for the selection of a Chairperson.
- 22.1.3 Selecting the panel of Consulting Teachers.
- 22.1.4 Selecting trainers and/or training providers.
- 22.1.5 Providing training for Consulting Teachers prior to the Consulting Teacher's participation in the program.
- 22.1.6 Notifying participation in the Peer Assistance and Review program by written notification to the referred PAR Participating Teacher, the Consulting Teacher and the site Principal.
- 22.1.7 Making available the list of the panel of Consulting Teachers to the PAR Participating Teacher.

- 22.1.8 Adopting Rules and Procedures for effectuating the provisions of this Article. Said Rules and Procedures will be consistent with the provisions of the Agreement, and to the extent that there is an inconsistency, the Agreement will prevail.
- 22.1.9 Distributing, annually, a copy of the adopted Rules and Procedures to all bargaining unit members and administrators.
- 22.1.10 Establishing a procedure for application as a Consulting Teacher.
- 22.1.11 Determining the number of Consulting Teachers in any school year, based upon participation in the Peer Assistance and Review program, the available budget and other relevant considerations.
- 22.1.12 Reviewing the report prepared by the Consulting Teacher and making recommendations to the Governing Board regarding the referred PAR Participating Teacher's progress in the Peer Assistance and Review program.
- 22.1.13 Evaluating, annually, the impact of the Peer Assistance and Review program in order to improve the program.

22.2 Confidentiality

All proceedings and materials related to evaluations, reports and other personnel matters shall be strictly confidential. Therefore, Joint Committee members and Consulting Teachers may disclose such information only as necessary to administer this Article.

22.3 Hold Harmless

This District agrees to indemnify and hold harmless and provide a defense to any Association-selected member of the Joint Committee against any claims, causes of action, damages, grievances, administrative proceedings or any other litigation arising from the unit member's participation in Peer Assistance and Peer Review. The Association retains the right to participate in the litigation. The District will pay legal costs and fees in such actions.

22.4 PAR Participating Teachers

- 22.4.1 A PAR Participating Teacher is an experienced teacher with permanent status who receives assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/ or related aspects of his or her teaching performance as a result of an unsatisfactory final evaluation.
- 22.4.2 A PAR Participating Teacher will be assigned to a Consulting Teacher from a panel of teachers. The Referred PAR Participating Teacher may petition the Joint Committee for a different Consulting Teacher.

22.4.3 The Referred Participating Teacher has the right to be represented at any Joint Committee meeting or any meeting with administrators throughout these procedures by the Association representative of his or her choice.

22.4.4 A Volunteer PAR Participating Teacher is an experienced teacher with permanent status who volunteers to receive assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/or related aspects of his or her teaching performance. The Volunteer PAR Participating Teacher may elect to exit the program at any time. All materials and documents related to the peer assistance shall be strictly confidential.

Therefore, such materials and documents shall not be placed in the unit member's personnel file and shall not be distributed to anyone except the Consulting Teacher and Volunteer PAR Participating Teacher.

22.4.5 The Joint Panel shall have the right to extend the period of participation for a Referred PAR Participating Teacher for a period of up to one (1) additional year.

22.5 Consulting Teachers

22.5.1 A Consulting Teacher is a teacher who provides assistance to a PAR Participating Teacher pursuant to the Peer Assistance and Review program. The qualifications for the Consulting Teacher shall be set forth in the Rules and Procedures, provided that the following shall constitute minimum qualifications:

22.5.1.1 A credentialed classroom teacher working at least 60% of the time in direct student instruction with permanent status.

22.5.1.2 At least nine (9) years of teaching experience with five (5) most recent years as a teacher in classroom instruction in the District.

22.5.1.3 Shall demonstrate exemplary teaching ability, as indicated by among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.

22.5.2 In filling a position of Consulting Teacher, each applicant is required to submit three (3) references from individuals with specific knowledge of his or her expertise as follows:

22.5.2.1 A reference from a building principal or immediate supervisor.

22.5.2.2 A reference from an Association representative.

22.5.2.3 A reference from another classroom teacher.

All applications and references shall be treated with confidentiality.

- 22.5.3 Consulting Teachers shall be selected by a majority vote of the Joint Committee after candidates have had classroom observations by the Joint Committee members.
- 22.5.4 A Consulting Teacher shall be released from all regular classroom teaching duties. The term of the Consulting Teacher shall be two (2) years with an option to apply for a second two (2) year term. A teacher may not serve in the position for more than two (2) consecutive terms. A teacher may not be appointed to an administrative position in the district while serving as a Consulting Teacher or for one (1) full year after serving as a Consulting Teacher.
- 22.5.5 Functions performed pursuant to this Article by bargaining unit employees shall not constitute either management or supervisory functions. The Consulting Teacher shall be entitled to all rights of bargaining unit members. In addition to the regular salary, a Consulting Teacher shall receive a stipend of \$4,000, per year, for all work necessary to complete the assignment.
- 22.5.6 Upon completion of his or her service as a full-time released Consulting Teacher, a teacher shall be returned to a regular assignment in accordance with Article 9, Transfer Procedures, of this Agreement. The Joint Committee shall include a statement on the application specifying the return rights of a Consulting Teacher.

22.6 Procedure

The number of PAR Participating Teachers assigned to each Consulting Teacher shall be determined by the Joint Committee. Consulting Teachers shall assist PAR Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which, in their professional judgment, will assist the PAR Participating Teacher.

22.7 Performance Goals

The Consulting Teacher and the Site Administrator shall meet with the PAR Participating Teacher to discuss the Peer Assistance and Review program, to establish mutually agreed upon performance goals.

22.8 Assistance Plan

The Consulting Teacher and the Referred PAR Participating Teacher shall develop the assistance plan and develop a process for determining successful completion of the Peer Assistance and Review program.

22.9 Observations

The Consulting Teacher shall conduct multiple observations of the PAR Participating Teacher during classroom instruction, and shall have both pre-observation and post-observation conferences.

22.10 Progress

The Consulting Teacher shall monitor the progress of the Referred PAR Participating Teacher and shall submit to and discuss with the Referred PAR Participating Teacher periodic written reports.

22.11 Reporting

Consulting Teachers shall report their activities on a regular basis to the Joint Committee.

22.12 Limitations

The Consulting Teacher shall continue to provide assistance not to exceed one (1) school year to the Referred PAR Participating Teacher until he or she concludes that the teaching performance of the PAR Participating Teacher is satisfactory, or that further assistance will not be productive. The Joint Committee may authorize additional assistance beyond the one year period. A copy of the Consulting Teacher's report shall be submitted to and discussed with the Referred PAR Participating Teacher to receive his or her signature before it is submitted to the Joint Committee. The Referred PAR Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report.

The Consulting Teacher shall submit a final report to the Joint Committee. The Referred PAR Participating Teacher shall have the right to submit a written response, within twenty (20) days, and have it attached to the final report. The Referred PAR Participating Teacher shall also have the right to request a meeting with the Joint Committee, and to be represented at this meeting by the Association representative of his or her choice.

22.13 Results

The results of the Referred PAR Participating Teacher's participation in the Peer Assistance and Review program shall be made available for placement in his or her personnel file, and may be used in the evaluation of the Referred PAR Participating Teacher.

22.14 Unresolved Issues

Any unresolved issues shall be referred to the Joint Committee for final resolution.

ARTICLE 23: DURATION

This Agreement shall remain in full force and effect through the first teacher work day of the 2018-2019 school year and shall continue in effect day-to-day until such time as a new or modified agreement is ratified by both parties.

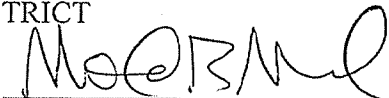
For school year 2017-2018, Article 14, Wages and Items Related to Wages, and Article 15, Health and Welfare Benefits, shall be open for negotiations.

In addition to the articles referenced above, the Association and the District shall each have the option of opening one (1) other article of their choosing in 2017-2018. These articles shall be the only subjects of negotiations unless additional articles are opened by mutual consent.

It is understood that other provisions of the Agreement shall remain in full force and effect for the years 2016-17 and 2017-18 notwithstanding the results of the limited reopener of negotiations as outlined above.

ANAHEIM UNION HIGH SCHOOL
DISTRICT

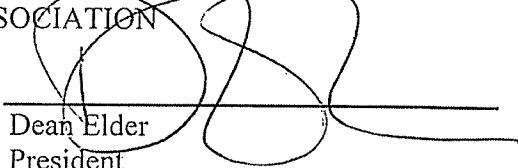
By: _____



Michael B. Matsuda
Superintendent

ANAHEIM SECONDARY TEACHERS
ASSOCIATION

By: _____



Dean Elder
President

Anaheim Union High School District
2014-2015
Student/Teacher Calendar

July 2014					November 2014					March 2015				
	1	2	3	4*	3	4	5	6	7	2	3	4	5	6
7	8	9	10	11	10	11*	12	13	14	9	10	11	12	13
14	15	16	17	18	17	18	19	20	21	16	17	18	19	20
21	22	23	24	25	24	25	26	27*	28*	23	24	25	26	27<
28	29	30	31							30	31			
August 2014					December 2014					April 2015				
				1	1	2	3	4	5			1	2	3*
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21+	22+	22	23	24*	25*	26	20	21	22	23	24
25	26	27	28	29	29	30	31*			27	28	29	30	
September 2014					January 2015					May 2015				
1*	2	3	4	5				1*	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19*	20	21	22<	23+	18	19	20	21	22
29	30				26	27	28	29	30	25*	26	27	28	29
October 2014					February 2015					June 2015				
		1	2	3	2	3	4	5	6	1	2	3	4	5
6	7	8	9	10	9*	10	11	12	13	8	9	10	11<	12+
13+	14	15	16	17	16*	17	18	19	20	15	16	17	18	19
20	21	22	23	24<	23	24	25	26	27	22	23	24	25	26
27	28	29	30	31						29	30			



School Begins



Non-Student/Non-Teacher Day
Holidays

+

Teacher Day; No Students

<

End of the Quarter or Semester
And Minimum Day for Students



Underlined Days (June 12-18) are subject to change to regular school days if it becomes necessary to bring the total school days up to State minimum.

Quarter	Days	Dates			
1	43	Aug	25	--	Oct 24
2	46	Oct	27	--	Jan 22
3	43	Jan	26	--	Mar 27
4	48	Apr	06	--	Jun 11

180 Student Days
185 Teacher Days

Progress Reports Due at
8:30 a.m. at the site on:

September 26
December 5
February 27
May 8

Grades Due at 8:00 a.m.
at the site on:

October 29
January 28
April 8
June 12

Board Approved: October 10, 2013

Anaheim Union High School District 2015-2016 Student/Teacher Calendar

July 2015					November 2015					March 2016				
		1	2	3*	2	3	4	5	6		1	2	3	4
6	7	8	9	10	9	10	11*	12	13	7	8	9	10	11<
13	14	15	16	17	16	17	18	19	20	14	15	16	17	18*
20	21	22	23	24	23	24	25	26*	27*	21	22	23	24	25
27	28	29	30	31	30					28	29	30	31	
August 2015					December 2015					April 2016				
3	4	5	6	7		1	2	3	4					1
10 ⁺⁺	11 ⁺	12 [*]	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18<	11	12	13	14	15
24	25	26	27	28	21	22	23	24*	25*	18	19	20	21	22
31					28	29	30	31*		25	26	27	28	29
September 2015					January 2016					May 2016				
	1	2	3	4					1*	2	3	4	5	6
7*	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18*	19	20	21	22	23	24	25	26<	27+
28	29	30			25	26	27	28	29 ⁺⁺	30*	31			
October 2015					February 2016					June 2016				
			1	2	1	2	3	4	5			<u>1</u>	<u>2</u>	<u>3</u>
5	6	7	8	9<	8*	9	10	11	12	<u>6</u>	7	8	9	10
12 ⁺⁺	13	14	15	16	15*	16	17	18	19	13	14	15	16	17
19	20	21	22	23	22	23	24	25	26	20	21	22	23	24
26	27	28	29	30	29					27	28	29	30	



School Begins



Non-Student/Non-Teacher Day
Holidays

+

Teacher Day; No Students

++

Staff Development Day; No students

<

End of the Quarter or Semester
And Minimum Day for Students

—

Underlined Days (May 31-June 6) are subject to
change to regular school days if it becomes
necessary to bring the total school days up to State
minimum.

Quarter	Days	Dates			
1	42	Aug	12	--	Oct 9
2	43	Oct	13	--	Dec 18
3	46	Jan	4	--	Mar 11
4	49	Mar	21	--	May 26

180 Student Days
185 Teacher Days

Progress Reports Due at
10:00 a.m. at the site on:
September 18
November 13
February 5
April 22

Grades Due at
10:00 a.m. at the site on:
October 14
January 6
March 23
May 27

Board Approved: June 26, 2014

**Anaheim Union High School District
2016-2017
Student/Teacher Calendar**

July 2016					November 2016					March 2017				
				1		1	2	3	4			1	2	3
4*	5	6	7	8	7	8	9	10	11*	6	7	8	9	10<
11	12	13	14	15	14	15	16	17	18	13	14	15	16	17*
18	19	20	22	22	21	22	23	24*	25*	20	21	22	23	24
25	26	27	28	29	28	29	30			27	28	29	30	31
August 2016					December 2016					April 2017				
1	2	3	4	5				1	2	3	4	5	6	7
8 ⁺⁺	9 ⁺	10 [*]	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23<	24	25	26	27	28
29	30	31			26*	27*	28	29	30					
September 2016					January 2017					May 2017				
			1	2	2*	3*	4	5	6	1	2	3	4	5
5*	6	7	8	9	9	10	11	12	13	8	9	10	11	12
12	13	14	15	16	16*	17	18	19	20	15	16	17	18	19
19	20	21	22	23	23	24	25	26	27 ⁺⁺	22	23	24	25<	26 ⁺
26	27	28	29	30	30	31				29*	30	31		
October 2016					February 2017					June 2017				
3	4	5	6	7<			1	2	3				1	2
10 ⁺⁺	11	12	13	14	6	7	8	9	10	5	6	7	8	9
17	18	19	20	21	13*	14	15	16	17	12	13	14	15	16
24	25	26	27	28	20*	21	22	23	24	19	20	21	22	23
31					27	28				26	27	28	29	30



School Begins



Non-Student/Non-Teacher Day



Holidays

+

Teacher Day; No Students

++

Staff Development Day; No students

<

End of the Quarter or Semester
And Minimum Day for Students



Underlined Days (May 30-June 5) are subject to change to regular school days if it becomes necessary to bring the total school days up to State minimum.

Quarter	Days	Dates			
1	42	Aug	10	--	Oct 7
2	48	Oct	11	--	Dec 23
3	41	Jan	9	--	Mar 10
4	49	Mar	20	--	May 25

180 Student Days
185 Teacher Days

Progress Reports Due at
10:00 a.m. at the site on:
September 16
November 10
February 10
April 21

Grades Due at
10:00 a.m. at the site on:
October 12
January 11
March 22
May 26

Board Approved: June 26, 2014

**Anaheim Union High School District
2017-2018
Student/Teacher Calendar**

July 2017					November 2017					March 2018				
3	4*	5	6	7			1	2	3				1	2
10	11	12	13	14	6	7	8	9	10*	5	6	7	8	9<
17	18	19	20	21	13	14	15	16	17	12	13	14	15	16*
24	25	26	27	28	20	21	22	23*	24*	19	20	21	22	23
31					27	28	29	30		26	27	28	29	30
August 2017					December 2017					April 2018				
	1	2	3	4					1	2	3	4	5	6
7 ⁺⁺	8 ⁺	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22<	23	24	25	26	27
28	29	30	31		25*	26*	27	28	29	30				
September 2017					January 2018					May 2018				
				1	1*	2*	3	4	5		1	2	3	4
4*	5	6	7	8	8	9	10	11	12	7	8	9	10	11
11	12	13	14	15	15*	16	17	18	19	14	15	16	17	18
18	19	20	21	22	22	23	24	25	26 ⁺⁺	21	22	23	24<	25 ⁺
25	26	27	28	29	29	30	31			28*	29	30	31	
October 2017					February 2018					June 2018				
2	3	4	5	6<				1	2					1
9 ⁺⁺	10	11	12	13	5	6	7	8	9	4	5	6	7	8
16	17	18	19	20	12*	13	14	15	16	11	12	13	14	15
23	24	25	26	27	19*	20	21	22	23	18	19	20	21	22
30	31				27	27	28			25	26	27	28	29



School Begins



Non-Student/Non-Teacher Day



Holidays

+

Teacher Day; No Students

++

Staff Development Day; No students

<

End of the Quarter or Semester
And Minimum Day for Students



Underlined Days (May 29-June 4) are subject to change to regular school days if it becomes necessary to bring the total school days up to State minimum.

Quarter	Days	Dates			
1	42	Aug	9	--	Oct 6
2	48	Oct	10	--	Dec 22
3	41	Jan	8	--	Mar 9
4	48	Mar	19	--	May 24

180 Student Days
185 Teacher Days

Progress Reports Due at
10:00 a.m. at the site on:
September 15
November 9
February 9
April 20

Grades Due at
10:00 a.m. at the site on:
October 11
January 10
March 21
May 25

Board Approved: June 26, 2014

**ANAHEIM UNION HIGH SCHOOL DISTRICT
2017/2018 TEACHERS' SALARY SCHEDULE
Step and Column Placement**

		BA + 30	BA + 45 or MA	BA + 60 & MA or Doctorate
STEPS	I	II	III	IV
01	\$51,841	\$55,919	\$60,674	\$66,107
02	\$54,980	\$59,053	\$63,807	\$69,239
03	\$58,109	\$62,192	\$66,939	\$72,380
04	\$61,248	\$65,319	\$70,076	\$75,515
05	\$64,385	\$68,460	\$73,213	\$78,649
06	\$67,522	\$71,595	\$76,351	\$81,783
07	\$70,660	\$74,729	\$79,487	\$84,923
08	\$73,795	\$77,868	\$82,619	\$88,063
09	\$76,937	\$81,003	\$85,758	\$91,200
10	\$80,067	\$84,144	\$88,900	\$94,336
11	\$83,209	\$87,289	\$92,036	\$97,469

Longevity Schedule for Years of Credentialed Teaching in AUHSD

LONGEVITY (Steps 16-26 are longevity steps for years of credentialed teaching in AUHSD) See Articles 14.3.2 and 14.3.5				
16	\$87,897	\$91,977	\$96,724	\$102,157
21	\$92,586	\$96,666	\$101,413	\$106,846
26	\$97,274	\$101,354	\$106,101	\$111,534

Doctorate: \$2,287

National Board Certification \$2,287

Miscellaneous Rate of Pay: \$44.74

Initial Salary Placement: See Article 14.3.2

<u>Years Experience</u>	<u>Placement</u>
1	2
2	3
3	4
4	5
5	6
6 or more	7

Board of Trustees
Pending Approval
Effective: July 1, 2017

ANAHEIM UNION HIGH SCHOOL DISTRICT
EXTRA SERVICE PAY SCHEDULE
2017-18
 SENIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-2018 Teachers Salary Schedule*

1. **ACTIVITIES** - To be paid in two equal semester payments, unless activity specifies it is an amount for one semester only.

POSITION	PAY	PERCENTAGE
Jazz Band	\$1549	2.77
Accompanist	\$1661	2.97
Varsity Songleader or Cheerleader	\$2511	4.49
Academic Decathlon (1 per school)	\$2511	4.49
Kiwanis Bowl (1 per school)	\$2511	4.49
Mock Trial (1 per school)	\$2511	4.49
FBLA	\$2511	4.49
Journalism	\$2846	5.09
Photo Advisor	\$2846	5.09
Yearbook	\$3210	5.74
Assistant Band Director	\$3210	5.74
Assistant Dance	\$3210	5.74
Speech	\$3383	6.05
Debate	\$3383	6.05
Vocal	\$3752	6.71
Speech Debate	\$3752	6.71
Dance	\$3752	6.71
Drama	\$3752	6.71
Varsity Song/Cheer (1 person)	\$5016	8.97
Band	\$5497	9.83
Drill Team	\$5497	9.83
Colorguard (1 person)	\$5497	9.83

*Percentages below shall be equal to Column II, Step 1
of the 2017-2018 Teachers Salary Schedule*

2. **ATHLETICS** - To be paid at the end of the season in one payment.

<u>SPORT</u>	<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Football	Head Varsity	\$5497	9.83
	Assistant Varsity	\$3607	6.45
	Junior Varsity	\$3383	6.05
	Sophomore	\$3383	6.05
	Freshman	\$3383	6.05
	Assistant Fr/Soph	\$3053	5.46
Cross Country	Head Varsity Men & Women	\$3607	6.45
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Volleyball	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Tennis	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Water Polo	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Basketball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Soccer	Head Varsity & JV	\$3752	6.71
	Assistant or Lower Level	\$3053	5.46
Wrestling	Head Varsity Men & Women	\$4669	8.35
	Head Varsity Men	\$4239	7.58
	Head Varsity Women	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Softball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05

*Percentages below shall be equal to Column II, Step 1
of the 2017-18 Teachers Salary Schedule*

ATHLETICS, continued

<u>SPORT</u>	<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Baseball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Badminton	Head Varsity & JV	\$3607	6.45
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Golf	Head Varsity	\$3053	5.46
Swimming	Head Varsity & JV	\$3752	6.71
	Head Varsity Men & Women	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Track	Head Varsity & JV	\$4669	8.35
	Head Varsity Men & Women	\$4669	8.35
	Head Varsity Men	\$4239	7.58
	Head Varsity Women	\$4239	7.58
	Assistant or Lower Level	\$3053	5.46
Trainers	District/Site Certified Athletic Trainer - Fall	\$4239	7.58
	District/Site Certified Athletic Trainer - Winter	\$4239	7.58
	District/Site Certified Athletic Trainer - Spring	\$4239	7.58
	Trainer - Fall	\$1912	3.42
	Trainer - Winter	\$1912	3.42
	Trainer - Spring	\$1912	3.42
	Assistant Trainer - Fall	\$1253	2.24
	Assistant Trainer - Winter	\$1253	2.24
Assistant Trainer - Spring	\$1253	2.24	

3. CIF PLAYOFFS

Pay per week as follows:

- 10% for team and individual sports coaches
- 10% for trainers in team sports

*Percentages below shall be equal to Column II, Step 1
of the 2017-18 Teachers Salary Schedule*

- 5% for band, drill, song and cheer
- 3% for one (1) Girls and (1) Boys Athletic Director

Team Sports (10 or more participants - 2 coaches)

- Baseball
- Badminton
- Basketball
- Cross Country
- Football (allowed 4 coaches and 2 trainers)
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball
- Water Polo
- Wrestling

Individual Sports (Less than 10 participants - 1 coach)

- Badminton
- Cross Country
- Golf
- Swimming
- Tennis
- Track
- Wrestling

Extra Service Pay shall be paid at senior high school rates for 9th through 12th grade duties and at junior high school rates for 7th and 8th grade duties. If the activity/sport includes students from both the junior high and senior high level, Extra Service Pay shall be paid at the senior high school rate.

Unit members who egregiously fail to perform extra service pay assignment duties will not be paid extra service pay. Unit members who have abandoned the extra service pay assignment will be removed from the position.

ANAHEIM UNION HIGH SCHOOL DISTRICT
LEADERSHIP POSITIONS
2017-18
 SENIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

To be paid monthly with contract pay. Duties assigned are within the scope of the school day.

EFFECTIVE JULY 1, 2017		
POSITION	PAY	PERCENTAGE
Department Chair: 1 - 5 classes	\$2108	3.77
Department Chair: 6 - 20 classes	\$3020	5.40
Department Chair: 21 - 50 classes	\$3858	6.90
Department Chair: 51 - 70 classes	\$4021	7.19
Department Chair: 71-100 classes	\$4356	7.79
Department Chair: 101 classes or over	\$4692	8.39
Activities Director	\$7683	13.74
Assistant Activities Director	\$2606	4.66
District Athletic Director	\$7683	13.74
Athletic Director (Girls Program)	\$7683	13.74
Athletic Director (Boys Program)	\$7683	13.74

The following positions are part of negotiations and are defined in Articles 12, 21 and 22 of the ASTA Agreement.

POSITION	PAY
PAR Joint Committee Member	\$4580
PAR Consulting Teacher	\$4580
BTSA Support Provider (stipend is per PT)	\$2293

ANAHEIM UNION HIGH SCHOOL DISTRICT
EXTRA SERVICE PAY SCHEDULE
2017-18
 JUNIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

1. ACTIVITIES - To be paid in two equal semester payments, unless activity specifies it is an amount for one semester only.

<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Journalism	\$1264	2.26
Accompanist	\$1264	2.26
Jazz Band	\$1549	2.77
Pentathlon	\$1661	2.97
Pep Club or Dance	\$2248	4.02
Vocal Music	\$2248	4.02
Drama	\$2248	4.02
Yearbook	\$2248	4.02
Speech and Debate	\$2248	4.02
Band	\$3210	5.74

2. ATHLETICS/ACTIVITIES - To be paid at the end of the assignment.

<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Assistant Intramural Sports Coach	\$1857	3.32
Intramural Sports Coach	\$2511	4.49
After School Program Activities Facilitator	\$2511	4.49

ANAHEIM UNION HIGH SCHOOL DISTRICT
LEADERSHIP POSITIONS
2017-18
 JUNIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

To be paid monthly with contract pay. Duties assigned are within the scope of the school day.

EFFECTIVE JULY 1, 2014		
POSITION	PAY	PERCENTAGE*
Department Chair: 1 - 5 classes	\$2108	3.77
Department Chair: 6 - 20 classes	\$3020	5.40
Department Chair: 21 - 50 classes	\$3858	6.90
Department Chair: 51 - 70 classes	\$4021	7.19
Department Chair: 71-100 classes	\$4356	7.79
Department Chair: 101 classes or over	\$4692	8.39
Activities Director	\$3752	6.71
District Intramural Sports Director	\$3752	6.71
Intramural Sports Director	\$3752	6.71

The following positions are part of negotiations and are defined in Articles 12, 21 and 22 of the ASTA Agreement.

POSITION	PAY
PAR Joint Committee Member	\$4580
PAR Consulting Teacher	\$4580
BTSA Support Provider (Stipend is per PT)	\$2293



ANAHEIM UNION HIGH SCHOOL DISTRICT
SMARTFIND EXPRESS SUBSTITUTE SYSTEM



Classified & Certificated Employee Quick Reference
INTERNET ACCESS INSTRUCTIONS

System Phone Number: (714) 999-3516
 Help Desk Phone Number: (714) 999-3550
 Write your Access ID here: 64-0000- ____ ____ ____ ____ or 64-000 ____ ____ ____ ____ (no leading zeros)
 Write your PIN here: _____
 Web Browser URL: <https://anaheimuhsd.eschoolsolutions.com>

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note: You must be registered with the system and have a valid email address in your profile to use this option.**

PROFILE

Information

- Review profile status and address information.

Update Email

- Enter or change email address. An email address is necessary to utilize the PIN reminder function.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.

SELECT ROLE

- For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to complete an Absence.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**
NOTE: If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. SFE will proceed with arranging a substitute while awaiting administrator approval.
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- **FOR CERTIFICATED EMPLOYEES ONLY:** Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
 - Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
 - Enter special instructions for the substitute to view
 - Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**

COMPLETE! You **MUST** receive a **Job Number** for your absence to be recorded in the system and to receive a substitute.



ANAHEIM UNION HIGH SCHOOL DISTRICT
SMARTFIND EXPRESS SUBSTITUTE SYSTEM



Classified & Certificated Employee Quick Reference

INTERNET ACCESS INSTRUCTIONS

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



ANAHEIM UNION HIGH SCHOOL DISTRICT
SMARTFIND EXPRESS SUBSTITUTE SYSTEM



Classified & Certificated Employee Quick Reference

TELEPHONE ACCESS INSTRUCTIONS

System Phone Number: (714) 999-3516
 Help Desk Phone Number: (714) 999-3550
 Write your Access ID here: 64-0000- ____ or 64-000 ____ (no leading zeros)
 Write your PIN here: _____
 Web Browser URL: <https://anaheimuhsd.eschoolsolutions.com>

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

REASONS FOR ABSENCE (listed in order of voice prompt):

- | | | | |
|--------------------------|-----------------------|--------------------------|-----------------------|
| 1. PERSONAL ILLNESS | 15. VACANCY | 20. ADMINISTRATIVE LEAVE | 3. NON-DUTY DAY |
| 10. PERSONAL WITHOUT PAY | 16. FAMILY LEAVE | 21. LTS-VACANCY | 4. PERSONAL NECESSITY |
| 11. SUBPOENA | 17. GROWTH | 22. LTS-PERSONAL LEAVE | 7. WORKER'S COMP |
| 12. MILITARY LEAVE | 18. TRAGEDY LEAVE | 23. LTS-MILITARY LEAVE | 8. BEREAVEMENT |
| 13. SABBATICAL | 19. CHILD/PRNT/SPOUSE | 24. UNION BUSINES | 9. JURY DUTY |
| 14. *VACATION | 2. EXCUSED | 25. FURLOUGH DAY | |

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

- Enter your Access ID followed by the star (*) key.
- Enter your Access ID again when it asks for your PIN followed by the star (*) key.
- Record your name followed by the star (*) key.
- Hear your work schedule. If this information is incorrect, complete the registration and then contact your Help Desk to correct.
- You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

- Enter your Access ID followed by the star (*) key
- Enter your PIN followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

TO CREATE AN ABSENCE

- Enter dates for the absence
 PRESS 1 if the Absence is only for today
 PRESS 2 if the Absence is only for tomorrow
 PRESS 3 to Enter the dates and times for the absence
- If you pressed 3 to Enter Dates and time
 Enter Start Date
 PRESS 1 to Accept the date offered
 PRESS 2 to Enter start date (MMDD)



ANAHEIM UNION HIGH SCHOOL DISTRICT
SMARTFIND EXPRESS SUBSTITUTE SYSTEM



Classified & Certificated Employee Quick Reference

TELEPHONE ACCESS INSTRUCTIONS

3. Enter the reason from above followed by the star (*) key or wait for a list of reasons

FOR CERTIFICATED EMPLOYEES:	FOR CLASSIFIED EMPLOYEES:
4. Record Special Instructions PRESS 1 to Record special instructions. Press the star (*) key when done PRESS 2 to Bypass this step	4. Complete Absence PRESS 1 to Receive the job number <i>Record the Job Number. The Job Number is your confirmation.</i>
5. Is a Substitute Required? PRESS 1 if a substitute is required PRESS 2 if a substitute is not required	
6. If you pressed 1 , a substitute is required	
7. If you pressed 1 , a substitute is required PRESS 1 to Request a particular substitute Enter the substitute access ID, followed by the star (*) key PRESS 1 to Accept requested substitute PRESS 1 if the Substitute should be called PRESS 2 if the Substitute has already agreed to work and does not need to be called PRESS 2 to Bypass requesting a substitute	
8. Complete Absence PRESS 1 to Receive the job number <i>Record the Job Number. The Job Number is your confirmation.</i>	

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence

If you **pressed 3** to Cancel the job

PRESS 1 to Confirm the cancellation request
 If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute

Once you confirm a request to cancel the job, you **MUST** wait for the system to say *"Job Number has been cancelled."*

TO CHANGE PIN or RE-RECORD NAME

PRESS 1 to Change your PIN
PRESS 2 to Change the recording of your name

**ANAHEIM UNION HIGH SCHOOL DISTRICT
EVALUATION WORKSHEET**

Tier One

Tier Two

PAR Referred

This Evaluation Worksheet will be used to document the evaluation process. A copy will be attached to the Final Evaluation.

Timeline

Meeting	Date	Administrator Signature	Evaluatee Signature
Preliminary Evaluation Conference – (Prior to the end of the 17th workday)			
Scheduled Observation: (By mutual agreement)			
Pre-Observation Conference (5 days prior to observation) <input type="checkbox"/> Reflective Questions provided			
Formal Observation: <input type="checkbox"/> Lesson overview provided <input type="checkbox"/> Seating chart provided <input type="checkbox"/> Handout(s)/texts(s)			
Post-Observation Conference (within 10 days of observation)			
Additional Observations (If required or if completed)			
Scheduled Observation: (By mutual agreement)			
Pre-Observation Conference (5 days prior to observation) <input type="checkbox"/> Reflective Questions provided			
Formal Observation: <input type="checkbox"/> Lesson overview provided <input type="checkbox"/> Seating chart provided <input type="checkbox"/> Handout(s)/texts(s)			
Post-Observation Conference (within 10 days of observation)			
Final Evaluation			
Final Evaluation: (Completed between beginning of 4 th quarter and no later than 30 days prior end of school year)			

TEACHER EVALUATION PRELIMINARY CONFERENCE

Mission Statement. The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

Please mark the evaluation process which will be taking place during this school year.

TIER ONE TEACHER EVALUATION

A Tier One Teacher is a unit member who has between one and ten years of service in the Anaheim Union High School District. Tier One evaluations are done through the formal observation process. The frequency of evaluation shall take place as follows: (1) Temporary and probationary teachers must be evaluated annually; and (2) Tier One unit members with permanent status shall be evaluated every other year.

TIER TWO TEACHER EVALUATION

A Tier Two Teacher is a tenured teacher who has ten years teaching experience in the Anaheim Union High School District, meets federal compliance requirements, and has received satisfactory evaluations for a minimum of the last two evaluations. Tier Two Teachers are evaluated every five years. A Tier Two teacher may select to be evaluated using the Project and Reflective Essay or the Tier One Evaluation Process (formal observation).

Option 1: Project and Reflective Essay

The project shall be mutually agreed upon by evaluatee and evaluator and shall be aligned with the CSTP Goals and Objectives. The requirements of the Project and Reflective Essay are outlined in the Appendix E.

Option 2: Tier One Evaluation Process

The evaluation shall include the CSTP goals and objectives. Both parties have discussed the meaning and scope of these goals and objectives at the Preliminary Evaluation Conference.

PAR REFERRED TEACHER EVALUATION

An Improving Teacher is a teacher who has received an unsatisfactory evaluation in the previous year based on the Tier One formal observation evaluation process.

RECEIPT AND UNDERSTANDING OF EVALUATION PROCEDURES

I had my Preliminary Evaluation Conference in which I selected my evaluation option and have discussed the CSTP goals and objectives with the administrator conducting the evaluation. I have a clear understand of the evaluation process and the criteria on which I will be evaluated.

Date	Name of Evaluatee	Evaluatee's Signature
Date	Name of Evaluator	Evaluator's Signature

TEACHER EVALUATION PRELIMINARY CONFERENCE

The California Standards for the Teaching Profession (CSTP) Goals and Objectives descriptions is a comprehensive and exhaustive list which will be utilized in the evaluation process.

1. Engaging and Supporting Students in Learning

Teachers learn about their students' interests in order to better engage them in the learning process. They connect subject matter to students' prior knowledge, backgrounds, and life experiences, as well as meaningful, real-life situations. Teachers will use a variety of instructional strategies, resources and technologies to meet the diverse learning needs of students. In addition, teachers will promote critical-thinking skills through the use of inquiry, problem-solving, reflection, and utilize frequent formative assessments to guide their instruction.

2. Creating and Maintaining Effective Environments for Student Learning

Teachers promote social development and responsibility within a caring community where students are treated fairly and respectfully. They create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. They establish and maintain learning environments that are physically, intellectually, and emotionally safe. Teachers create a rigorous learning environment with high expectations and appropriate support for students. Teachers develop, communicate, and maintain high standards for individual and group behavior. They employ classroom routines, procedures, norms, and supports for positive behavior to foster a climate in which students can learn. In addition, teachers use instructional time to optimize learning.

3. Understanding and Organizing Subject Matter for Student Learning

Teachers exhibit an in-depth working knowledge of their subject matter, academic content standards, and curriculum frameworks. They apply knowledge of student development and proficiencies to assist students in the understanding of content. They organize curriculum to facilitate students' understanding of the subject matter. Teachers utilize instructional strategies that are appropriate to the subject matter. They use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to students. They address the needs of English learners and students with special needs to provide universal access to the content.

4. Planning Instruction and Designing Learning Experiences for Students

Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction. They establish and articulate goals for student learning. They develop and sequence long-term and short-term instructional plans to support student learning. Teachers plan instruction that incorporates appropriate strategies to meet the diverse learning needs of students. They modify and adapt instructional plans to meet the assessed learning needs of students.

TEACHER EVALUATION PRELIMINARY CONFERENCE

5. Assessing Students for Learning

Teachers apply knowledge of the purpose, characteristics, and use of different forms of assessment. They collect and analyze assessment data from a variety of sources and use that data to inform instruction. They review data, both individually and with colleagues to monitor student learning. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction. They involve students in self-assessment, goal setting, and monitoring their learning progress. Teachers use available technologies to assist in assessment, analysis, and communication of student learning. They use assessment information to share timely and comprehensible feedback with students and their families.

6. Developing as a Professional Educator

Teachers reflect on their teaching practice to support student learning. They establish professional goals and engage in continuous and purposeful professional growth and development. They collaborate with colleagues and engage in the broader professional community to support teacher and student learning. Teachers learn about and work with families to support student learning. They engage local communities in support of the instructional program. They manage professional responsibilities to maintain motivation and commitment to students. Teachers demonstrate professional responsibility, integrity, and ethical conduct.

The District and the Association agree that the evaluator may not observe all (or even a majority of) the descriptors of the six goals and objectives listed above in an observation session.

Tier One

Tier Two

PAR Referred

REFLECTIVE QUESTIONS FOR POST-OBSERVATION CONFERENCE

(to be distributed prior to the formal observation)

The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

The Evaluatee shall supply the Evaluator with the following information for the observation period:

- lesson overview (including planned activities and outcomes)
- seating chart
- copies of any handouts/texts that will be utilized during the lesson

Reflective Questions for Guided Conversation:

Please reflect upon the following questions. The evaluator and evaluatee may discuss some or all of the following questions at the post-observation conference:

How do I engage students in learning?

How do I create a learning environment that is conducive to learning?

How do I analyze my teaching to understand what contributes to student learning?

How am I sure that my students have mastered the learning objective for the lesson?

How do I assess student learning?

What intervention strategies do I use with struggling students?

What activities contribute to my professional growth?

INFORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

This form shall be used by the evaluator upon completion of any formal observation. The contents of this form shall be shared by the evaluator with the teacher and be attached the final evaluation. The District and the Association recognize that during observation(s) the evaluator may not observe all (or even a majority of) the CSTP descriptors identified in Article 12.3.

Evaluatee: _____

School or Work Location: _____

Assignment: _____

Evaluator: _____

Date of Observation: _____

Time in _____ Time out _____

SUMMARY OF LESSON

CSTP EVIDENCE

OBSERVED SUCCESS(ES)/STRENGTH(S):

AREA(S) FOR PROFESSIONAL GROWTH (include resources if applicable):

AREA(S) OF UNSATISFACTORY PERFORMANCE THAT MUST BE ADDRESSED:

PROFESSIONAL RESOURCES TO ADDRESS AREA(S) OF UNSATISFACTORY PERFORMANCE:

INFORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

EVALUATEE'S PERFORMANCE TO DATE IS:

_____ MEETING STANDARDS
_____ APPROACHING STANDARDS
_____ UNSATISFACTORY

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature

Date

Evaluator's Signature

Date

Please be advised that this document and its attachments will be placed in your personnel file.

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature

Date

Evaluator's Signature

Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

This form shall be used by the evaluator upon completion of any formal observation. The contents of this form shall be shared by the evaluator with the teacher and be attached the final evaluation. The District and the Association recognize that during observation(s) (formal or informal) the evaluator may not observe all (or even a majority of) the CSTP descriptors identified in Article 12.3.

Evaluatee: _____

School or Work Location: _____

Assignment: _____

Evaluator: _____

Date of Observation: _____

Period: _____

For Formal Observations teachers will supply the evaluator with the following information to be included as attachments to this document:

- lesson overview (including planned activities and outcomes)
- seating chart
- copies of any handouts/texts that will be utilized during the lesson

SUMMARY OF LESSON:

1. Engaging and Supporting Students in Learning

- 1.1 Using knowledge of students to engage them in learning
- 1.2 Uses a variety of instructional strategies and resources
- 1.3 Facilitates learning experiences that promote autonomy, interaction and choice
- 1.4 Engages students in problem solving, critical thinking and other activities to make subject matter meaningful
- 1.5 Promotes self-directed, reflective learning for all students

2. Creating and Maintaining Effective Environments for Student Learning

- 2.1 Creates a physical environment that engages all students
- 2.2 Establishes a climate that promotes fairness and respect
- 2.3 Promotes social development and group responsibility
- 2.4 Establishes and maintains standards for student behavior
- 2.5 Plans and implements procedures and routines that support student learning
- 2.6 Uses instructional time effectively

3. Understanding and Organizing Subject Matter for Student Learning

- 3.1 Demonstrates knowledge of subject matter content
- 3.2 Organizes curriculum to support student understanding of subject matter
- 3.3 Interrelates ideas & information across subject matter areas

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

-
- 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter
 - 3.5 Uses materials, resources and technologies to make subject matter accessible to all

4. Planning Instruction and Designing Learning Experiences for Students

- 4.1 Draws on students' backgrounds, interests, and developmental learning needs
- 4.2 Establishes and articulates goals for student learning
- 4.3 Develops and sequences instructional activities and materials for student learning
- 4.4 Designs short- and long-term plans to foster student learning
- 4.5 Modifies instructional plans to adjust for student needs

5. Assessing Students for Learning

- 5.1 Establishes and communicates learning goals for all students
- 5.2 Collects and uses multiple sources of information to assess student learning
- 5.3 Involves and guides students in assessing their own learning
- 5.4 Uses the results of assessment to guide instruction
- 5.5 Communicates with students & families about student progress

6. Developing as a Professional Educator

- 6.1 Reflects on teaching practice and planning professional development
- 6.2 Establishes professional goals and pursuing opportunities to grow professionally
- 6.3 Works with communities to improve professional practice
- 6.4 Works with families to improve professional practice
- 6.5 Works with colleagues to improve professional practice

OBSERVED SUCCESS(ES)/STRENGTH(S):

AREA(S) FOR PROFESSIONAL GROWTH (include resources if applicable):

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

AREA(S) OF UNSATISFACTORY PERFORMANCE THAT MUST BE ADDRESSED:

PROFESSIONAL RESOURCES TO ADDRESS AREA(S) OF UNSATISFACTORY PERFORMANCE:

EVALUATEE'S PERFORMANCE TO DATE IS:

- _____ MEETING STANDARDS
- _____ APPROACHING STANDARDS
- _____ UNSATISFACTORY

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature

Date

Evaluator's Signature

Date

Please be advised that this document and its attachments will be placed in your personnel file.

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature

Date

Evaluator's Signature

Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

Lesson Overview
 Seating Chart
 Handouts

FORMAL EVALUATION SUMMARY

Tier One

Tier Two

PAR Referred

Mission Statement. The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

This form shall be used by the evaluator upon completion of the formal observation process. The contents of this form shall be shared by the evaluator with the teacher.

Evaluatee: _____ School or Work Location: _____

Assignment: _____ Evaluator: _____

Date of Final Evaluation Meeting: _____

FORMAL EVALUATION SUMMARY

THIS FINAL FORMAL EVALUATION:

- _____ MEETING STANDARDS
- _____ APPROACHING STANDARDS (Teacher will be evaluated the following school year)
- _____ UNSATISFACTORY (Teacher referred to PAR and Remediation Plan Required)

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature _____ _____
Date Evaluator's Signature Date

Please be advised that this document and its attachments will be placed in your personnel file.

FORMAL EVALUATION SUMMARY

Tier One

Tier Two

PAR Referred

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature

Date

Evaluator's Signature

Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

- Evaluation Worksheet
- Preliminary Conference Form
- Formal and Informal Observations
- Other Documents


MEMORANDUM OF UNDERSTANDING
BETWEEN
ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)
AND
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

WORKDAY START TIME

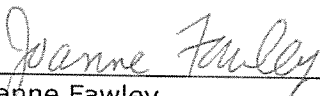
The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree that when a site modifies the students' normal instructional day to an earlier start time with the purpose of using the accrued minutes to provide for staff development time, that bargaining unit members' work day start time will remain at the time that existed prior to the change in the students' start day.

For example, if the old bell schedule had the students starting at 8:00am, the teachers' workday began at 7:30am. If the new bell schedule has the students starting at 7:50am, then the teachers' workday still begins at 7:30am.

This agreement is dated: June 23, 2011



Russell Lee-Sung
Assistant Superintendent
Human Resources



Joanne Fawley
President
ASTA

MEMORANDUM OF UNDERSTANDING
BETWEEN
ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)
AND
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

INDEPENDENT LEARNING CENTER

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree that the Independent Learning Center's program has unique staff needs. Therefore, the Independent Learning Center will be staffed through a process rather than a transfer.

The workday at the Independent Learning Center may consist of flexible hours into the early evening. Nights and weekends are excluded from the workday hours for bargaining unit members assigned to the independent Learning Center. The overall workday hours in a typical week will approximate those commonly found at the other sites.

If bargaining unit members are assigned to work in the summer, they will receive their per diem pay and benefits for the additional work year hours.

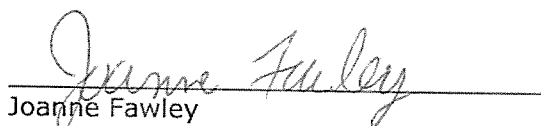
If a bargaining unit member at the Independent Learning Center is working without a conference period, section 14.8 of the contract applies.

Section 10.6 regarding the lunch period applies to bargaining unit members at the Independent Learning Center.

This agreement is dated: March 24, 2011



Russell Lee-Sung
Assistant Superintendent
Human Resources



Joanne Fawley
President
ASTA

GRIEVANCE FORM

ANAHEIM UNION HIGH SCHOOL DISTRICT – ASTA Bargaining Unit

Date:

Grievant(s):

School/Office:

(If additional space is needed at any point, please attach additional sheets.)

Specify contract article and section allegedly misinterpreted or improperly applied:

Statement of nature of grievance and summary of specific events which led up to the grievance:

Remedy requested:

Date _____ Grievant's Signature _____

Pre-Discussion (if any) Date: _____

STEP 1 PRINCIPAL/SUPERVISOR Date of Step 1: _____

___ Grievance Sustained ___ Grievance Conditionally Sustained ___ Grievance Denied ___ Grievance Denied in part

STEP 2 SUBMISSION TO ADMINISTRATIVE REPRESENTATIVE of the BOARD

(within 20 days from the date of the occurrence or when reasonably known)

Date of submission _____ Grievant's Signature _____

Date of Step 2 hearing _____ (within five days after the filing of the grievance)

___ Grievance Sustained ___ Grievance Conditionally Sustained ___ Grievance Denied ___ Grievance Denied in part

Date _____ (within five days after the Step 2 hearing)

Administrative Representative of the Board Signature _____

GRIEVANCE FORM

ANAHEIM UNION HIGH SCHOOL DISTRICT – ASTA Bargaining Unit

STEP 3 APPEAL TO THE SUPERINTENDENT

(within five days after the termination of Step 2)

Date of submission _____ Grievant's Signature _____

Statement of Reason for Appeal:

Date of Step 3 hearing _____ (within ten days after the receipt of the appeal)

____ Grievance Sustained ____ Grievance Conditionally Sustained ____ Grievance Denied ____ Grievance Denied in part

Date _____ (within five days after the Step 3 hearing)

Superintendent's Signature _____

Appeal to ARBITRATION

Date _____ Grievant's Signature _____

ARBITRATION

Date of submission to Arbitration _____ Date of hearing _____

____ Grievance Sustained ____ Grievance Conditionally Sustained ____ Grievance Denied ____ Grievance Denied in part

FINAL DISTRIBUTION: Copies to: Superintendent, Grievant, Respondent, ASTA
Revised 2-2012

MEMORANDUM OF UNDERSTANDING
BETWEEN
ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)
AND
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

INSTRUCTIONAL PERIODS AT TRADITIONAL AND SPECIALIZED SITES/PROGRAMS

The Anaheim Secondary Teachers Association (ASTA) and the Anaheim Union High School District (AUHSD) agree there are currently specialized programs and school sites that serve unique student needs such as Polaris (Independent Studies), Gilbert High School (Continuation), Hope School, Oxford Academy, Community Day School and the Independent Learning Center. It is also agreed there may be other innovative specialized programs that will serve students in the future. It is recognized that unique structures and schedules may be developed to accommodate the needs of these programs and may be different than traditional comprehensive high schools and junior high schools.

Therefore it is agreed and clarified that:

Traditional comprehensive high schools have a six (6) instructional period structure. Teachers in this setting are assigned to teach five (5) instructional periods with one (1) conference period.

- Traditional comprehensive junior high schools have a seven (7) instructional period structure. Teachers in this setting are assigned to teach six (6) instructional periods with one (1) conference period.
- Structures that increase or reduce the number of instructional periods at traditional comprehensive high schools and junior high schools will require an ASTA waiver or a negotiated agreement through contract language or MOU.
- Advisory, SSR, cluster or other non-instructional periods are not counted as instructional periods listed above.

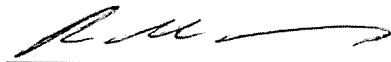
It is further agreed that:

- Non-traditional/non-comprehensive schools that meet the specialized needs of students may have a structure with more or less instructional periods compared to the traditional comprehensive structure listed above.
- These non-traditional structures at non-traditional sites are not a violation of the contract and therefore do not require an ASTA waiver vote as long as other provisions of the contract are followed.
- If a staff member is involuntarily transferred to or currently works at a specialized site with a non-traditional structure prefers to be assigned to a comprehensive school site, he/she may request a transfer. Requests are subject to availability and must be compliant with proper credential authorization.

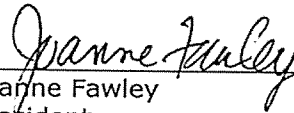
It is also agreed that:

- All other provisions of the ASTA/AUHSD contract apply to unit members at both the traditional comprehensive and specialized sites and programs unless otherwise specified in the contract.
- Article 14.8 applies only to unit members who teach an additional instructional period in lieu of their assigned conference period.
- If it becomes necessary to waive contract language the following must occur prior to an ASTA vote is held:
 - The Assistant Superintendent of Human Resources and ASTA President will agree in writing the exact contract language to be waived. This information will be shared with the unit members at the site and included on the voting ballot.
 - The District representative and ASTA representative will attend an informational meeting at the school site to clarify and discuss the potential impact of the contract language waiver.

This MOU agreement is effective June 12, 2013 and resolves any present or past dispute.



Russell Lee-Sung
Assistant Superintendent
Human Resources



Joanne Fawley
President
ASTA

MEMORANDUM OF UNDERSTANDING

Between the

Anaheim Union High School District (AUHSD)

and the

Anaheim Secondary Teachers Association (ASTA)

2014 Health and Welfare

The Anaheim Union High School District (AUHSD) and Anaheim Secondary Teacher's Association (ASTA) agree to the following regarding health and welfare:

Article 15.1.1 – Medical Insurance

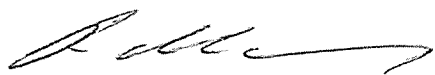
Beginning with the 2014 calendar year the District's contribution to the blended super composite rate shall be increased from \$13,189 to \$13,493.

There shall be no change to the medical plans for the PPO and HMO except those changes that are mandated by the Federal Affordable Care Act which take effect on or after January 1, 2014.

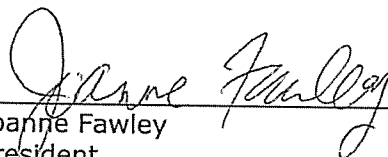
This agreement has no effect on any other portion of the District's benefit plan.

If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum district contribution, the District or ASTA may request to re-open negotiations on health and welfare for 2014.

This agreement is dated: November 7, 2013



Russell Lee-Sung
Assistant Superintendent
Human Resources



Joanne Fawley
President
Anaheim Secondary Teacher's Association

MEMORANDUM OF UNDERSTANDING

BETWEEN

ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)

AND

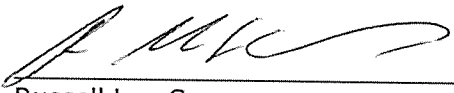
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

EARLY RETIREMENT INCENTIVE

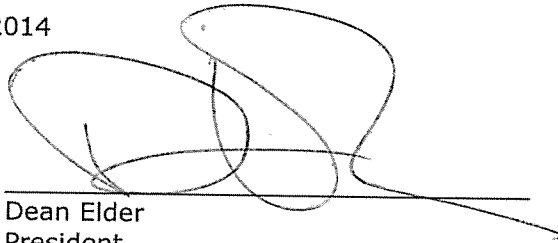
The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree that the District will offer an Early Retirement Incentive during the 2014-15 school year.

It is understood that this offer is contingent upon a sufficient number of bargaining unit members retiring to make the implementation financially feasible for the District.

This agreement is dated: September 16, 2014



Russell Lee-Sung
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

MEMORANDUM OF UNDERSTANDING

Between the

Anaheim Union High School District (AUHSD)

and the

Anaheim Secondary Teachers Association (ASTA)

Health and Welfare Program Change for 2015

The Anaheim Union High School District (AUHSD) and Anaheim Secondary Teacher's Association (ASTA) agree to the following changes in health and welfare that were recommended by the Insurance Committee on October 14, 2014. The change is effective on January 1, 2015:

PPO

- Change the family deductible from \$825 to \$1,100.
- Require prior authorization for compound drugs and H.P. Acthar Gel, and add retrospective drug utilization.
- Change the mental health & substance abuse provider from MHN to Holman.

HMO

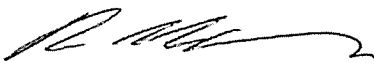
- Change the Out-of-Pocket Maximum from \$1,000 Single/\$2,000 2-Party/\$3,000 Family to \$2,000 Single/\$4,000 Family.

The negotiated maximum District contribution to the blended super composite rate for 2015 is \$14,101 (Board approved on October 16, 2014).

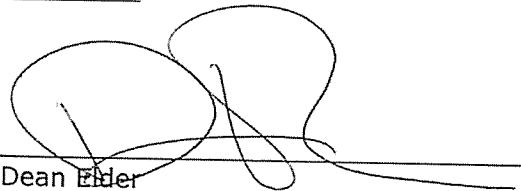
This MOU has no effect on any other portion of the District's benefit plan.

If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum district contribution, the District or ASTA may request, and the other party will agree, to re-open negotiations on health and welfare for 2015.

This MOU is dated: November 6, 2014



Russell Lee-Sung
Assistant Superintendent
Human Resources



Dean Eider
President
Anaheim Secondary Teacher's Association

MEMORANDUM OF UNDERSTANDING

Between the

Anaheim Union High School District (AUHSD)

and the

Anaheim Secondary Teachers Association (ASTA)

Health and Welfare Plan Changes for 2016 Plan Year

The Anaheim Union High School District (AUHSD) and Anaheim Secondary Teachers Association (ASTA) agree to the following changes in health and welfare that were recommended by the Insurance Committee on October 6, 2015. The changes are effective on January 1, 2016:

PPO

- Co-pay for non-preferred formulary prescription drugs will change from \$40 to \$50.
- Prior Authorization (PA) shall be required for certain non-preferred prescription drugs effective January 1, 2016, for new users under the Express Scripts Advantage PA and Limited PA programs. Current users of these drugs (prior to January 1, 2016) shall not be subject to the PA program.

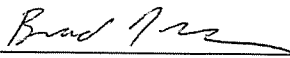
HMO

- Co-pay for non-preferred formulary prescription drugs will change from \$40 to \$50.

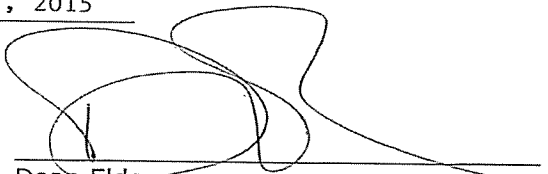
This MOU has no effect on any other portion of the District's benefit plan. There shall be no other changes to the District's health and welfare plans.

If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum District contribution, the District or ASTA may request, and the other party shall agree, to re-open negotiations on health and welfare for 2016.

This MOU is dated: December 10, 2015



Brad Jackson
Interim Assistant Superintendent
Human Resources



Dean Elder
President
Anaheim Secondary Teacher's Association

MEMORANDUM OF UNDERSTANDING

BETWEEN

ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)

AND

ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

Peer Assistance & Review – Article 22

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree to form a joint work group to recommend:

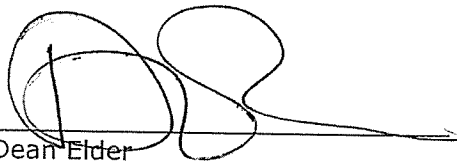
- Updated procedures and practices to support teachers participating in the PAR process.
- Contract language that reflect the procedures and practices to be followed regarding the PAR process.

The joint work group shall also serve to provide input regarding the implementation of such practices. This work group shall be formed prior to October 1, 2017, and report its recommendations no later than June 1, 2018. The Assistant Superintendent of Human Resources and the Association President shall meet to determine the size and composition of the work group, to which the parties shall appoint their respective representatives. Release time or the certificated hourly rate of pay shall be provided to Association representatives in recognition of service provided on work group meeting days. The recommendations from this work group shall become the starting point for negotiations on the issue during the next round of collective bargaining.

This agreement is dated: June 15, 2017



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX N

MEMORANDUM OF UNDERSTANDING

BETWEEN

ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)

AND

ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

Student Discipline – Article 13.6

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree to form a joint work group to recommend:

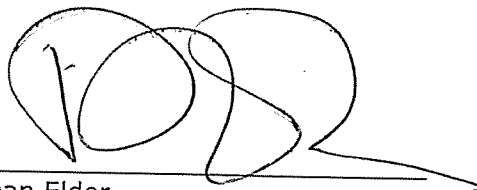
- Support systems that assist teachers in learning and effectively implementing Multiple Tiered Systems of Support (MTSS), Positive Behavioral Intervention Systems (PIS) and Restorative Practices.
- Contract language that incorporates MTSS, PBIS and Restorative Practices.

The joint work group shall also serve to provide input regarding the implementation of such practices and support systems. This work group shall be formed prior to October 1, 2017, and report its recommendations no later than June 1, 2018. The Assistant Superintendent of Human Resources and the Association President shall meet to determine the size and composition of the work group, to which the parties shall appoint their respective representatives. Release time or the certificated hourly rate of pay shall be provided to Association representatives in recognition of service provided on work group meeting days. The recommendations from this work group shall become the starting point for negotiations on the issue during the next round of collective bargaining.

This agreement is dated: June 15, 2017



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX O

MEMORANDUM OF UNDERSTANDING
BETWEEN
ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)
AND
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)


Department Supplies

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree for the 2015-2016 school year only, each department designated by the Departments indicated in Article 14.2.3 shall receive \$500 per year for supplies related to classroom teaching.

This agreement is dated: January 11, 2016



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX P

MEMORANDUM OF UNDERSTANDING

BETWEEN

ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)

AND

ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

Special Education Taskforce for Caseload Management

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree that properly managing special education teacher caseloads presents unique challenges. The parties agree to form a joint work group to assess the District's current models of service delivery in inclusive settings and to make any recommended changes to that model.

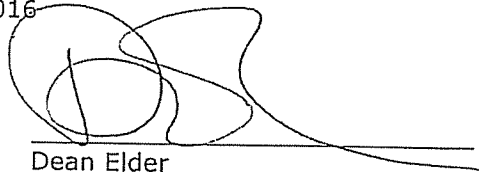
This work group shall be formed prior to February 1, 2016, and report its recommendations by no later than May 1, 2016. The Assistant Superintendent of Human Resources and the Association President shall meet to determine the size and composition of the work group, to which the parties shall appoint their respective representatives. The work group shall include representatives from the following positions: special and general education teachers, psychologists, speech and language pathologists, counselors, and program specialists. Release time or the certificated hourly rate of pay shall be provided to Association representatives in recognition of service provided on work group meeting days.

The recommendations from this work group shall become the starting point for negotiations on the issue during the next round of collective bargaining.

This agreement is dated: January 11, 2016



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX Q

MEMORANDUM OF UNDERSTANDING
BETWEEN

ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)

AND

ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

Beginning Teachers Support and Assessment Program – Article 21


The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree to form a joint work group to review and recommend changes as the District moves from the Beginning Teachers Support and Assessment Program to the Induction Model.

The joint work group shall also serve to provide input regarding the implementation of such practices. This work group shall be formed prior to October 1, 2017, and report its recommendations no later than June 1, 2018. The Assistant Superintendent of Human Resources and the Association President shall meet to determine the size and composition of the work group, to which the parties shall appoint their respective representatives. Release time or the certificated hourly rate of pay shall be provided to Association representatives in recognition of service provided on work group meeting days. The recommendations from this work group shall become the starting point for negotiations on the issue during the next round of collective bargaining.

This agreement is dated: June 15, 2017



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX R

MEMORANDUM OF UNDERSTANDING
BETWEEN
ANAHEIM UNION HIGH SCHOOL DISTRICT (AUHSD)
AND
ANAHEIM SECONDARY TEACHERS ASSOCIATION (ASTA)

Article 8: Leaves

The Anaheim Secondary Teachers Association (Association) and the Anaheim Union High School District (District) agree to form a joint work group to for the following purposes:

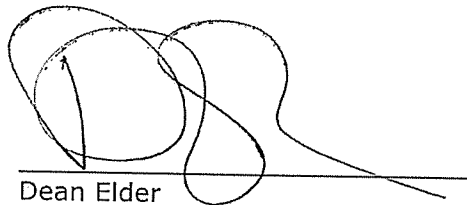
- To review Article 8.20 Extended Illness Leave for compliance with recent legislative changes. Any findings or recommendations coming from the joint work group will be provided to the bargaining teams.
- To review Article 8.23 Catastrophic Leave, Board Policy 6602 and Education Code provisions for consistency. Any findings or recommendations coming from the joint work group will be provided to the bargaining teams.

This work group shall be formed prior to October 1, 2017, and provide any findings or recommendations no later than June 1, 2018. The Assistant Superintendent of Human Resources and the Association President shall meet to determine the size and composition of the work group, to which the parties shall appoint their respective representatives. Release time or the certificated hourly rate of pay shall be provided to Association representatives in recognition of service provided on work group meeting days. The recommendations from this work group shall become the starting point for negotiations on the issue during the next round of collective bargaining.

This agreement is dated: June 15, 2017



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
ASTA

APPENDIX S

**MUTUAL AGREEMENT TO EXCEED
ARTICLE 11.9 AND 11.9.1
STUDENT LOAD MAXIMUMS**
ANAHEIM UNION HIGH SCHOOL DISTRICT – ASTA Bargaining Unit

This form is to be used for exceeding the maximum student load for bargaining unit members outlined in Article 11.9 and 11.9.1 only.

School:

Teacher:

Department:

Course(s):

Applicable Period of the Agreement (Not to exceed the current school year):

Rationale for Exceeding the Maximum

Student Load

Current Student Load _____ Date _____

Agreed to Student Load _____ Effective Date _____

Agreement Signatories

Date _____ Unit Member's Signature _____

Date _____ Administrator's Signature _____

FINAL DISTRIBUTION: Copies to: AUHSD Human Resources, ASTA, Unit Member, Site Principal,
10-2017

CHANGES TO
AGREEMENT

between the

ANAHEIM UNION HIGH SCHOOL DISTRICT

and the

ANAHEIM SECONDARY TEACHERS
ASSOCIATION

for the period

August 8, 2016

through

the first Teacher work day of
the 2018-19 school year

Board Approved: Pending

ARTICLE 9: TRANSFER PROCEDURES

9.11 Preparation Day

Whenever a unit member is to be transferred during any period of time other than the first (1st) day of the work year, said unit member shall be given a minimum of one (1) day without pupils in order to adequately relocate and prepare. In cases where unit members are moving from one site to another, upon request, the District shall assist them in moving materials.

In addition to any day(s) without pupils provided under Article 9.11, unit members transferred during any period of time other than the first (1st) day of the work year shall be compensated at the Hourly Rate for up to six (6) hours worked outside the teacher workday.

ARTICLE 11: CLASS SIZE

11.9 Student Load

~~By the 2015-16 school year, the following maximum student load will be established:~~

The maximum student load for bargaining unit members teaching in the traditional comprehensive junior high schools and Oxford Academy, exclusive of Physical Education, athletics, and performing arts, shall be 222 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching in the traditional comprehensive junior high schools and Oxford Academy, exclusive of Physical Education, athletics, and performing arts, shall be 213 students.

The maximum student load for bargaining unit members teaching in the traditional comprehensive senior high schools and eLearning, exclusive of Physical Education, athletics, and performing arts, shall be 195 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching in the traditional comprehensive senior high schools and eLearning, exclusive of Physical Education, athletics, and performing arts, shall be 188 students.

The maximum student load only includes students enrolled in the course and excludes students assigned to provide the teacher assistance, including but not limited to, teacher assistant, lab assistant, and peer tutor.

11.9.1 Physical Education

The maximum student load for bargaining unit members teaching junior high Physical Education shall be 336 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching junior high Physical Education shall be 323 students.

The maximum student load for bargaining unit members teaching senior high Physical Education shall be 290 students.

For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching senior high Physical Education shall be 279 students.

11.9.2 Special Education

Effective 2015-16, the case load maximum for Special Education shall be as follows:

RSP	28 maximum
M/M	18 maximum
ED	12 maximum
LHS	16 adults, 16 high school, 12 junior high maximum
SH	13 adults, 12 high school, 12 junior high maximum
SH-Hope	12 caseload maximum
Autism	11 maximum
SLP	70 caseload maximum

If the caseload maximum cannot be met, the District and ASTA will meet to review the caseload to determine reasonable options.

11.9.3 Specialized Sites or Programs

Effective 2015-16, caseloads for these Special Sites/Programs shall be as follows:

Gilbert/Continuation	120 student load maximum*
Community Day School	75 student load maximum
Polaris/Independent Learning Center	36 caseload maximum
Hope School	10 school wide caseload average

If the maximum/average cannot be met, the District and ASTA will meet to determine reasonable options.

*For the 2018-2019 through 2020-2021 school years only, the maximum student load for bargaining unit members teaching Gilbert/Continuation shall be 116 students.

If a new program or delivery model is created within the alternative education program, this language does not apply and the District and ASTA agree to meet and confer to determine reasonable maximums.

11.9.4 All maximums in this article shall be adjusted on a pro-rata basis for bargaining unit members who teach an additional period per Article 14.8, part-time, or a split-subject assignment.

11.9.5 For student load maximums identified in Articles 11.9 and 11.9.1 only, maximums in this article may be exceeded by mutual agreement of the District and the bargaining unit member.

11.9.5.1 The mutual agreement shall be documented in writing and include the following: (1) effective date of the agreement; (2) the total number of additional students agreed to beyond the applicable maximum; (3) the applicable time period of the agreement (not to exceed one school year);

(4) unit member name and signature; and (5) administrator name signature. (See Appendix T)

ARTICLE 12: EVALUATION PROCEDURES

The District and the Association agree that an effective evaluation system recognizes the complexities of teaching and student learning, while focusing on continuous improvement of the evaluatee's teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

Procedures

12.1 Evaluator

The principal or designated administrative representative shall conduct the evaluation. However, the unit member shall have the right to request an alternate evaluator. Such request shall be made in writing to the principal or immediate supervisor. Should the request be denied, the rationale shall also be submitted in writing to the unit member. All evaluators must have appropriate training and regular calibration in all evaluation procedures and instruments.

12.2 Tiered Evaluation

The District and the Association recognize that the evaluation process varies among the different members of the bargaining unit. Therefore, a three-tiered system shall be implemented to better utilize the time and efforts of the evaluator and the unit member. Informal observation shall be utilized in the evaluation process for all evaluation options. Accordingly, the evaluation process shall be comprised of the three following tiers:

Tier One – The Tier One Teacher is a unit member who has completed less than ten (10) years certificated service serving in a position established by Article 2.1.1 in the District, or less than eight (8) years in permanent status in the District, and has had satisfactory evaluations. The frequency of evaluation shall be as follows: (1) Non-permanent unit members shall be evaluated every year; and (2) Permanent unit members shall be evaluated every other year until they achieve Tier Two Teacher status as defined below.

Tier Two - A Tier Two Teacher is a permanent teacher who has ten years teaching experience in the Anaheim Union High School District, meets federal compliance requirements, and has received satisfactory evaluations for a minimum of the last two evaluations. Tier Two Teachers are evaluated every five years. The Tier Two evaluation is an introspective instrument that requires evaluatees to reflect on their successes and share their expertise with other Unit Members.

A Tier Two Teacher may select to be evaluated using the Project and Reflective Essay option or the Tier One Evaluation Process (formal observation).

Improving Teacher – The Improving Teacher has received an unsatisfactory evaluation in the previous year based on the Tier One or Tier Two evaluation process, has been referred

to Peer Assistance Review (PAR), and has developed a remediation plan with the evaluator and the PAR consulting teacher. has a remediation plan in effect, and has been referred to PAR. An Improving Teacher shall have a minimum of three observations during the evaluation/remediation period conducted by their evaluator.

12.3 Goals and Objectives (California Standards of the Teaching Profession – CSTP)

The following (CSTP) Goals and Objectives shall be the basis of all evaluations regardless of the tier or level used in each individual evaluation.

12.3.1 Engaging and Supporting Students in Learning

Teachers learn about their students' interests in order to better engage them in the learning process. They connect subject matter to students' prior knowledge, backgrounds, and life experiences, as well as meaningful, real-life situations. Teachers will use a variety of instructional strategies, resources and technologies to meet the diverse learning needs of students. In addition, teachers will promote critical-thinking skills through the use of inquiry, problem-solving, reflection, and utilize frequent formative assessments to guide their instruction.

12.3.2 Creating and Maintaining Effective Environments for Student Learning.

Teachers promote social development and responsibility within a caring community where students are treated fairly and respectfully. They create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. They establish and maintain learning environments that are physically, intellectually, and emotionally safe. Teachers create a rigorous learning environment with high expectations and appropriate support for students. Teachers develop, communicate, and maintain high standards for individual and group behavior. They employ classroom routines, procedures, norms, and supports for positive behavior to foster a climate in which students can learn. They use instructional time to optimize learning.

12.3.3 Understanding and Organizing Subject Matter for Student Learning

Teachers exhibit in-depth working knowledge of subject matter, academic content standards, and curriculum frameworks. They apply knowledge of student development and proficiencies to assist students in the understanding of content. They organize curriculum to facilitate students' understanding of the subject matter. Teachers utilize instructional strategies that are appropriate to the subject matter. They use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to students. They address the needs of English learners and students with special needs to provide equitable access to the content.

12.3.4 Planning Instruction and Designing Learning Experiences for Students

Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction. They

establish and articulate goals for student learning. They develop and sequence long-term and short-term instructional plans to support student learning. Teachers plan instruction that incorporates appropriate strategies to meet the diverse learning needs of students. They modify and adapt instructional plans to meet the assessed learning needs of students.

12.3.5 Assessing Students for Learning

Teachers apply knowledge of the purposes, characteristics, and uses of different types of assessments. They collect and analyze assessment data from a variety of sources and use those data to inform instruction. They review data, both individually and with colleagues, to monitor student learning. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction. They involve students in self-assessment, goal setting, and monitoring progress. Teachers use available technologies to assist in assessment, analysis, and communication of student learning. They use assessment information to share timely and comprehensible feedback with students and their families.

12.3.6 Developing as a Professional Educator

Teachers reflect on their teaching practice to support student learning. They establish professional goals and engage in continuous and purposeful professional growth and development. They collaborate with colleagues and engage in the broader professional community to support teacher and student learning. Teachers learn about and work with families to support student learning. They engage local communities in support of the instructional program. They manage professional responsibilities to maintain motivation and commitment to students. Teachers demonstrate professional responsibility, integrity, and ethical conduct.

The District and the Association agree that the evaluator may not observe all (or even a majority of) the descriptors of the six goals and objectives listed above in an observation session.

12.4 Frequency of Evaluation

All non-permanent Tier One unit members shall be evaluated every year. Permanent unit members shall be evaluated every other year until reaching Tier Two status. As provided herein, Tier Two Teachers shall be evaluated every five years if they meet the requirements of state and federal laws.

Should the evaluator determine that, because of observed and documented deficiencies in meeting the District's Goals and Objectives outlined herein, a Tier One or Two Teacher requires a more formal evaluation; the evaluator shall notify the teacher at least two weeks before the end of the school year. Or, if the teacher is being evaluated, the evaluator shall give an unsatisfactory evaluation which will bring about an Improving Teacher evaluation in the subsequent year. Such deficiencies shall only be related to the Goals and Objectives found in this article.

In the event an evaluatee believes the above administrative decision is unsubstantiated, the unit member shall attempt to resolve the matter directly with the evaluator and/or principal. If a resolution is unable to be reached, the evaluatee may appeal the final evaluation, by providing specific information and data to the Assistant Superintendent, Human Resources. The decision of the Assistant Superintendent is final and no part of the evaluation content is grievable under Article 7 of the collective bargaining agreement.

12.5 Preliminary Evaluation Conference

The evaluator shall conduct a Preliminary Evaluation Conference with each evaluatee prior to the commencement of the formal evaluation. The purpose of the Preliminary Evaluation Conference is to allow both the evaluator and unit member to review the evaluation process, including the Goals and Objectives, and discuss examples of expected performance. The goal of this process is to reach an understanding regarding the expectations for the observation. Evaluation Worksheet for both the Formal Observation and the Project-Reflective Essay options (Appendix E) will be given to Evaluatees at the time of the Preliminary Evaluation Conference.

12.6 Scheduling of the Observation and Pre-Observation Conference

The evaluator and the evaluatee will schedule the pre-observation conference and the [first] observation date and time at least 10 days prior to the observation. By mutual agreement, the scheduling may be done less than 10 days prior to the observation.

Additional observations will be scheduled at least 5 days in advance or less by mutual agreement. A pre-observation conference is not required for additional observations during the school year.

12.7 Pre-Observation Conference

A pre-observation conference shall be held between the evaluator and the evaluatee no less than five days (or less than five days by mutual agreement) before the first scheduled observation. The purpose of this meeting is to discuss and review the evaluation process for the initial scheduled observation period. The reflection/discussion questions (described infra) for the post-observation conference will be distributed to the evaluatee at this time. A discussion for clarification of the reflection questions may take place.

12.8 Observations and Post Observation Conference

The unit member to be evaluated shall be observed for one period per observation in accordance with the evaluation calendar. Within ten (10) school days of the observation, the Observation Form shall be completed and a follow-up conference with the evaluatee shall be conducted to discuss the report. All comments on the report must be factual and objective. The time limits may be extended by mutual agreement of the evaluator and evaluatee.

12.9 Project and Reflective Essay

A Tier Two teacher may select to be evaluated using the Project and Reflective Essay option in lieu of using the formal observation process. The project shall be mutually agreed upon by evaluatee and evaluator and shall be aligned with the (CSTP) Goals and Objectives. Examples of such projects may include, but are not limited to, one of the following: (1) leading or participating in a professional development activity; (2) mentor/collaborate with another teacher; (3) an educational research paper/book report on an educational topic; (4) a study or project using data from the evaluatee's class(es); (5) a project within a staff leadership position that has relevance to the educational goals of the school; or (6) a case study focusing on the evaluatee's students.

The evaluatee will also submit a reflective, self-assessment essay that includes an explanation of how the project could be applied in the classroom. This essay should also contain a reflection on strengths and areas of growth as related to the teacher's own practice and shall be aligned to the (CSTP) Goals and Objectives.

12.10 Evaluation Forms

All evaluation/observation forms are appended to this agreement. The administration at individual school sites shall not create any additional forms or handouts or require other supplementary materials to be completed by the evaluatee. The evaluatee has the right to attach a rebuttal reflecting their objection(s) to any aspect of any observation report or final evaluation. Such rebuttals shall be submitted within five (5) working days after the evaluatee has received the observation report or final evaluation. Each rebuttal becomes part of the form to which it is attached.

12.11 Evaluation Calendar

12.11.1 Formal Observation Calendar

All deadlines contained in the Evaluation Calendar shall be strictly adhered to by the evaluator and evaluatee and cannot to be altered or extended with the exception of what is noted in sections 12.6, 12.7 and 12.8.

Prior to the End of the 17th workday according to the Student/Teacher Calendar a Preliminary Evaluation Conference(s) shall be held wherein the evaluation system, processes, and forms (including the reflective questions and the Evaluation Worksheets) shall be explained to the unit members scheduled to be evaluated.

Observation is Scheduled (at least ten days prior to the selected date or less by mutual agreement). Observation shall not be rescheduled except in cases of unplanned, unforeseen, or unscheduled events or circumstances. In the event of a cancellation, the observation shall be rescheduled following the procedures above.

At Least Ten Work Days (or less by mutual agreement) Before the Classroom Observation -- The Pre-Observation Conference and observation date and time will be scheduled by mutual agreement of the evaluator and evaluatee. The reflective questions referenced in 12.7 and contained in Appendix E-6 will be presented at this time.

Post-Observation Conference shall occur within ten days of the observation to discuss the completed Observation Form.

Prior to the end of the first quarter, at least one formal observation shall be completed for all probationary unit members.

Prior to the end of the third quarter, at least one formal observation shall be completed for all permanent unit members. At least two formal observations shall be completed for all probationary employees.

Prior to the end of the third quarter all formal observations shall be completed. However, if a unit member has received a needs to improve or unsatisfactory on a formal observation additional observations may be scheduled during the fourth quarter.

Beginning the fourth quarter and not later than 30 calendar days prior to the end of the school year – A final evaluation shall be completed and provided to the evaluatee.

12.11.2 Project and Reflective Essay Calendar

All deadlines contained in the Evaluation Calendar shall be strictly adhered to by the evaluator and the evaluatee.

Prior to the End of the 17th workday according to the Student/Teacher Calendar a Preliminary Evaluation Conference(s) shall be held wherein the evaluation system processes, and forms (including the reflective questions and the Evaluation Worksheets) shall be explained to the unit members scheduled to be evaluated.

Pre-project Development Conference shall be held individually– at this time the evaluator and evaluatee will discuss the Project. The Tier Two Project Development Form and Tier Two Project and Reflective Essay Final Evaluation Worksheet shall be discussed and shared with the evaluatee (Appendix E-4, E-5).

Prior to the end of the First Quarter– the evaluatee and evaluator shall agree on a project. In the event that the evaluatee and evaluator cannot reach agreement on the project, the unit member shall attempt to resolve the matter directly with the evaluator. If a resolution is unable to be reached, the unit member may appeal to the Assistant Superintendent, Human Resources. The decision of the Assistant

Superintendent is final and is not grievable under Article 7 of the collective bargaining agreement.

Prior to the End of the Third Quarter – The Project will be completed and the Reflective Essay will be submitted to the Evaluator.

Beginning the Fourth Quarter and not later than 30 calendar days prior to the end of the school year – A Final Evaluation shall be completed and provided to the evaluatee.

12.12 Constraints

If in the opinion of the site administrator a serious complaint has been lodged against an individual teacher by an employee or non-employee, the teacher shall be notified within a reasonable amount of time and, when practicable, before any students are questioned. Complaints not reported to the teacher, and not investigated, shall not be utilized in the evaluation or subsequent disciplinary action. In addition, progressive discipline may be included in the teacher evaluation process.

No final evaluation shall be based on the results of any standardized test information.

Although unit members may be observed in multiple disciplines, no unit member shall be evaluated in more than one (1) discipline unless the evaluator and evaluatee agree otherwise.

All information and data used in the evaluation process shall be utilized with the complete knowledge and disclosure to the evaluatee. Student comments or interviews shall not be included in any evaluation.

The use of any electronic listening or recording device in any classroom without the prior consent of the unit member and principal of the school is strictly prohibited.

12.13 Academic Freedom Pertaining to Methodology and Curriculum

Professional discretion shall be guaranteed to unit members in order to create an academic atmosphere in the classroom as follows: (1) a unit member selects the instructional methodology s/he uses in teaching the standards (as long as s/he continues to receive satisfactory evaluations); (2) students and teachers are permitted to raise questions dealing with critical and controversial issues of the day pertaining to the curriculum, per Board Policy 71402; and (3) unit members maintain a classroom atmosphere conducive to the study, investigation, presentation and interpretation of facts. Unit members must teach curriculum standards as adopted by the State. For courses without adopted State Standards, unit members will teach the District-approved course of study.

12.14 Appeal Process

In the event a unit member believes the content of the final evaluation is unsubstantiated, the unit member shall attempt to resolve the matter directly with the evaluator and/or principal. If a resolution is unable to be reached, the unit member may appeal the final evaluation, providing specific information/data, to the Assistant Superintendent, Human Resources. The decision of the Assistant Superintendent is final and no part of the evaluation content is grievable under Article 7 of the collective bargaining agreement.

ARTICLE 14: WAGES AND ITEMS RELATED TO WAGES

14.1 Salary - Teachers

Effective ~~August 8, 2016~~, August 7, 2017 the ~~2015-16~~ 2016-2017 Teachers' Salary Schedule shall ~~become the 2016-17~~ be increased by 1% and is hereby incorporated into the Agreement as Appendix B.

In the event another District employee unit receives an increase in salary greater than 1% for the for the 2017-2018 school year, the District or ASTA may request, and the other party will agree, to re-open negotiations on salary for 2017-2018.

14.2 Salary - Extra-Service Pay

The District and ASTA are proud to offer many extracurricular activities. A complete list of Extra Service Pay positions can be found in Appendix C. The pay is calculated by applying the percent indicated to Column II, Step 1 of the Teachers' Salary Schedule (Appendix B).

Extra-Service Pay is hereby incorporated as Appendix C of this Agreement.

Extra-Service Pay shall be expressed as a percent of Column II, Step 1 of the 2015-16 Teachers Salary Schedule (Appendix B) and the amount will increase as the Teachers Salary Schedule increases. Effective July 1, 2015, stipends shall increase by 10% for all Extra Service positions and Athletics positions, including Leadership, exclusive of the 3% increase on the salary schedule.

- 14.2.1 Department Chairpersons, BTSA Support Providers, Peer Assistance and Review Consulting Teachers and Peer Assistance and Review Committee Members will be paid monthly with their contract pay. Some duties assigned are within the scope of the school day.
- 14.2.2 An attempt shall be made to hire unit members for Extra-Service Pay positions before non-bargaining unit members.
- 14.2.3 Beginning with the 2014-15 school year, the following departments will be represented by a department chairperson:
- Advancement via Individual Determination (AVID) Program
 - Career and Technical Education Program (CTE) (including Business, Home Economics and Careers Technology, Industrial Technology Education)
 - English (including Reading)
 - English Learner (EL) Program
 - Library Teacher

- Math
- Physical Education (including Health)
- Science
- Social Science
- Visual and Performing Arts (VAPA) (including Art/Photo, Choral Music, Dance, Instrumental Music, Theatre/Drama)
- World Languages

14.2.4 Effective with the 2002-2003 school year, and concluding at the end of the 2014-15 school year, the number of Special Education Department Chairpersons at each site shall be reduced by attrition to:

One (1) RSP Special Education Department Chairperson,

One (1) Mild to Moderate Special Education Department Chairperson, and

One (1) Moderate to Severe Special Education Department Chairperson.

Unit members who serve as Special Education Department Chairpersons during the 2001-2002 school year shall continue in their current extra service pay position until the unit member voluntarily resigns or is removed from the position in compliance with Article 17.2.4 of this Agreement.

14.2.5 Special Education Department Chair The following special education programs will be represented by a department chairperson:

- Resource Specialist Program (one per site)
- Mild/Moderate and Moderate/Severe (one per site, combined)
- Adaptive Physical Education (one per district)
- Speech and Language Pathologists (one per district)
- Adult Transitions (one per site if not included under a site department)
- Visually Impaired (one per district)
- Orthopedically Handicapped (one per district)

Hope School will have three departments each represented by a department chairperson:

- Moderate/Severe-Junior High School
- Moderate/Severe-High School
- Moderate/Severe-Adult

14.3 Salary Schedule Placement, Advancement and Structure

14.3.1 Salary Schedule

Certificated Unit Members

Unit members will be placed on and advanced on the salary schedule as follows:

1. Col. I Bachelor's Degree
2. Col. II Bachelor's Degree plus 30 semester hours
3. Col. III Bachelor's Degree plus 45 semester hours or Master's Degree
4. Col. IV Bachelor's Degree plus 60 semester hours including Master's Degree or Doctorate

14.3.2 Initial Salary Placement

Whenever a candidate is recommended for election, tentative placement on the salary schedule is made by the Director, Human Resources, based on the evidence of experience and training submitted in the application materials. Final placement on the salary schedule is made when completed official college transcripts (due November 1) and written evidence of experience have been received.

If a unit member fails to furnish such written evidence, the member's contract will be rewritten to reflect correct column and step placement and appropriate amounts sufficient to correct the salary error will be deducted from future salary warrant(s).

A maximum of six (6) years of credit shall be allowed at the rate of one (1) step for one (1) year as follows:

- A year of credentialed public school teaching experience in a paid status for at least seventy-five percent (75%) of the work days designated for the affected position.
- A year of credentialed teaching experience in a WASC accredited private school for at least seventy-five percent (75%) of the work days designated for the affected position.
- 250 days of substitute teaching experience in the Anaheim Union High School District to a maximum credit of six (6) years, provided that a teacher can produce documentation of the number of days taught.

- A year of teaching experience as a long-term substitute in the District for at least seventy-five percent (75%) of the work days in the same teaching assignment.

All previous experience shall be verified by official statements from previous employers.

14.3.3 All degrees and credits earned must be from accredited colleges or universities. For purposes of this section, accredited institutions shall be listed in the American Association Collegiate Registrar Admissions (AACRA), Council on Post-Secondary Accreditation (COPA) or Association of American Education.

14.3.4 For initial placement, all semester hours must be upper division or graduate level and earned after the Bachelor's degree.

14.3.5 Vertical Movement

14.3.5.1 All qualified unit members shall advance one (1) vertical step on the salary schedule for each year of service, except those whose placement is at the maximum step. Regular full-time unit members who, in any one school year, are in paid status for a least seventy-five percent (75%) of the work year designated for the affected position shall be deemed to have earned one (1) year of experience credit. If the unit member teaches less than 75% of the work year, the unit member may accumulate partial credit to reach the minimum of 75% of the work year and receive one (1) year of credit.

Example #1: 40% contract for two (2) years earns one (1) year of service credit;

Example #2: 20% contract for four (4) years earns one (1) year of service credit.

14.3.5.2 Any unit member with fifteen (15) complete years of credentialed teaching service in the District shall be placed on Step 16 of the salary schedule.

14.3.5.3 Any unit member with twenty (20) complete years of credentialed teaching service in the District shall be placed on Step 21 of the salary schedule.

14.3.5.4 Any unit member with twenty-five (25) complete years of credentialed teaching service in the District shall be placed on Step 26 of the salary schedule.

14.3.6 Horizontal Movement

A unit member shall be placed on the appropriate column after written proof of semester units completed or degree earned has been submitted to the Human Resources Office and approved by the Board of Trustees.

Course credit for salary placement and movement shall be given only for lower division, upper division, or graduate course work taken at four-year colleges, universities, or graduate schools which are accredited by a regional accrediting commission.

14.3.6.1 After employment and placement on the salary schedule under adopted policy, the following guidelines will be used in crediting courses for salary schedule column advancement:

14.3.6.1.1 Lower division, upper division, or graduate courses that meet any of the five (5) criteria listed below may be credited with prior approval of the principal and the Director, Human Resources. In order to be eligible to use lower division course credit for salary schedule advancement, a "Request for Lower Division Credit" must be submitted through the Director, Human Resources, at least three (3) weeks prior to the start of class. The Director, Human Resources, will respond to the applicant within two (2) weeks.

14.3.6.2 Criteria for courses accepted for salary schedule advancement:

14.3.6.2.1 A subject directly related to the current or proposed teaching assignment.

14.3.6.2.2 A subject directly related to a unit member's teaching major or teaching minor.

14.3.6.2.3 A subject directly related to an advanced degree in professional education or in a subject area.

14.3.6.2.4 A subject required by a California credential, evaluation, or renewal.

14.3.6.2.5 Courses required for obtaining an additional teaching assignment major or minor.

14.3.6.3 Evidence of successful completion of course work or degrees prior to the start of the school year, submitted to Human Resources by November 1, shall be retroactive to September. Evidence of successful completion of course work or degrees prior to February 1,

submitted to Human Resources by March 1, shall be retroactive to February 1.

- 14.3.6.4 The burden of proof of training experience, possession of credentials, and other required documents shall lie with the unit member, both for initial placement and for subsequent reclassification. Any error in classification which is due to action or inaction on the part of a unit member shall be corrected as soon as the error is verified, but salary adjustments shall be retroactive during the current school year only.

14.3.7 Other Salary Schedule Credit

Full salary schedule credit shall be granted for Peace Corps teaching and VISTA teaching.

The Superintendent or his/her designee may recommend salary schedule credit for experience gained which is related to teaching.

14.3.8 Professional Stipends

- 14.3.8.1 An additional annual stipend of \$2287 (4.09%) will be paid for an earned doctoral degree from an accredited university.

For purposes of this section, accredited institutions shall be listed in the American Association Collegiate Registrar Admissions (AACRA), Council on Post-Secondary Accreditation (COPA), or Association of American Education.

- 14.3.8.2 Bargaining unit members who attain National Board certification in the field(s) of their assignment will be paid an additional annual stipend of \$2287 (4.09%).

- 14.3.8.3 Bargaining unit members who attain a Bilingual Cross-cultural Language and Academic Development (BCLAD) or equivalent certification will be paid an annual stipend of \$2,287 (4.09%). An additional annual stipend of \$1,146 (2.05%) will be paid for each additional course preparation assigned beyond the limits outlined per Article 10.10.

- 14.3.8.4 An additional stipend will be paid for Speech Language Pathologists as follows:
- \$2,863 (5.12%) per year
 - Additional \$1,146 (2.05%) for CA Speech Pathology License
 - Additional \$1,146 (2.05%) for CCC (Certificate of Clinical Competence)
 - Maximum of \$5,155/year.

Stipends shall be pro-rated for part-time Speech and Language Pathologists

14.3.8.5 An additional stipend of \$4580 (8.19%) will be paid to full-time Curriculum Specialists and \$2287 (4.09%) will be paid to part-time Curriculum Specialists.

14.3.8.6 An additional stipend in the amount of \$1,829 (3.27%) will be paid to the site Title I Specialist.

14.4 Travel Expenses

Any unit member traveling to an authorized convention, meeting, conference, or visitation outside the District boundaries, but within 100 miles of the District Office, shall be reimbursed at a rate equal to previous years IRS allowable rate per mile, and if two (2) or more unit members ride in the same car, the reimbursement rate of two cents more than the allowable IRS allowable rate will be paid on a daily round trip basis. When the conference, convention, or meeting is over 100 miles and the unit member elects to drive his personal car in lieu of using commercial transportation, the unit member will be reimbursed at the amount paid for lowest fare charged for commercial air transportation.

Unit members required to drive their personal automobiles in the course of their work shall be reimbursed for such use at the standard IRS business mileage rate in effect. Use of personal automobiles must have prior approval of supervisor and comply with Board policies.

14.5 Daily Rate of Pay

Daily rate of pay shall be determined by dividing the unit member's annual salary by the number of days of required service as indicated in the school calendar.

14.6 Hourly Rate of Pay

Unit members selected by the District to perform certificated hourly paid duties shall receive an hourly rate of pay equal to the previous Summer's Summer School pay. The new hourly rate of pay shall become effective the first day after the end of the regular year.

The hourly rate is determined by applying a percentage (.08%) to Column II, Step 1 of the Teachers' Salary Schedule (Appendix B). Hourly rate increases are effective after the last teacher work day of the school year. It is understood that pay increases shall not be applied retroactively to hourly service.

14.7 Golden Handshake

The District shall make available the provisions commonly referred to as the "Golden Handshake" to all eligible employees provided the State authorizes it and the District will save money.

14.8 Extra Teaching Periods

Upon mutual agreement of the District, the unit member and the Association, a unit member may agree to teach an additional class in lieu of their assigned conference period. The unit member shall be compensated at a rate equal to 1/6th (16.7%) of his/her daily rate of pay. It is understood that such periods are in the Key to Learning and the school's master schedule. It is also understood that the extra teaching periods are during the regular school day during the regular school year.

If a school has changed the six-period or seven-period day above to a different configuration through a contract waiver, the extra compensation shall be applied only if the unit member teaches an additional class during his/her conference period.

Teachers who agree to teach the additional teaching period must be available for meetings or conferences per Article 10.3 - Adjunct Duties.

ARTICLE 15: HEALTH AND WELFARE

15.1 Contributions by the District

The District shall contribute the blended super composite rate towards the cost of medical insurance, and shall provide dental, life, vision care, and accidental death/dismemberment insurance benefits for active employees who are within the unit as indicated below:

15.1.1 Medical Insurance

PPO: Self-insured major medical with \$275 deductible per person, maximum of \$1,100 per family for unit members and eligible dependents utilizing the Anthem Blue Cross PPO Prudent Buyer-large group Plan Network, including a prescription card service, in the amount not to exceed the super composite rate established for ~~2017~~ 2018 of ~~\$1,348~~ \$1,396 per month or ~~\$16,179~~ \$16,759 per year per enrolled unit member, or

~~HMO EPO~~ HMO EPO: ~~HMO EPO~~ HMO EPO insurance for unit members and eligible dependents utilizing the Anthem Blue Cross PPO Prudent Buyer-large group Plan Network, in the amount not to exceed the super composite rate established for ~~2017~~ 2018 of \$1,234 per month or \$14,814 per year per enrolled unit member.

The blended super composite rate shall be the weighted average of the PPO and ~~HMO EPO~~ HMO EPO super composite rates above. Beginning with the ~~2017~~ 2018 calendar year, the District's contribution to the blended super composite rate shall not exceed ~~\$15,475~~ \$15,759.

2013 blended super composite rate calculation example.

1,238 employees are in the HMO*. (46%)
1,433 employees are in the PPO. (54%)
46% of \$11,808 = \$5432. 54% of \$14,364 = \$7,757.
\$5432 + \$7757 = \$13,189 is 2013 blended super composite rate.

*EPO – Effective January 1, 2018

15.1.2 Life and Accidental Death/Dismemberment Insurance

Life and accidental death/dismemberment insurance for unit member and life insurance protection for unit member's spouse and eligible children.

15.1.3 Dental Insurance

Delta Dental PPO dental insurance services for unit members and eligible dependents, or Delta Care PMI dental insurance.

15.1.4 Vision Care Insurance

Vision care with special contact lens provision for unit members and eligible dependents.

15.1.5 Ancillary benefit plan designs (Life, Dental, Vision) shall be determined by the District Insurance Committee.

15.1.6 If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum district contribution, the District or ASTA may request, and the other party will agree, to re-open negotiations on health and welfare for 2016.

15.2 Insurance Committee

The parties agree that the overriding purpose of the Insurance Committee (“Committee”) is to fulfill the commitment contained herein and in previous memoranda of understanding regarding cost containment of health and welfare premiums. The District and the Association agree to a renewed focus on health and welfare cost containment through participation on the Committee. Accordingly the parties agree as follows:

15.2.1 The District will provide regular members of the Insurance Committee release time and class coverage to attend insurance committee meetings.

15.2.2 The parties will work aggressively through the Committee to generate specific changes in health and welfare coverage, if needed, that maximize the district’s contributions for medical, dental, vision, and life insurance. On-going cost evaluations will be generated and provided to the Committee as requested. Each year, the super composite rate for the following year will be available to the Committee on or before September 1. Upon review of these rates, the Committee will make suggestions for cost containment.

15.2.3 The Committee’s final recommendations for implementation of the above-referenced cost containment provisions and actual super composite rate shall be submitted to the Association no later than September 30. The Association and the District negotiation teams will work to reach an agreement on such cost containment provisions and upon agreement, recommendations shall be submitted for ratification. The Association reserves the right to meet with the District to bargain a separate benefits plan by November 1 of the calendar year preceding the plan year. If such agreement is not reached prior to November 1 of each year, the District is authorized to initiate payroll deductions beginning with the January 31 paycheck for the difference between the blended super composite rate noted in 15.1 and the current year’s blended super composite rate provided by the contract administrator.

15.3 Right to Contact

The Association shall have the right to contact the Health and Welfare contract administrator directly for any information it wishes relative to the plan, but a copy of such request and a copy of any answer received from the contract administrator shall be sent to the District.

15.4 Self-Insurance Plan

The District shall maintain a self-insurance plan, using an outside contract administrator.

15.5 Retirees

The Board of Trustees shall provide the 1979-80 fringe benefit amounts toward the major medical and dental portion of the fringe benefit compensation package to all unit members who were regular contract certificated personnel in the employment of the District prior to September 6, 1979 and who retire(d) on or after September 6, 1979 from the District with fifteen (15) or more years of service to the District and who are not otherwise covered by any similar programs provided through social security or teacher retirement plans.

Retirees referred to in the above paragraph who wish to continue participation in the program will be required to make monthly payment, in advance to the Business Office, the difference between the current year costs and the 1979-80 costs.

All unit members ages 60-65 who are regular contract certificated personnel in the employment of the District and who retire(d) from the District with fifteen (15) or more years of service to the District and who are not otherwise covered by any similar programs provided through social security or teacher retirement plans shall be provided with the major medical and dental portion of the District's fringe benefit compensation package for the retiree only. Unit members who retire with fifteen (15) or more years of service to the District, and who have not attained the age of 60, who wish to participate in the major medical and dental portion of the fringe benefit compensation package may do so by depositing the monthly amount of the premium with the District Business Office. The amount of yearly premium will be established each year by the Business Office.

Members retiring after 1969 shall receive benefits no greater than those accorded current, active bargaining unit members. To remain eligible for the District paid benefit coverage from ages 60-65, the retiree must deposit the monthly amount of the premium with the District Business Office from the date of retirement until age 60.

15.6 IRS Section 125 - Flexible Benefit Plan

The District shall provide an Internal Revenue Service Section 125 Plan for unit members. Such plan will include but not be limited to eligible medical and disability income insurance and dependent care expenses. The plan administrator for the IRS Section 125 Plan shall be mutually agreed upon by the Association and the District. Participation by bargaining unit members in the Plan shall be voluntary.

MEMORANDUM OF UNDERSTANDING

Between the

Anaheim Union High School District (AUHSD)

and the

Anaheim Secondary Teachers Association (ASTA)

Health and Welfare Program Change for 2018

The Anaheim Union High School District (AUHSD) and the Anaheim Secondary Teachers Association (ASTA) agree to the following changes in the health and welfare program that were recommended by the Insurance Committee on October 3, 2017. Changes are effective on January 1, 2018:

Medical Insurance

HMO

- Eliminated as of December 31, 2017

EPO (Exclusive Provider Organization)

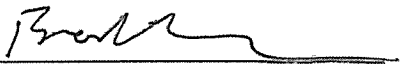
- Added to replace HMO plan
- All co-pays, deductibles, and out-of-pocket costs will remain the same as the 2017 HMO co-pays, deductibles, and out-of-pocket costs
- Mental health services will be provided by The Holman Group
- Prescription services will be provided through Express Scripts, Inc.

The current maximum District contribution to the blended super composite rate is \$15,475. For calendar year 2018, the blended super-composite rate is \$15,759. The maximum District contribution to the blended super composite rate will be \$15,759. There will not be an employee contribution for calendar year 2018.

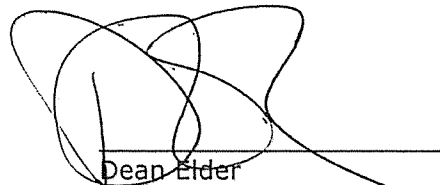
This MOU has no effect on any other portion of the District's benefit plan.

If an agreement is reached with any other collective bargaining group on health and welfare that contains a greater benefit than the current plan or a higher maximum District contribution, the District or CSEA may request, and the other party will agree, to re-open negotiations on health and welfare for 2018.

This MOU is dated: October 3, 2017



Brad Jackson
Assistant Superintendent
Human Resources



Dean Elder
President
Anaheim Secondary Teacher's Association

**MUTUAL AGREEMENT TO EXCEED
ARTICLE 11.9 AND 11.9.1
STUDENT LOAD MAXIMUMS**
ANAHEIM UNION HIGH SCHOOL DISTRICT – ASTA Bargaining Unit

This form is to be used for exceeding the maximum student load for bargaining unit members outlined in Article 11.9 and 11.9.1 only.

School:

Teacher:

Department:

Course(s):

Applicable Period of the Agreement (Not to exceed the current school year):

Rationale for Exceeding the Maximum

Student Load

Current Student Load _____ Date _____

Agreed to Student Load _____ Effective Date _____

Agreement Signatories

Date _____ Unit Member's Signature _____

Date _____ Administrator's Signature _____

**ANAHEIM UNION HIGH SCHOOL DISTRICT
EVALUATION WORKSHEET**

Tier One

Tier Two

PAR Referred

This Evaluation Worksheet will be used to document the evaluation process. A copy will be attached to the Final Evaluation.

Timeline

Meeting	Date	Administrator Signature	Evaluatee Signature
Preliminary Evaluation Conference – (Prior to the end of the 17th workday)			
Scheduled Observation: (By mutual agreement)			
Pre-Observation Conference (5 days prior to observation) <input type="checkbox"/> Reflective Questions provided			
Formal Observation: <input type="checkbox"/> Lesson overview provided <input type="checkbox"/> Seating chart provided <input type="checkbox"/> Handout(s)/texts(s)			
Post-Observation Conference (within 10 days of observation)			
Additional Observations (If required or if completed)			
Scheduled Observation: (By mutual agreement)			
Pre-Observation Conference (5 days prior to observation) <input type="checkbox"/> Reflective Questions provided			
Formal Observation: <input type="checkbox"/> Lesson overview provided <input type="checkbox"/> Seating chart provided <input type="checkbox"/> Handout(s)/texts(s)			
Post-Observation Conference (within 10 days of observation)			
Final Evaluation			
Final Evaluation: (Completed between beginning of 4 th quarter and no later than 30 days prior end of school year)			

TEACHER EVALUATION PRELIMINARY CONFERENCE

Mission Statement. The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

Please mark the evaluation process which will be taking place during this school year.

TIER ONE TEACHER EVALUATION

A Tier One Teacher is a unit member who has between one and ten years of service in the Anaheim Union High School District. Tier One evaluations are done through the formal observation process. The frequency of evaluation shall take place as follows: (1) Temporary and probationary teachers must be evaluated annually; and (2) Tier One unit members with permanent status shall be evaluated every other year.

TIER TWO TEACHER EVALUATION

A Tier Two Teacher is a tenured teacher who has ten years teaching experience in the Anaheim Union High School District, meets federal compliance requirements, and has received satisfactory evaluations for a minimum of the last two evaluations. Tier Two Teachers are evaluated every five years. A Tier Two teacher may select to be evaluated using the Project and Reflective Essay or the Tier One Evaluation Process (formal observation).

Option 1: Project and Reflective Essay

The project shall be mutually agreed upon by evaluatee and evaluator and shall be aligned with the CSTP Goals and Objectives. The requirements of the Project and Reflective Essay are outlined in the Appendix E.

Option 2: Tier One Evaluation Process

The evaluation shall include the CSTP goals and objectives. Both parties have discussed the meaning and scope of these goals and objectives at the Preliminary Evaluation Conference.

PAR REFERRED TEACHER EVALUATION

An Improving Teacher is a teacher who has received an unsatisfactory evaluation in the previous year based on the Tier One formal observation evaluation process.

RECEIPT AND UNDERSTANDING OF EVALUATION PROCEDURES

I had my Preliminary Evaluation Conference in which I selected my evaluation option and have discussed the CSTP goals and objectives with the administrator conducting the evaluation. I have a clear understand of the evaluation process and the criteria on which I will be evaluated.

_____	_____	_____
Date	Name of Evaluatee	Evaluatee's Signature
_____	_____	_____
Date	Name of Evaluator	Evaluator's Signature

TEACHER EVALUATION PRELIMINARY CONFERENCE

The California Standards for the Teaching Profession (CSTP) Goals and Objectives descriptions is a comprehensive and exhaustive list which will be utilized in the evaluation process.

1. Engaging and Supporting Students in Learning

Teachers learn about their students' interests in order to better engage them in the learning process. They connect subject matter to students' prior knowledge, backgrounds, and life experiences, as well as meaningful, real-life situations. Teachers will use a variety of instructional strategies, resources and technologies to meet the diverse learning needs of students. In addition, teachers will promote critical-thinking skills through the use of inquiry, problem-solving, reflection, and utilize frequent formative assessments to guide their instruction.

2. Creating and Maintaining Effective Environments for Student Learning

Teachers promote social development and responsibility within a caring community where students are treated fairly and respectfully. They create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. They establish and maintain learning environments that are physically, intellectually, and emotionally safe. Teachers create a rigorous learning environment with high expectations and appropriate support for students. Teachers develop, communicate, and maintain high standards for individual and group behavior. They employ classroom routines, procedures, norms, and supports for positive behavior to foster a climate in which students can learn. In addition, teachers use instructional time to optimize learning.

3. Understanding and Organizing Subject Matter for Student Learning

Teachers exhibit an in-depth working knowledge of their subject matter, academic content standards, and curriculum frameworks. They apply knowledge of student development and proficiencies to assist students in the understanding of content. They organize curriculum to facilitate students' understanding of the subject matter. Teachers utilize instructional strategies that are appropriate to the subject matter. They use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to students. They address the needs of English learners and students with special needs to provide universal access to the content.

4. Planning Instruction and Designing Learning Experiences for Students

Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction. They establish and articulate goals for student learning. They develop and sequence long-term and short-term instructional plans to support student learning. Teachers plan instruction that incorporates appropriate strategies to meet the diverse learning needs of students. They modify and adapt instructional plans to meet the assessed learning needs of students.

TEACHER EVALUATION PRELIMINARY CONFERENCE

5. Assessing Students for Learning

Teachers apply knowledge of the purpose, characteristics, and use of different forms of assessment. They collect and analyze assessment data from a variety of sources and use that data to inform instruction. They review data, both individually and with colleagues to monitor student learning. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction. They involve students in self-assessment, goal setting, and monitoring their learning progress. Teachers use available technologies to assist in assessment, analysis, and communication of student learning. They use assessment information to share timely and comprehensible feedback with students and their families.

6. Developing as a Professional Educator

Teachers reflect on their teaching practice to support student learning. They establish professional goals and engage in continuous and purposeful professional growth and development. They collaborate with colleagues and engage in the broader professional community to support teacher and student learning. Teachers learn about and work with families to support student learning. They engage local communities in support of the instructional program. They manage professional responsibilities to maintain motivation and commitment to students. Teachers demonstrate professional responsibility, integrity, and ethical conduct. The District and the Association agree that the evaluator may not observe all (or even a majority of) the descriptors of the six goals and objectives listed above in an observation session.

REFLECTIVE QUESTIONS FOR POST-OBSERVATION CONFERENCE

(to be distributed prior to the formal observation)

The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

The Evaluatee shall supply the Evaluator with the following information for the observation period:

- lesson overview (including planned activities and outcomes)
- seating chart
- copies of any handouts/texts that will be utilized during the lesson

Reflective Questions for Guided Conversation:

Please reflect upon the following questions. The evaluator and evaluatee may discuss some or all of the following questions at the post-observation conference:

How do I engage students in learning?

How do I create a learning environment that is conducive to learning?

How do I analyze my teaching to understand what contributes to student learning?

How am I sure that my students have mastered the learning objective for the lesson?

How do I assess student learning?

What intervention strategies do I use with struggling students?

What activities contribute to my professional growth?

INFORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

This form shall be used by the evaluator upon completion of any formal observation. The contents of this form shall be shared by the evaluator with the teacher and be attached the final evaluation. The District and the Association recognize that during observation(s) the evaluator may not observe all (or even a majority of) the CSTP descriptors identified in Article 12.3.

Evaluatee: _____

School or Work Location: _____

Assignment: _____

Evaluator: _____

Date of Observation: _____

Time in _____ Time out _____

SUMMARY OF LESSON

CSTP EVIDENCE

OBSERVED SUCCESS(ES)/STRENGTH(S):

AREA(S) FOR PROFESSIONAL GROWTH (include resources if applicable):

AREA(S) OF UNSATISFACTORY PERFORMANCE THAT MUST BE ADDRESSED:

PROFESSIONAL RESOURCES TO ADDRESS AREA(S) OF UNSATISFACTORY PERFORMANCE:

INFORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

EVALUATEE'S PERFORMANCE TO DATE IS:

- _____ MEETING STANDARDS
- _____ APPROACHING STANDARDS
- _____ UNSATISFACTORY

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature

Date

Evaluator's Signature

Date

Please be advised that this document and its attachments will be placed in your personnel file.

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature

Date

Evaluator's Signature

Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

This form shall be used by the evaluator upon completion of any formal observation. The contents of this form shall be shared by the evaluator with the teacher and be attached the final evaluation. The District and the Association recognize that during observation(s) (formal or informal) the evaluator may not observe all (or even a majority of) the CSTP descriptors identified in Article 12.3.

Evaluatee: _____

School or Work Location: _____

Assignment: _____

Evaluator: _____

Date of Observation: _____

Period: _____

For Formal Observations teachers will supply the evaluator with the following information to be included as attachments to this document:

- lesson overview (including planned activities and outcomes)
- seating chart
- copies of any handouts/texts that will be utilized during the lesson

SUMMARY OF LESSON:

1. Engaging and Supporting Students in Learning

- 1.1 Using knowledge of students to engage them in learning
- 1.2 Uses a variety of instructional strategies and resources
- 1.3 Facilitates learning experiences that promote autonomy, interaction and choice
- 1.4 Engages students in problem solving, critical thinking and other activities to make subject matter meaningful
- 1.5 Promotes self-directed, reflective learning for all students

2. Creating and Maintaining Effective Environments for Student Learning

- 2.1 Creates a physical environment that engages all students
- 2.2 Establishes a climate that promotes fairness and respect
- 2.3 Promotes social development and group responsibility
- 2.4 Establishes and maintains standards for student behavior
- 2.5 Plans and implements procedures and routines that support student learning
- 2.6 Uses instructional time effectively

3. Understanding and Organizing Subject Matter for Student Learning

- 3.1 Demonstrates knowledge of subject matter content
- 3.2 Organizes curriculum to support student understanding of subject matter
- 3.3 Interrelates ideas & information across subject matter areas

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

- 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter
- 3.5 Uses materials, resources and technologies to make subject matter accessible to all

4. Planning Instruction and Designing Learning Experiences for Students

- 4.1 Draws on students' backgrounds, interests, and developmental learning needs
- 4.2 Establishes and articulates goals for student learning
- 4.3 Develops and sequences instructional activities and materials for student learning
- 4.4 Designs short- and long-term plans to foster student learning
- 4.5 Modifies instructional plans to adjust for student needs

5. Assessing Students for Learning

- 5.1 Establishes and communicates learning goals for all students
- 5.2 Collects and uses multiple sources of information to assess student learning
- 5.3 Involves and guides students in assessing their own learning
- 5.4 Uses the results of assessment to guide instruction
- 5.5 Communicates with students & families about student progress

6. Developing as a Professional Educator

- 6.1 Reflects on teaching practice and planning professional development
- 6.2 Establishes professional goals and pursuing opportunities to grow professionally
- 6.3 Works with communities to improve professional practice
- 6.4 Works with families to improve professional practice
- 6.5 Works with colleagues to improve professional practice

OBSERVED SUCCESS(ES)/STRENGTH(S):

AREA(S) FOR PROFESSIONAL GROWTH (include resources if applicable):

FORMAL OBSERVATION FORM

Tier One

Tier Two

PAR Referred

AREA(S) OF UNSATISFACTORY PERFORMANCE THAT MUST BE ADDRESSED:

PROFESSIONAL RESOURCES TO ADDRESS AREA(S) OF UNSATISFACTORY PERFORMANCE:

EVALUATEE'S PERFORMANCE TO DATE IS:

- MEETING STANDARDS
- APPROACHING STANDARDS
- UNSATISFACTORY

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature	Date	Evaluator's Signature	Date

Please be advised that this document and its attachments will be placed in your personnel file.

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature	Date	Evaluator's Signature	Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

- Lesson Overview
 - Seating Chart
 - Handouts

FORMAL EVALUATION SUMMARY

Tier One

Tier Two

PAR Referred

Mission Statement. The District and the Association agree that an effective evaluation system recognizes the complexities involved in teaching and student learning, while focusing on continuous improvement of teaching practice. Administrators and teachers must work together to build a collaborative and trusting environment to achieve that goal. While formal evaluation occurs every two to five years, it should not be considered an isolated event without connection to continuous teacher growth and reflection.

This form shall be used by the evaluator upon completion of the formal observation process. The contents of this form shall be shared by the evaluator with the teacher.

Evaluatee: _____ School or Work Location: _____

Assignment: _____ Evaluator: _____

Date of Final Evaluation Meeting: _____

FORMAL EVALUATION SUMMARY

THIS FINAL FORMAL EVALUATION:

_____ MEETING STANDARDS

_____ APPROACHING STANDARDS (Teacher will be evaluated the following school year)

_____ UNSATISFACTORY (Teacher referred to PAR and Remediation Plan Required)

Evaluatee's signature indicates acknowledgment of receipt of observation form and does not necessarily indicate agreement.

Evaluatee's Signature

Date

Evaluator's Signature

Date

Please be advised that this document and its attachments will be placed in your personnel file.

FORMAL EVALUATION SUMMARY

Tier One

Tier Two

PAR Referred

For Rebuttal Only:

Rebuttal Attached Yes No

A rebuttal must be submitted within 5 days of receipt of observation/final evaluation report.

Evaluatee's Signature

Date

Evaluator's Signature

Date

If a rebuttal is submitted by the evaluatee, a follow-up conference must take place within 5 days of the evaluator's receipt of rebuttal.

Date of Follow-Up Conference: _____

Attachments:

- Evaluation Worksheet
- Preliminary Conference Form
- Formal and Informal Observations
- Other Documents

ANAHEIM UNION HIGH SCHOOL DISTRICT
2017/2018 TEACHERS' SALARY SCHEDULE

		BA + 30	BA + 45 or MA	BA + 60 & MA or Doctorate
STEPS	I	II	III	IV
01	\$51,841	\$55,919	\$60,674	\$66,107
02	\$54,980	\$59,053	\$63,807	\$69,239
03	\$58,109	\$62,192	\$66,939	\$72,380
04	\$61,248	\$65,319	\$70,076	\$75,515
05	\$64,385	\$68,460	\$73,213	\$78,649
06	\$67,522	\$71,595	\$76,351	\$81,783
07	\$70,660	\$74,729	\$79,487	\$84,923
08	\$73,795	\$77,868	\$82,619	\$88,063
09	\$76,937	\$81,003	\$85,758	\$91,200
10	\$80,067	\$84,144	\$88,900	\$94,336
11	\$83,209	\$87,289	\$92,036	\$97,469
LONGEVITY (Steps 16-26 are longevity steps for years of credentialed teaching in AUHSD) See Article 14.3.5				
16	\$87,897	\$91,977	\$96,724	\$102,157
21	\$92,586	\$96,666	\$101,413	\$106,846
26	\$97,274	\$101,354	\$106,101	\$111,534

Doctorate: \$2,287

National Board Certification \$2,287

Miscellaneous Rate of Pay: \$44.74

Initial Salary Placement: See Article 14.3.2

<u>Years Experience</u>	<u>Placement</u>
1	2
2	3
3	4
4	5
5	6
6 or more	7

Board of Trustees
 Pending Approval
 Effective: July 1, 2017

ANAHEIM UNION HIGH SCHOOL DISTRICT
EXTRA SERVICE PAY SCHEDULE
2017-18
 SENIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-2018 Teachers Salary Schedule*

1. **ACTIVITIES** - To be paid in two equal semester payments, unless activity specifies it is an amount for one semester only.

<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Jazz Band	\$1549	2.77
Accompanist	\$1661	2.97
Varsity Songleader or Cheerleader	\$2511	4.49
Academic Decathlon (1 per school)	\$2511	4.49
Kiwanis Bowl (1 per school)	\$2511	4.49
Mock Trial (1 per school)	\$2511	4.49
FBLA	\$2511	4.49
Journalism	\$2846	5.09
Photo Advisor	\$2846	5.09
Yearbook	\$3210	5.74
Assistant Band Director	\$3210	5.74
Assistant Dance	\$3210	5.74
Speech	\$3383	6.05
Debate	\$3383	6.05
Vocal	\$3752	6.71
Speech Debate	\$3752	6.71
Dance	\$3752	6.71
Drama	\$3752	6.71
Varsity Song/Cheer (1 person)	\$5016	8.97
Band	\$5497	9.83
Drill Team	\$5497	9.83
Colorguard (1 person)	\$5497	9.83

**Percentages below shall be equal to Column II, Step 1
of the 2017-2018 Teachers Salary Schedule**

2. ATHLETICS - To be paid at the end of the season in one payment.

<u>SPORT</u>	<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Football	Head Varsity	\$5497	9.83
	Assistant Varsity	\$3607	6.45
	Junior Varsity	\$3383	6.05
	Sophomore	\$3383	6.05
	Freshman	\$3383	6.05
	Assistant Fr/Soph	\$3053	5.46
Cross Country	Head Varsity Men & Women	\$3607	6.45
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Volleyball	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Tennis	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Water Polo	Head Varsity & JV	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Basketball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Soccer	Head Varsity & JV	\$3752	6.71
	Assistant or Lower Level	\$3053	5.46
Wrestling	Head Varsity Men & Women	\$4669	8.35
	Head Varsity Men	\$4239	7.58
	Head Varsity Women	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Softball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05

**Percentages below shall be equal to Column II, Step 1
of the 2017-18 Teachers Salary Schedule**

ATHLETICS, continued

<u>SPORT</u>	<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Baseball	Head Varsity	\$4239	7.58
	Assistant or Lower Level	\$3383	6.05
Badminton	Head Varsity & JV	\$3607	6.45
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Golf	Head Varsity	\$3053	5.46
Swimming	Head Varsity & JV	\$3752	6.71
	Head Varsity Men & Women	\$3752	6.71
	Head Varsity	\$3383	6.05
	Assistant or Lower Level	\$3053	5.46
Track	Head Varsity & JV	\$4669	8.35
	Head Varsity Men & Women	\$4669	8.35
	Head Varsity Men	\$4239	7.58
	Head Varsity Women	\$4239	7.58
	Assistant or Lower Level	\$3053	5.46
Trainers	District/Site Certified Athletic Trainer - Fall	\$4239	7.58
	District/Site Certified Athletic Trainer - Winter	\$4239	7.58
	District/Site Certified Athletic Trainer - Spring	\$4239	7.58
	Trainer - Fall	\$1912	3.42
	Trainer - Winter	\$1912	3.42
	Trainer - Spring	\$1912	3.42
	Assistant Trainer - Fall	\$1253	2.24
	Assistant Trainer - Winter	\$1253	2.24
	Assistant Trainer - Spring	\$1253	2.24

3. CIF PLAYOFFS

Pay per week as follows:

- 10% for team and individual sports coaches
- 10% for trainers in team sports

***Percentages below shall be equal to Column II, Step 1
of the 2017-18 Teachers Salary Schedule***

- 5% for band, drill, song and cheer
- 3% for one (1) Girls and (1) Boys Athletic Director

Team Sports (10 or more participants - 2 coaches)

- Baseball
- Badminton
- Basketball
- Cross Country
- Football (allowed 4 coaches and 2 trainers)
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball
- Water Polo
- Wrestling

Individual Sports (Less than 10 participants - 1 coach)

- Badminton
- Cross Country
- Golf
- Swimming
- Tennis
- Track
- Wrestling

Extra Service Pay shall be paid at senior high school rates for 9th through 12th grade duties and at junior high school rates for 7th and 8th grade duties. If the activity/sport includes students from both the junior high and senior high level, Extra Service Pay shall be paid at the senior high school rate.

Unit members who egregiously fail to perform extra service pay assignment duties will not be paid extra service pay. Unit members who have abandoned the extra service pay assignment will be removed from the position.

ANAHEIM UNION HIGH SCHOOL DISTRICT
LEADERSHIP POSITIONS
2017-18
 SENIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

To be paid monthly with contract pay. Duties assigned are within the scope of the school day.

EFFECTIVE JULY 1, 2017		
POSITION	PAY	PERCENTAGE
Department Chair: 1 - 5 classes	\$2108	3.77
Department Chair: 6 - 20 classes	\$3020	5.40
Department Chair: 21 - 50 classes	\$3858	6.90
Department Chair: 51 - 70 classes	\$4021	7.19
Department Chair: 71-100 classes	\$4356	7.79
Department Chair: 101 classes or over	\$4692	8.39
Activities Director	\$7683	13.74
Assistant Activities Director	\$2606	4.66
District Athletic Director	\$7683	13.74
Athletic Director (Girls Program)	\$7683	13.74
Athletic Director (Boys Program)	\$7683	13.74

The following positions are part of negotiations and are defined in Articles 12, 21 and 22 of the ASTA Agreement.

POSITION	PAY
PAR Joint Committee Member	\$4580
PAR Consulting Teacher	\$4580
BTSA Support Provider (stipend is per PT)	\$2293

ANAHEIM UNION HIGH SCHOOL DISTRICT
EXTRA SERVICE PAY SCHEDULE
2017-18
 JUNIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

1. ACTIVITIES - To be paid in two equal semester payments, unless activity specifies it is an amount for one semester only.

<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Journalism	\$1264	2.26
Accompanist	\$1264	2.26
Jazz Band	\$1549	2.77
Pentathlon	\$1661	2.97
Pep Club or Dance	\$2248	4.02
Vocal Music	\$2248	4.02
Drama	\$2248	4.02
Yearbook	\$2248	4.02
Speech and Debate	\$2248	4.02
Band	\$3210	5.74

2. ATHLETICS/ACTIVITIES - To be paid at the end of the assignment.

<u>POSITION</u>	<u>PAY</u>	<u>PERCENTAGE</u>
Assistant Intramural Sports Coach	\$1857	3.32
Intramural Sports Coach	\$2511	4.49
After School Program Activities Facilitator	\$2511	4.49

ANAHEIM UNION HIGH SCHOOL DISTRICT
LEADERSHIP POSITIONS
2017-18
 JUNIOR HIGH SCHOOL
 TEACHERS

*Percentages below shall be equal to Column II, Step 1
 of the 2017-18 Teachers Salary Schedule*

To be paid monthly with contract pay. Duties assigned are within the scope of the school day.

EFFECTIVE JULY 1, 2014		
POSITION	PAY	PERCENTAGE*
Department Chair: 1 - 5 classes	\$2108	3.77
Department Chair: 6 - 20 classes	\$3020	5.40
Department Chair: 21 - 50 classes	\$3858	6.90
Department Chair: 51 - 70 classes	\$4021	7.19
Department Chair: 71-100 classes	\$4356	7.79
Department Chair: 101 classes or over	\$4692	8.39
Activities Director	\$3752	6.71
District Intramural Sports Director	\$3752	6.71
Intramural Sports Director	\$3752	6.71

The following positions are part of negotiations and are defined in Articles 12, 21 and 22 of the ASTA Agreement.

POSITION	PAY
PAR Joint Committee Member	\$4580
PAR Consulting Teacher	\$4580
BTSA Support Provider (Stipend is per PT)	\$2293

ANAHEIM UNION HIGH
SCHOOL DISTRICT
(AUHSD)

INITIAL CONTRACT PROPOSAL TO

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO, LOCAL 3112 (COUNCIL 36)
(AFSCME)

FOR THE 2017-18 SCHOOL YEAR CONTRACT

Board of Trustees Meeting
April 12, 2018

**District's Initial Negotiation Proposal for Collective Bargaining
Purposes with the
American Federation of State, County and Municipal Employees
AFL-CIO, Local 3112 (Council 36)**

The District will open negotiations with the American Federation of State, County and Municipal Employees for a successor collective bargaining agreement for the period of July 1, 2017-June 30, 2018, subsequent to a public hearing before the Board of Trustees.

The District intends to open the following articles in the collective bargaining agreement.

Article 2 Health and Welfare

The District reserves the right to present a proposal for District contributions towards the cost of health and welfare benefits and/or program design changes.

Article 11 Wages

The District reserved the right to present a proposal for a salary increase for the 2017-2018 school year.

Article 13 Leaves

The District reserves the right to present a proposal related to leaves.

AFSCME REOPENERS FOR 2017-2018

ARTICLE 2: HEALTH AND WELFARE

AFSCME and the District have concluded negotiations regarding Article 2. Please see attached memorandum of understanding dated _____.

Or

AFSCME and the District have not yet concluded negotiations regarding Article 2. The parties attest that they are seeking to reach agreement on Health and Welfare Benefits through the Insurance Committee and will attach any resulting memorandum of understanding to the next printed copy of their Collective Bargaining Agreement.

ARTICLE 11: WAGES (draft of 3/2/18)

11.1 Salary

The 2017-18 salary schedule shall be increased by five percent (5%) over the 2016-17 salary schedule retroactively to July 1, 2017. The parties agree that the Light Duty Mechanic has had his or her position revised as Assistant Mechanic at Range 59.

11.1.1 Status After Classification Review

When positions have been reallocated to lower classifications, employees in this category will remain on their present salary range and receive all rights, benefits, successive steps, future salary raises, etc., as long as they remain in the classification in which they are presently employed.

11.2 Salary Increase

If any other employee organization receives a salary increase of any type which is a higher increase than the increase contained in this collective bargaining agreement for 2017-18 school year, then such increase shall immediately and retroactively be made effective for all employees covered by this Agreement.

11.3 Night Work Differential

All positions (~~excluding custodians, Article 11.5~~), the regularly assigned time of which requires the employee to work one-half (1/2) time or more between the hours of 5:00 p.m. and 7:00 a.m., shall be paid \$135 per month higher than the range for daytime employees.

11.4 Custodial Shift Differential

All night and day differential amounts have been added to the 2017-18 base salary for custodians.

11.5 Refrigerated Area Differential

The three percent (3%) differential for Food Service Assistant I's working in the refrigerated area of the Central Kitchen shall continue as in the past. This shall include customary six (6) month rotation into the refrigerated area, by seniority. Substitutes shall receive the 3% differential for each day in the refrigerated area. For employees working in refrigerators, the District will provide, without

charge, insulated coats and appropriate gloves. For purposes of this section, "substitutes" shall mean regular employees temporarily assigned to the refrigerated area in order to fill in for a regular employee. In addition, employees working in the classification of Food Service Assistant II, Food Service Assistant III or Custodian shall receive a 3% differential, if in any pay period they are assigned to work in the refrigerated area of the Central Kitchen for more than 30% of their work time.

11.6 Pay Increases After Promotion

An employee who receives a promotion to a class* allocated to a higher salary range shall be placed on the first (1st) step of the salary range that reflects at least a four percent (4%) increase, provided the new classification salary range permits this increase. Additional advancement will occur on the first (1st) of the month, following completion of six (6) months of service, regardless of step placement, and at one (1) year intervals thereafter until the maximum is achieved.

* Class: A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirement of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity.

11.7 Longevity

Employees will be eligible for long service recognition (longevity) in the Anaheim Union High School District under the following plan:

2% plus \$519 ~~additional~~ after ten (10) years of service with Anaheim Union High School District

2% 4% plus \$1543 ~~additional~~ after fifteen (15) years of service with Anaheim Union High School District

2% 7% plus \$2,840 ~~additional~~ after twenty years (20) of service with Anaheim Union High School District

3% 12% plus \$3,705 ~~additional~~ after twenty-five (25) years of service with Anaheim Union High School District

3% 12% plus \$3905 after thirty (30) years of service with Anaheim Union High School District

14% plus \$4105 after thirty five (35) years of service with AUHSD

Percentages and flat rates stand alone. They are not added together or compounded.

11.8 Working Out of Classification

Employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 45109, unless the duties reasonably relate to those fixed for the position by the Board, for any period of time which exceeds five (5) working days within a pay period (or four [4] working days within a week which also includes a holiday) except as authorized herein. An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five (5) working days provided that his/her salary is adjusted upward for the entire period s/he is required to work out of classification. Such adjustments upward shall be consistent with the salary placement given a unit member who receives a promotion as indicated in Article 11.6.

The District and the union agree that employees who (1) work under a job description which states that "employees may be assigned other duties as needed, or words to that effect, and (2) perform such duties shall receive an additional three percent (3%) on their monthly rate of pay.

11.9 Mileage

Any employee who uses a private vehicle for school district business shall be reimbursed for mileage at the standard IRS business mileage rate.

In addition to mileage, the employee will stay on the clock during authorized travel time. Travel time will be part of overall blue sheet time. The use of private vehicles for school district business is subject to the approval of the immediate supervisor.

When an employee uses a private vehicle for school district business, the school district may not require the employee to carry more auto liability insurance than the minimum required by the State of California for an individual to carry on her or his own personal vehicle, unless such additional auto liability insurance is successfully negotiated with the Union.

11.10 Replacement of Personal Property

The District shall pay the cost of replacing or repairing certain property of an employee when such items are damaged or stolen in the line of duty as a result of malicious acts and without fault of the employee.

Covered items are:

11.10.1 prescription eye glasses, hearing aides, watches, articles of clothing, or other items necessarily worn or carried by the employee.

11.10.2 vehicles (the District shall not require a deductible on an employee's car of more than \$175)

11.10.3 other personal property of the employee, when approval for the use of the personal property in the line of duty was given in writing by the site administrator or designee before the property was brought to the work site, and when the value of the property was agreed upon in writing by the person or persons bringing the property and the site administrator, or designee, at the time the approval for its use was given.

The following items are excluded from coverage under this article:

11.10.4 Vehicle collision (including hit and run incidents.

11.10.5 Such personal items as tape recorders, radios, telephones, pagers, or compact disc players belonging to the employee, unless approved by the District in item 11.11.3 above. This includes items in a vehicle, regardless of whether the item is fixed or removable from the vehicle.

11.10.6 Purses or wallets, or the contents thereof (credit cards, cash, etc.).

11.10.7 Cash, credit cards, or other cash equivalent items. The maximum payment of any one claim is \$1,500 or actual cost whichever is less in the case of vehicles and \$1,000 or actual cost whichever is less for other property. Loss or damage shall be reported to the principal or supervisor, and, if appropriate, to the police as soon as the employee becomes aware of such loss or damage. Claim forms are available in the Business Division and should be forwarded through the principal or supervisor to the Business Division when completed.

Any losses, or damages, which are compensable wholly or partially, under the employee's private insurance policy, or policies, shall to such extent not be compensable under the terms of this policy.

11.11 Bilingual Pay

The District and the Union agree to form a committee to research and recommend options in the area of bilingual pay and classifications. This committee shall be comprised of two members each from the District and the Union. The committee shall report back to the negotiating team by April 1, 2000.

Employees who wish to be considered for bilingual pay shall pass a competency test in a language other than English required by the assignment.

Principals and District department heads (Directors) shall be aware of employees who have voluntarily tested for and passed competency requirements in any language other than English. If an employee is selected

for a bilingual assignment, the employee shall be compensated an additional \$135 per month for conversing, reading, and/or writing in a language other than English.

No employee assigned bilingual duties under the above provision shall have their performance evaluation lowered or be reprimanded if they are unable to complete their regular work assignments as a result of being assigned the above referenced bilingual duties. No employee will be assigned the duties of another employee because that employee has been assigned bilingual duties.

11.12 Professional Growth Program

(See attached Memorandum of Understanding.)

11.3 On Call Rotation, Transportation Department

(This language will remain the same as that contained in the reopener for 2016-17.)

ARTICLE 16: CONTRACTING OUT

- 16.1 Work normally performed by employees in this bargaining unit shall not be contracted out unless such can be done without transfer or layoff. The District shall not contract out work normally performed by employees in this bargaining unit, period. Nor shall the District contract out work when there is a vacancy, but, instead, shall cause such work to be performed by current employees on upgrade or overtime..
- 16.2 Work performed on weekends, holidays, winter break, spring break, and summer months shall be performed by employees covered by this Agreement, not by Contractors. Only in a genuine emergency may the District utilize contractors.
- 16.3 The contracting out committee shall be reinstated as in the past. It shall meet at least three (3) times a year. The parties also agree that the meetings of the contracting out committee shall not be counted against union release time.

ANAHEIM UNION HIGH
SCHOOL DISTRICT
(AUHSD)

PROPOSAL TO

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION
(CSEA)

FOR THE PERIOD JULY 1, 2017, TO JUNE 30, 2020

April 12, 2018

**District's Initial Negotiation Position for Collective Bargaining
Purposes with the
California School Employees Association**

The District will open negotiations with the California Schools Employee Association for a successor collective bargaining agreement for the period of July 1, 2017, to June 30, 2020, subsequent to a public hearing before the Board of Trustees.

The District intends to open all articles in the collective bargaining agreement.

California School Employees Association, Chapter #74

Anaheim Union High School District

March 28, 2018

To: Governing Board of the Anaheim Union High School District

From: California School Employees Association, Chapter 74

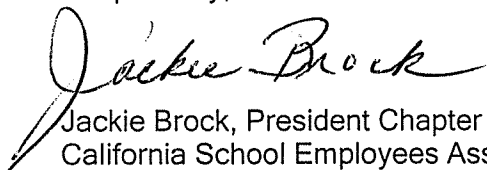
Subject: Full Contract Negotiation, 2017/2018 - 2019/2020

The California School Employees Association and its Chapter #74 respectfully requests to begin the negotiation process for the Full Contract Renewal for the 2017/2018 - 2019/2020 school years.

As clarification, CSEA would like to state that our intent is to negotiate and/or update all articles of our contract as well as all of its attachments. Our focus shall be to establish a clear reflection of understanding to the commitment of both the Anaheim Union High School District and California School Employees Association and its Chapter #74.

CSEA looks forward to working with the District during this negotiation process.

Respectfully,

A handwritten signature in cursive script that reads "Jackie Brock". The signature is written in black ink and is positioned above the printed name and title.

Jackie Brock, President Chapter #74
California School Employees Association

Memorandum of Understanding
 The California School Employees Association and its
 Anaheim High Chapter 74
 And
 Anaheim Union High School District
 (AB 119)

April 12, 2018

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Anaheim Union High School District (hereinafter, "District") and the California School Employees Association and its Anaheim High Chapter 74 (hereinafter, "CSEA").

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired unit member, within ten (10) days of date of hire, via electronic mail to the CSEA Chapter President and the assigned Labor Relations Representative which will include the following information:
- i. Full Legal Name
 - ii. Date of Hire
 - iii. Classification
 - iv. Site/Department

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA bargaining unit.
- b) The District shall provide CSEA with contact information on the bargaining unit new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, *within thirty (30) days of the date of hire, or by the first pay period of the month following hire*. This contact information shall include the following items, with each field in its own column:
- i. First Name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g. Jr., III);
 - v. Job Title/Classification;
 - vi. Department;
 - vii. Primary worksite name;
 - viii. Work telephone number (incl. extension);
 - ix. Home Street address (incl. apartment #);
 - x. City;
 - xi. State;
 - xii. ZIP Code (5 or 9 digits);

- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Employee ID;
- xvii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

In the event no one is hired on any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III);
- v. Job Title/Classification;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number (incl. extension);
- ix. Home Street address (incl. apartment #);
- x. City;
- xi. State;
- xii. ZIP Code (5 or 9 digits);
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Employee ID;
- xvii. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
 - i. The District shall conduct group orientations for all new hires. The orientation sessions are estimated to take approximately forty-five (45) minutes. CSEA shall have fifteen (15) minutes of

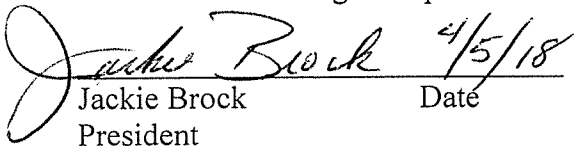
access to these group orientations and thirty (30) minutes of paid release time for one (1) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session(s).

- c) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired unit members. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property and attendance shall be mandatory for the newly hired employee.
- e) This MOU supersedes prior agreements and understandings regarding orientation for newly hired employees.

4. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020, and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.
 - i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2020.
- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

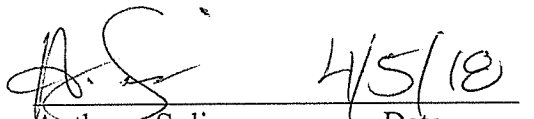
California School Employees Association
and its Anaheim High Chapter 74

 4/5/18

Jackie Brock Date
President

Anaheim Union High School District

Brad Jackson Date
Asst. Sup. Human Resources

 4/5/18

Anthony Solis Date
CSEA Labor Relations Representative

The Governing Board recognizes the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

The District shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code Section 200 and 220 and Government Code Section 11135, including those with actual or perceived characteristics such as race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District or that is funded directly by, or that receives or benefits from any state financial assistance.

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, accommodations for lactating students, educational rights of foster youth, homeless students, former juvenile court school students, and children of military families; assignment of students to courses without educational content, physical education instructional minutes, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and the development and adoption of the school safety plan.

Uniform complaint procedures shall be used to address any complaint alleging the District's non-compliance with Article 5.5 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code (commencing with Section 49010) regarding pupil fees. Pupil fees complaints shall be filed no later than one year from the date the alleged violation occurred.

In addition, pursuant to Education Code Section 52075, individuals may file a complaint under the district's Uniform Complaint Procedure alleging that the school district has not complied with the Local Control and Accountability Plan (LCAP) requirements in the Education Code. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of the Education Code. A complainant not satisfied with the decision of a school district may appeal the decision to the Superintendent and shall receive a written appeal decision within 60 days of the Superintendent's receipt of the appeal.

If the school district finds merit in the complaint or the Superintendent finds merit in an appeal, the school district will provide a remedy to all affected pupils, parents, and guardians.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The District's Williams uniform complaint procedures, BP 7703.01, shall be used to investigate and resolve any complaint related to the following:

1. Textbooks or Instructional Materials
2. Facility Conditions
3. Teacher Vacancies or Misassignments
4. High School Exit Examination

Legal Reference:

EDUCATION CODE

200-262.4	Prohibition of discrimination
8200-8498	Child care and development programs
8500-8538	Adult basic education
18100-18203	School libraries
32289	School safety plan, uniform complaint procedures
35186	Williams uniform complaint procedures
37254	Intensive instruction and services for students who have not passed exit exam
41500-41513	Categorical education block grants
48985	Notices in language other than English
49060-49079	Student records
49490-49590	Child nutrition programs
52160-52178	Bilingual education programs
52300-52490	Career technical education

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49060-49079	Student records
49490-49590	Child nutrition programs
52160-52178	Bilingual education programs
52300-52490	Career technical education

52500-52616.24	Adult schools
52800-52870	School-based program coordination
54000-54028	Economic impact aid programs
54100-54145	Miller-Unruh Basic Reading Act
54400-54425	Compensatory education programs
54440-54445	Migrant education
54460-54529	Compensatory education programs
56000-56867	Special education programs
59000-59300	Special schools and centers
64000-64001	Consolidated application process

GOVERNMENT CODE

11135	Nondiscrimination in programs or activities funded by state
12900-12996	Fair Employment and Housing Act

PENAL CODE

422.6	Interference with constitutional right or privilege
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CODE OF REGULATIONS, TITLE 5

3080	Application of section
4600-4687	Uniform complaint procedures
4900-4965	Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577	Title I basic programs
6601-6777	Title II preparing and recruiting high quality teachers and principals
6801-6871	Title III language instruction for limited English proficient and immigrant students
7101-7184	Safe and Drug-Free Schools and Communities Act
7201-7283g	Title V promoting informed parental choice and innovative programs
7301-7372	Title V rural and low-income school programs

Board of Trustees: February 9, 1981

Reviewed: April 1986
Revised: March 1993
Revised: June 1996
Revised: May 2004
Revised: September 2007
Revised: May 2008
Revised: July 2008
Revised: March 2013

Revised: April 2014
Revised: July 2014
Revised: Pending Board Approval
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Compliance Officers

The Board designates the Assistant Superintendent of Human Resources as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with the law. The Compliance Officer may designate another District administrator to investigate complaints.

Assistant Superintendent, Human Resources
501 Crescent Way / P.O. Box 3520
Anaheim, CA 92803
Phone: 714 999-1512

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the District's uniform complaint procedures to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code Sections 262.3 and 49013(c), including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The District is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

- c. An unlawful discrimination, harassment, intimidation or bullying complaint must be filed not later than six months from the date the alleged discrimination harassment, intimidation, or bullying occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
- d. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 days of receiving the District's decision.
- e. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.
- f. Copies of the District's uniform complaint procedures are available free of charge.
- g. In addition, pursuant to Education Code Section 52075, individuals may file a complaint under the district's Uniform Complaint Procedure alleging that the school district has not complied with the Local Control and Accountability Plan (LCAP) requirements in the Education Code. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of the Education Code. A complainant not satisfied with the decision of a school district may appeal the decision to the Superintendent and shall receive a written appeal decision within 60 days of the Superintendent's receipt of the appeal. If the school district finds merit in the complaint or the Superintendent finds merit in an appeal, the school district will provide a remedy to all affected pupils, parents, and guardians.

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs or which allege unlawful discrimination, harassment, intimidation or bullying.

All complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance Officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All known complainants and respondents involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of the District's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation, or bullying. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

A complaint alleging non-compliance with the law regarding student fees and charges (Education Code Section 49010 et seq.) may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of non-compliance.

The complaint shall be presented to the Assistant Superintendent of Human Resources who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

The Compliance Officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the Compliance Officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the Compliance Officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within a reasonable time of receiving the complaint, the Compliance Officer shall provide the complainant (if known) and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The Compliance Officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631) This provision shall not apply to anonymous complaints alleging non-compliance with the laws regarding student fees and charges (Education Code Section 49010 et seq.) if the complaint provides evidence or information leading to evidence to support an allegation of non-compliance.

District personnel shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of district personnel to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR 4631)

Step 4: Response

Unless extended by written agreement with the complainant, the Compliance Officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5 below, within 60 days of the District's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision

The District's decision shall be in writing and sent to the complainant. (5 CCR 4631) The District's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.

4. Rationale for such disposition.
5. Corrective actions, if any are warranted. If a complaint alleging non-compliance with the laws regarding student fees and charges is found to have merit, the District shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the District to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
6. Notice of the complainant's right to appeal the District's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal.

In addition, any decision concerning a complaint of discrimination, harassment, intimidation, or bullying based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the District's decision. When appealing to the CDE, the complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the District's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision.
4. A copy of the investigation file including, but not limited to, all notes,

interviews, and documents submitted by the parties and gathered by the investigator.

5. A report of any action taken to resolve the complaint.
6. A copy of the District's uniform complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in a complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed with the District.

Civil Law Remedies

Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3.

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints of discrimination, harassment, intimidation, or bullying based on state law, a complainant shall wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the District has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to complaints of discrimination, harassment, intimidation, or bullying based on federal law.

Board of Trustees: February 9, 1981

Reviewed: April 1986

Revised: March 1993

Revised: June 1996

Revised: May 2004

Revised: September 2007

Revised: May 2008

Revised: July 2008

Revised: March 2013

Revised: April 2014

Revised: July 2014

Revised: Pending Board Approval

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WILLIAMS UNIFORM COMPLAINT PROCEDURES**7703.01**

The *Eliezer Williams, et al., vs. State of California, et al. (Williams)* case was filed as a class action in 2000 in San Francisco County Superior Court. The plaintiffs included nearly 100 San Francisco County students who filed suit against the State of California and state education agencies, including the California Department of Education (CDE). The basis of the lawsuit was that the agencies failed to provide public school students with equal access to instructional materials, safe and decent school facilities, and qualified teachers.

The case was settled in 2004. As a result of the Williams Settlement, Education Code 35186 mandates districts to establish policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment.

Assembly Bill 347 (Chapter 526, Statutes of 2007) amended Education Code 35186 to include the use of this complaint procedure by districts that receive California High School Exit Examination (CAHSEE) intensive intervention funds, for deficiencies related to the provision of intensive instruction and services to students who have not passed one or both parts of the high school exit examination after the completion of grade 12.

The Anaheim Union High School District is committed to providing adequate and appropriate textbooks and instructional materials, clean and safe facilities in good repair, appropriately credentialed teachers, and the opportunity for students who have not passed the high school exit examination by the end of 12th grade to receive intensive instruction and services.

The district will use the following procedure for those complaints specified in Education Code 35186. Regular uniform complaint procedures will continue to be used, as required, for complaints alleging harassment, unlawful discrimination, or failure to comply with state or federal laws regarding consolidated categorical aid programs (Board Policy 91200, Uniform Complaint Procedures).

I. General Information

1. The district shall post Williams complaint information in each classroom.
2. Williams complaint forms, containing submission information, shall be available at each school, the district office, and on the district's website: www.auhsd.us.

II. Types of Complaints

1. Textbooks and Instructional Materials

- a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- b. A pupil does not have access to textbooks or instructional materials to use at home or after school.
- c. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- a. A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

- b. A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
 - c. The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.
3. Teacher Vacancy or Misassignment
- a. Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
 - b. Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
4. High School Exit Examination
- a. Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d)(4) and (5).

A complainant may add as much text to the complaint form, to explain the complaint, as he/she wishes.

III. Filing a Complaint

1. Williams complaint forms identify the place for filing the complaint as with the principal of the school or his or her designee in which the complaint arises, or the form may be submitted on-line to the district for forwarding to the appropriate school administrator.
2. Williams complaints may be filed anonymously. A complainant who identifies himself or herself will receive a response if he or she indicates in the space provided on the form that a response is requested. The response shall be made to the mailing address of the complainant indicated on the complaint. When Education Code 48985 is applicable (15 percent or more of the pupils enrolled speak a single primary language other than English) and the complainant has requested a response, the response and report shall be written in English and the primary language in which the complaint was filed.
3. Williams identified complaints shall be filed with the principal of the school or his or her designee in which the complaint arises.
4. Complaints about problems beyond the authority of the school principal shall be forwarded in a timely manner, but not to exceed ten (10) working days, to the appropriate school district official for resolution.
5. A Williams complaint will not be rejected if the form is not used as long as the complaint is submitted in writing.

IV. Investigation and Response

1. The principal, or designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority and shall remedy a valid complaint within thirty (30) working days from the date the complaint was received and shall report to the complainant the resolution of the complaint within forty-five (45) working days of the initial filing, if the complainant requested a response. If the principal makes this report, the principal shall also report the same information in the same timeframe to the district superintendent or his or her designee.

2. A complainant who is not satisfied with the resolution of the principal or the district superintendent or his or her designee, has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the governing board. Complainants not satisfied with the district's resolution involving a condition of a facility that poses an emergency or urgent threat as defined in paragraph (1) of subdivision C, Education Code 17592.72, have the right to file an appeal with the Superintendent of Public Instruction at the California Department of Education, within fifteen (15) days of receiving the district's report. The complainant shall comply with the appeal requirements specified in the California Code of Regulations, Title 5, Section 4632.
3. All complaints and responses are public records.
4. Summarized data on the nature and resolution of all complaints are reported to the county Superintendent of Schools and the Board of Trustees on a quarterly basis (Code of Regulations, Title 5, Sections 4680-4687). The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

Cross References:

Anaheim Union High School District Board Policy
91200 Uniform Complaint Procedures

California Department of Education: The *Williams* Case – An Explanation

Legal References:

Education Code
17592.72 Property Maintenance and Control
35186 Uniform Complaint Process
35292.5 School Restrooms
37254 Supplemental Instruction
48985 English Language Learners

California Code of Regulations, Title 5
4600 General Definitions
4621 District Policies and Procedures
4632 Appeal of Local Education Agency Decision
4680-4687 Williams Complaints

Board of Trustees
May 1, 2008

Revised: July 2008
Revised: April 16, 2014
Revised: Pending Board Approval

MEMORANDUM OF UNDERSTANDING
BETWEEN

Loyola Marymount University, Los Angeles-Counseling Program

AND

ANAHEIM UNION HIGH SCHOOL DISTRICT

This Memorandum of Understanding, referred to as the "Agreement," is entered into by and between the University, Institution, or Graduate Program referred to as the "Institution", and Anaheim Union High School District referred to as the "Organization."

This agreement pertains to a Practicum/Traineeship Program at the Organization, wherein students in Counseling will obtain fieldwork experience under supervision by credentialed practitioners as part of their counseling training program. Students in this Fieldwork Program may be referred to as "Trainees", as suits their level of training and experience.

WHEREAS, the Institution has counseling training opportunities available in the School of Education program and

WHEREAS, counseling experience is a required and integral component of the Institution's Counseling curriculum; and

WHEREAS, the Institution desires the cooperation of the Organization in the development and implementation of the fieldwork experience phase of its Counseling curriculum; and

WHEREAS, the Organization recognizes its professional opportunity and responsibility to participate in the education of Counseling students; and

WHEREAS, the Organization wishes to join the Institution in development and implementation of counseling experience for Counseling students;

NOW, THEREFORE, in consideration of the mutual agreements set forth therein, the Institution and the Organization enter into this Agreement on the terms and conditions set forth below.

The Institution and the Organization mutually agree:

1. To establish the educational objectives for the counseling experience, devise methods for their implementation and continually evaluate to determine the effectiveness of the counseling experience. Through the counseling experience, the trainee will provide the Institution 200-400 hours of counseling services per academic semester.
2. To make no unlawful distinction among trainees covered by this Agreement on the basis of race, color, sex, creed, age, handicap or national origin. For the purpose of this Agreement, unlawful distinctions on the grounds of race, color, sex, creed, age, or national origin include, but are not limited to the following: unlawfully denying an

trainee any service or benefit or availability of a Organization; unlawfully providing any service or benefit to a trainee which is different or is provided in a different matter or at a different time from that provided to other trainees under this Agreement; unlawfully subjecting an trainee to segregation or separate treatment in any matter related to receipt of any advantage or privilege enjoyed by others in determining whether they satisfy any admission, enrollment, quota, eligibility, membership or any other requirement or condition which individuals must meet in order to be provided any service or benefit.

3. The Institution agrees to select and assign students to the Organization for training. The Organization reserves the right to interview any trainee selected by the Institution prior to accepting that trainee for training. Subject to the foregoing, Trainees selected for assignment shall be assigned to the Organization for a period of time mutually determined in advance by the parties, which may be altered by either party, with consideration given to the counseling staff and space availability.

The Institution agrees:

1. To designate a Liaison or Director, hereinafter referred to as "Fieldwork and Community Outreach Liaison" to administer the Institution's responsibilities related to the counseling program. Also to designate a Counseling Faculty, hereinafter referred to as "Academic Coordinator".
2. To assume responsibility for assuring compliance with the educational standards established by the California Board of Behavioral Sciences, the California Commission on Teacher Credentialing and or any other relevant authority.
3. To establish and maintain ongoing communication between the Academic Coordinator, and the Training Coordinator of the Organization on items pertinent to Counseling education and counseling supervision. The Fieldwork and Community Outreach Liaison will arrange on-site visits at the Organization when feasible upon request.
4. To coordinate with the Training Coordinator and the Organization, at the time mutually agreed upon, about the trainee assignments, including the name of the students, level of academic preparation, and length and dates of the counseling experiences.
5. To refer to the Organization only those trainees who have satisfactorily completed the prerequisite didactic portion of the curriculum.
6. To direct the assigned trainee to comply with the existing pertinent rules and regulations of the Organization and all reasonable directions given by qualified Organization personnel.
7. Trainees should be in good physical health to complete fieldwork and must be screened for TB. The students will arrange for testing at their expense and provide results to the Organization before commencement of training.
8. To establish in print that the assigned trainee will secure appropriate professional liability insurance either through a certificate of insurance provided by the institution or through purchase of individual professional liability insurance. All trainees will be covered by professional

- liability insurance, and will bring to the Traineeship Program written evidence of this coverage.
9. To supply the Training Coordinator at the Organization with the appropriate forms to be used in evaluating the performance of the assigned trainee.
 10. To have the trainee provide, prior to the commencement of the trainee assignment, such confidential information as may be required by the Organization or deemed necessary for the training and guidance of the trainee.
 11. Trainees will be bound by all agency confidentiality policies and procedures, and all applicable Federal, State, and local laws and ordinances concerning the confidentiality of patient and trainee records.
 12. The Institution will provide weekly counseling supervision by the Academic Coordinator during the time the students are in training. Supervision will occur at the Institution.
 13. Students will be required to submit to a Live Scan background check at the expense of the Organization and Organization will provide students with a list of locations to receive the Live Scan. All results will be forwarded directly to the Organization for review.
 14. On the occasion that the Organization does not provide the trainee forms to obtain consent from parents to provide students counseling and/or recording of sessions, the Institution will provide forms, which have been reviewed by the Institution's legal counsel.

The Organization agrees:

1. To provide the physical facilities and equipment necessary to conduct the counseling experience.
2. To provide the counseling supervisor space within the Organization to supervise, plan and implement the counseling experience.
3. To support the trainee in the visual recording of 5-15 minute video clips of five distinct one to one or group counseling sessions per semester. The Organization and the trainee will determine the type of counseling that will be recorded. The camera may be pointed at the trainee during the entire taping, rendering only an audio taping of the students/clients.
4. To designate a training coordinator who will serve as the official supervisor and will be responsible for organizing and coordinating the supervision of the trainees. The Training Coordinator will be an individual who has held a valid Pupil Services Credential for a minimum of two years. Coordinating includes the planning and implementation of the counseling experience in addition to reviewing a minimum of two counseling video-taped sessions provided by the trainee.
5. The training coordinator will meet with the trainees for at least 1 scheduled hour per week.

6. To assume responsibility for assuring compliance with the supervision standards and all other requirements for training of trainees in traineeships, or field of placement of any kind as established by the Commission on Teacher Credentialing or other regulatory authority.
7. To advise the Institution of any changes in personnel, operation or policies that may affect experiences.
8. To determine the number of trainees, which it can accommodate during a given period of time.
9. To inform the trainee of the Organization's requirements for acceptance, i.e., health status, etc.
10. To provide the assigned trainee with a copy of the Organization's existing pertinent rules and regulations with which the trainee is expected to comply.
11. To make available, whenever possible, emergency health care for the assigned trainee. (The trainee will otherwise be responsible for his or her own health care, including maintaining his or her own medical insurance.)
12. To evaluate the performance of the assigned trainee on a regular basis using the evaluation form supplied by the Institution. (The completed evaluation will be forwarded to the Institution in a timely manner prior to the conclusion of the trainee's or trainee's clinical experience, and afterward, if applicable.)
13. To advise the Institution at least by midterm, of any serious deficiency noted in the ability of an assigned trainee to progress toward achievement of the stated objectives of the counseling experience. It will then be the mutual responsibilities of the assigned trainee, the Training Coordinator, Counseling Supervisor(s) at the site(s), and the Academic Coordinator to devise a plan by which the trainee may be assisted to achieve the stated objectives.
14. To have the right to terminate any trainee whose health, as permitted by law, or performance, is a detriment to patient well-being or to achievement of stated objectives of the counseling experience after conferring with the Academic Coordinator and Fieldwork and Community Outreach Liaison.
15. To support continuing education and professional growth and development of those staff who are responsible for trainee supervision.
16. To restrict access by trainees to any patient or client records except in the course of the Traineeship duties. Trainees will be bound by all Organization confidentiality policies and procedures, and all applicable Federal, State, and local laws and ordinances concerning the confidentiality of patient and trainee/trainee records.
17. To comply with the Federal, State, and local laws and ordinances concerning human subject research if trainees participate in a research program.

Confidentiality of Educational Records

- A. Institution Student Records. The Organization understands that the educational records of the Institution students assigned to the Organization are protected by the Family Educational Rights and Privacy Act ("FERPA"), at 20 U.S.C. §1232g. The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R. Part 99. As a result of this Agreement, the Organization is considered to be a school official of the Institution. The Organization agrees to protect the privacy of educational records concerning any Institution student assigned to the Organization under title Agreement, and will not transmit, share or disclose any such records without the student's written consent, except to other school officials of the Institution who have a legitimate education interest in the records.
- B. Organization Student Records. Institution shall advise its students assigned to the Program at the Organization that such students shall be subject to the Organization's policies respecting confidentiality of Organization's student information. No Institution employee, Institution student, representative or agent shall have access to or have the right to review any Organization student record, including, without implied limitation, medical records, except where necessary in the regular course of the Program. The discussion, transmission or narration in any form by Institution students, Institution employees, representatives or agents of any Organization student information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden, except as a necessary part of the Program and not prohibited by law. The Organization shall not grant the Institution's students assigned to the Program at the Organization access to individually identifiable student information unless the student's parent or guardian has first given written consent using a form approved by the Organization that complies with applicable state and federal laws, including FERPA and the Health Insurance Portability and Accountability Act ("HIPAA") and HIPAA implementing regulations at 45 C.F.R. § 160.103 ("HIPAA Regulations"). For purposes of this Agreement, Institution students assigned to the Program at the Organization are trainees and shall be considered members of the centers "workforce" as HIPAA and HIPAA Regulations define that term.

Non-Discrimination

The parties acknowledge that all Institution students assigned to the Program at the Organization shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status, or any other basis prohibited by law.

Indemnification

- A. The Institution agrees to indemnify, defend, and hold harmless the Organization and its elected and appointed governing board members, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorneys' fees,

arising out of or resulting from the sole negligent acts or omissions or willful misconduct of the Institution or the Institutions students, officers, employees, agents and/or representatives arising out of or in connection with the performance of this Agreement, or in proportion to the comparative fault of Institution or the Institutions students, officers, employees, agents and/or representatives. The Institutions obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Organization, its elected and appointed governing board members, officers, agents, and employees.

- B. The Organization agrees to indemnify, defend, and hold harmless the Institution and its directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorneys' fees, arising out of or resulting from the sole negligent acts or omissions or willful misconduct of the Organization's officers, employees, agents and/or representatives arising out of or in connection with the performance of this Agreement, or in proportion to the comparative fault of the Organization's officers, employees, agents and/or representatives. The Organization's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Institution, its affiliates, directors, trustees, officers, agents, and employees.

General Terms And Conditions

1. The parties hereto agree that the Institution's trainees are fulfilling specific requirements for counseling experiences as part of a certificate or degree requirement, and therefore the Institution's trainees are not to be considered employees of either the Institution or the Facility for any purposes, including Worker's Compensation, employee benefit programs, or any other purpose. Trainees will receive no salary, wages, or benefits for the services they provide during this Practicum/Traineeship Program. However, there are some categories of trainees that may be eligible to receive an educational stipend. Receipt of an educational stipend does not imply any type of employment.
2. The Organization's Training Coordinator may complete and sign training agreement documents that are submitted by the Institution that specify trainees' or trainees' planned educational/traineeship program details. Completion of these training agreement documents is for informational purposes only. The Memorandum of Understanding between the Institution and the Organization shall be the governing legal document between the parties.
3. The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to persons or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees and arising out of performance of this Agreement.
4. Each Party shall maintain throughout the Term of this Agreement general liability, sexual abuse and molestation liability, professional liability, automobile liability, workers' compensation, and such other insurance as is necessary to protect against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this Agreement by such Party. All such insurance shall be equivalent to coverage offered by a

commercial general liability form, including, without implied limitation, personal injury and contractual liability coverage for the performance by the insured Party of the indemnity provisions set forth in this Agreement, and shall include endorsements naming the other Party as additional insured. Each Party shall upon request provide the other Party a certificate of insurance satisfactory to the requesting Party, which shall include originals of the endorsements that name the other Party as an additional insured. Each Party, at its sole option, may satisfy all or any portion of the general liability insurance requirement through a program of self-insurance, commercial insurance, or any combination thereof.

5. This Agreement shall be effective for a period of three years from the date of signature when executed by both parties. This agreement will automatically renew unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term.
6. This Agreement may be revised or modified by written amendment when both parties agree to such amendment.
7. Notice given or required to be given under this Agreement may be given by personal delivery, facsimile, overnight air express or certified United States mail, return receipt requested. Notice shall be deemed to occur either (a) upon actual receipt, if the notice is by personal delivery facsimile or overnight air express or (b) five (5) business days after mailing, if the notice is by certified United States mail, return receipt requested.

Notice to the Institution shall be scanned and emailed to Marla Dietz at: Marla.Dietz@lmu.edu

In the matter that an original hard copy is requested, the document will be mailed as follows:
Marla Dietz, MA, LPCC, PPS
Counseling Fieldwork & Community Outreach Liaison
Loyola Marymount University
1 LMU Drive, University Hall Suite 1500
Los Angeles, CA 90045
Phone: (310) 338-4459

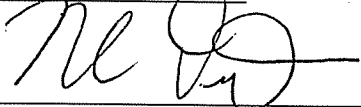
Notice to the Facility shall be scanned and emailed to Brad Jackson at: jackson_b@auhsd.us

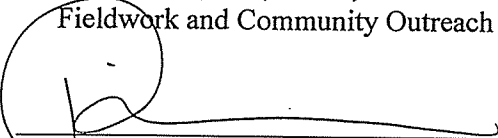
In the matter that an original hard copy is requested, the document will be mailed as follows:

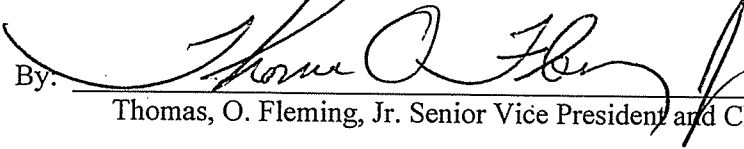
Anaheim Union High School District
Brad Jackson, Assistant Superintendent, Human Resources
501 N. Crescent Way
Anaheim, CA 92801

If either party wishes to terminate this Agreement prior to the end of its normal term, thirty (30) days written notice shall be given to the other party. However, in the case of material breach of this agreement by either party, the Facility and the Institution both have the right to terminate this Memorandum of Understanding immediately.

FOR THE INSTITUTION

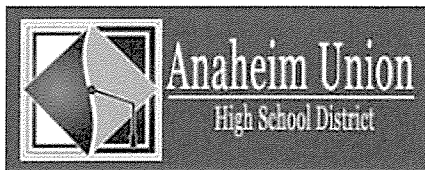
By:  _____ 2/27/2018
Date
Marla Dietz, MA, LPCC, PPS

By:  _____ 2/27/18
Date
Timothy P. Chang, Associate Dean for Business Services

By:  _____ 3/1/18
Date
Thomas, O. Fleming, Jr. Senior Vice President and CFO

FOR THE ORGANIZATION

By: _____
Brad Jackson, Assistant Superintendent, Human Resources Date



REVISED Proposal to Provide
Professional Services for
Project Labor Coordinator Services

March 22, 2018

Anaheim Union High School District
Jennifer Keys, Procurement Contract Specialist
Facilities Department
501 N. Crecent Way
Anaheim, California 92801

RE: REVISED Proposal to Provide Professional Services for Project Labor Coordinator

Dear Ms. Keys:

The Solís Group (TSG) is a proven Project Labor Coordinator with a track record of cost-effectively implementing Community Benefits Agreements (CBA) for California K-12 school districts like Anaheim Union High School District (District). Headquartered in Pasadena, we are ready to fully support the District's mission and ensure that District contractors comply with the CBA and achieve the District's local hire goals.

TSG has repeatedly been selected as the **best-value offeror in delivering similar programs at K-12 districts** throughout California. **Project Labor Coordinator (Coordinator) Jeremy Turner** stands ready to provide hands-on professional services to the District immediately upon award. We will leverage our previous successes and current relationships to **meet – and exceed – all District goals**. We will achieve this through our:

- 25 years of experience supporting 50+ districts
- Demonstrated success implementing first-time CBAs
- Track record of achieving local resident hiring program goals
- Strong history of effective labor relations management
- Direct experience in grievance processing, mediation, and arbitration
- Coordination of CBA workforce development and employment programs that engage and educate the local workforce and contractor community, including small businesses
- Internal Quality Assurance protocols to ensure on-time and on-budget performance.

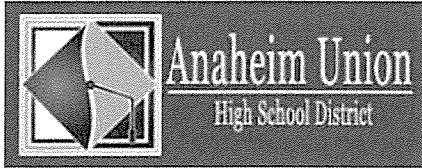
Jeremy and his team are **personally committed** to leading a cost-effective program driven by engaging the community, local workers, contractors, and District in **partnership toward shared goals**.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary A. Hamm".

Gary A. Hamm
Senior Vice President





REVISED Proposal to Provide Professional Services for Project Labor Coordinator Services

Firm Experience

For 25 years, The Solís Group (TSG) has supported K-12 districts in PLA administration and local hire programs. We have administered **19 PLAs in the last five years alone**, from small construction projects to large-scale programs. Please note that Community Benefits Agreements (CBA) are also commonly referred to as Project Labor Agreements (PLA). We will use these terms interchangeably throughout our proposal.

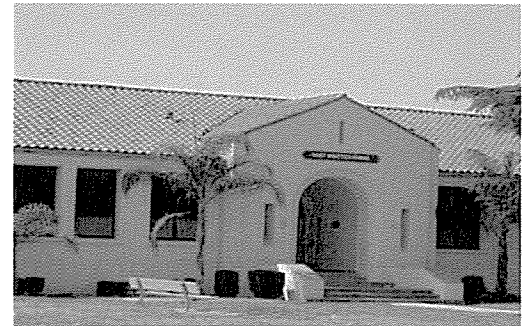
Our depth of experience managing and interpreting PLA's enables us to offer an informed perspective on tackling the core issues of reaching PLA goals, minimizing project disruptions, and helping the District's contractors stay in compliance.

For example, we have administered PLAs for K-12 school districts in Los Angeles County including the **Los Angeles Unified School District**, the *largest K-12 bond construction program in the U.S.* We recently negotiated a PLA on behalf of the **Fremont Unified School District**, and are implementing PLA's locally at **Azusa Unified School District**, **Mountain View Unified School District**, and **El Monte Union High School District**. Our team is also currently administering PLA's for five California community college districts in the greater Los Angeles area.

Work Plan

We have reviewed the District's CBA and provided below a representative scope of work based on similar CBA-related scopes we have administered for other educational institutions and public agencies in California. We will provide full-service CBA Administration and Local Hiring/Apprentice Utilization monitoring services including:

- Development of user-friendly informational brochures, contract provisions, and protocols to address contractor's concerns related to the CBA
- Assist District in establishing policies and procedures for the implementation of the CBA
- Preparing or reviewing appropriate CBA-related bid and contract language
- Presentations at pre-bid conferences explaining CBA requirements
- Responding to CBA-related bid questions during the bid process
- Contact with winning bidders and subs to establish sub-identities, trades to be used, union signatory status, level of familiarity with CBAs
- Invitations to pre-job conference – contractor and union representatives
- Presentation at pre-job conference to explain CBA requirements to contractors, subs, and unions; answer scope/jurisdictional clarification questions; give contractors and unions

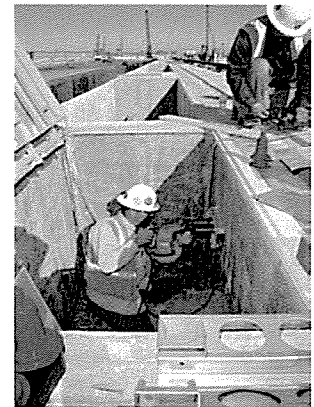


TSG has a strong history of meeting and exceeding local hire and apprenticeship goals for our educational projects.

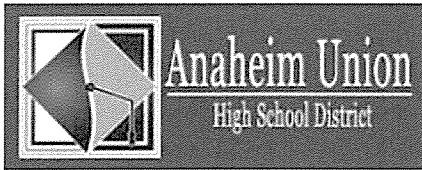
The El Monte High School field house project had a 16.67% goal for apprentices, we delivered 29.70%. For the Azusa Unified School District underground utilities projects with local hire goals of 30%, TSG is showing 74.10% in usage of local workers.

representatives a chance to meet one another; explain the dispute resolution process; and explain the expectations for compliance and TSG's role in enforcement, including consequences for non-compliance

- Provision of documents (such as CBA copies and document templates) to contractors, and assistance in completing forms and documentation
- Liaison service when appropriate between contractors and union representatives to promote mutual understanding and cooperation
- Collection and maintenance of CBA enrollment paperwork, including provision to trade representatives of Letters of Assent, Core Employee lists, and Core Worker verification when requested as guaranteed in the CBA
- Review of CBA enrollment paperwork and communication with contractors when enrollment is incomplete or incorrect
- Contact with union dispatch programs to ensure that sufficient qualified workers are available when needed to meet local and disadvantaged hiring requirements
- Contact with potential worker sources such as apprenticeship programs, Worksource centers, and veterans' programs to identify workers from targeted populations and establish a pipeline to apprenticeship and to contractors as necessary
- Contact with contractors regarding hiring requirements to ensure that procedures are being followed and that dispatched workers are meeting job needs
- Assistance with apprentice fairs and hiring events, including scheduling, publicity, staffing, and presentations, to ensure that targeted workers are aware of opportunities and have access to the pipeline for employment on covered projects
- Worker referrals as necessary to unions, contractors, or apprenticeship programs, to maximize availability and usage of targeted workers
- Communication with unions, including answering questions about site access, job schedules, job assignments, fringe benefit enrollment, identifying CBA-covered work on site, and other potential issues
- Grievance resolution assistance including regular contact with both sides, provision of helpful information and explanation of CBA provisions, and meetings as necessary to resolve grievances at the lowest possible level
- Apprenticeship requirement data collection and reporting as required to DAS
- Worker utilization data collection, formatting, and presentation so that utilization information is timely and accurate
- Provide Weekly Activity Report to District
- Reporting to District on activities as required, including monthly and quarterly activity reports, lookback reports, and responding to specific requests



Our relationships with unions help resolve concerns before they impact the project.



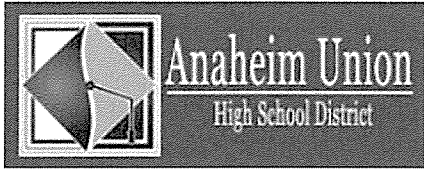
Dispute Resolution

Early and regular communication with unions will establish TSG as a willing, proactive partner in CBA issue resolution. And because of our strong internal methodology and stakeholder relationships, **we are frequently aware of issues before the unions or contractors.** We position ourselves as the “first call” made before any more formal actions are taken. As a result, **many disputes are resolved informally during Step 1 before they escalate to a formal Step 2 grievance.** In cases where grievances are filed, our team will facilitate the procedure defined by the District’s CBA.

We have experience assisting local unions, contractors, and employees collectively with dispute resolution to **maintain continuous and uninterrupted project work performance** and avoid expensive arbitration proceedings. TSG has direct experience implementing grievance protocols under a variety of CBA/PLAs throughout Southern California.

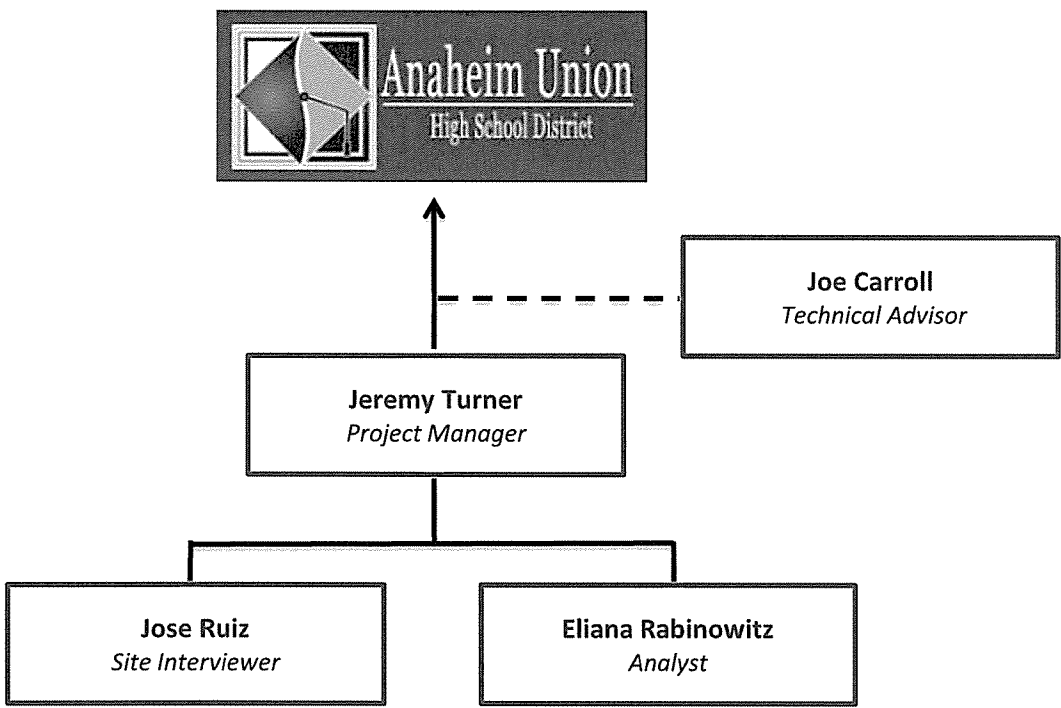
This experience provides us with a unique perspective and **beneficial skill set for managing the grievance process**, bringing a host of comparative knowledge concerning approaches, interpretations, and protocols for this important aspect of PLA Administration:

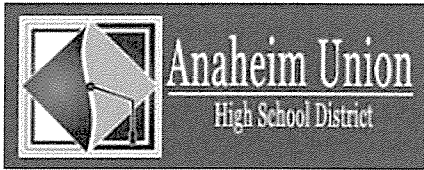
- Assisting both sides in understanding their rights and obligations
- Counseling both parties regarding possible outcomes of the grievance process
- Performing independent research to provide objective data to the parties on items such as worker utilization and hours worked.
- Mediating meetings to focus on dispute resolution and not personal differences or tangential complaints.



Project Team

Jeremy Turner is your Project Labor Coordinator and will serve as the single point of contact for District staff and the Construction Management team. He will be supported by a small team of specialists for day-to-day tasks, and through the balance of our 30+ person staff should the need arise. Selected for their distinct and thorough knowledge of what it takes to successfully deliver this PLA implementation and administration contract, our personnel are fully committed to this important assignment. Our team is illustrated on the Organizational Chart below.

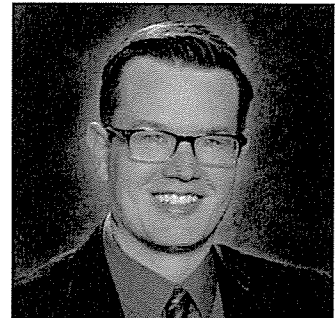




Jeremy Turner
Project Labor Administrator/Coordinator

With **seven years of experience implementing CBAs**, Jeremy ensures clear lines of communication and serves as the link between the District, general contractors, subcontractors, local work source centers, and community-based organizations regarding the requirements of the CBA. He is adept in policy and program development, administration, and monitoring and reporting associated with CBA programs for K-12 school districts.

Jeremy is responsible for managing CBA grievance procedures and mediation processes. He monitors union and contractor compliance and is proficient in the California Labor Code and targeted worker certification. He manages the TSG team and oversees **compliance data collection and analysis for use in CBA, LCP administration, and local or targeted worker utilization programs.**



EDUCATION
Bachelor of Arts,
Sociology, San Diego
State University

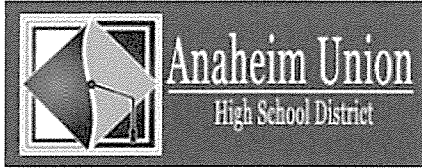
Representative Projects

Azusa Unified School District (01/2017 – current)
Measure K General Obligation Bond Construction and Major Rehabilitation Program, Azusa, CA.

Project Labor Coordinator responsible for PLA administration for Azusa’s \$92 million construction program. Responsibilities include PLA administration, local hire tracking, and labor compliance. Jeremy provides monthly reports and counsels the District on any compliance issues that arise.

Bassett Unified School District (05/2016 – 09/2016)
Construction and Major Rehabilitation Program, La Puente, CA.

Project Manager responsible for PLA administration for Bassett’s construction program. Most of the contractors on the projects had never worked under a PLA and were new to working with unions. Provided proactive communications to the contractors to help them navigate the provisions of the PLA and work smoothly with the union hall. Resolved issues before they escalated and became grievances. **The PLA local hire goal of 30% was exceeded by achieving 62% local hire on all projects under the program.**



El Monte Union High School District (03/2014 – current)

Measure D Facilities Bond Construction & Modernization Program, El Monte, CA.

Project Manager responsible for monitoring contractors' compliance with LCP, and administering PLA. Conducts PLA kick-off meetings and presents labor compliance requirements at pre-construction meetings, audits contractor's paperwork, sends delinquent document and non-compliance notices, prepares local hire reports to district, counsels contractors and union representatives on prevailing wage and PLA requirements, and oversees grievance proceedings.

Whittier City School District (05/2015 – 11/2016)

Measure Z Facilities Bond Construction & Modernization Program, Whittier, CA.

Assistant Project Manager responsible for monitoring contractors' compliance with PLA. Conducts PLA kick-off meetings, audits contractor's paperwork, sends delinquent document and non-compliance notices, prepares local hire reports to district, counsels contractors and union representatives on prevailing wage and PLA requirements, and oversees grievance proceedings.

Rio Hondo Community College District (02/2005 – 03/2013)

Measure A Facilities Bond Construction & Modernization Program, Whittier, CA.

Analyst responsible for assisting project manager by auditing PLA and labor compliance paperwork, maintaining project files, sending delinquent document and non-compliance notices, preparing local hire reports, and aiding in grievance proceedings.

Long Beach Community College District (02/2001 – current)

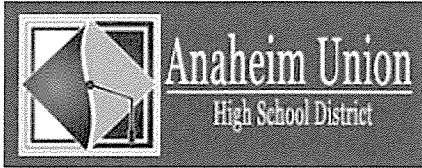
Measure E Facilities Bond Construction & Modernization Program, Long Beach, CA.

Site Interviewer responsible for conducting bi-weekly site visits to all active district sites, making workers aware of their rights under prevailing wage, and collecting information to be verified against certified payroll.

County of Los Angeles Department of Public Works (06/2011 – current)

Labor Compliance Master Contract, Los Angeles, CA.

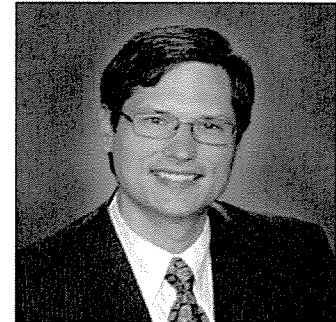
Senior Analyst responsible for performing audits of collected data, and managing in-house digital and physical document control system.



Joe Carroll
Technical Advisor

Joe Carroll provides **expert PLA administration oversight services** including labor relations, dispute resolution, contract interpretation, labor compliance, local hire, and outreach for local, small, emerging, and disabled veteran business utilization programs. He is proactive and collaborative in his approach and because of his long-standing history as a PLA Administrator, he is **able to anticipate and effectively address emerging challenges and opportunities** on high profile construction programs.

Starting as a Compliance Analyst, Joe worked his way through the ranks to become one of TSG's leading Senior Project Managers. He serves as **TSG's resident technical expert in PLA administration, local hire, and community outreach programs**. He has a unique talent for communicating agency program objectives to stakeholders and contractors, a cooperative approach to enforcement with demonstrable success in resolving disputes and hitting the numbers.



EDUCATION

Bachelor of Science
Engineering and Applied
Sciences, California
Institute of Technology

Key Skills:

- Interpreting PLA contracts and implementing training for stakeholders
- Consulting with trade unions
- Managing PLA grievance procedures and mediation process
- Investigating compliance with local, state and federal statutes

Representative Projects

Fremont Unified School District (02/2016 – current)

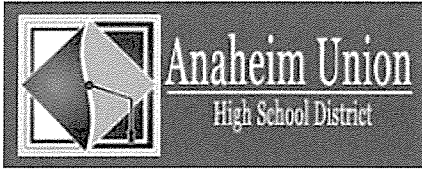
Measure E Facilities Bond Construction & Modernization Program, Fremont, CA.

Joe assisted Fremont Unified School District in negotiating a Project Labor Agreement (PLA) for its \$650 million Measure E Bond Program. The challenge was building consensus among contractors, local unions and the District in defining rules that ensured no project would be interrupted due to labor issues. Now that the PLA is negotiated, TSG oversees its administration by focusing on three specific areas: managing labor relations, coordinating the PLA's innovative workforce development and employment programs; and monitoring and reporting on the efficiency of the PLA.

Long Beach Community College District (02/2001 – current)

Facilities Bond Construction & Modernization Program, Long Beach, CA.

Workforce Project Agreement Coordinator for Long Beach Community College District's \$616 million program. Joe is overseeing the addition of a PLA to the District's existing labor compliance program.



For each project under this program, Joe is providing PLA administration, contractor prequalification, labor compliance, contractor education and outreach, and M/W/SBE tracking.

Cerritos Community College District (08/2016 – current)
Facilities Bond Construction & Modernization Program, Cerritos, CA.

Joe is the current PLA Administrator and Labor Compliance Program Manager for Cerritos Community College District. His responsibilities include addressing collective bargaining agreements and negotiations, administering stabilization agreements with Los Angeles/Orange County Building and Construction Trade Council, scheduling and facilitating pre-job conferences and compliance meetings, facilitating grievance/dispute resolution, and sustaining compliance under the local hire program.

Los Angeles Unified School District (09/2013 – 09/2014)
Measure K Facilities Bond Construction & Modernization Program, Los Angeles, CA.

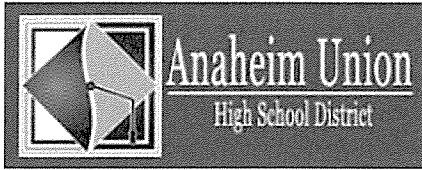
Project Stabilization Agreement (PSA) Manager responsible, along with LAUSD's internal staff, for PSA administration of district-wide construction projects. Worked onsite at district's headquarters. Responsibilities included addressing collective bargaining agreements and negotiations, administering stabilization agreements with Los Angeles/Orange County Building and Construction Trade Council, scheduling and facilitating pre-job conferences and compliance meetings, facilitating grievance/dispute resolution, and sustaining compliance under the district's local hire program.

Rio Hondo Community College District (02/2005 – 03/2013)
Facilities Bond Construction & Modernization Program, Whittier, CA.

Joe oversaw the district's first PLA for this \$245 million bond construction program, developing strong working relationships with the program's construction and bond management team. Implemented task-specific outreach program, establishing community connections to meet local hire goals and educate community on district's local hire efforts. Responsible for monitoring the number of local workers hired, facilitating their introduction to trades, and implementation of full labor compliance.

Port of Long Beach (2010 – current)
Middle Harbor Redevelopment Program, Port-Wide PLA, Long Beach, CA.

Joe is the administrator for the Port-Wide PLA, providing the Port with PLA administration, jobs coordination and labor compliance services for their \$1.3 billion programmatic modernization project. He was also the PLA Administrator for Phase 1 of the program providing his technical expertise to direct staff in the performance of all compliance monitoring and enforcement responsibilities for nine concurrent projects. He developed the policies and procedures manual, contract interpretations, grievance processing and dispute resolutions, trained the Port staff on PLA administration. He is performing local-hire/disadvantaged worker outreach, and veterans outreach through the Helmets to Hardhats program and the Veterans Initiative.



Eliana Rabinowitz
Analyst

Eliana Rabinowitz is responsible for filing and tracking contractor document submittals, helping ensure contractor compliance for both prevailing wage and targeted worker hiring. She also assists with the preparation of monthly progress reports. Her organization and attention to detail keep the team on deadline and make her an indispensable member of the team.



EDUCATION

Bachelor's Degree
Mathematics and
Philosophy, Franklin &
Marshall College
LEED Green Associate

Representative Projects

Azusa Unified School District (01/2017 – current)
Measure K Repair, Rehabilitation, Upgrade and Improvement Bond Program, Azusa, CA

On this \$92 Million project, Eliana tracks subcontractor document submittals, audits certified payroll, files project paperwork, and assists during PLA Kick-off meetings.

In addition to the above project, Eliana assists with these tasks on the following projects:

- Document tracking
- Certified payroll auditing
- Tracking worker hours via workforce tracker
- Drafting delinquent document notices to contractors

El Monte Union High School District (03/2014 – current)
Measure D Facilities Bond Construction & Modernization Program, El Monte, CA.

Coast Community College District (08/2013 – current)
Measure M Facilities Bond Construction & Modernization Program, Orange County, CA.

Long Beach Community College District (02/2001 – current)
Measure E Facilities Bond Construction & Modernization Program, Long Beach, CA.

Cerritos Community College District (08/2016 – current)
Measure E Facilities Bond Construction & Modernization Program, Long Beach, CA.

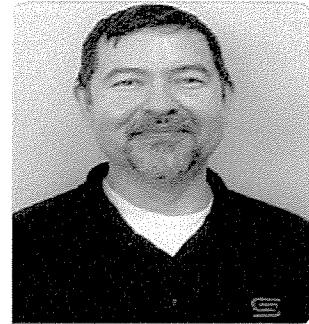
Rancho Santiago Community College District (09/2014 – 10/2017)
Facilities Bond Construction & Modernization Program

County of Los Angeles (06/2011 – current)
Tujunga Spreading Grounds and Morris Dam projects

Jose Ruiz
Site Interviewer

José has seven years of direct experience participating in contract compliance investigations including prevailing wage, local-hire and disadvantaged-worker programs. He specializes in the performance of on-site interviews with project workers to identify work classifications, corroborate payment of prevailing wages and aggregate verifiable data relative to the tracking of local/targeted worker and apprentice utilization.

José has wide-ranging experience conducting site visits and field worker interviews (in Spanish or English) and is skilled at identifying potential compliance issues or underpayment issues. He works closely with interviewees to complete the necessary steps in the investigation of disputes in a timely and efficient manner. His responsiveness and concern for issues pertaining to labor compliance enhance his effectiveness as a site interviewer and facilitates the early identification of potential issues.



EDUCATION

Bachelor of Science,
Computer Science
Northwestern
University

Representative Projects

El Monte Union High School District (03/2014 – current)
Measure D Facilities Bond Construction & Modernization Program, El Monte, CA.

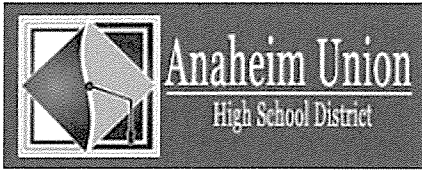
Rio Hondo Community College District (02/2005 – 03/2013)
Measure A Facilities Bond Construction & Modernization Program, Whittier, CA.

Long Beach Community College District (02/2001 – current)
Measure E Facilities Bond Construction & Modernization Program, Long Beach, CA.

Coast Community College District (08/2013 – current)
Measure M Facilities Bond Construction & Modernization Program, Orange County, CA.

Port of Long Beach (2010 – current)
Middle Harbor Redevelopment Program, Long Beach, CA.

Water Replenishment District of Southern California (10/2012 – 12/2014)
Leo J. Vander Lans Water Treatment Facility Expansion Project, Lakewood, CA.



Relevant Project Experience

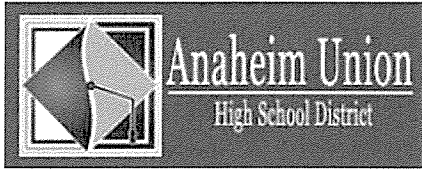
We have an excellent track record of facilitating real-world career opportunities in the construction trades for targeted workers—including local workers and Veterans transitioning to the civilian job market. For over two decades, we have been providing contractor outreach services for school districts just like Anaheim Union High School District.

Our staff has direct experience implementing procedures to identify craft needs as they relate to the construction schedule and then assisting contractors in filling those needs with qualified workers to meet the District’s goals. **We focus on the right workers at the right time so that everyone’s needs are met. We have consistently hit complex targeted worker goals for K-12 school districts, as well as other public agencies.**

The table below illustrates our extensive PLA administration experience.

TSG PLA Client List	
Azusa Unified School District	Los Angeles Community College District
Bassett Unified School District	Los Angeles Unified School District
Centinela Valley Union High School District	Mountain View School District
Cerritos Community College District	Port of Long Beach
Chula Vista Unified School District	Rancho Santiago Community College District
Coast Community College District	Rio Hondo Community College District
El Monte Union High School District	Water Replenishment District of Southern California
Fremont Unified School District	West Basin Municipal Water District
Honolulu Authority for Rapid Transportation	Whittier City School District
Long Beach Community College District	

The projects listed below, demonstrate our firm’s capability and experience in providing successful CBA administration services for similar educational districts.



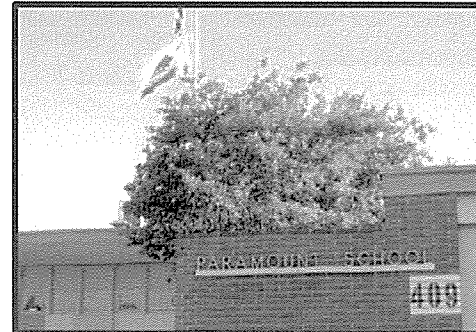
Azusa Unified School District, Measure K General Obligation Bond Construction Program

Summary of Project	
Scope of work	PLA Administration, Labor Compliance Program Management, Local Hire Program Management
Dates of engagement	01/2017 – current
Key Personnel	Jeremy Turner
Total Consultant Contract Value	\$85,000
Total Project Cost	\$92 million
Client contact	Linda Kaminski, Superintendent
Client address	546 S. Citrus Avenue, Azusa, CA 91702
Client phone number	(626) 858-6152

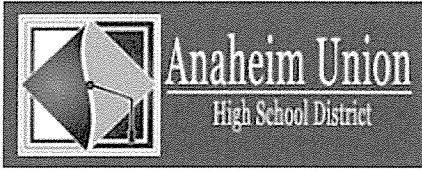
TSG serves as the Project Labor Coordinator for Azusa Unified School District on its \$92 million Measure K bond program, which provides funding for the repair and upgrade of District facilities.

Our services to the District include:

- PLA administration
- Local hire tracking
- Labor compliance



In executing these tasks, we communicate expectations to contractors at pre-job meetings and throughout the project, monitor compliance with state labor laws and PLA provisions, and provide a mechanism for contractors and unions to work through disputes in a constructive manner. We also provide monthly reports and council the District on any compliance issues that arise.



Whittier City School District, Measure Z Facilities Bond Construction & Modernization Program

Project Summary	
Scope of work	PLA Administration, Local Hire Program Management
Dates of engagement	05/2015 – 11/2016
Key Personnel	Jeremy Turner
Total Consultant Contract Value	\$61,530
Total Project Cost	\$55 million
Client contact	Jon McNeil, Assistant Superintendent Business Services
Client address	7211 S. Whittier Ave, Whittier, CA 90602
Client phone number:	(562) 789-3045

The TSG team is providing PLA Administration and Local Hire services for the Whittier City School District’s (Whittier CSD) PLA, adopted in early 2015. Whittier CSD places special emphasis on ensuring local hiring goals outlined in the PLA are achieved. We also ensure that local contractors have necessary support and resources to complete Whittier CSD projects on time and on budget. As a result of our services, **Whittier CSD’s specific local hiring goals have significantly exceeded the 30 percent PLA goal and reached an average of 79 percent.**



Our services for this bond construction program include:

- Ensuring contractor compliance with PLA terms.
- Processing grievances.
- Interfacing with the DIR on issues relative to labor code enforcement and prevailing wage issues.
- Local hire
- Board presentations

El Monte Union High School District, Measure D Facilities Bond Construction Program

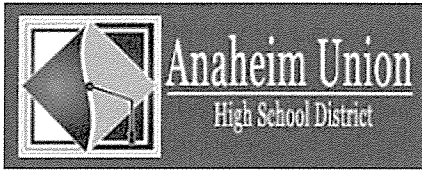
Summary of Project	
Scope of work	PLA Administration, Labor Compliance Program Management, Local Hire Program Management
Dates of engagement	03/2014 – current
Key Personnel	Jeremy Turner
Total Consultant Contract Value	\$200,000
Total Project Cost	\$148 million
Client contact	Sandy Navarro, Project Manager
Client address	3537 Johnson Avenue, El Monte, CA 91731
Client phone number:	(626) 444-9005

We are administering the District’s (EMUHSD) PLA and LCP, performing local hire outreach services, and providing training for contractors, unions, and EMUHSD representatives. EMUHSD adopted its PLA while our team was already administering its LCP. Our services for this construction bond program, include:

- Developing PLA and Local Hire Monitoring Plans
- Educating contractors on labor compliance provisions
- Conducting outreach for local resident utilization
- Establishing a Joint Administrative Committee (JAC)
- Reporting any compliance-related delinquencies to the contractor and EMUHSD



As part of the local hire and workforce development, we focus on WorkSource Centers within EMUHSD’s surrounding area to help identify employment opportunities for local residents and/or entry into an apprenticeship program. We also monitor and enforce EMUHSD’s LCP including facilitating pre-construction meetings, distributing applicable forms to meet submittal requirements, collecting and auditing certified payroll records, and preparing monthly notifications of missing or delinquent documents and corresponding corrective actions. **On the District’s current Bleachers project, the local hire goal of 30 percent is currently being surpassed – 71.40 percent of craft hours have been performed by local residents.**



Methodology

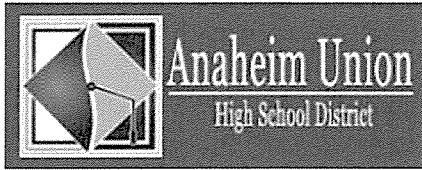
In this section, we will outline our methodology and showcase our ability to undertake and accomplish the required services. **We understand the needs of the District, the CBA's unique local hiring requirements, and the responsibilities of the Coordinator.** The District's CBA has complex local hire goals, including District Resident and veterans hiring goals. We have methods and practices to achieve all of these objectives. We'll come prepared on Day One with our research, relationships, and lessons learned. The backbone of our services include:

- **Managing and interpreting** the CBA
- **Educating contractors** (prior to work and ongoing) and facilitating **communication**
- **Monitoring** via our regular, highly visible onsite presence
- **Mediating** contractor dispute/delinquencies and effectively **managing their resolution**
- Establishing **accurate appraisals** of manpower throughout the PLA region
- Regular **reporting** to the District, Board and Project Manager
- Managing staff member assignments to provide **cost efficiencies** to the District

Our firm is one of the early pioneers in helping owners, unions, and contractors with the management and enforcement of CBAs – we've been doing it for 25 years in Southern California. We bring the technical expertise to manage the details that drive the programs and the political savvy to know that it is the people behind the paper that make the programs really work. Based on our experience, the District's three core responsibilities for the project labor coordinator are best achieved through a focus on the following:

Contractor Education. We know that CBAs can be confusing to contractors. We believe strongly in educating contractors up front and involving interested stakeholders early. We will ensure that all stakeholders have a full understanding of the District's CBA. For example, at the Port of Long Beach, our project manager published a formal letter to a potential subcontractor confirming that non-union contractors were allowed on PLA-covered projects because the bidding general contractor had told them the job was union only. Our actions prevented potential issues and future misunderstandings.

Communication. Without a firmly enforced, clearly communicated policy prior to the Pre-Job Conference, a prime contractor may show up ill-informed – unable to answer important questions from union agents. To prevent this, we use a standard Pre-Job Form requiring the prime contractor to disclose tasks and subcontractor contact data before a Pre-Job Conference is scheduled. Regular communication with contractors and unions, coupled with routine monitoring of targets, results in early identification of problem areas and allows us an opportunity to mediate and resolve potential issues before they become significant.



REVISED Proposal to Provide Professional Services for Project Labor Coordinator Services

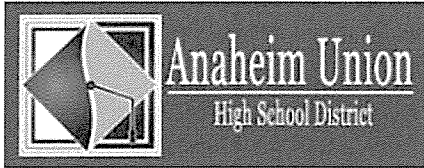
Issue Resolution. We understand that high visibility on the job site is a key component. We are frequently approached by onsite workers who want to share potential issues, because of this we are often aware of issues before the unions or contractors. We position ourselves as the “first call”, allowing us to resolve many disputes early. We resolve disputes early by addressing technical questions about CBA requirements with a simple phone call to the contractor to educate them.

Union Relationships. Our firm has built strong professional connections with all levels of union organizations from the Business and Dispatch Agents to the Apprenticeship Coordinators and Trust Fund Administrators. We work with the Building Trades Council on resolving jurisdictional disputes. Our team understands that unions are the source of referred labor for jobs and gatekeepers to apprenticeship programs.

Monitoring and Reporting. A key element of any successful program is monitoring and reporting the results. In short, you have to measure performance in order to drive results. Throughout our history of providing CBA administration services for similar programs, we have developed proprietary processes for monitoring, summarizing, and reporting key data. Most importantly, our process includes **concise, easy-to-understand reports** for the Board and the public.



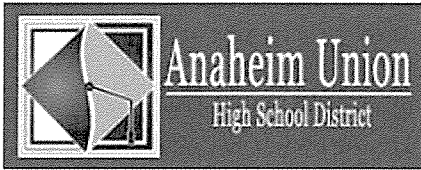
Our PLA work at one local school district involves a large number of modernization projects. After talking with the Building Trades, we noted a potential lack of local floor refinishing labor and contractors. By issuing floor work in multiple bid packages and staggering it, work can now be done by local labor and meet PLA requirements.



Fee Schedule

TSG’s rates are fully loaded and cover all direct labor, overhead, fringe benefits and profit, as well as associated expenses and costs such as travel (mileage, parking, etc.) and communication (postage, reports, telephone, etc.) Our standard billing rates are presented in the Fee Schedule table below.

TSG Fee Schedule						
	2018	2019	2020	2021	2022	2023
Principal	NC	NC	NC	NC	NC	NC
VP/Ops	\$205	\$210	\$210	\$215	\$215	\$220
Senior Project Manager	\$170	\$175	\$175	\$180	\$180	\$185
Project Manager	\$159	\$164	\$164	\$169	\$169	\$174
Assistant Project Manager	\$136.50	\$141	\$141	\$145	\$145	\$149
Senior Analyst	\$109	\$113	\$113	\$118	\$118	\$122
Analyst	\$98.50	\$102	\$102	\$107	\$107	\$111
Site Interviewer	\$92.50	\$96	\$96	\$100	\$100	\$103
Administrative Assistant	\$71	\$73	\$73	\$75	\$75	\$77



Cost Proposal

The Solís Group (TSG) develops project-specific cost estimates by service (i.e., Project Labor Coordinator Services, Labor Compliance Administration, etc.) based on the following factors:

- Construction Value
- Planned Construction Duration
- Number of Prime contracts to be monitored
- Estimated number of subcontracts to be monitored

Utilizing our database of actual staff hours by position required to perform on our past portfolio of similar work, we develop estimates of the total average monthly staff hours necessary to provide effective monitoring for projects of similar size, duration, and construction team composition. We issue monthly invoices for a lump-sum amount calculated as the total fixed-fee for the project, divided by the planned construction duration plus the planned project closeout duration. If actual construction activities persist beyond the planned end of construction, TSG will continue providing all services for the project-specific monthly lump-sum fee.

We have provided two fixed-fee price options below for the construction packages identified by the District, allowing the District to maintain strict budget control over CBA administration costs.

Price Option A

Price Option A includes all services outlined in this proposal.

Price Option B

Price Option B is the cumulative cost for our services which also include independent third-party verification of local hire and compliance issues. The additional services are listed below:

- Collection and maintenance of payroll documentation, including Certified Payroll Records (CPRs), Fringe Benefit Statements, and union Trust Fund Reports
- Proactive investigation and enforcement to ensure that small underpayment, classification, apprenticeship, or other issues do not escalate to the point where grievances or DLSE complaints are necessary
- Status updates and invoice recommendations to the Construction Manager to convey labor compliance and CBA compliance status, so that the CM is aware of any potential issues and can assist in keeping them from escalating
- Attendance at Board meetings and study sessions as requested to give information or advice to assist the Board in setting policy

Price Options A and B are based on the entire portfolio of projects being awarded to TSG.



**REVISED Proposal to Provide
Professional Services for
Project Labor Coordinator Services**

Program Manager/District Provided Data			Project Labor Coordinator Services				
#	Portfolio of Projects	Construction Value	Project Duration	Price Option A		Price Option B	
				Monthly Lump-sum Fee	Total Fee	Monthly Lump-sum Fee	Total Fee
1	Cypress High School Site Improvement Project & Kennedy Parking Lot	\$10,600,000	15	\$2,141	\$36,397	\$3,330	\$56,610
2	Oxford Modernization & Savanna Site Improvements	\$21,000,000	19	\$2,522	\$52,962	\$3,963	\$83,223
3	Dale Junior High School Modernization & New Construction	\$33,000,000	20	\$2,766	\$60,852	\$4,089	\$89,958
4	Hope School Modernization	\$13,000,000	15	\$2,201	\$47,417	\$3,423	\$58,191
5	Walker JHS Modernization	\$10,400,000	12	\$2,193	\$30,702	\$3,411	\$47,754
Total Cost					\$228,330		\$335,736

The cost proposals above are based on the District-provided construction duration plus two months for project closeout activities depending on project complexity. Should actual construction extend beyond the anticipated duration we will continue providing service for the stated monthly cost until construction is completed.



131 N. El Molino Ave, Suite 100, Pasadena, CA 91101 ■ Office: 626.685.6989 ■ Fax: 626.685.6985

**Declaring Certain Furniture as Unusable, Obsolete,
and/or Out-of-Date and Ready for Sale, or Destruction**

Quantity	Description
2	Bookcase
1	Chair
3	Desk
1	File Cabinet

**Declaring Certain Technology as Unusable, Obsolete,
and/or Out-of-Date and Ready for Sale, or Destruction**

Quantity	Description
2	AV Cart
41	Computers
4	Keyboards
13	Monitors
1	Network Switch
246	Phone
10	Printer
2	Projectors
1	Scanner
1	Television
1	Turning Point Responders (Student Remotes)
1	Typewriter
3	VCR

**Declaring Certain Textbooks as Unusable, Obsolete,
and/or Out-of-Date and Ready for Sale, or Destruction**

EXHIBIT DD

Description	Quantity	Publication Date	General Condition	Reason For Disposition	Compliant Y/N
Various Art					
Art Community Conn. TE	1	Outdated	Fair	Obsolete	No To Be Sold
Art Human Exp. TE	1	Outdated	Fair	Obsolete	No To Be Sold
Art Workbooks TE	3	Outdated	Fair	Obsolete	No To Be Sold
Introducing Art	1	Outdated	Fair	Obsolete	No To Be Sold
Introducing Art TE	1	Outdated	Fair	Obsolete	No To Be Sold
Understanding Art	1	Outdated	Fair	Obsolete	No To Be Sold
Understanding Art TE	2	Outdated	Fair	Obsolete	No To Be Sold
Various Biology					
Biology	47	Outdated	Fair	Obsolete	No To Be Sold
Biology Chapter Test	1	Outdated	Fair	Obsolete	No To Be Sold
Biology Reading / Study WB	2	Outdated	Fair	Obsolete	No To Be Sold
Biology Standard Review	1	Outdated	Fair	Obsolete	No To Be Sold
Various Chemistry					
Chemistry	1	Outdated	Fair	Obsolete	No To Be Sold
Various Dictionary					
Dictionary	250	Outdated	Fair	Obsolete	No To Be Sold
Spanish Dictionary	60	Outdated	Fair	Obsolete	No To Be Sold
Various Drawing					
NB Drawing TE	1	Outdated	Fair	Obsolete	No To Be Sold
Various Health					
Health	1	Outdated	Fair	Obsolete	No To Be Sold
Holt Health	3	Outdated	Fair	Obsolete	No To Be Sold
Various History					
A People A Nation	7	Outdated	Fair	Obsolete	No To Be Sold
History of the U.S.	60	Outdated	Fair	Obsolete	No To Be Sold
Land of the People Nation	50	Outdated	Fair	Obsolete	No To Be Sold
Various Library					
Library Books	604	Outdated	Fair	Obsolete	No To Be Sold
Various Literature					
Literature	20	Outdated	Fair	Obsolete	No To Be Sold
Various Math					
Algebra	50	Outdated	Fair	Obsolete	No To Be Sold
Various Physics					
Physics	2	Outdated	Fair	Obsolete	No To Be Sold

DONATIONS

EXHIBIT E E

April 12, 2018

<u>Location</u>	<u>Donated By</u>	<u>Item</u>
AUHSD	EMZ	\$860, Short Stay Visit program
	Technical Visits International	\$300, Short Stay Visit program
	Disneyland	Miscellaneous Furniture, office and classroom use
Dale	Mr. David Barten	\$160, unpaid lunch balances
Magnolia	Avast Software	\$7,000, Cybersecurity Institute
Walker	Wonderful Giving	\$1,000, site needs

ANAHEIM UHSD

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 04/12/2018

FROM 02/23/2018 TO 04/02/2018

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
L64A0294	3SCREENS.COM	625.00	625.00	0172489710 5805	SS/TUPE-COHORT M, TIER 2/INSTR /
L64M0060	A I FENCE COMPANY	3,667.00	3,667.00	0121232081 5610	WESTERN/FENCE/MO / REPAIRS/MAINT - O/S
L64R1173	ABLENET INC.	215.50	215.50	0147257011 4310	SEVER HDCP/SE SEP CL/SEV / INSTRUCTIONAL
L64R1262	ACHIEVERS INC	492.59	492.59	0122506010 4320	MA/PUENTE/INSTR / OTHER OFFICE/MISC SUPPLIES
L64C0113	ACTION DOOR REPAIR CORPORATION	536.95	536.95	0142230081 5610	OXFORD/GENERAL/MO / REPAIRS/MAINT - O/S
L64RI1331	ADA SPORTS BADMINTON AND TENNI	1,527.79	1,527.79	0127027010 4310	KE/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64A0296	ADAMS ESQ. A PROFESSIONAL COR	5,000.00	5,000.00	0119283021 5821	SYS/SUPV INST / LEGAL FEES
L64T0388	ADORAMA	1,761.19	1,015.20	0125489710 4310	KA/TUPE-COHORT M/INSTR / INSTRUCTIONAL
			745.99	0125489710 4410	KA/TUPE-COHORT M/INSTR / EQUIPMENT -
L64T0405	ADORAMA	391.44	391.44	0142102210 4310	OX/INNOVATION GRANT/INSTR / INSTRUCTIONAL
L64R1143	ADVANCED OFFICE SERVICES	376.96	376.96	0106106072 5610	BUSINESS/GENL ADM / REPAIRS/MAINT - O/S
L64R1152	ADVANTAGE WEST INVESTMENT ENTE	540.48	540.48	0121000081 4347	WESTERN/MO / OPERATIONS SUPPLIES - MISC
L64R1158	ADVANTAGE WEST INVESTMENT ENTE	205.20	205.20	0123000081 4347	SA/MO / OPERATIONS SUPPLIES - MISC
L64S0105	ADVANTAGE WEST INVESTMENT ENTE	10,784.41	10,784.41	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64C0115	AGUINAGA GREEN INC	700.38	700.38	0122222081 4347	OPERATIONS - GROUNDS / OPERATIONS SUPPLIES
L64S0111	AIRSUPPLY TOOLS INC.	1,010.68	1,010.68	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1210	ALL IN ONE POSTER CO. INC.	996.83	498.41	0104104072 4320	CERT HR/GENL ADM / OTHER OFFICE/MISC
			498.42	0105105072 4320	CLASS HR/GENL ADM / OTHER OFFICE/MISC
L64R1261	AMERICAN CASUAL	398.68	398.68	0138489710 4310	BA/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64R1274	AMERICAN LEGION	75.00	75.00	0121000031 5880	WESTERN/GUID / OTHER OPERATING EXPENSES
L64M0058	AMTECH ELEVATOR SERVICES	37,620.00	37,620.00	0110230081 5610	MAINTENANCE/MO / REPAIRS/MAINT - O/S
L64R1239	ANAHEIM CONVENTION CENTER	200.00	200.00	0117469021 5620	ED/EDUCATOR EFFECTIVENESS/SUPR /
L64T0417	APPLE INC	1,000.00	1,000.00	0147000910 4310	HOPE/LCFF-CONCENTRATION/INSTR /
L64R1166	ATKINSON ANDELSON LOYA RUUD	1,380.00	460.00	0102102071 5210	SUPT/BRD SUPT / TRAVEL AND CONFERENCE
			920.00	0104104072 5210	CERT HR/GENL ADM / TRAVEL AND CONFERENCE

EXHIBIT FF

ANAHEIM UHSD

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 04/12/2018

FROM 02/23/2018 TO 04/02/2018

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
L64R1308	AUHSD	1,106.68	1,106.68	0172595072 4390	SS/SHORT STAY VISIT PROG FEE / MEETING
L64R1270	AVID CENTER	2,385.00	2,385.00	0125545010 5210	K/A/VID DESTINATION GRADUATION / TRAVEL
L64R1334	AWARDS BY PAUL	250.52	250.52	0120405010 5880	TRANSP GRANT/INSTR / OTHER OPERATING
L64R1337	AWARDS BY PAUL	383.59	383.59	0120000010 4310	ANAHEIM/INSTR / INSTRUCTIONAL MATL &
L64C0110	AXLE TRANSMISSION XCHANGE	2,472.86	2,472.86	0179113536 4376	GARAGE/TRANS-SP ED/TRANSP / TRANS
L64R1297	B AND H PHOTO VIDEO INC	465.48	465.48	0100970081 4347	COMMUNITY SERVICE/MO / OPERATIONS
L64T0391	B AND H PHOTO VIDEO INC	1,486.89	1,486.89	0144000010 4310	LEX/INSTR / INSTRUCTIONAL MATL & SUPPLIES
L64C0109	B AND J TREE SERVICE	900.00	900.00	2461731185 6276	POL/BOND SER 2015-MEAS H / INTERIM HOUSING
L64S0094	BANGKIT USA INC.	715.28	715.28	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0107	BANGKIT USA INC.	1,594.70	1,594.70	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64C0105	BARNES AND NOBLE	551.68	551.68	0142102210 4210	OX/INNOVATION GRANT/INSTR / BOOKS AND
L64R1167	BARNES AND NOBLE	1,135.69	1,135.69	0138381010 4210	BALL/ECIA/INSTR / BOOKS AND REFERENCE
L64R1190	BARNES AND NOBLE	1,598.42	1,598.42	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE
L64R1231	BARNES AND NOBLE	258.38	258.38	0102102071 4320	SUPT/BRD SUPT / OTHER OFFICE/MISC SUPPLIES
L64A0280	BENEFIT AND RISK MANAGEMENT SE	3,100,000.00	3,100,000.00	6900690060 5812	HEALTH AND WELF/ENTERP / ADMIN FEE -
L64R1288	BEST BUY FOR BUSINESS	878.68	878.68	0138000081 4410	BALL/MO / EQUIPMENT - NON-CAPITALIZED
L64R1277	BIG TEX TRAILERS CA	9,150.12	9,150.12	0110230081 6490	MAINTENANCE/MO / EQUIPMENT - OTHER
L64R1263	BILLY TEES INC	286.35	286.35	0120000010 4310	ANAHEIM/INSTR / INSTRUCTIONAL MATL &
L64T0394	BIOMETRICS4ALL INC	795.00	397.50	0104104072 5610	CERT HR/GENL ADM / REPAIRS/MAINT - O/S
			397.50	0105105072 5610	CLASS HR/GENL ADM / REPAIRS/MAINT - O/S
L64R1169	BLICK ART MATERIALS LLC	669.48	669.48	0127005010 4310	KE/ART/INSTR / INSTRUCTIONAL MATL &
L64R1232	BOOK SYSTEMS INC	156.68	156.68	0138001024 4315	LIBRARY / LIBRARY/MEDIA/TECH SUPPLIES
L64R1161	BOOMERANG PROJECT	3,119.36	3,119.36	0142399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64A0278	BRIGHTVIEW TREE CARE SERVICES	25,600.00	25,600.00	0111222081 5610	OPERATIONS - GROUNDS / REPAIRS/MAINT - O/S

ANAHEIM UHSD

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 04/12/2018

FROM 02/23/2018 TO 04/02/2018

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L64R1243	BRIGHTVIEW TREE CARE SERVICES	15,900.00	15,900.00	0111222081 5610	OPERATIONS - GROUNDS / REPAIRS/MAINT - O/S
L64R1129	BSN SPORTS	515.67	515.67	0125027010 4310	KA/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1203	BSN SPORTS	1,308.36	1,308.36	0122222081 5610	OPERATIONS - GROUNDS / REPAIRS/MAINT - O/S
L64R1279	BSN SPORTS	2,254.54	2,254.54	0144054040 4310	LEX/AFTSCHL/ANCIL / INSTRUCTIONAL MATL &
L64R1317	BSN SPORTS	1,996.31	1,996.31	0135054040 4310	DALE/AFTSCHL/ANCIL / INSTRUCTIONAL MATL &
L64R1151	BSN SPORTS LLC	908.69	908.69	0144027010 4310	LEX/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1280	BSN SPORTS LLC	4,444.86	4,444.86	0121027010 4310	WESTERN/PHYS ED/INSTR / INSTRUCTIONAL MATL
L64R1312	BSN SPORTS LLC	8,569.32	8,569.32	0125222081 5610	OPERATIONS - GROUNDS / REPAIRS/MAINT - O/S
L64R1336	BSN SPORTS LLC	969.23	969.23	0120027010 4310	ANAHEIM/PHYS ED/INSTR / INSTRUCTIONAL MATL
L64R1130	BUDDY'S ALL STARS INC	713.83	713.83	0121028010 4310	WESTERN/ATHLET/INSTR / INSTRUCTIONAL MATL
L64R1254	BUDDY'S ALL STARS INC	831.66	831.66	0121028081 4310	WESTERN/ATHL/FIELDMAN SUPP /
L64R1255	BUDDY'S ALL STARS INC	332.09	332.09	0121028010 4310	WESTERN/ATHLET/INSTR / INSTRUCTIONAL MATL
L64R1242	C TECH CONSTRUCTION INC.	640.00	640.00	0127230081 5610	KE/GENERAL/MO / REPAIRS/MAINT - O/S SERVICES
L64R1306	C.A.S.H.	763.00	763.00	0156156072 5210	FACILITIES/GENL ADM / TRAVEL AND
L64R1139	CABE	600.00	600.00	0120381010 5210	ANAHEIM/ECIA I/INSTR / TRAVEL AND
L64R1229	CABE	930.00	930.00	0123381110 5210	SAVANNA/TITLE I/PARENTING / TRAVEL AND
L64R1245	CABE	501.04	501.04	0131381110 5210	TITLE I - PARENTING / TRAVEL AND CONFERENCE
L64R1201	CADA CENTRAL	350.00	350.00	0122000910 5210	MA/LCFF-CONCENTRATION/INSTR / TRAVEL AND
L64R1206	CAL BUILDING SYSTEMS INC	2,045.00	2,045.00	0150230081 5610	ADMIN/GENERAL/MO / REPAIRS/MAINT - O/S
L64R1150	CAMFIL USA INC	2,086.12	2,086.12	0121235081 4347	WESTERN/HVAC/MO / OPERATIONS SUPPLIES -
L64R1227	CAROLINA BIOLOGICAL SUPPLY CO.	216.57	216.57	0120032010 4310	ANAHEIM/SCIENCE/INSTR / INSTRUCTIONAL MATL
L64R1233	CASBO	445.00	445.00	0172172083 5210	SAFE SCHOOLS / TRAVEL AND CONFERENCE
L64R1162	CATE	2,825.00	2,825.00	0122381010 5210	MA/ECIA I/INSTR / TRAVEL AND CONFERENCE
L64R1141	CCSESA	250.00	250.00	0128399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND

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L64R1188	CENGAGE LEARNING	3,507.26	3,507.26	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE
L64R1170	CENTER FOR DRUG FREE COMMUNITY	5,200.00	5,200.00	0172489710 5880	SS/TUPE-COHORT M, TIER 2/INSTR / OTHER
L64R1302	CENTER FOR DRUG FREE COMMUNITY	5,200.00	5,200.00	0172489710 5880	SS/TUPE-COHORT M, TIER 2/INSTR / OTHER
L64R1303	CENTER FOR DRUG FREE COMMUNITY	5,200.00	5,200.00	0172489710 5880	SS/TUPE-COHORT M, TIER 2/INSTR / OTHER
L64R1304	CENTER FOR DRUG FREE COMMUNITY	5,200.00	5,200.00	0172489710 5880	SS/TUPE-COHORT M, TIER 2/INSTR / OTHER
L64R1251	CHEFS' TOYS	3,661.78	3,105.68 556.10	0125393010 4310 0125393010 4410	K.A/VEA-2B/INSTR / INSTRUCTIONAL MATL & K.A/VEA-2B/INSTR / EQUIPMENT -
L64R1138	CITY OF ANAHEIM	3,662.50	3,662.50	0122000010 5810	MA/INSTR / NON-INSTRUCTIONAL PROF CONSULT
L64T0398	COGNITO LLC	844.80	844.80	0115115021 5880	EDUCATION/SUPV INST / OTHER OPERATING
L64R1142	COLLEGE BOARD, THE	225.00	225.00	0128399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64R1163	COLLEGE BOARD, THE	225.00	225.00	0123381010 5210	SA/TITLE I/INSTR / TRAVEL AND CONFERENCE
L64T0416	COMMON CRAFT LLC.	159.00	159.00	0117432010 5880	CTE INCENTIVE GRANT/INST / OTHER OPERATING
L64S0104	CONTINENTAL CHEMICAL AND SANIT	13,361.00	13,361.00	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0095	CONTRACT PAPER GROUP INC.	153.35	153.35	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64A0284	COOPERATIVE STRATEGIES	9,500.00	9,500.00	2556710072 5810	FAC/DEVELOPER FEES/GEN ADMIN /
L64R1037	COURTYARD BY MARRIOTT CYPRESS	2,715.30	2,715.30	0121141072 5210	WASC PROGRAM / TRAVEL AND CONFERENCE
L64R1145	CREATE A PARTY	598.00	598.00	0153508140 5620	AN PREP FOUNDATION/ANCILLARY /
L64R1191	CROWD FAVORITE PROMOTIONAL	830.13	830.13	0102102071 4320	SUPT/BRD SUPT / OTHER OFFICE/MISC SUPPLIES
L64R1278	CSC SERVICE WORKS	301.39	301.39	0120027010 5610	ANAHEIM/PHYS ED/INSTR / REPAIRS/MAINT - O/S
L64R1198	CUE INC.	386.82	386.82	0132000910 5210	OR/LCFF-CONCENTRATION/INSTR / TRAVEL AND
L64R1164	CULVER NEWLIN	2,552.60	432.62 2,119.98	0115115021 4320 0115115021 4410	EDUCATION/SUPV INST / OTHER OFFICE/MISC EDUCATION/SUPV INST / EQUIPMENT -
L64R1275	CULVER NEWLIN	796.49	796.49	0125140027 4320	KA/SCH ADM/SCH ADM / OTHER OFFICE/MISC
L64R1276	CULVER NEWLIN	76.67	76.67	0127400010 4310	KE/MANDATED 1-TIME FUNDS/INSTR /

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L64R1292	CULVER NEWLIN	11,468.21	11,468.21	2434731185 4410	WA/BOND SERIES 2015 - MEAS H / EQUIPMENT -
L64R1293	CULVER NEWLIN	9,469.02	9,469.02	2427731185 4310	KE/BOND SERIES 2015 - MEAS H / INSTRUCTIONAL
L64R1294	CULVER NEWLIN	362.47	362.47	2420731185 4310	ANA/BOND SERIES 2015 - MEAS H /
L64R1311	CULVER NEWLIN	552.76	552.76	0128000010 4310	CY/INSTR / INSTRUCTIONAL MATL & SUPPLIES
L64R1314	CULVER NEWLIN	2,225.04	2,225.04	0144027010 4310	LEX/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64A0276	CURTIS, LARRY	1,000.00	1,000.00	0153000910 5805	SP PR/LCFF-SUPPLEMENTAL / INSTRUCTIONAL
L64R1153	CYPRESS COLLEGE	3,900.00	3,900.00	0128028040 5620	CY/ATHLET/ANCILLARY / RENTALS/OPERATING
L64S0102	D. HAUPTMAN CO. INC.	3,340.25	3,340.25	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0110	DATA IMPRESSIONS	775.48	775.48	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1220	DEMCO INC	1,109.53	1,109.53	0125000024 4315	KA / L M T / LIBRARY/MEDIA/TECH SUPPLIES
L64R1205	DIGITAL NETWORKS GROUP INC	2,748.60	2,748.60	0150231081 5610	ADMIN/ELECTRIC/MO / REPAIRS/MAINT - O/S
L64R1327	DINN BROS.	211.94	211.94	0140005010 4310	SOUTH/ART/INSTR / INSTRUCTIONAL MATL &
L64R1196	DISNEYLAND RESORT	3,615.00	3,615.00	0128393010 5880	CY/VEA-2B/INSTR / OTHER OPERATING EXPENSES
L64R1154	DIVISION OF THE STATE ARCHITEC	144,750.00	144,750.00	2423731185 6210	SA/BOND SERIES 2015 - MEAS H / PLANNING - DSA
L64R1132	DOCUMENT TRACKING SERVICE LLC	3,000.00	3,000.00	0153381021 5880	SP PR ADM/ECIA1/SUPV INST / OTHER OPERATING
L64R1171	DOVER PUBLICATIONS INC	210.15	210.15	0127004010 4210	KE/ENGLISH/INSTR / BOOKS AND REFERENCE
L64R1244	EARTHWORKSHEALTH LLC	128.22	128.22	0111220081 4347	OPERATIONS - GENERAL / OPERATIONS SUPPLIES -
L64R1299	ECONOMY RENTALS INC	128.98	128.98	0123000010 5620	SA/INSTR / RENTALS/OPERATING LEASES
L64T0395	EHP SOLUTIONS	3,014.84	3,014.84	0108108077 4410	INFO SYSTEM/DP / EQUIPMENT -
L64T0409	ELB US INC	6,465.00	6,465.00	0108400510 6490	EIT/ONE-TIME FUNDING (2017-18) / EQUIPMENT -
L64R1192	ELITE SHEET METAL INC	7,700.00	7,700.00	0121245081 5610	WE/SAFETY & SECURITY/M & O / REPAIRS/MAINT -
L64R1156	EVERBIND BOOKS	1,047.25	1,047.25	0144102210 4210	LEX/INNOVATION GRANT/INSTR / BOOKS AND
L64R1207	EVERBIND BOOKS	1,387.39	1,387.39	0144102210 4210	LEX/INNOVATION GRANT/INSTR / BOOKS AND
L64R1315	FERGUSON ENTERPRISES INC	1,873.55	1,873.55	0125393010 4410	KA/VEA-2B/INSTR / EQUIPMENT -

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L64R1208	FHEG CYPRESS COLLEGE BOOKSTORE	709.53	709.53	0117402510 4150	IS/COLLEGE READINESS/INSTR / TEXTS - STATE
L64R1209	FHEG CYPRESS COLLEGE BOOKSTORE	1,506.35	1,506.35	0117402510 4150	IS/COLLEGE READINESS/INSTR / TEXTS - STATE
L64R1177	FIRE SPRINKLER INPSECTIONS INC	700.00	700.00	2423731185 6240	SA/BOND SERIES 2015 - MEAS H / PRELIMINARY
L64C0067	FLEET SERVICES INC	16,805.77	16,805.77	0179113536 4376	GARAGE/TRANS-SP ED/TRANSP / TRANS
L64R1237	FLIBS	1,850.00	1,850.00	0127399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64R1228	FLINN SCIENTIFIC INC	169.21	169.21	0120032010 4310	ANAHEIM/SCIENCE/INSTR / INSTRUCTIONAL MATL
L64R1316	FLINN SCIENTIFIC INC	100.91	100.91	0122031010 4310	MA/CHEM/INSTR / INSTRUCTIONAL MATL &
L64T0404	FLIPGRID INC.	1,000.00	1,000.00	0122000910 5880	MA/LCFF-CONCENTRATION/INSTR / OTHER
L64R1160	FLIPPEN GROUP LLC, THE	922.02	309.09	0123000010 4310	SA/INSTR / INSTRUCTIONAL MATL & SUPPLIES
			612.93	0123000010 5880	SA/INSTR / OTHER OPERATING EXPENSES
L64R1241	FULLERTON COLLEGE BURSAR'S OFF	1,330.78	1,330.78	0117402510 4150	IS/COLLEGE READINESS/INSTR / TEXTS - STATE
L64R1155	GANAHL LUMBER CO	1,924.88	1,924.88	0144017010 4310	LEX/INDUS TECH/INSTR / INSTRUCTIONAL MATL &
L64S0108	GENERAL INDUSTRIAL TOOL AND SU	1,086.12	1,086.12	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0099	GLASBY MAINTENANCE SUPPLY CO.	124.77	124.77	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1259	GOPHER SPORTS EQUIPMENT	1,143.71	1,143.71	0140027010 4310	SOUTH/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1333	GOPHER SPORTS EQUIPMENT	2,835.29	2,835.29	0127027010 4310	KE/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1136	GORM INC	838.28	838.28	0131221081 4347	OPERATIONS - CUSTODIAL / OPERATIONS
L64R1249	GOVERNMENT FINANCIAL STRATEGIE	1,250.00	1,250.00	0106106072 5810	BUSINESS/GENL ADM / NON-INSTRUCTIONAL
L64T0397	GOVERNMENTJOBS.COM	8,944.95	8,944.95	0105105072 5880	CLASS HR/GENL ADM / OTHER OPERATING
L64R1194	GRANLIBAKKEN MANAGEMENT	6,128.00	6,128.00	0127399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64R1319	GREAT LAKES SPORTS	4,557.72	4,557.72	0138054040 4310	BALL/AFTSCHL/ANCIL / INSTRUCTIONAL MATL &
L64A0293	GUIDED DECISIONS INFORM	20,000.00	20,000.00	0106106072 5810	BUSINESS/GENL ADM / NON-INSTRUCTIONAL
L64R1257	HAPPY CHEF, THE	1,064.26	1,064.26	0120393010 4310	ANAHEIM/VEA-2B/INSTR / INSTRUCTIONAL MATL
L64R1200	HAZ PARTY RENTAL	367.78	367.78	0125000010 5620	KA/INSTR / RENTALS/OPERATING LEASES

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L64R1310	HAZ PARTY RENTAL	205.59	205.59	0125000010 5620	KA/INSTR / RENTALS/OPERATING LEASES
L64A0282	HISSHO INC.	2,200.00	2,200.00	0172489710 5805	SS/TUPE-COHORT M, TIER 2/INSTR /
L64R1321	HOLLYWOOD SOUND SYSTEMS INC	20,501.50	14,746.75	0148230081 5620	HANDE/LGENERAL/MO / RENTALS/OPERATING
			5,754.75	0149230081 5620	GLOVER/GEN MAINT/MO / RENTALS/OPERATING
L64R1186	HOTEL FULLERTON, THE	1,679.50	1,679.50	0120159510 5880	ANAHEIM HI/ACCOUNTS RECEIVABLE / OTHER
L64R1168	HOUGHTON MIFFLIN HARCOURT	406.71	135.57	0134251511 4310	LEARN HDCP S/SE SEP CL/NSEV / INSTRUCTIONAL
			135.57	0134252011 4310	WA/MILD MODERATE/SE SEP CL/NSE /
			135.57	0134261012 4310	SE RES SP(RSP)/SE RES SP/NSEV / INSTRUCTIONAL
L64T0415	HP DIRECT	2,155.00	2,155.00	0121000910 4410	WE/LCFF-CONCENTRATION/INSTR / EQUIPMENT -
L64T0407	IMPACT APPLICATIONS INC	600.00	600.00	0115115010 5810	EDUCATION/INSTR / NON-INSTRUCTIONAL PROF
L64R1225	INTERNATIONAL BACCALAUREATE OR	1,488.00	1,488.00	0127399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64R1260	INTERNATIONAL E Z UP INC	2,034.59	2,034.59	0127489710 4310	KE/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64X0436	J.W. PEPPER AND SON INC.	400.00	400.00	0125006010 4310	KA/THEATER/INSTR / INSTRUCTIONAL MATL &
L64M0061	JB BOSTICK COMPANY INC	3,960.00	3,960.00	0134238081 5610	WA/PAVING/MO / REPAIRS/MAINT - O/S SERVICES
L64R1204	JHM SUPPLY INC.	588.75	588.75	0122222081 4410	OPERATIONS - GROUNDS / EQUIPMENT -
L64M0057	JM AND J CONTRACTORS	10,900.00	10,900.00	0137230081 5610	SY/GENERAL/MO / REPAIRS/MAINT - O/S SERVICES
L64R1183	JM AND J CONTRACTORS	775.00	775.00	2425731185 6270	KA/BOND SERIES 2015 - MEAS H / MAIN BUILDING
L64R1181	JOHNSON CONTROLS	6,632.00	6,632.00	0110235081 5610	MAINTENANCE/HVAC/MO / REPAIRS/MAINT - O/S
L64A0279	JOHNSON FAVARO	3,000,000.00	3,000,000.00	2456731185 6212	BOND SERIES 2015 - MEAS H / PLANNING -
L64R1248	JUNIOR LIBRARY GUILD	939.98	939.98	0142000010 4210	OXFORD/INSTR / BOOKS AND REFERENCE
L64R1268	JUNIOR LIBRARY GUILD	2,338.96	2,338.96	0122381010 4210	MA/ECIA I/INSTR / BOOKS AND REFERENCE
L64R1291	JUNIOR LIBRARY GUILD	3,249.94	3,249.94	0121381010 4210	WE/ECIA TITLE I/INSTRUCTI / BOOKS AND
L64R1322	KBI AND ASSOCIATES	970.72	970.72	0168489710 4310	GI/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64M0062	KNORR SYSTEMS	26,121.65	26,121.65	0128240081 5610	CY/POOL/MO / REPAIRS/MAINT - O/S SERVICES
L64A0286	KORDAB, MOURAD	15,000.00	15,000.00	0117402510 5810	IS/COLLEGE READINESS/INSTR /

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L64R1093	KUSTOM IMPRINTS	451.26	451.26	0123102172 4310	SA/DISTTICT BRANDING/OTHER / INSTRUCTIONAL
L64M0050	KYA SERVICES	12,683.29	2,486.61 4,873.72 5,322.96	0124233081 5610 0137233081 5610 0169233081 5610	LOARA/FLOOR/MO / REPAIRS/MAINT - O/S SY/FLOOR/MO / REPAIRS/MAINT - O/S SERVICES TRIDENT/FLOOR/M&O / REPAIRS/MAINT - O/S
L64R1195	LAMINATION DEPOT INC.	688.45	688.45	0118118072 5810	GRAPHICS/GENL ADM / NON-INSTRUCTIONAL
L64R1267	LECTORUM PUBLICATIONS INC	181.94	181.94	0120000910 4210	AN/LCFF-CONCENTRATION/INSTR / BOOKS AND
L64S0103	LIBERTY PAPER	22,120.64	22,120.64	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1221	LIBRARY STORE, THE	91.96	91.96	0125000024 4315	KA/L M T / LIBRARY/MEDIA/TECH SUPPLIES
L64R1222	LIBRARY STORE, THE	96.58	96.58	0168001024 4315	GIL SOUTH/MEDIA-LIBRARY /
L64R1144	MACKIN LIBRARY MEDIA	143.41	143.41	0131261012 4210	SE RES SP(RSP)/SE RES SP/NSEV / BOOKS AND
L64R1189	MACKIN LIBRARY MEDIA	2,500.00	2,500.00	0128000910 4210	CY/LCFF-CONCENTRATION/INSTR / BOOKS AND
L64R1266	MACKIN LIBRARY MEDIA	3,900.00	3,900.00	0120000910 4210	AN/LCFF-CONCENTRATION/INSTR / BOOKS AND
L64R1184	MD INSTALLATIONS INT'L INC.	1,500.00	1,500.00	0115115021 5610	EDUCATION/SUPV INST / REPAIRS/MAINT - O/S
L64R1335	MEDCO SPORTS MEDICINE	70.04	70.04	0128028034 4320	CYPRESS/ATHLETICS/HEALTH / OTHER
L64R1281	MG ARTS	950.00	950.00	0128140027 5610	CY/SCH ADM/SCH ADM / REPAIRS/MAINT - O/S
L64R1258	MIKE'S FITNESS EQUIPMENT	4,551.19	4,551.19	0140025040 4310	SOUTH/ANCIL / INSTRUCTIONAL MATL &
L64R1234	MOINE, MAX	371.15	371.15	0108177072 5230	EIT/RISK MGMT/ADMIN / REIMBURSABLE EXP
L64R1175	MONTGOMERY HARDWARE CO.	6,977.36	6,977.36	0110236081 4355	MAINTENANCE/LOCKS/MO / MAINTENANCE
L64R1176	MONTGOMERY HARDWARE CO.	1,280.07	1,280.07	0110236081 4355	MAINTENANCE/LOCKS/MO / MAINTENANCE
L64R1148	MORENO, MICHELLE	107.75	107.75	0138489710 4310	BA/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64R1214	MULTI HEALTH SYSTEMS INC	1,436.87	1,436.87	0119283232 4310	SYS/PSYCH / INSTRUCTIONAL MATL & SUPPLIES
L64R1282	MUNICIPAL WATER DISTRICT OF OR	80.00	80.00	0110230081 5210	MAINTENANCE/MO / TRAVEL AND CONFERENCE
L64R1211	NASCO	2,744.75	2,744.75	0140000910 4310	SO/LCFF-CONCENTRATION/INSTR /
L64R1230	NASCO	539.01	539.01	0144005010 4310	LEX/ART/INSTR / INSTRUCTIONAL MATL &

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L64R1212	NCS PEARSON INC.	4,204.80	4,204.80	0119283232 4310	SYS/PSYCH / INSTRUCTIONAL MATL & SUPPLIES
L64R1226	NCS PEARSON INC.	665.21	665.21	0124261012 4310	SE RES SP(RSP)/SE RES SP/NSEV / INSTRUCTIONAL
L64R1287	NCS PEARSON INC.	576.08	576.08	0119283019 4320	SYS/SE OTHER / OTHER OFFICE/MISC SUPPLIES
L64R1313	NEFF COMPANY	491.40	491.40	0124066027 4320	LO/GRADUATION/SCHL ADMIN / OTHER
L64R1247	NEW HORIZONS CONTRACTING	900.00	900.00	2431731185 6299	BR/BOND SERIES 2015 - MEAS H / CONSTRUCTION -
L64R1213	NEW MANAGEMENT INC.	13,035.38	13,035.38	0110236081 4355	MAINTENANCE/LOCKS/MO / MAINTENANCE
L64R1298	NIMCO	1,770.32	1,770.32	0125489710 4310	KA/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64R1149	NORTH ORANGE COUNTY REGIONAL	1,127.70	1,127.70	0123000910 5805	SA/LCFF-CONCENTRATION/INSTR /
L64T0418	NTH GENERATION COMPUTING INC	17,000.00	17,000.00	0108108077 5810	INFO SYSTEM/DP / NON-INSTRUCTIONAL PROF
L64R1202	OC HUMAN RELATIONS COUNCIL	50,000.00	50,000.00	0172901510 5805	SS/ACT ANAHEIM INITIATIVE / INSTRUCTIONAL
L64A0295	OCDE	4,000.00	4,000.00	0172172010 5805	SAFE SCHOOLS/INSTR / INSTRUCTIONAL PROF
L64R1146	OCDE	215.50	215.50	0104104072 5880	CERT HR/GENL ADM / OTHER OPERATING
L64R1271	OCDE	100.00	100.00	0163000921 5210	EL/LCFF-CONCENTRATION/SUPV / TRAVEL AND
L64R1219	OFFICE DEPOT	124.38	124.38	0108108077 4310	INFO SYSTEM/DP / INSTRUCTIONAL MATL &
L64S0096	OFFICE DEPOT	3,421.28	3,421.28	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1325	ON DECK SPORTS	1,224.16	1,224.16	0120535010 4310	AN/PE UNIFORM/INSTR / INSTRUCTIONAL MATL &
L64R1185	ORANGE LEAGUE, THE	1,750.00	1,750.00	0120028040 5310	AN/ATHLET/ANCILLARY / DUES AND
L64A0283	PACIFIC AUDIOLOGICS	57,500.00	57,500.00	0119283039 5810	SYS/OTHER PUPIL / NON-INSTRUCTIONAL PROF
L64R1330	PALOS SPORTS	772.71	772.71	0127027010 4310	KE/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64T0396	PATHWAY COMMUNICATIONS LTD	6,410.05	6,410.05	0168000910 4410	GI/LCFF-CONCENTRATION/INSTR / EQUIPMENT -
L64R1252	PERMA BOUND	900.00	900.00	0120000910 4210	AN/LCFF-CONCENTRATION/INSTR / BOOKS AND
L64R1307	PLACER COUNTY OFFICE OF EDUCAT	300.00	300.00	0172172083 5210	SAFE SCHOOLS / TRAVEL AND CONFERENCE
L64R1265	POSITIVE PROMOTIONS INC	134.83	134.83	0168489710 4310	GI/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64C0104	PRESTIGE AUTO BODY EXPRESS	1,200.00	435.00	0113111536 4370	TRANS/TRN-SP ED/TRANSPORTATION / REPAIRS -

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L64C0104	*** CONTINUED ***				
L64R1301	PREVENTION PARTNERS	554.16	765.00	0113113536 5610	TRANS/TRN-SP ED/TRANSPORTATION /
L64R1215	PRO ED INC.	432.14	554.16	0128489710 4310	CY/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64R1238	PSAV PRESENTATION SERVICES	1,440.00	432.14	0119283232 4310	SYS/PSYCH / INSTRUCTIONAL MATL & SUPPLIES
L64M0063	QUALITY ENVIRONMENTAL INC	6,250.00	1,440.00	0117469021 5620	ED/EDUCATOR EFFECTIVENESS/SUPR /
L64R1128	RED DOT UNIFORMS	160.46	6,250.00	01502330081 5610	ADMIN/GENERAL/MO / REPAIRS/MAINT - O/S
L64R1328	REVO SCREEN PRINT AND EMBROIDE	215.51	160.46	0113113036 4388	TRANS/REG-ED/TRANSPORTATION /
L64R1300	RIBBONS GALORE INC	140.08	215.51	0132054010 5610	OR/AFTER SCHOOL CAR/INSTR / REPAIRS/MAINT -
L64X0437	RIDDELL ALL AMERICAN	9,000.00	140.08	0140489710 4310	SO/TUPE-COHORT M/INSTR / INSTRUCTIONAL
L64A0287	ROSSIER PARK SCHOOL	23,019.65	9,000.00	0120028081 5630	ANAHEIM/ATHLETIC/FIELDMN SUPP /
L64A0288	ROSSIER PARK SCHOOL	6,316.93	23,019.65	0119285018 5860	SYS/SE NPS/SEV / NONPUBLIC SCHOOLS
L64A0289	ROSSIER PARK SCHOOL	23,886.65	6,316.93	0119285018 5860	SYS/SE NPS/SEV / NONPUBLIC SCHOOLS
L64A0290	ROSSIER PARK SCHOOL	6,023.59	23,886.65	0119285018 5860	SYS/SE NPS/SEV / NONPUBLIC SCHOOLS
L64A0291	ROSSIER PARK SCHOOL	24,925.20	6,023.59	0119285018 5860	SYS/SE NPS/SEV / NONPUBLIC SCHOOLS
L64A0292	ROSSIER PARK SCHOOL	6,023.59	24,925.20	0119285018 5860	SYS/SE NPS/SEV / NONPUBLIC SCHOOLS
L64R1240	SACRAMENTO STATE COLLEGE OF	25.00	6,023.59	011220081 5210	OPERATIONS - GENERAL / TRAVEL AND
L64R1224	SAN JOAQUIN COUNTY OF EDUCATIO	250.00	25.00	0168381010 5210	GI/TITLE I/INSTR / TRAVEL AND CONFERENCE
L64R1082	SCHOOL SERVICES OF CALIFORNIA	1,925.00	250.00	0103103072 5210	ADMIN/GENL ADM / TRAVEL AND CONFERENCE
			350.00	0104104072 5210	CERT HR/GENL ADM / TRAVEL AND CONFERENCE
			175.00	0106106072 5210	BUSINESS/GENL ADM / TRAVEL AND CONFERENCE
			350.00	0107107072 5210	ACCTG /GENL ADM / TRAVEL AND CONFERENCE
			175.00	0127159510 5210	KENNEDY/ACCT RECEIVABLE / TRAVEL AND
			350.00	0135159510 5210	DALE/ACCT REC / TRAVEL AND CONFERENCE
			175.00	0153000921 5210	SP PROG/LCFF (EIA)/SUPRV INSTR / TRAVEL AND
			175.00	0155155072 5210	BUSINESS/ GENL ADM / TRAVEL AND

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L64S0097	SCHOOL SPECIALTY INC	4,440.54	4,440.54	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0106	SCHOOL SPECIALTY INC	372.38	372.38	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1296	SECURE DATA RECOVERY	1,800.00	1,800.00	0108108077 5610	INFO SYSTEM/DP / REPAIRS/MAINT - O/S SERVICES
L64T0389	SEHI COMPUTER PRODUCTS INC	3,483.02	1,161.01 2,322.01	0128000010 4410 0128000910 4410	CY/INSTR / EQUIPMENT - NON-CAPITALIZED CY/LCFF-CONCENTRATION/INSTR / EQUIPMENT -
L64T0390	SEHI COMPUTER PRODUCTS INC	477.48	477.48	0105105072 4320	CLASS HR/GENL ADM / OTHER OFFICE/MISC
L64T0392	SEHI COMPUTER PRODUCTS INC	865.96	865.96	0119283011 4410	SYS/INSTR / EQUIPMENT - NON-CAPITALIZED
L64T0393	SEHI COMPUTER PRODUCTS INC	3,360.64	3,360.64	0108108077 4410	INFO SYSTEM/DP / EQUIPMENT -
L64T0400	SEHI COMPUTER PRODUCTS INC	920.92	920.92	0108400010 4410	EIT/MANDATED 1-TIME FUNDS/INST / EQUIPMENT
L64T0401	SEHI COMPUTER PRODUCTS INC	10,862.60	9,902.60 960.00	0128000010 4310 0128000910 4310	CY/INSTR / INSTRUCTIONAL MATL & SUPPLIES CY/LCFF-CONCENTRATION/INSTR /
L64T0402	SEHI COMPUTER PRODUCTS INC	5,549.78	408.00 4,751.78 390.00	0128000010 4310 0128000010 4410 0128000910 4310	CY/INSTR / INSTRUCTIONAL MATL & SUPPLIES CY/INSTR / EQUIPMENT - NON-CAPITALIZED CY/LCFF-CONCENTRATION/INSTR /
L64T0403	SEHI COMPUTER PRODUCTS INC	311.40	311.40	0125002010 4310	K/ABUS ED/INSTR / INSTRUCTIONAL MATL &
L64T0410	SEHI COMPUTER PRODUCTS INC	185.43	185.43	0128000010 5610	CY/INSTR / REPAIRS/MAINT - O/S SERVICES
L64T0411	SEHI COMPUTER PRODUCTS INC	1,807.28	1,807.28	0125261012 4410	SE RES SP(RSP)/SE RES SP/INSEV / EQUIPMENT -
L64T0412	SEHI COMPUTER PRODUCTS INC	994.96	994.96	0144000010 4410	LEX/INSTR / EQUIPMENT - NON-CAPITALIZED
L64T0413	SEHI COMPUTER PRODUCTS INC	817.17	817.17	0134000910 4410	WA/LCFF-CONCENTRATION/INSTR / EQUIPMENT -
L64T0414	SEHI COMPUTER PRODUCTS INC	13,879.60	13,879.60	0121000910 4310	WE/LCFF-CONCENTRATION/INSTR /
L64S0101	SHERWIN WILLIAMS CO., THE	8,781.28	8,781.28	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64M0059	SHIELD FIRE PROTECTION	8,980.00	8,980.00	0110230081 5610	MAINTENANCE/MO / REPAIRS/MAINT - O/S
L64R1178	SIGN MEDIA INC.	6,512.31	6,512.31	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE
L64R1193	SIGNATURE PARTY RENTALS	2,240.89	2,240.89	0108108077 5620	INFO SYSTEM/DP / RENTALS/OPERATING LEASES
L64R1309	SIGNWAREHOUSE INC	588.95	588.95	0120393110 4410	VEA PERKINS STUDENT ORG ANAHEI /

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L64R1223	SKILLSUSA CALIFORNIA	287.71	287.71	0122393110 5880	VEA PERKINS STUDENT ORG MAGNOL / OTHER
L64R1264	SKILLSUSA CALIFORNIA	313.56	313.56	0120393110 4310	VEA PERKINS STUDENT ORG ANAHEI /
L64R1253	SOCALGRAD	700.38	700.38	0120140027 4320	ANAHEIM/SCH ADM / OTHER OFFICE/MISC
L64R1320	SOCALGRAD	1,615.82	1,615.82	0128066027 4320	CYPRESS/GRADUATION/SCH ADMIN / OTHER
L64X0438	SOCALGRAD	4,000.00	2,000.00	0104104072 4320	CERT HR/GENL ADM / OTHER OFFICE/MISC
			2,000.00	0105105072 4320	CLASS HR/GENL ADM / OTHER OFFICE/MISC
L64X0439	SOCALGRAD	2,200.00	2,200.00	0122000031 4320	MA/GUID / OTHER OFFICE/MISC SUPPLIES
L64R1290	SOCIAL THINKING PUBLISHING	146.92	146.92	0119256011 4310	ORTHO/SE SEP CL/SEV / INSTRUCTIONAL MAIL &
L64R1283	SOUTH COAST AIR QUALITY	144.88	144.88	0128235081 5880	CY/HVAC/MO / OTHER OPERATING EXPENSES
L64R1284	SOUTH COAST AIR QUALITY	144.88	144.88	0122235081 5880	MA/HVAC/MO / OTHER OPERATING EXPENSES
L64R1285	SOUTH COAST AIR QUALITY	144.88	144.88	0150230081 5880	ADMIN/GENERAL/MO / OTHER OPERATING
L64S0098	SOUTHWEST SCHOOL AND OFFICE SU	1,042.68	1,042.68	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64S0109	SOUTHWEST SCHOOL AND OFFICE SU	678.83	678.83	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1131	STAPLES ADVANTAGE	314.18	314.18	0140252011 4310	SO/MILD MODERATE/SE SEP CL/NSE /
L64R1157	STAPLES ADVANTAGE	471.39	471.39	0110230081 4320	MAINTENANCE/MO / OTHER OFFICE/MISC
L64R1165	STAPLES ADVANTAGE	322.98	322.98	0102102071 4320	SUPT/BRD SUPT / OTHER OFFICE/MISC SUPPLIES
L64R1172	STAPLES ADVANTAGE	589.92	589.92	0127000031 4320	KE/GUID / OTHER OFFICE/MISC SUPPLIES
L64R1217	STAPLES ADVANTAGE	82.92	82.92	0177177072 4320	RISK MANAGEMENT / OTHER OFFICE/MISC
L64R1218	STAPLES ADVANTAGE	169.89	73.14	0128000031 4320	CY/GUID / OTHER OFFICE/MISC SUPPLIES
			96.75	0128140027 4320	CY/SCH ADM/SCH ADM / OTHER OFFICE/MISC
L64R1256	STAPLES ADVANTAGE	827.57	827.57	0122028040 4320	MA/ATHLET/ANCILL / OTHER OFFICE/MISC
L64R1286	STAPLES ADVANTAGE	86.09	86.09	0117393021 4320	INSTR SVC/VEA-2B/SUPV INST / OTHER
L64R1295	STAPLES ADVANTAGE	420.43	420.43	0156156072 4320	FACILITIES/GENL ADM / OTHER OFFICE/MISC
L64R1182	SUPERIOR TEXT	988.60	988.60	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE

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L64R1329	TEAM SPORTS AND TROPHIES	1,368.44	1,293.00	0132000910 4310	OR/LCFF-CONCENTRATION/INSTR /
			75.44	0132140027 4320	OR/SCH ADM/SCH ADM / OTHER OFFICE/MISC
L64S0100	TECHDOCENT LLC	10,812.18	10,812.18	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R1289	THERAPY SHOPPE INC.	366.03	366.03	0119256011 4310	ORTHO/SE SEP CL/SEV / INSTRUCTIONAL MATL &
L64R1250	THOMSON REUTERS WEST	79.30	79.30	0102102071 4320	SUPT/BRD SUPT / OTHER OFFICE/MISC SUPPLIES
L64R1318	TOLEDO PHYSICAL EDUCATION SUPP	555.96	555.96	0138027010 4310	BALL/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1216	TOWNSEND PRESS	158.08	158.08	0121252011 4210	WE/MILD MODERATE/SE SEP CL/NSE / BOOKS AND
L64R1246	TRAK ENGINEERING INC	1,500.00	1,500.00	0179113036 5610	GARAGE/TRANS-REG ED/TRANSPORT /
L64C0111	TROXELL COMMUNICATIONS INC	1,670.13	1,670.13	0108108077 4310	INFO SYSTEM/DP / INSTRUCTIONAL MATL &
L64T0399	TROXELL COMMUNICATIONS INC	2,344.64	2,344.64	0128000910 4410	CY/LCFF-CONCENTRATION/INSTR / EQUIPMENT -
L64C0116	TRUCK PRO PTO SALES CORPORATIO	733.63	733.63	0179113036 4400	GARAGE/TRANS-REG ED/TRANSPORT /
L64R1159	U S BANK	1,870.00	1,870.00	0106106072 5880	BUSINESS/GENL ADM / OTHER OPERATING
L64R1235	U S BANK	2,500.00	2,500.00	0106106072 5880	BUSINESS/GENL ADM / OTHER OPERATING
L64R1305	UC REGENTS	538.75	538.75	0153591510 5880	SPECIAL PROG/LOC GIFTS & GRNTS / OTHER
L64R1199	UCI	250.00	250.00	0132000910 5210	OR/LCFF-CONCENTRATION/INSTR / TRAVEL AND
L64A0285	UNITED PAVING	141,990.00	141,990.00	2431731185 6165	BR/BOND SERIES 2015 - MEASH / SITE
L64R1236	UNITED WORLD COLLEGE OF USA, T	1,269.00	1,269.00	0127399010 5210	TITLE II IMPR TCHR QUAL - ED / TRAVEL AND
L64R1326	US GAMES	818.25	818.25	0140027010 4310	SOUTH/PHYS ED/INSTR / INSTRUCTIONAL MATL &
L64R1174	UTIL LOCATE	750.00	750.00	0121239081 5610	WESTERN/PLUMB/MO / REPAIRS/MAINT - O/S
L64R1147	VAVRINEK TRINE DAY AND CO	1,641.73	1,641.73	0107107072 5810	ACCTG /GENL ADM / NON-INSTRUCTIONAL PROF
L64R1180	VISTA HIGHER LEARNING	6,864.77	6,864.77	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE
L64R1134	VITAL LINK	100.00	100.00	0144000010 5880	LEX/INSTR / OTHER OPERATING EXPENSES
L64R1135	VITAL LINK	100.00	100.00	0144000010 5880	LEX/INSTR / OTHER OPERATING EXPENSES
L64R1140	VOCAL MOTION ASSOCIATION	300.00	300.00	0121000910 5880	WE/LCFF-CONCENTRATION/INSTR / OTHER

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L64R1137	WALTERS WHOLESALE	1,910.94	1,910.94	0147231081 4410	HOPE/ELECTRIC/MO / EQUIPMENT -
L64A0277	WATSON, RITA	500.00	500.00	0153000910 5805	SP PR/LCFF-SUPPLEMENTAL / INSTRUCTIONAL
L64R1324	WAXIE SANITARY SUPPLY	367.43	367.43	0122000081 4347	MA/MO / OPERATIONS SUPPLIES - MISC
L64R1179	WAYSIDE PUBLISHING	6,748.96	6,748.96	0116468010 4150	LOTTERY/RESTRICTED/INSTR / TEXTS - STATE
L64R1269	WELCOA	395.00	395.00	0104911072 5310	HR/WEELLNESS PROGRAM/ADMIN / DUES AND
L64R1133	WEST SHIELD ADOLESCENT SERVICE	3,668.32	3,668.32	0119283031 5880	SYS/GUID / OTHER OPERATING EXPENSES
L64M0056	WOLVERINE FENCE COMPANY INC	9,760.00	9,760.00	0121232081 5610	WESTERN/FENCE/MO / REPAIRS/MAINT - O/S
L64M0064	WOLVERINE FENCE COMPANY INC	4,275.00	4,275.00	0128230081 5610	CY/GENERAL/MO / REPAIRS/MAINT - O/S SERVICES
L64R1272	WRIGHT STUFF CHICS	744.12	744.12	0144595027 5210	LEX/SHORT STAY VISIT PROG FEE / TRAVEL AND
L64T0406	ZONES	227.12	227.12	0156156072 4320	FACILITIES/GENL ADM / OTHER OFFICE/MISC
L64T0408	ZONES	470.52	470.52	0128000910 4310	CY/LCFF-CONCENTRATION/INSTR /
	Fund 01 Total:	950,850.38			
	Fund 24 Total:	3,311,314.70			
	Fund 25 Total:	9,500.00			
	Fund 69 Total:	3,100,000.00			
	Total Amount of Purchase Orders:	7,371,665.08			

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L64R0908	A 1 FENCE COMPANY	10,884.00	+508.00	0124232081 5610	LOARA/FENCE/MO / REPAIRS/MAINT - O/S SERVICES
L64X0092	ADI	7,000.00	+2,417.00	0128232081 5610	CY/FENCE/MO / REPAIRS/MAINT - O/S SERVICES
L64S0034	ADVANTAGE WEST INVESTMENT ENTE	11,048.56	+2,000.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
L64X0235	AMERICAN LOGISTICS COMPANY LLC	34,900.00	+458.89	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64X0298	ART SUPPLY WAREHOUSE	3,650.00	+15,000.00	0113113036 5620	TRANS/REG-ED/TRANSPORTATION /
L64R0961	AWARDS BY PAUL	215.50	+900.00	0127005010 4310	KE/ART/INSTR / INSTRUCTIONAL MATL & SUPPLIES
L64X0101	BARNEY'S BLENDS INC.	25,000.00	+150.85	0115115010 4310	EDUCATION/INSTR / INSTRUCTIONAL MATL &
L64S0093	BREWER QUILTING AND SEWING SUP	96.52	+15,000.00	0111220081 4347	OPERATIONS - GENERAL / OPERATIONS SUPPLIES -
L64X0100	BSN SPORTS LLC	5,000.00	+15.71	0100000000 9320	GEN FUND/INC & BALANCE SHEET / STORES
L64R0991	CABE	385.00	+3,000.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
L64T0387	CAROLINA BIOLOGICAL SUPPLY CO.	1,124.91	+135.00	0138381010 5210	BALL/ECIA1/INSTR / TRAVEL AND CONFERENCE
L64C0021	ECONOMY RENTALS INC	1,500.00	+80.91	0131381010 5880	BR/ECIA1/INSTR / OTHER OPERATING EXPENSES
L64C0092	FLEET SERVICES INC	1,544.66	+998.58	0138000910 5620	BA/LCFF-CONCENTRATION/INSTR /
L64X0314	FULLERTON ACE HARDWARE	900.00	+987.83	0179113536 4376	GARAGE/TRANS-SP ED/TRANSP / TRANS
L64R1106	G M BUSINESS INTERIORS	1,189.56	+300.00	0137022010 4310	SY/WOOD/INSTR / INSTRUCTIONAL MATL &
L64X0131	GANAHL LUMBER CO	25,000.00	+396.52	0127400010 4320	KE/MANDATED 1-TIME FUNDS/INSTR / OTHER
L64R0551	GOPHER SPORTS EQUIPMENT	1,206.00	+15,000.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
K64X0296	GREATER ANAHEIM SELPA	766,261.00	-0.03	0168000010 4310	GI SOUTH/INSTR / INSTRUCTIONAL MATL &
L64X0304	GREATER ANAHEIM SELPA	225,000.00	+291.62	0168000010 5310	GI SOUTH/INSTR / DUES AND MEMBERSHIPS
L64X0144	HOWARD INDUSTRIES	30,000.00	+316,261.00	76 9620	WARRANT PASSTHRU / DUE TO STUDENT GRPS/OTH
L64X0367	J.W. PEPPER AND SON INC.	400.00	+75,000.00	0119283011 5805	SYS/INSTR / INSTRUCTIONAL PROF CONSULTANT
J64A0308	KNOWLAND CONSTRUCTION	1,000,000.00	+25,000.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
			+50.00	0140008010 4310	SOUTH/VOC MUSIC/INSTR / INSTRUCTIONAL MATL
			+500,000.00	2400731185 6291	GOB 2015 - MEAS H/FAC ACQ / CONSTRUCTION -

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L64X0167	LINCOLN AQUATICS	12,500.00	+7,500.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
L64X0309	LUCYS LAUNDRY ANAHEIM	2,500.00	+1,000.00	0125028081 5560	KATELLA/ATHLETCS/FIELD SUPP / LAUNDRY
J64T0337	NATIONAL STUDENT CLEARINGHOUSE	11,771.44	+3,825.00	0117402521 5810	IS/COLLEGE READINESS BK GRNT /
L64X0176	ORANGE COUNTY FARM SUPPLY	6,500.00	+4,000.00	0111220081 4347	OPERATIONS - GENERAL / OPERATIONS SUPPLIES -
L64R0738	ORANGE COUNTY REGISTER	10,417.68	+5,208.84	0112112072 4320	PURCHASING/GENL ADM / OTHER OFFICE/MISC
L64X0058	PACIFIC COACHWAYS CHARTER SERV	70,000.00	+30,000.00	0113113036 5620	TRANS/REG-ED/TRANSPORTATION /
L64X0180	PACIFIC TURF EQUIPMENT	20,000.00	+15,000.00	0111220081 4347	OPERATIONS - GENERAL / OPERATIONS SUPPLIES -
L64X0431	RIDDELL ALL AMERICAN	9,425.00	+100.00	0125028081 5630	KATELLA/ATHLETCS/FIELD SUPP /
L64A0194	STAFFREHAB	68,400.00	+31,000.00	0119283039 5810	SYS/OTHER PUPIL / NON-INSTRUCTIONAL PROF
I64A0104	TIME WARNER CABLE	1,104,792.00	+384,000.00	0108108077 5930	INFO SYSTEM/DP / INTERNET SERVICE
L64X0274	TRILLIUM FINISHING	14,000.00	+2,000.00	0118118072 5810	GRAPHICS/GENL ADM / NON-INSTRUCTIONAL PROF
L64X0041	TRUCK PRO PTO SALES CORPORATIO	20,000.00	+5,000.00	0179113036 4376	GARAGE/TRANS-REG ED/TRANSPORT / TRANS
L64C0098	TURF STAR INC	923.08	-409.87	0111222081 5610	OPERATIONS - GROUNDS / REPAIRS/MAINT - O/S
L64X0243	TURF STAR INC	14,000.00	+2,500.00	0111220081 4347	OPERATIONS - GENERAL / OPERATIONS SUPPLIES -
L64X0138	U S BANK	3,500.00	+1,000.00	0144013010 4310	LEX/HECT/INSTR / INSTRUCTIONAL MAIL &
L64X0395	U S BANK	2,700.00	+700.00	0131013010 4310	BR/HECT/INSTR / INSTRUCTIONAL MAIL &
L64R0146	UC REGENTS	22,200.00	+15,400.00	0174402510 5210	GSS/COLLEGE READINESS/INSTR / TRAVEL AND
L64X0246	US AIR CONDITIONING DISTRIBUTO	8,000.00	+4,000.00	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
K64M0061	VERNES PLUMBING INC	22,812.30	+1,782.30	0134235081 5610	WA/HVAC/MO / REPAIRS/MAINT - O/S SERVICES
L64R0733	VISION COMMUNICATIONS CO.	3,646.80	+1,014.46	0110230081 4355	MAINTENANCE/MO / MAINTENANCE SUPPLIES
Fund 01 Total:					672,311.61
Fund 24 Total:					500,000.00
Fund 76 Total:					316,261.00
Total Amount of Change Orders:					1,488,572.61

VENDOR CHECK REGISTER
FEBRUARY 23, 2018 THROUGH APRIL 2, 2018

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
4 WARD DESIGN INC	V6412763	5810	1,218.00	00145724
A 1 FENCE COMPANY	V6408537	4355	1,686.87	00146325
			969.75	00146369
		5610	1,277.00	00146201
A CABRAL ROOFING GROUP	V6412864	5610	1,850.00	00145806
A GOOD SIGN AND GRAPHICS COMPANY	V6412597	5610	1,460.00	00145872
A U H S D FOOD SERVICE DEPT	V6400023	4320	51.72	00145744
		4390	15.00	00145744
			215.75	00146480
A Z BUS SALES INC.	V6400025	4376	279.64	00146272
		4385	55.34	00145873
			766.64	00146272
AAA ELECTRIC MOTOR SALES	V6400033	4355	1,432.97	00145807
			381.51	00146164
			99.02	00146273
AARDVARK CLAY AND SUPPLIES INC	V6400035	4310	84.58	00145760
			69.23	00146370
		4410	2,742.24	00146481
ABC SCHOOL EQUIPMENT INC	V6400047	4355	1,257.23	00146274
ABE'S PLUMBING	V6406307	5610	6,500.00	00146371
ACCURATE LABEL DESIGNS INC.	V6405870	4320	150.95	00145927
ACHIEVERS INC	V6412277	4320	492.59	00146529
ACORN MEDIA	V6400068	4310	905.98	00146050
		9320	1,706.76	00146050
ACOUSTICAL MATERIAL SERVICES	V6400070	4355	276.85	00146051
			356.05	00146530
ACS BILLING SERVICE	V6400072	5580	3,942.56	00146202
ADI	V6400095	4355	626.54	00145745
			896.92	00146482
		4410	618.47	00145745
ADORAMA	V6411023	4310	3,266.68	00145928
			313.05	00146113
			942.18	00146275
		4410	1,484.88	00145928
			692.33	00146275
ADVANCED OFFICE SERVICES	V6408685	5610	360.65	00146052
ADVANTAGE WEST INVESTMENT ENTERPRISES INC.	V6412537	4347	4,637.10	00146053
			540.48	00146114
			248.94	00146203
		9320	11,677.13	00146053
			188.45	00146203
			458.88	00146483
			5,457.13	00146531
AERIES SOFTWARE INC	V6409157	5805	1,800.00	00146452
AGRI TURF DISTRIBUTING LLC	V6412836	4355	352.07	00146054
			176.60	00146372
			286.71	00146484
AICHELE, STEVEN G.	V6407891	5610	125.00	00146276
ALBRIGHT LIGHTING PLASTICS	V6410869	4355	37.60	00146532
ALL AMERICAN TROPHY ENGRAVING	V6400159	4320	4.85	00146165
ALLIANCE ENVIRONMENTAL COMPLIANCE INC	V6400169	5610	3,414.21	00145761

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			439.83	00146055
			3,970.97	00146485
ALT REV CASH FUND	V6405194	4310	2,585.39	00145762
			5,458.73	00146255
		4315	14.99	00145762
		4320	906.02	00145762
			884.25	00146255
		4347	274.86	00145762
			334.43	00146255
		4390	583.09	00145762
			982.87	00146255
		5210	15.52	00146255
		5880	433.00	00146255
ALTERNATIVE REVOLVING CASH	V6400190	4199	18.30	00146256
		4299	85.23	00146256
		4310	1,418.00	00146256
		4320	524.83	00146256
		4347	278.27	00146256
		4390	250.63	00146256
		5210	48.00	00146256
		5910	109.49	00146256
AMAZON WEB SERVICES INC.	V6412894	5880	7.06	00146056
AMBRIZ, MOLLY	V6412803	5210	715.30	00146166
AMERICAN LOGISTICS COMPANY LLC	V6412509	5620	9,350.00	00146533
AMERICAN TIME	V6410391	4355	2,992.11	00146057
			444.52	00146326
AMTECH ELEVATOR SERVICES	V6412267	5610	1,575.00	00146167
			2,660.00	00146373
			300.00	00146534
ANAHEIM ELEMENTARY SCHOOL DISTRICT	V6400254	5210	373.75	00145763
ANAHEIM HIGH SCHOOL	V6400260	5810	4,129.00	00145929
		8699	101.24	00145764
			77.32	00145991
ANAHEIM MAJESTIC GARDEN HOTEL	V6412263	5210	7,225.65	00146486
ANAHEIM UNION HIGH SCHOOL DIST	V6400267	5454	850,000.00	00146058
			19,161.20	00146168
			41,336.90	00146204
APOLLO PRINTING AND GRAPHICS	V6410446	5810	1,402.69	00146059
APPLE INC	V6400319	4410	5,232.70	00146060
ARAMARK UNIFORM SERVICE	V6407528	4388	115.00	00146061
			172.50	00146277
ARMSTRONG, IAN	V6408439	5220	46.33	00145930
			49.05	00146535
ART SUPPLY WAREHOUSE	V6400350	4310	89.98	00146062
			223.71	00146487
ARTIANO SHINOFF	V6408054	5821	2,119.50	00146278
ASSOCIATED BUSINESS PRODUCTS	V6400369	5610	158.45	00146063
AT AND T	V6400374	5918	132.64	00146279
	V6406157	5918	205.47	00146536
			8,263.26	00146537
			14,514.17	00146538
			27,841.49	00146588
ATKINSON ANDELSON LOYA RUUD	V6400383	5821	3,886.32	00145808
			2,467.50	00145992
			4,987.50	00146257

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
AWARDS BY PAUL	V6400412	4320	177.79	00146115
			150.85	00146539
AXLE TRANSMISSION XCHANGE	V6405352	4370	1,285.04	00146064
			216.46	00146280
		4376	2,472.86	00146488
B AND H PHOTO VIDEO INC	V6400422	4310	1,379.94	00146281
		4410	3,135.70	00146065
B AND K ELECTRIC WHOLESALE	V6400623	4355	141.70	00145765
			660.58	00145931
			402.28	00146282
			486.77	00146540
B AND M LAWN AND GARDEN INC	V6400423	4347	147.38	00145746
			978.69	00145932
			1,251.36	00146066
			760.65	00146283
			389.21	00146541
		5610	968.74	00145932
BACH COMPANY, THE	V6407748	4310	389.40	00146067
BANGKIT USA INC.	V6410523	9320	715.29	00146068
			1,969.13	00146374
BARKSHIRE LASER LEVELLING INC	V6407215	5610	2,600.00	00146205
BARNES AND NOBLE	V6400450	4150	403.79	00145747
			1,370.31	00145809
			1,598.42	00146542
		4210	19,846.69	00145747
			769.28	00145809
			5,689.20	00146069
			551.68	00146284
			1,135.69	00146375
		4320	896.48	00146069
BARNEY'S BLENDS INC.	V6411700	4347	7,186.38	00146070
			9,975.10	00146285
BAVCO	V6407678	4355	76.07	00145748
			508.58	00146489
BEACON DAY SCHOOL	V6409269	5860	12,030.04	00145749
			12,744.16	00146169
BEAN, AMANDA	V6409023	5210	820.35	00146376
BEE BUSTERS	V6400472	5610	375.00	00145874
			125.00	00146286
BEST BUY FOR BUSINESS	V6408717	4410	1,506.36	00145875
BICKMORE RISK SERVICES	V6410100	5810	4,250.00	00146287
BIDNICK, LANCE	V6412943	5712	480.70	00146490
BIG D SUPPLIES	V6400508	4355	183.67	00145750
BIG TOP RENTALS	V6409077	5620	1,027.26	00145766
BILLINGS, JANICE	V6402265	3701	1,809.00	00146327
BILLY TEES INC	V6412934	4310	286.36	00146543
BIOMETRICS4ALL INC	V6409224	5810	795.00	00145933
			69.75	00146116
BLACK AND DECKER U S INC	V6400533	4355	15.82	00145810
BLICK ART MATERIALS LLC	V6401357	4310	951.66	00145751
			669.48	00146288
		9320	203.26	00145751
BOBCAT OF LOS ANGELES INC	V6412602	4347	1,328.87	00145752
BOOK SYSTEMS INC	V6412321	4315	121.46	00146071
BOOMERANG PROJECT	V6408986	5210	2,895.00	00146544

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
BRADFORD, KARINA	V6412920	5210	736.50	00145993
BRAINPOP LLC	V6407109	5880	2,490.00	00146072
BREWER, AMANDA	V6412654	5220	75.70	00145994
BRIGHTVIEW TREE CARE SERVICES INC	V6412892	5610	15,900.00	00146545
BROOKHURST JUNIOR HIGH SCHOOL	V6400602	8699	12.94	00145767
			24.17	00145995
BROOKS INSTALLATIONS	V6403919	5610	1,150.00	00145753
BSN SPORTS	V6400615	4310	397.08	00145811
			221.83	00146073
			515.70	00146546
BSN SPORTS LLC	V6412536	4310	908.68	00146377
			435.01	00146547
		4355	1,072.11	00146170
			34.09	00146289
			66.72	00146491
BUDDY'S ALL STARS INC	V6406311	4310	713.83	00146378
BUSINESS MACHINES UNLIMITED	V6400636	5610	1,926.00	00146117
BUSWEST LLC	V6407892	4376	261.01	00146379
CAL LIFT INC	V6400664	5610	70.35	00146118
			225.60	00146492
CALIF. DEPT. OF TAX AND FEE ADMINISTRATION	V6404444	4310	82.09	00145756
		5880	32.94	00145756
CALIFORNIA DEPT. OF JUSTICE	V6400689	5810	3,169.00	00145768
			3,225.00	00146453
CALIFORNIA PLUMBING PARTS	V6412567	4355	1,253.33	00145812
			1,732.30	00146119
			607.32	00146290
			1,182.37	00146380
			756.65	00146548
CALIFORNIA RETROFIT INC	V6406910	4355	329.72	00145813
			206.88	00146120
			567.85	00146328
			96.98	00146381
			377.13	00146549
CALIFORNIANS TOGETHER	V6408384	5805	10,000.00	00145876
CALLAWAY, KATRINA	V6412591	5210	915.84	00146074
CALPERS	V6409986	3202	6,215.51	00146454
		5880	500.00	00146454
CAMERON WELDING SUPPLY	V6400741	4310	723.47	00146291
CANYON AUTO GLASS	V6408005	5610	411.37	00146121
			216.37	00146292
CAPISTRANO GOLF CARS INC	V6411745	5610	3,296.15	00146206
CARE YOUTH CORPORATION	V6412565	5860	22,553.00	00145769
			36,634.00	00146171
CARMAN, CANDICE	V6412031	5220	26.43	00145934
CAROLINA BIOLOGICAL SUPPLY CO.	V6400778	4310	218.02	00146550
		5880	1,068.67	00146293
CARPENTER, BEN	V6400479	5210	769.06	00145935
CART MAN INC, THE	V6404668	5610	1,857.37	00146075
			476.70	00146122
			975.87	00146551
CASBO	V6400793	5210	350.00	00145770
			445.00	00146493
CDW GOVERNMENT INC.	V6400819	4410	430.10	00145814
CEMEX	V6404364	4355	3,927.69	00146382

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
CENGAGE LEARNING	V6404723	4150	10,677.76	00145815
			3,507.26	00146552
		4310	2,444.99	00145877
CENTER FOR DRUG FREE COMMUNITIES	V6400833	5880	5,200.00	00146172
CERASUOLO, KATHRYN	V6412765	5220	123.99	00146123
CERTIPORT	V6410383	5880	3,500.00	00145771
CHILD SHUTTLE	V6406415	4310	512.00	00145816
			576.00	00146076
		5810	2,660.00	00146173
		5870	2,570.00	00145816
CHRISTIAN BUILDING MATERIALS	V6400919	4355	6,406.83	00146294
CHYLINSKI, PAUL	V6403583	5210	712.98	00146553
CINNAMON HILLS YOUTH CRISIS CTR	V6407425	5860	5,175.66	00145772
CISCO'S SHOP INC.	V6411971	4355	35.83	00146295
CITY AUTO TOP	V6400953	4370	913.98	00146296
CITY OF ANAHEIM	V6400957	5520	180,960.02	00145996
			12,803.34	00146207
			50,016.41	00146329
			26,344.82	00146455
		5530	24,409.86	00145996
			1,855.34	00146207
			9,079.28	00146329
			2,165.06	00146455
		5580	23,503.72	00145996
			2,521.36	00146207
			5,541.56	00146329
			3,167.66	00146455
		5810	3,751.56	00145773
			3,662.50	00146124
CITY OF BUENA PARK	V6400958	5530	3,070.09	00146077
		5580	314.51	00146077
CLAIM RETENTION SERVICES INC.	V6408940	5810	24,000.00	00146554
CLARK SECURITY PRODUCTS	V6400966	4355	589.31	00145817
CLETA HARDER DEVELOPMENTAL SCHOOL	V6407031	5860	3,935.00	00146494
COAST TO COAST LABEL	V6400999	4320	785.00	00146297
COCO PRINTING AND GRAPHICS	V6410045	5810	449.28	00145936
COGNITO LLC	V6412922	5880	844.80	00146174
COLON, MANUEL	V6402939	5210	963.29	00146078
COLON, TAMARA ELIZABETH	V6412357	5810	150.00	00146125
			225.00	00146208
			225.00	00146298
COMPREHENSIVE DRUG TESTING	V6410899	5810	465.00	00146126
CONTRACT PAPER GROUP INC.	V6410661	9320	153.35	00146079
CORREIA, FRANCES	V6401738	5210	878.00	00145997
COSCO FIRE PROTECTION INC	V6412879	5610	560.00	00146495
COUNTS, JACKIE	V6406390	5210	735.88	00146080
			130.54	00146175
			204.00	00146555
COUNTY CIRCUIT BREAKERS	V6412570	4355	102.36	00146299
CREATIVE BUS SALES	V6409840	4376	2,381.56	00145774
		4385	134.98	00145774
CULVER NEWLIN	V6411589	4310	1,525.74	00146176
		4410	849.07	00145878
CURTIS, LARRY	V6412915	5805	1,000.00	00145879
CUSTOM UPHOLSTERY ELEMENTS LLC	V6412899	4310	670.23	00146496

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
CVT RECYCLING	V6407455	5580	71.79	00146081
			117.05	00146497
CYPRESS COLLEGE	V6407842	5620	6,540.00	00145998
			3,900.00	00146082
DALE JUNIOR HIGH ASB	V6405581	8699	39.04	00145775
			41.06	00145999
DEL SOL SCHOOL	V6411308	5860	7,031.00	00145776
			4,652.00	00146177
DEMCO INC	V6401318	4315	397.76	00145880
			1,110.43	00146498
DEVEREUX TEXAS TREATMENT NETWORK	V6401339	5860	24,346.29	00145777
			12,445.64	00146556
DHAWAN, SONITA	V6410951	5220	51.88	00146127
DOCUMENT TRACKING SERVICE LLC	V6408533	5880	3,000.00	00146083
DONNELLY, DIANE	V6401345	5210	1,045.41	00146000
DOVER PUBLICATIONS INC	V6401422	4210	198.35	00146499
DUDE SOLUTIONS INC	V6409324	5210	2,385.00	00145937
DUNHAM, ANITA	V6405697	5210	19.95	00145881
DUNN EDWARDS PAINTS	V6401448	4355	863.13	00145818
			168.85	00145882
			329.54	00146128
			283.92	00146300
E.B. BRADLEY COMPANY	V6401456	4355	130.00	00145819
EAI EDUCATION	V6401460	4310	271.60	00146129
EBERHARD EQUIPMENT	V6405532	4347	673.06	00145778
			452.55	00145820
			197.66	00145883
			1,084.53	00146383
		5610	315.23	00146383
		6490	27,034.48	00145778
ECONOMY RENTALS INC	V6401478	5610	124.22	00146130
			57.70	00146500
		5620	1,711.29	00145884
			220.00	00145938
			258.79	00146084
			1,354.40	00146500
EHP SOLUTIONS	V6412840	4410	3,014.85	00146301
ELLIOTT, MARYJO	V6408060	5220	60.99	00145885
ENCORP	V6409154	5610	500.00	00146384
EVERBIND BOOKS	V6401625	4210	1,403.08	00146131
EVERYTHING MEDICAL	V6404851	9320	605.60	00145886
			33.04	00146557
EVOQUA WATER TECHNOLOGIES LLC.	V6408457	4380	431.44	00146302
			215.72	00146330
EVREX CORPORATION	V6408380	6490	5,777.11	00146085
EWING IRRIGATION PRODUCTS	V6401634	4355	112.11	00145821
			2,005.85	00146501
EXECUTIVE ADVERTISING, THE	V6412868	4320	1,401.57	00146502
EXPO PROPANE	V6412144	5810	115.65	00146503
FARMAN, JUANA	V6406999	5220	85.35	00146086
FARMERS AND MERCHANTS BANK	V6412156	5880	36,526.76	00146385
FARR'S CUSTOM CARBIDE TOOLING	V6410142	4355	76.37	00145725
			20.48	00146341
FEDEX	V6401675	5910	113.75	00146386
FELIX, STEPHANIE	V6412478	5220	69.52	00145822

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
FENN TERMITE AND PEST CONTROL	V6401679	5610	2,467.00	00145728
			471.00	00146428
			1,466.00	00146505
FERGUSON ENTERPRISES INC	V6409823	4355	858.93	00145729
			292.56	00146132
			55.82	00146342
			1,412.18	00146506
FERNANDEZ, LETICIA	V6411473	2410	135.93	00146087
FERRELLGAS LP	V6411875	5810	4,070.97	00145823
			1,812.75	00145887
			18,862.70	00146343
			1,933.70	00146429
			3,658.81	00146507
			7,622.71	00146558
FERUGLIO, MARCELO	V6412932	5210	125.00	00146559
FHEG CYPRESS COLLEGE BOOKSTORE	V6412888	4150	2,215.88	00146387
FIRST BOOK	V6412481	4210	1,200.77	00146209
FISHER SCIENCE EDUCATION	V6401697	4310	1,005.46	00145730
FIVE STAR RUBBER STAMP INC	V6405116	4310	34.85	00146210
			121.94	00146344
		4320	153.77	00146210
			21.32	00146344
			58.88	00146508
FLEET SERVICES INC	V6405625	4370	907.08	00145731
			2,082.98	00146388
			1,046.70	00146560
		4375	739.01	00146560
		4376	102.22	00145731
			18,350.43	00145939
			984.86	00146388
			211.82	00146560
		4385	1,012.64	00145731
			2,005.83	00146388
			81.59	00146560
FLIBS	V6401707	5210	925.00	00146589
FLINN SCIENTIFIC INC	V6401708	4310	2,223.20	00145732
			1,323.50	00146088
			169.21	00146509
FLIPGRID INC.	V6412926	5880	1,000.00	00146561
FLORES, STEPHANIE	V6412292	5220	344.60	00145888
FOLLETT SCHOOL SOLUTIONS INC.	V6411526	4310	199.00	00146510
FREEMAN, KEVIN	V6411485	5210	200.00	00145733
FUJIMOTO, DIANA	V6401342	5210	481.24	00146562
FULLERTON ACE HARDWARE	V6405244	4310	353.21	00146089
FULLERTON COLLEGE BURSAR'S OFFICE	V6401776	4150	1,330.78	00146430
G M BUSINESS INTERIORS	V6412498	4320	396.52	00145824
GAIL MATERIALS	V6401793	4347	1,120.60	00146090
GAMACHE, STEPHANIE	V6410166	5210	775.00	00146563
GANAHL LUMBER CO	V6401804	4310	(972.78)	00145825
		4347	57.10	00145825
		4355	2,064.74	00145825
			3,607.82	00146091
			1,309.32	00146211
			279.18	00146345
GANS INK AND SUPPLY CO. INC.	V6412496	4320	329.39	00146346

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
GARY'S RADIATOR SERVICE	V6401818	4370	175.00	00146564
		4376	750.00	00146564
		5610	125.00	00146389
GAS COMPANY, THE	V6404372	5510	368.24	00146212
			38,390.37	00146431
GASINSKI, BEAU	V6400464	5721	342.93	00145734
GHOLDOIAN, LINDA	V6407599	5210	728.67	00146347
			31.06	00146565
GILBERT SOUTH ASB	V6407543	5880	320.00	00146092
GILLEN, ALEXIS	V6407523	5210	895.35	00146566
GILMAN, GARY R.	V6410259	5810	720.00	00146348
GLASBY MAINTENANCE SUPPLY CO.	V6401863	4347	432.44	00145826
			870.62	00146213
			862.59	00146511
GLENN, JERRY	V6402322	3701	1,203.00	00145735
GLENN, MARK	V6411268	5210	864.37	00146567
GOLDEN STATE WATER COMPANY	V6408018	5530	26,481.38	00145736
			29,477.41	00146432
GOPHER SPORTS EQUIPMENT	V6401902	4310	981.86	00145827
GORM INC	V6401904	4347	838.28	00146512
GOVERNMENT FINANCIAL STRATEGIES	V6401906	5810	1,250.00	00146513
GOVERNMENTJOBS.COM	V6409634	5880	8,944.95	00146214
GRAINGER	V6404982	4355	2,062.08	00145828
			3,003.43	00146215
			1,775.44	00146514
GRANLIBAKKEN MANAGEMENT COMPANY LTD	V6411915	5210	6,128.80	00146515
GRAY STEP SOFTWARE INC	V6411851	5880	15,681.00	00145922
GRAYBAR ELECTRIC COMPANY	V6401918	4355	428.02	00145829
			502.51	00146216
			1,210.56	00146516
			374.65	00146590
GREATER ANAHEIM SELPA	V6401927	5805	38,893.46	00146349
			40,825.37	00146517
		8311	164,984.51	00146178
GREENS DISCOUNT GLASS AND SCREEN	V6409591	4355	1,029.03	00145830
			1,001.02	00146217
			689.61	00146591
GREENWOOD, ERIK	V6408076	5210	10.00	00146218
GST INC.	V6401950	4310	195.50	00146219
GUITAR CENTER	V6401958	4410	1,305.06	00145831
H AND H AUTO PARTS WHOLESALE	V6401967	4370	244.01	00146568
		4385	695.49	00146390
			1,330.32	00146568
HAHN, JULIA	V6405758	5210	967.38	00145940
HARRELL, SUNBIE	V6412929	5210	623.75	00146350
HATCHER, PATTY	V6408994	5220	83.39	00146433
HEALTH SCIENCE ASSOCIATES	V6412896	5810	9,851.35	00145941
HEALTHY ADVENTURES FOUNDATION	V6412541	5810	4,698.33	00145942
			5,090.83	00146434
HERK EDWARDS INC.	V6408482	4355	1,284.39	00146592
HERNANDEZ, CARLOS	V6400767	5210	1,026.46	00145889
HERNANDEZ, SERGIO	V6412011	5210	566.18	00146569
HERRERA, BRENDA	V6412908	5220	16.58	00145737
HI TECH SERVICES	V6412913	5805	2,400.00	00145832
HOLTON, KERRI	V6412921	5210	175.00	00145943

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>	
HOME DEPOT CREDIT SERVICES	V6405234	4320	6.13	00145738	
			95.93	00145890	
			97.25	00146518	
		4355	321.98	00145738	
			1,564.74	00145890	
			532.68	00145944	
			2,456.58	00146351	
			530.77	00146391	
			715.11	00146518	
			1,088.14	00146593	
HORIZON	V6408259	4347	384.80	00145833	
			286.79	00146392	
HOUGHTON MIFFLIN HARCOURT	V6407563	4210	1,017.85	00145945	
		4310	614.08	00145834	
			1,700.54	00146393	
HOWARD INDUSTRIES	V6402088	4355	204.69	00146570	
				1,367.01	00146394
				363.96	00146594
HUMPHREY, DEANNA	V6408493	4410	3,947.40	00146352	
		4210	538.83	00146571	
HUTTNER, HEATHER	V6412032	5220	28.34	00145946	
			28.34	00146220	
HWANG, BETHANY	V6408748	5210	878.00	00146572	
ICS SERVICE CO.	V6406452	5610	765.00	00145739	
IDENTICARD SYSTEMS INC	V6402126	4310	53.88	00145835	
			50.00	00146093	
		4320	4,178.54	00145835	
			4,178.54	00146093	
IMAGE APPAREL FOR BUSINESS	V6402628	4345	220.46	00145836	
			89.28	00145891	
			56.91	00145947	
		4388	44.18	00146353	
			109.04	00146395	
			347.11	00146353	
			5610	158.38	00145836
			5810	600.00	00146435
			5810	942.81	00146354
			5210	785.00	00146573
IMPACT APPLICATIONS INC	V6411493	4310	499.50	00146595	
			220.11	00145948	
			410.32	00146094	
INLAND GROUP LLC.	V6412769	4320	434.15	00146221	
			794.00	00145892	
			1,488.00	00146519	
INMAN, ALASTAIR	V6406557	5210	225.00	00146574	
			120.97	00145949	
INNOVATIVE SYSTEMS	V6405580	4310	131.90	00146222	
			56.03	00146355	
INTELESYSONE INC.	V6412444	4320	619.71	00146436	
			80.58	00146520	
			676.81	00146596	
INTERNATIONAL BACCALAUREATE ORGANIZATION	V6411389	5210	799.52	00145893	
IZABAL, STACEY	V6411229	5210	513.06	00145740	
J.W. PEPPER AND SON INC.	V6402214	4310	82.36	00145950	
			619.71	00146436	
			80.58	00146520	
JACHIO PRODUCTS INC	V6412909	4310	799.52	00145893	
JACKSONS A S BREA F M P	V6406346	4347	513.06	00145740	
			82.36	00145950	
			149.76	00146521	

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
		4370	942.90	00146396
			352.91	00146575
		4375	177.78	00145837
			967.25	00146396
			778.91	00146575
		4376	207.64	00146575
		4385	669.91	00145837
			173.63	00146396
			(27.48)	00146575
		4387	22.20	00146396
JASPER ENGINES AND TRANSMISSIONS	V6409131	4376	7,865.75	00145951
JEYCO PRODUCTS INC	V6402332	4375	4,805.24	00146397
		4385	710.50	00146397
		4387	1,308.25	00146397
JHM SUPPLY INC.	V6411647	4355	375.61	00145741
			1,952.47	00145894
			1,237.40	00146356
			4,691.68	00146522
			89.71	00146597
JM AND J CONTRACTORS	V6410460	5610	7,800.00	00146133
JOHN RIZUTO'S KILN SERVICE	V6411701	5610	1,003.06	00146095
JOHNSTONE SUPPLY	V6402415	4355	8.73	00146223
JUNIOR LIBRARY GUILD	V6402477	4210	726.24	00146096
			3,278.92	00146224
KATELLA HIGH SCHOOL	V6402515	5810	1,731.00	00145895
		8699	786.49	00145779
			681.56	00146001
KELLY PAPER	V6402557	4320	210.40	00146357
KENNEDY HIGH SCHOOL	V6402571	8699	61.89	00145780
			41.10	00146002
KNORR SYSTEMS	V6402610	4355	10,168.73	00146398
KNOWLAND CONSTRUCTION SERVICES LLC	V6409073	5810	85.00	00146437
			6,225.00	00146576
KU, CHARLES	V6412648	4390	358.38	00145781
KUSTOM IMPRINTS	V6408734	4310	2,497.71	00145896
			596.34	00146358
		4366	521.04	00145896
KYA SERVICES	V6411393	5610	981.75	00146359
LABELL EXCHANGE	V6412680	5918	600.00	00146360
LAGUNA CLAY CO.	V6402645	4310	433.46	00146598
LAM, JANE	V6412453	5220	14.44	00146225
LAMINATION DEPOT INC.	V6410841	5810	688.44	00146599
LANGUAGE NETWORK INC	V6409301	5810	2,234.38	00146097
LARNER, JOHN	V6402395	3702	1,203.00	00145742
LARSON, CATHY	V6410210	5210	979.07	00146577
LE, CAITLIN	V6411725	5220	40.50	00145952
			71.23	00146226
LEANDRES VAUGHN, ELIZABETH	V6411829	5210	278.00	00146098
LEGO EDUCATION	V6407799	4310	4,438.76	00146399
LETTER PERFECT SIGNS	V6402726	4355	3,782.03	00145953
			723.18	00146600
LEVITIN, KIRSTEN	V6412469	5210	137.54	00146578
LEXINGTON JUNIOR HIGH SCHOOL	V6402729	5810	617.50	00146361
		8699	582.67	00145782
			659.92	00146003

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
LIBERTY PAPER	V6410278	9320	22,120.64	00146579
LIBRARY STORE, THE	V6402737	4315	184.46	00146400
			96.59	00146601
LINCOLN AQUATICS	V6411554	4355	366.28	00146401
LOARA ASB	V6402803	8699	440.19	00145783
			380.42	00146004
LUCYS LAUNDRY ANAHEIM	V6412017	5560	625.97	00146523
			551.54	00146602
LUX BUS AMERICA COMPANY	V6412135	5620	4,895.00	00146580
MACKIN LIBRARY MEDIA	V6402903	4210	1,551.63	00145954
			2,828.52	00146099
MAGNOLIA HIGH SCHOOL	V6402920	5810	3,036.00	00145955
		8699	9.48	00145784
			2.20	00146005
MASTERSON, GRACE	V6409613	5210	856.38	00146438
MATSUDA, MICHAEL	V6403107	5220	34.88	00146100
MC FADDEN DALE HARDWARE CO	V6403056	4355	198.02	00145897
			140.58	00145956
			200.35	00146402
			161.16	00146524
			539.72	00146603
MC GRAW HILL EDUCATION INC.	V6411310	4150	39,366.00	00145919
MD INSTALLATIONS INT'L INC.	V6410469	5610	3,475.00	00146581
MICRO CONNECTORS INC.	V6412826	4320	29.27	00145957
MID AMERICA SPORTS ADVANTAGE	V6412877	4310	509.98	00146101
MIKE ELAM CONSTRUCTION	V6412866	5610	5,015.00	00146439
MILWAUKEE ELECTRIC TOOL CORP.	V6403148	4355	7.11	00146362
MINDKIND INSTITUTE LLC	V6412774	5810	3,000.00	00145958
			3,000.00	00146440
MOBILE INDUSTRIAL SUPPLY	V6407890	4375	227.26	00146403
MOINE, MAX	V6407437	5230	371.15	00146441
MONTENEGRO, ROBERT	V6403968	3701	1,809.00	00145743
MONTES, MICHELE	V6403112	5220	5.67	00145898
MONTGOMERY HARDWARE CO.	V6405624	4355	7,409.88	00146102
			2,113.79	00146363
MORENO, MICHELLE	V6412891	4310	100.00	00146103
MRS. NELSON'S BOOK COMPANY	V6409076	4210	111.80	00145899
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY	V6412942	5210	80.00	00146604
MUSIC AND ARTS CENTERS	V6411397	4310	16.70	00145838
			377.47	00146227
			78.78	00146442
		5610	118.86	00146104
NAOMY X MACHADO CECENA	V6412688	5810	420.00	00146228
NASCO	V6403253	4310	809.48	00146443
NATIONAL DANCE EDUCATION ORGANIZATION	V6412897	5310	185.00	00146105
NATIONAL STUDENT CLEARINGHOUSE	V6412127	5810	3,825.00	00146106
NAVARRO, MONICA	V6412545	5220	49.98	00146364
NEELY, PATRICIA	V6411271	5210	825.24	00146134
NGUYEN, CHINH	V6412608	5220	18.53	00146365
NORTH ORANGE COUNTY REGIONAL	V6403384	4390	99.90	00145900
		5805	629,376.96	00146107
			225.54	00146229
			629,376.96	00146525
		7223	500,390.00	00145900
NORTH ORANGE COUNTY ROP	V6409740	5805	225.55	00146444

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			187.96	00146582
OC HUMAN RELATIONS COUNCIL	V6403458	5805	50,000.00	00146258
OCDE	V6403452	5210	78.00	00146456
			100.00	00146526
		5880	390.00	00146135
		7141	85,773.40	00146331
OFFICE DEPOT	V6403421	4320	426.60	00145959
			345.72	00146006
			1,338.13	00146136
			149.72	00146179
			213.33	00146304
			183.04	00146457
		5610	68.63	00146457
		9320	3,421.28	00146006
OLIVE CREST ACADEMY	V6410765	5860	14,068.55	00145840
OLSON, MITCH	V6412914	5220	82.30	00145841
ORANGE COUNTY FARM SUPPLY	V6403455	4347	851.74	00145960
			1,118.88	00146007
ORANGE COUNTY FIRE PROTECTION	V6403457	4355	85.50	00146404
		5610	431.24	00145961
ORANGE COUNTY HEALTH CARE AGENCY	V6407003	5810	209,595.93	00146008
ORANGE COUNTY NEWS	V6410009	5610	365.50	00145962
		5880	420.00	00145962
ORANGE COUNTY PUBLIC SAFETY	V6411157	5810	13,700.00	00146108
			21,708.00	00146161
ORANGE COUNTY REGISTER	V6403461	4320	5,208.84	00146458
ORANGE COUNTY WINDUSTRIAL	V6412671	4310	404.06	00145963
ORANGE LEAGUE, THE	V6405548	5310	1,750.00	00146230
ORANGEVIEW JR HIGH SCHOOL	V6403468	8699	121.41	00145786
			50.76	00146009
O'REILLY AUTO PARTS	V6411401	4370	490.92	00145785
			615.74	00145839
			1,488.46	00146303
		4376	551.79	00145839
			(14.44)	00146303
		4385	706.69	00145785
			94.67	00146303
		4387	85.41	00146303
ORVAC ELECTRONICS	V6403479	4320	25.54	00146010
		4355	25.81	00145964
			40.35	00146010
			211.06	00146332
OXFORD ACADEMY	V6403485	5810	1,694.50	00146459
		8699	85.85	00145787
			60.55	00146011
PACIFIC AUDIOLOGICS	V6406874	5810	12,600.00	00146333
			23,500.00	00146605
PACIFIC COACHWAYS CHARTER SERVICES INC.	V6407365	5620	16,818.75	00145965
			9,318.50	00146405
			2,790.00	00146460
PACIFIC TURF EQUIPMENT	V6403502	4347	1,731.97	00146180
PARADIGM HEALTHCARE SERVICES	V6403536	5810	3,335.52	00145966
			1,087.29	00146012
PARADISE CANYON SYSTEMS	V6409631	5880	6,665.00	00146137
PARK, ESTHER	V6411350	5220	53.41	00145788

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			128.59	00146181
PARKER AND COVERT LLP	V6403544	5821	539.00	00146138
			26,408.50	00146259
			3,861.98	00146334
PARKHOUSE TIRE INC.	V6403547	4386	2,064.21	00145967
			1,894.38	00146305
PATINO, REUBEN	V6403910	5210	616.14	00146406
		5220	60.22	00145789
			98.37	00146139
PC AND MACEXCHANGE	V6410706	4410	4,037.40	00145968
PDT INC	V6412151	4375	772.50	00146306
PENNER PARTITIONS INC	V6403625	4355	318.95	00145969
			184.25	00146231
PERMA BOUND	V6403638	4210	3,878.97	00145970
PHAN, TRACY	V6412917	5210	30.73	00145901
PINNACLE PETROLEUM INC.	V6412426	4382	24,603.10	00146109
PIONEER DRAMA SERVICE INC	V6403673	4310	281.50	00145971
		5880	170.00	00145971
PIPS	V6407384	3601	309,823.56	00145790
			309,823.56	00146232
		3602	103,274.52	00145790
			103,274.52	00146232
PITNEY BOWES	V6403677	5610	252.32	00146260
		5910	4,349.63	00146307
PLATINO GRAPHICS	V6412616	4410	1,939.50	00146013
PLUMBMASTER	V6403694	9320	1,269.73	00145972
POOL SUPPLY OF ORANGE COUNTY	V6403700	4355	1,577.41	00145973
			773.11	00146461
PORTVIEW PREPARATORY	V6411850	5860	6,540.00	00145842
			10,120.00	00146261
POSITIVE PROMOTIONS INC	V6403704	4310	417.80	00145974
POWERS, REGINA	V6411665	5220	37.50	00145843
PRAXAIR	V6403719	4355	84.44	00145975
PRECIADO, ELVIA	V6412623	5210	270.59	00146140
PRESENTATION FOLDER INC	V6403738	5810	641.11	00145976
			641.11	00146308
PREVENTION PARTNERS	V6403744	4310	1,614.50	00146233
PRINGLES DRAPERIES AND BLINDS	V6405953	4355	82.97	00145977
			4,181.88	00146234
			2,826.61	00146335
PRO PHOTO CONNECTION INC	V6412479	4310	193.95	00146014
PROMOTE MARKETING CONCEPTS INC	V6409161	4320	201.49	00145978
PROTECTION ONE ALARM MONITORING INC.	V6412084	5620	2,596.91	00145844
			2,596.91	00146235
QUENEAU, JANET	V6405658	5210	278.00	00146141
RAMIREZ, MARIA T.	V6412066	5220	73.30	00145791
			137.09	00146182
RANGEL, ANDRES	V6412885	5220	40.93	00146183
REAL, JEANNETTE	V6411176	5220	71.72	00146015
REALL, JULIEANNE	V6408222	5210	1,162.20	00146184
RED DOT UNIFORMS	V6412905	4388	160.47	00146262
REEL LUMBER SERVICE	V6403871	4310	91.52	00145979
			570.02	00146016
		4355	294.57	00145979
REFRIGERATION SUPPLIES DIST.	V6403873	4355	1,950.84	00146017

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			564.58	00146236
			61.11	00146336
			424.68	00146462
REINDL, SCOTT	V6409277	5220	57.82	00145792
REMINDERBAND INC	V6412884	4310	2,519.89	00146185
REPUBLIC SERVICES OF SO. CALIFORNIA	V6410174	5580	5,432.32	00145845
			5,432.32	00146237
RESOURCE ENVIRONMENTAL	V6412863	5610	59,375.00	00145923
RETAIL MERCHANDISING SIGNS LLC	V6412873	4400	1,776.36	00145846
REVOLVING CASH FUND	V6405190	4390	1,848.37	00146263
		5210	664.21	00146263
		5310	393.62	00146263
		5860	387.91	00146263
		8699	84.00	00146263
RICHEY AND SON INC	V6412804	6490	6,440.00	00145902
RIDDELL ALL AMERICAN	V6403939	5630	7,000.00	00146018
			9,423.85	00146451
RIPPON, MATT	V6407638	5210	1,306.46	00146186
RITZ CLEANERS, THE	V6412555	5560	1,200.00	00146019
ROBOTSHOP INC.	V6412098	4310	410.97	00146187
RODRIGUEZ, VIRIDIANA	V6412875	5220	55.26	00146020
ROSEBURROUGH TOOL CO. INC	V6404014	4355	419.50	00146238
ROSSIER PARK SCHOOL	V6411451	5860	22,755.53	00146337
			6,744.50	00146407
RUSSELL SIGLER INC DBA SIGLER	V6410420	4355	1,309.45	00146021
			276.86	00146142
			2,301.64	00146239
S.C. SIGNS AND SUPPLIES LLC	V6410977	4355	1,015.33	00146264
			1,512.81	00146309
			413.44	00146408
SALCEDO, MARTHA	V6409681	5220	14.17	00146409
SALDIVAR, HECTOR	V6406074	5210	26.17	00146463
SALDIVAR, ROBERT	V6407767	5210	879.16	00146143
SAVANNA HIGH SCHOOL	V6404130	8699	15.15	00145793
			24.43	00146022
SC FUELS	V6404378	4370	682.55	00146310
		4384	2,610.77	00146310
SCANLON, JEFF	V6402298	5210	942.07	00146311
SCANLON, STEVE	V6410894	5210	942.07	00146144
SCHOLASTIC INC.	V6404150	4310	1,378.31	00146265
SCHOOL SERVICES OF CALIFORNIA	V6404171	5210	2,365.00	00146145
SCHOOL SPECIALTY INC	V6404173	4310	2,682.55	00146146
SCHORR METALS INC	V6404179	4355	178.12	00146023
			1,143.37	00146240
			91.29	00146338
		4385	224.11	00146338
SCHUMM, BRETT	V6400589	5210	662.10	00146188
SEHI COMPUTER PRODUCTS INC	V6404221	4310	229,390.91	00145755
			91.00	00146147
			8,594.28	00146464
		4320	1,213.53	00145755
			112.91	00145903
			477.48	00146189
			15.49	00146410
			22.64	00146464

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
		4355	1,525.33	00145755
		4410	45,274.31	00145755
			5,180.19	00145903
			7,356.82	00146147
			1,752.86	00146266
			4,226.60	00146410
			3,483.02	00146464
		5880	136.00	00145755
SEWVAC LTD	V6411805	5610	1,442.09	00146411
SHERWIN WILLIAMS CO., THE	V6410919	4355	164.25	00146024
			321.02	00146241
			19.18	00146465
SHIELD FIRE PROTECTION	V6410947	5610	3,340.00	00146242
SHRED IT USA LLC	V6411124	5610	96.81	00146025
SIGN MART PLASTICS PLUS	V6412529	4320	4,932.55	00146026
			527.81	00146312
SILBERMAN, STACEY	V6410814	5210	734.31	00146412
SKILLSUSA CALIFORNIA	V6411532	5880	285.00	00146466
SO CAL OFFICE TECHNOLOGIES	V6406339	5620	495.65	00146148
			495.65	00146243
SOCALGRAD	V6411708	4320	456.05	00146149
SOCCER GARAGE INC	V6412089	4310	2,869.65	00146027
SONRISE ELECTRIC INC	V6412124	5610	684.00	00145794
SOUTH JHS ASB	V6405227	5810	640.00	00146467
		8699	272.99	00145795
			145.46	00146028
SOUTHERN CALIFORNIA EDISON CO.	V6404370	5520	80,380.17	00146150
SOUTHWEST SCHOOL AND OFFICE SUPPLY	V6404383	9320	957.63	00146151
			1,042.68	00146244
			368.51	00146413
SPEECH AND LANGUAGE	V6404400	5860	29,106.21	00145847
SPICERS PAPER INC	V6404405	4320	1,847.78	00146313
SPOT LIGHTING SUPPLIES	V6411867	9320	781.19	00146152
STAFFREHAB	V6411260	5810	19,819.50	00146468
STAGE ACCENTS	V6404431	4310	179.23	00145796
STAPLES ADVANTAGE	V6410116	4310	587.75	00146153
			314.18	00146267
		4320	1,131.07	00146153
			390.31	00146267
			1,069.92	00146414
			252.82	00146469
		4410	552.76	00146153
			552.76	00146469
STEINBRICK, GAIL	V6408751	5220	120.77	00146029
STEINLE, CHARLES	V6410113	3701	1,203.00	00146030
STEVENSON, ANNA	V6408980	5210	1,002.96	00146470
STORESMART	V6412056	4320	277.29	00146154
STORM WATER INSPECTION	V6412799	5610	3,360.00	00146245
SUPERIOR TEXT	V6412726	4150	988.61	00146415
SYCAMORE JR HIGH ASB	V6404569	8699	16.51	00145797
T MOBILE	V6410424	5918	6,989.90	00146155
TANG, DAVID C.	V6412759	5220	22.34	00145848
TARIAN, JESSICA	V6412391	5210	257.00	00146190
TEACHERS' CURRICULUM INSTITUTE TCI	V6404621	4210	1,188.90	00145849
TEAM ATHLETICS	V6409439	4310	323.25	00145850

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
TECHDOCENT LLC	V6412323	9320	10,812.17	00146366
TEXTBOOK WAREHOUSE	V6404663	4210	5,297.64	00145851
THAI, JENNY	V6409554	5220	65.62	00146031
THOMPSON'S BUILDING MAT'L.	V6404721	4355	132.14	00145852
			1,547.54	00145904
			380.36	00146032
		5610	588.32	00145852
THOMSON REUTERS WEST	V6407958	4320	161.00	00145853
			161.00	00146246
			79.30	00146471
THOUSAND PINES	V6406664	5880	1,673.75	00146314
TIME AND ALARM SYSTEM	V6404729	4410	13,782.88	00145854
TIME WARNER CABLE	V6411698	5930	123,769.90	00146472
TO, JANNA	V6412923	5220	55.37	00146191
TOP TIER FULFILLMENT LLC	V6412635	4310	1,528.97	00145798
TORO AIRE INC	V6408584	4355	249.98	00145855
			360.97	00145905
			215.50	00146033
TORRES, SANDRA	V6412586	5210	54.00	00145980
TOWNSEND PRESS	V6404765	4210	105.77	00145856
TRAN, THAO	V6412446	5220	71.36	00145799
			43.06	00146416
TREMCO	V6412814	5610	5,740.00	00145800
TRILLIUM FINISHING	V6412701	5810	119.42	00145981
TROXELL COMMUNICATIONS INC	V6404796	4310	704.69	00145857
		4410	3,971.85	00145857
TRUCK PRO PTO SALES CORPORATION	V6403784	4370	169.43	00145858
			4,214.47	00146315
TUPARAN, LUIS	V6410822	5220	244.71	00146034
TURF STAR INC	V6404805	4347	912.40	00145859
			2,528.73	00146473
		5610	1,384.27	00146247
TWEED, KATRINA	V6412927	5210	769.43	00146192
U S BANK	V6406908	5880	1,870.00	00146035
			2,500.00	00146417
U S BANK	V6406511	4310	3,949.94	00145757
			6,099.21	00146268
		4320	177.46	00146268
		4347	313.19	00146268
		4390	99.66	00145757
			576.68	00146268
		4410	2,085.21	00146268
		5210	9,996.49	00146268
		5880	3,657.50	00145757
			975.18	00146268
U S POSTAL SERVICE	V6404814	5610	225.00	00146036
UC REGENTS	V6404826	5210	22,200.00	00146162
UCI SCHOOL OF LAW	V6412902	5805	19,000.00	00145860
ULINE	V6406546	4310	146.03	00145861
		4320	49.87	00146316
		4347	1,915.77	00145861
		5610	851.17	00146037
UNIFIED POWER	V6411777	5880	3,551.89	00145862
US AIR CONDITIONING DISTRIBUTORS	V6404317	4355	780.05	00145863
			46.22	00146156

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			93.01	00146248
US GAMES	V6404813	4310	1,156.92	00145864
			2,718.76	00146193
UTIL LOCATE	V6412856	5610	750.00	00146194
VALLEY VISTA SERVICES INC	V6411966	5580	5,705.27	00146368
VANCOUVER LAPTOP INC	V6412872	4310	1,738.57	00145906
VAUGHN IRRIGATION SERVICES INC	V6409818	5610	9,940.00	00145865
VAVRINEK TRINE DAY AND CO	V6404910	5810	1,641.73	00146038
		5820	9,234.02	00146163
			9,257.52	00146269
VAZQUEZ, LIZBETH SEGURA	V6412067	5220	29.70	00145801
			43.27	00146195
VERNES PLUMBING INC	V6412513	5610	1,782.30	00146249
VILLALOBOS, PAUL	V6408956	5210	1,120.85	00146196
VILLMER, PAULA	V6410695	5220	7.08	00146197
VISION COMMUNICATIONS CO.	V6404955	4310	752.10	00146157
		4355	934.73	00145802
		5610	51.67	00145866
			137.92	00146418
VISTA HIGHER LEARNING	V6411394	4150	6,736.75	00146339
		4210	9,085.74	00146158
VITAL LINK	V6404963	5880	200.00	00146039
VOCAL MOTION ASSOCIATION	V6412133	5880	300.00	00146040
VS ATHLETICS INC.	V6404420	4310	908.09	00145867
WALKER JR HIGH SCHOOL	V6404990	8699	76.25	00145803
			77.89	00146041
WALTERS WHOLESALE	V6409053	4355	2,787.96	00145907
			1,284.92	00145982
			739.02	00146159
			709.56	00146419
WASHINGTON, LESLI	V6408555	5210	1,228.52	00146420
WATSON, RITA	V6412916	5805	500.00	00145908
WAYSIDE PUBLISHING	V6412878	4210	8,899.66	00145983
WEST SHIELD ADOLESCENT SERVICE	V6405037	5880	3,668.32	00145909
WESTCOR ENVIRONMENTAL INC	V6412893	5610	19,436.00	00145920
WESTERN HIGH SCHOOL ASB	V6405044	5810	6,994.00	00146474
		8699	147.48	00145804
			60.96	00146042
WESTRUX INTERNATIONAL INC	V6405053	4370	486.14	00145910
			26.68	00146317
		4376	204.78	00145910
		4385	91.16	00146317
WILLIAM V MACGILL AND COMPANY	V6402896	4310	473.02	00145911
WILLIAMSON, LORI	V6411269	5210	48.48	00146198
WINZER	V6412060	4375	1,080.43	00146318
WOLVERINE FENCE COMPANY INC	V6410121	5610	7,500.00	00145921
WOODCRAFT	V6405102	4355	75.04	00145912
			69.57	00146475
XEROX CORPORATION	V6405129	5620	2,493.59	00145868
			3,163.72	00145984
			4,912.48	00146319
			8,505.00	00146421
XEROX FINANCIAL SERVICES LLC	V6412617	5620	266.42	00145985
YAMAHA GOLF CARTS OF CALIFORNIA	V6405131	5610	175.83	00146199
YELLOW CAB OF GREATER ORANGE COUNTY	V6405135	5870	1,758.00	00145913

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
			1,974.00	00146476
ZISKO, AMBER	V6406552	5220	51.56	00145805
			51.45	00146043
ZONES	V6405158	4310	1,272.64	00145914
ZURBANO, REGINA	V6412815	5210	1,048.60	00145986
GENERAL FUND (0101)			6,944,326.68	
ATKINSON ANDELSON LOYA RUUD	V6400383	5821	1,939.88	00145987
B AND J TREE SERVICE	V6408542	6276	900.00	00146110
CULVER NEWLIN	V6411589	4310	4,127.04	00145915
			592.41	00146200
			350.19	00146477
		4410	1,155.62	00145915
DIVISION OF THE STATE ARCHITECT	V6411414	6210	144,750.00	00146111
DOUGHERTY DOUGHERTY ARCHITECTS LLP	V6412384	6212	59,899.04	00145916
GHATAODE BANNON ARCHITECTS	V6408656	6212	513,943.64	00146422
			11,484.13	00146527
JM AND J CONTRACTORS	V6410460	6270	775.00	00146423
JOHNSON FAVARO	V6412904	6212	28,512.00	00146250
KNOWLAND CONSTRUCTION SERVICES LLC	V6409073	6273	3,145.00	00146445
		6276	22,078.00	00146583
		6291	4,482.00	00146583
NEW HORIZONS CONTRACTING	V6410459	6299	900.00	00146446
ORANGE COUNTY NEWS	V6410009	6252	2,548.00	00145988
			897.75	00146424
RED HAWK SERVICES	V6412861	6165	159,071.80	00146251
REVOLVING CASH FUND	V6405190	6210	500.00	00146270
		6276	3,150.10	00146270
UTIL LOCATE	V6412856	6209	19,650.00	00146044
VERNES PLUMBING INC	V6412513	6270	2,755.00	00146045
GO BOND FUND (2124)			987,606.60	
DMC ENGINEERING	V6406485	6209	27,791.38	00146584
GHATAODE BANNON ARCHITECTS	V6408656	6212	13,634.35	00146320
KNOWLAND CONSTRUCTION SERVICES LLC	V6409073	6211	4,165.00	00146447
		6273	3,060.00	00146447
KYA SERVICES	V6411393	6221	14,527.75	00146252
MOBILE MODULAR CONSTRUCTION INC	V6412862	6221	146,585.00	00145869
ORANGE COUNTY NEWS	V6410009	6252	122.26	00146425
PUBLIC ECONOMICS INC	V6403787	5810	3,451.17	00146046
			109.96	00146321
SCHOOL FACILITY CONSULTANTS	V6404158	5810	105.00	00146047
CAPITAL FACILITIES FUND (2525)			213,551.87	
AMERICAN FENCE COMPANY INC	V6407611	6274	323.40	00145758
KNOWLAND CONSTRUCTION SERVICES LLC	V6409073	6291	7,719.00	00146585
ORANGE COUNTY NEWS	V6410009	6252	640.00	00145989
			391.00	00146426
P2S ENGINEERING INC	V6411662	6212	46,800.00	00146048
RUHNAU RUHNAU CLARKE	V6412249	6212	26,841.16	00146271
			21,545.96	00146322

<u>VENDOR NAME</u>	<u>VENDOR ID</u>	<u>OBJECT</u>	<u>AMOUNT</u>	<u>CK#</u>
CAPITAL FACILITIES RDA FUND (2545)			104,260.52	
KNOWLAND CONSTRUCTION SERVICES LLC	V6409073	6271	3,825.00	00146448
SPECIAL RESERVE FUND 2017 COP (4041)			3,825.00	
AUHSD	V6400400	5890	5,787.94	00146049
WORKERS COMPENSATION FUND (6768)			5,787.94	
AMERICAN FIDELITY ASSURANCE COMPANY	V6408036	5450	8,118.80	00145759
			8,172.24	00146528
AUHSD	V6400400	5891	855,544.72	00145917
			807,909.91	00146449
BENEFIT AND RISK MANAGEMENT SERVICES	V6412889	5812	307,575.02	00145924
			312,802.69	00146478
BENISTAR HARTFORD	V6410980	5466	88,108.47	00146253
CALIFORNIA SCHOOLS DENTAL COALITION	V6405368	5892	248,394.00	00146340
DELTA DENTAL INSURANCE COMPANY	V6411391	5465	12,084.76	00145990
EXPRESS SCRIPTS INC.	V6410974	5895	183,481.73	00145925
			215,811.72	00146112
			239,532.75	00146323
			197,680.57	00146479
			221,117.58	00146586
GALLAGHER BENEFIT SERVICES INC.	V6408675	5812	12,127.50	00146160
HOLMAN PROFESSIONAL COUNSELING CENTERS	V6411743	5463	155,035.10	00146367
METLIFE	V6408692	5462	21,829.00	00145870
			21,912.00	00146450
PINNACLE CLAIMS MANAGEMENT INC.	V6409946	5812	195.00	00145871
			3,914.80	00146254
			200.00	00146427
VISION SERVICE PLAN	V6404956	5464	51,900.46	00145926
HEALTH & WELFARE INS FUND (6969)			3,973,448.82	
GREATER ANAHEIM SELPA	V6401927	9620	318,157.00	00146324
			414,977.00	00146587
PASS THRU FUND (7676)			733,134.00	
GRAND TOTAL ALL FUNDS			12,965,941.43	

**ANAHEIM UNION HIGH SCHOOL DISTRICT
ASB SUMMARY OF CASH BALANCES
FEBRUARY 2018**

School Name	Prior Month Total	Current Month			Total
		Checking	Petty Cash / Change Fund	Savings	
Anaheim	349,813.21	327,575.85	1,000.00	50,766.34	379,342.19
Western	310,427.19	183,676.07	1,275.00	122,479.16	307,430.23
Magnolia	121,593.41	122,991.60	700.00	-	123,691.60
Savanna	129,082.21	135,113.07	500.00	262.85	135,875.92
Loara	186,927.37	125,553.43	800.00	67,417.82	193,771.25
Katella	222,297.33	167,354.08	2,100.00	-	169,454.08
Kennedy	485,408.00	418,576.35	1,300.00	-	419,876.35
Cypress	564,935.38	482,362.49	1,700.00	48,336.25	532,398.74
Brookhurst	38,590.54	38,021.02	-	-	38,021.02
Orangeview	40,640.48	40,968.07	100.00	-	41,068.07
Walker	110,128.66	134,085.46	-	-	134,085.46
Dale	45,030.00	45,090.00	-	-	45,090.00
Sycamore	40,142.39	31,439.65	-	-	31,439.65
Ball	28,851.41	28,418.53	-	-	28,418.53
South	96,940.42	102,360.59	-	-	102,360.59
Oxford	443,038.74	433,730.74	350.00	-	434,080.74
Lexington	69,725.97	69,066.95	-	-	69,066.95
Hope	83,277.55	85,716.74	-	-	85,716.74
Gilbert	33,729.84	33,904.38	-	-	33,904.38
Total	3,400,580.10	3,006,005.07	9,825.00	289,262.42	3,305,092.49

Anaheim Union High School District
Cafeteria Fund
Financial Statements
January 2018

Balance Sheet
Anaheim Union High School District
01/31/2018

Account Number	Description	
Asset	Assets	
CASH		
9120	Cash-Checking	\$7,505,430.01
9122	Change Fund	\$13,330.00
9123	Petty Cash	\$50.00
Total CASH		\$7,518,810.01
RECEIVABLE		
9210	A/R - Current	\$94,007.68
9280	A/R - State	\$238,218.33
9290	A/R - Federal	\$3,098,020.31
Total RECEIVABLE		\$3,430,246.32
INVENTORIES		
9321	Warehouse Food	\$110,575.99
9322	Warehouse Commodity	\$1,165.50
9323	Warehouse Supplies	\$54,196.91
9326	School Food	\$121,099.44
9327	School Commodity	\$7.08
9328	School Supplies	\$26,926.83
Total INVENTORIES		\$313,971.75
Total Asset		\$11,263,028.08
Liability	Liabilities and Fund Balance	
LIABILITIES		
9510	A/P - Current	\$2,029,363.55
9530	A/P - Accrued Vacation	\$74,574.00
9580	Sales Tax Liability	\$3,449.60
9599	Purchases Clearing	\$0.00
9650	Deferred Revenue	\$18,370.88
Total LIABILITIES		\$2,125,758.03
Total Liability		\$2,125,758.03
Fund Balance	Liabilities and Fund Balance	
FUND BALANCE		
9780	Spending Plan/Central Kitchen	\$3,871,410.12
9798	Fund Balance	\$5,014,217.95
Total FUND BALANCE		\$8,885,628.07
Total Fund Balance		\$8,885,628.07
Current Year Profit (Loss)		\$251,641.96
Total Liabilities and Fund Balance		\$11,263,028.06
Show all data		

Statement of Revenue and Expense Anaheim Union High School District

	Period 7 Ending in 01/31/2018				Period 7 Ending in 01/31/2017			
	Monthly	%	YTD	%	Monthly	%	YTD	%
Revenue								
Local Revenue								
8621	\$32,703.00	1.59 %	\$216,981.00	1.67 %	\$30,745.00	1.59 %	\$197,098.00	1.55 %
Elementary - Lunch								
8632	\$5,682.25	0.28 %	\$38,381.00	0.30 %	\$5,129.25	0.27 %	\$39,726.75	0.31 %
High School - Breakfast								
8633	\$64,977.00	3.16 %	\$461,920.00	3.57 %	\$58,047.00	3.01 %	\$404,373.00	3.19 %
High School - Lunch								
8634	\$0.00	0.00 %	\$291.00	0.00 %	\$1,124.75	0.06 %	\$1,124.75	0.01 %
Meal Sales								
8635	\$87,542.68	4.25 %	\$655,699.75	5.06 %	\$92,749.62	4.80 %	\$741,393.96	5.85 %
A La Carte Sales								
8636	\$58.39	0.00 %	\$477.74	0.00 %	\$85.43	0.00 %	\$831.56	0.01 %
Adult Rev. - Breakfast								
8637	\$2,946.61	0.14 %	\$20,942.81	0.16 %	\$4,106.61	0.21 %	\$29,232.18	0.23 %
Adult Rev. - Lunch								
Local Revenue	\$193,909.93	9.42 %	\$1,394,693.30	10.77 %	\$191,987.66	9.94 %	\$1,413,780.20	11.15 %
Federal Reimbursements								
8200	\$332,908.13	16.17 %	\$2,097,461.68	16.19 %	\$314,851.42	16.31 %	\$2,090,392.74	16.49 %
Fed. Meal Rev.-Breakfast								
8220	\$1,320,179.60	64.13 %	\$8,158,361.09	62.98 %	\$1,226,275.18	63.50 %	\$7,934,817.80	62.60 %
Fed. Meal Rev.-Lunch								
8290	\$44,268.40	2.15 %	\$270,009.52	2.08 %	\$42,422.08	2.20 %	\$261,412.48	2.06 %
Misc Fed Rev.-Snack								
Federal Reimbursements	\$1,697,356.13	82.45 %	\$10,525,832.29	81.25 %	\$1,583,548.68	82.01 %	\$10,286,623.02	81.15 %
State Reimbursements								
8500	\$37,144.39	1.80 %	\$240,148.42	1.85 %	\$35,539.95	1.84 %	\$235,869.92	1.86 %
St. Meal Rev.-Breakfast								
8520	\$92,849.67	4.51 %	\$587,506.15	4.54 %	\$86,877.59	4.50 %	\$561,316.14	4.43 %
St. Meal Rev.-Lunch								
State Reimbursements	\$129,994.06	6.31 %	\$827,654.57	6.39 %	\$122,417.54	6.34 %	\$797,186.06	6.29 %
Other Revenue								
8638	(\$537.95)	-0.03 %	(\$5,657.33)	-0.04 %	(\$599.06)	-0.03 %	(\$4,944.76)	-0.04 %
Cash Over & Short								
8699	\$37,866.75	1.84 %	\$211,846.38	1.64 %	\$33,642.40	1.74 %	\$183,027.32	1.44 %
Spec Activity/Cater								
Other Revenue	\$37,328.80	1.81 %	\$206,189.05	1.59 %	\$33,043.34	1.71 %	\$178,082.56	1.40 %
Total Revenue	\$2,058,588.92	100.00 %	\$12,954,369.21	100.00 %	\$1,930,997.22	100.00 %	\$12,675,671.84	100.00 %
Expense								
Food Purchases & Govnmt								
4700	\$784,630.67	38.11 %	\$4,641,308.10	35.83 %	\$619,385.41	32.08 %	\$4,443,060.76	35.05 %
Food Purchases								
Food Purchases & Govnmt	\$784,630.67	38.11 %	\$4,641,308.10	35.83 %	\$619,385.41	32.08 %	\$4,443,060.76	35.05 %
Supplies								
4300	\$23,158.78	1.12 %	\$430,013.39	3.32 %	\$18,565.69	0.96 %	\$210,182.71	1.66 %
Materials & Supplies								
4400	\$4,697.90	0.23 %	\$77,865.32	0.60 %	\$43,495.21	2.25 %	\$121,114.51	0.96 %
Noncapitalized Equipment-Under \$5000								
4790	\$62,446.01	3.03 %	\$108,222.06	0.84 %	\$53,306.93	2.76 %	\$343,151.61	2.71 %
Supplies (Food)								

Statement of Revenue and Expense
Anaheim Union High School District

	Period 7 Ending in 01/31/2018				Period 7 Ending in 01/31/2017			
	Monthly	%	YTD	%	Monthly	%	YTD	%
Supplies	\$90,302.69	4.39 %	\$616,100.77	4.76 %	\$115,367.83	5.97 %	\$674,448.83	5.32 %
Salaries								
2200	\$685,959.09	33.32 %	\$4,195,586.79	32.39 %	\$718,511.85	37.21 %	\$4,274,956.09	33.73 %
Classified Salaries								
2300	\$41,154.54	2.00 %	\$288,081.78	2.22 %	\$32,434.62	1.68 %	\$261,918.51	2.07 %
Class.Sup/Admin Salaries								
2400	\$36,212.63	1.76 %	\$239,119.08	1.85 %	\$32,069.57	1.66 %	\$230,574.02	1.82 %
Clerical/Office Salaries								
2550	\$12,429.00	0.60 %	\$74,574.00	0.58 %	\$12,429.00	0.64 %	\$74,574.00	0.59 %
Food Service Vacation Pay								
Salaries	\$775,755.26	37.68 %	\$4,797,361.65	37.03 %	\$795,445.04	41.19 %	\$4,842,022.62	38.20 %
Benefits								
3202	\$95,728.17	4.65 %	\$578,313.24	4.46 %	\$83,746.31	4.34 %	\$499,864.47	3.94 %
PERS, Classified Position								
3302	\$57,870.37	2.81 %	\$358,393.11	2.77 %	\$59,310.94	3.07 %	\$362,182.69	2.86 %
OASD/MED/Classified Position								
3402	\$204,306.73	9.92 %	\$1,353,937.09	10.45 %	\$196,209.68	10.16 %	\$1,333,610.50	10.52 %
Hith/Welfare, Classified								
3502	\$390.13	0.02 %	\$2,377.63	0.02 %	\$393.62	0.02 %	\$2,379.24	0.02 %
SUI, Classified Position								
3602	\$18,025.04	0.88 %	\$109,587.75	0.85 %	\$17,721.36	0.92 %	\$107,261.01	0.85 %
Workers Comp, Classified								
Benefits	\$376,320.44	18.28 %	\$2,402,608.82	18.55 %	\$357,381.91	18.51 %	\$2,305,297.91	18.19 %
Other Expenses								
5200	\$1,388.18	0.07 %	\$10,369.39	0.08 %	\$1,031.20	0.05 %	\$11,200.38	0.09 %
Travel & Conference								
5500	\$1,345.89	0.07 %	\$134,568.10	1.04 %	\$990.00	0.05 %	\$68,926.92	0.54 %
Operation & Housekeeping								
5600	\$2,842.59	0.14 %	\$32,442.77	0.25 %	\$4,865.50	0.25 %	\$66,656.54	0.53 %
Rental/Lease/Repair								
5800	\$0.00	0.00 %	\$1,589.94	0.01 %	\$0.00	0.00 %	\$105,600.00	0.83 %
Prof. Consult Service								
5900	\$280.48	0.01 %	\$20,577.97	0.16 %	\$96.94	0.01 %	\$13,741.18	0.11 %
Fax, Pager, Postage								
Other Expenses	\$5,857.14	0.28 %	\$199,548.17	1.54 %	\$6,983.64	0.36 %	\$266,125.02	2.10 %
Capital Outlay								
6500	\$0.00	0.00 %	\$45,799.73	0.35 %	\$8,259.84	0.43 %	\$33,330.23	0.26 %
Equipment- Over \$5000								
Capital Outlay	\$0.00	0.00 %	\$45,799.73	0.35 %	\$8,259.84	0.43 %	\$33,330.23	0.26 %
Total Expense	\$2,032,866.20	98.75 %	\$12,702,727.25	98.06 %	\$1,902,823.67	98.54 %	\$12,564,285.37	99.12 %
Net Profit (Loss)	\$25,722.72	1.25 %	\$251,641.96	1.94 %	\$28,173.55	1.46 %	\$111,386.47	0.88 %

Show all data

ANAHEIM UNION HIGH SCHOOL DISTRICT
 Business Division
 2017/18 MONTHLY ENROLLMENT REPORT
 Month 8
 02/26/18 to 03/30/18

SCHOOL	REGULAR DAY						Hosp/Hm	SP ED	TOTAL STUDENTS
	9th	10th	11th	12th	Subtotal				
Anaheim	752	780	666	541	2,739		133	2,872	
Cypress	773	661	653	629	2,716	4	90	2,810	
Katella	669	630	604	611	2,514	3	149	2,666	
Kennedy	583	541	598	540	2,262	1	89	2,352	
Loara	487	493	477	457	1,914	4	141	2,059	
Magnolia	432	371	378	396	1,577	-	130	1,707	
Oxford	204	192	199	193	788	-	-	788	
Savanna	474	456	479	425	1,834	2	63	1,899	
Western	453	507	405	375	1,740	2	90	1,832	
Total Comprehensive	4,827	4,631	4,459	4,167	18,084	16	885	18,985	
Independent Learning Centers	-	7	50	217	274	-	-	274	
Gilbert High School	-	8	195	266	469	3	95	567	
Katella Satellite Independent Study	8	16	28	31	83	-	-	83	
Kennedy Satellite Independent Study	12	25	37	36	110	-	-	110	
Polaris High School	8	35	41	49	133	-	-	133	
Special Education Transition Program	-	-	-	-	-	-	-	131	
Total Alternative Ed	28	91	351	599	1,069	3	226	1,298	
Hope	-	-	-	-	-	-	-	226	
Total Senior High Schools	4,855	4,722	4,810	4,766	19,153	19	1,337	20,509	

SCHOOL	REGULAR DAY						Hosp/Hm	SP ED	TOTAL STUDENTS
	7th	8th	Subtotal						
Ball	452	510	962	1	53			1,016	
Brookhurst	534	461	995	3	53			1,051	
Dale	457	532	989	1	83			1,073	
Lexington	769	668	1,437	-	30			1,467	
Orangeview	380	400	780	1	53			834	
Oxford	210	208	418	-	-			418	
South	740	693	1,433	1	67			1,501	
Sycamore	657	681	1,338	-	46			1,384	
Walker	477	554	1,031	-	38			1,069	
Total Comprehensive	4,676	4,707	9,383	7	423			9,813	
Polaris High School	4	15	19	-	-			19	
Total Alternative Ed	4	15	19	-	-			19	
Total Junior High Schools	4,680	4,722	9,402	7	423			9,832	

DISTRICT TOTAL	30,341
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ANAHEIM UNION HIGH SCHOOL DISTRICT

Business Division

2017/18 MONTHLY ENROLLMENT REPORT

GROWTH vs. DECLINE - MONTH to MONTH COMPARISON

Month 8

HIGH SCHOOL	Month 7	Month 8	Growth v. (Decline)
Anaheim	2,903	2,872	(31)
Cypress	2,818	2,810	(8)
Katella	2,667	2,666	(1)
Kennedy	2,351	2,352	1
Loara	2,055	2,059	4
Magnolia	1,713	1,707	(6)
Oxford	789	788	(1)
Savanna	1,916	1,899	(17)
Western	1,844	1,832	(12)
Total Senior High	19,056	18,985	(71)

JUNIOR HIGH SCHOOL	Month 7	Month 8	Growth v. (Decline)
Ball	1,010	1,016	6
Brookhurst	1,048	1,051	3
Dale	1,073	1,073	-
Lexington	1,464	1,467	3
Orangeview	840	834	(6)
Oxford	418	418	-
South	1,508	1,501	(7)
Sycamore	1,386	1,384	(2)
Walker	1,078	1,069	(9)
Total Junior High	9,825	9,813	(12)

Total Comprehensive Schools	28,881	28,798	(83)
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Alternative Education	Month 7	Month 8	Growth v. (Decline)
Independent Learning Center	268	274	6
Gilbert High School	599	567	(32)
Hope School	228	226	(2)
Katella Satellite Independent Study	78	83	5
Kennedy Satellite Independent Study	111	110	(1)
Polaris High School	156	152	(4)
Special Education Transition Program	133	131	(2)
Total Alternative Ed.	1,573	1,543	(30)

District Total	30,454	30,341	(113)
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AGREEMENT FOR EDUCATION PROGRAMS FOR CAREERS IN HEALTHCARE

This AGREEMENT FOR EDUCATION PROGRAMS FOR CAREERS IN HEALTHCARE ("Agreement"), is entered into by and among the Anaheim Union High School District ("AUHSD") and KAISER FOUNDATION HEALTH PLAN, Inc., a California nonprofit public benefit corporation ("Health Plan") and KAISER FOUNDATION HOSPITALS, a California nonprofit public benefit corporation ("Hospitals") (Health Plan and Hospitals may collectively be referred to herein as "Kaiser").

WITNESSETH:

WHEREAS, AUHSD operates and governs accredited high schools in the district;

WHEREAS, AUHSD and the City of Anaheim co-sponsor Anaheim's Innovative Mentoring Experience ("AIME") program (the "Program") in conjunction with participating businesses in and around the City of Anaheim;

WHEREAS, AUHSD desires Kaiser's participation in the Program and Kaiser desires to be a participating business;

WHEREAS, the Kaiser Entities own and operate business and clinical facilities suitable for participation in the Program;

WHEREAS, all parties hereto share an interest in the educational goal and career development of students participating in the Program; and

WHEREAS, the parties desire to conduct an experiential component of the Program in certain of Kaiser facilities in and around Kaiser's Anaheim service area (collectively, the "Facilities").

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

A. This Agreement governs the establishment and operation of the Program at the Facilities. Kaiser may make arrangements for the Program on the terms and conditions set forth herein.

B. The Kaiser Entities are solely responsible for determining whether to participate or continue participation in the Program and for the content of the Program at any of its Facilities.

C. The parties recognize that the Program are part of an educational curriculum and are for the benefit of the students. Students will not be used to displace regular employees of either of the Kaiser Entities, nor are they automatically entitled to a job at the conclusion of the Program. None of the Kaiser Entities receive any immediate advantage from the activities of the students at any of the Facilities. Students are also not entitled to wages or fringe benefits for the time spent in the Program.

D. At any time, and for any reason, Kaiser may terminate participation in the Programs.

II. OBLIGATIONS OF AUHSD

AUHSD SHALL:

A. Generally develop the structure and requirements for the Program. However, any Program activities occurring in any of the Facilities shall be designed in concert with applicable Health Plan and/or Hospitals designated personnel, and Health Plan and/or Hospitals, as applicable, shall have final approval for all Program related activities occurring in any of the Facilities.

B. Designate the students who are enrolled and in good standing in the said curricula to be assigned for training at the Facilities in such numbers as are acceptable to Kaiser.

C. Certify to Kaiser at the time each student first reports to the Facilities that the student complies with Kaiser's requirements for orientation, compliance training, drug screening, health screening and immunization that Kaiser may determine applicable.

D. Require every student to conform to all applicable Kaiser policies, procedures, and regulations as a condition of participation in the Program at Kaiser facilities, including but not limited to requiring each student to complete Kaiser's Youth Internship Programs Letter of Understanding attached hereto as Attachment B.

E. Comply with and enforce the AUHSD Summer Internship Agreement attached hereto as Attachment A with respect to AUSHD, Student, and Student Internship Coordinator obligations.

F. Ensure that students in the Programs maintain the confidentiality of any and all patient and other information received in the course of the Programs and do not discuss, transmit or narrate in any form, including through any type of social media, any patient information of a personal nature, medical or otherwise, except as expressly instructed by authorized Facility personnel.

G. Report to Kaiser at least two (2) weeks before commencement of the Programs' session the following information about each student:

1. Name, address and telephone number;
2. Health care providers and/or health insurance; and
3. All other reasonable information about the Programs and students as requested

by Kaiser.

H. Require its Programs' administrators to attend any orientation programs/trainings required by Kaiser.

I. Require its Programs' students to attend any orientation programs/trainings required by Kaiser.

J. Certify to Kaiser that each student, employee and instructor reporting to the Facilities has received the training required by the OSHA bloodborne pathogens standard, 8 CCR Section 5193.

K. Ensure that every student complies with all federal, state, and local occupational health and safety and environmental statutes and regulations, and complies with the OSHA bloodborne pathogens standard, 8 CCR Section 5193.

III. OBLIGATIONS OF KAISER

KAISER SHALL:

A. Permit access to those students designated by the AUHSD pursuant to Section II B. above to the Facilities as necessary to participate in the Programs so long as such access does not interfere with the regular activities of the Facilities.

B. Perform the obligations described in Attachment A pertaining to Internship Provider.

C. Designate a member of the Facilities staff to participate with the Program administrators

or designees to plan, implement and coordinate the Programs. The name of the designated person(s) shall be given to AUHSD prior to commencement of each Program session.

D. Permit designated personnel at the Facilities to participate in the Program to enhance the students' education so long as such participation does not interfere with the personnel's regular job duties.

E. Have the right to demand that AUHSD withdraw from any of the Facilities any student who Kaiser determines is not performing satisfactorily or is not complying with applicable policies, procedures, or regulations. Such demand must be in writing and include a statement why Kaiser demands that the student be withdrawn. AUHSD shall comply with such a demand within five (5) days of receiving it.

F. Provide necessary emergency health care or first aid required by an accident occurring at any of the Facilities for a student participating in the Program at one of the Facilities. Except as herein provided Kaiser shall have no obligation to furnish medical or surgical care to any student, instructor or employee.

G. Provide training/orientation to the Facilities for the Program administrators.

H. Provide training/orientation to students, including training to ensure compliance Health Insurance Portability and Accountability Act of 1996 (HIPAA), when necessary.

I. Retain ultimate professional and administrative accountability for all work or services performed at any of the facilities, including patient care.

J. Not decrease their customary number of staff because of the assignment of Program students to any of the Facilities.

IV. INSURANCE

A. AUHSD shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the Kaiser: (1) a comprehensive general liability insurance policy to cover AUHSD's employees, instructors and students while at any of the Facilities at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate, and (2) a professional liability insurance policy to cover AUHSD's employees, instructors, and students while at any of the Facilities at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.

B. AUHSD shall cause the comprehensive general liability insurance and professional liability insurance policies specified in Section IV.A. herein to name Health Plan, Hospitals and Southern California Permanente Medical Group ("SCPMG") as additional insureds and to require thirty (30) days written notice to Health Plan, Hospitals and SCPMG prior to the effective date of any material change to or cancellation of such policies. AUHSD shall present Health Plan, Hospitals and SCPMG with satisfactory evidence of compliance with the insurance requirements specified in Sections IV A., IV B., and IV C., herein immediately after execution of this Agreement.

C. AUHSD shall extend its usual workers' compensation insurance to cover all students, instructors and employees who are participating in the Program at any of the Facilities.

V. INDEMNIFICATION

A. AUHSD shall indemnify and hold harmless (and at Health Plan, Hospitals or SCPMG's request, defend) Health Plan, Hospitals and SCPMG and all other persons or organizations cooperating in the conduct of the health care program commonly known as the "Kaiser Permanente Medical Care Program," and each of their officers, directors, members, managers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as "Indemnitees" or individually as "Indemnitee") from and against any and all demands, debts, liens, claims, losses, damages, liabilities, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys' fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from or in any way connected with the performance of or failure to perform obligations hereunder by AUHSD, its officers, directors, partners, employees, instructors, students or agents. The foregoing indemnity and hold harmless obligations of AUHSD include and apply without limitation to injury or damage to Indemnitees, patients, third parties, or any or all of them and their respective property, officers, directors, members, managers, partners, employees, or agents, regardless of how such injury or damage occurred or is suffered, notwithstanding any alleged contributory negligence on the part of any Indemnitee.

B. Notwithstanding the foregoing, AUHSD's liability hereunder shall not include any responsibility for or obligation to indemnify and hold harmless any Indemnitee from loss, damage or expense resulting solely from the negligence or willful misconduct of any Indemnitee.

C. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party hereto from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall

have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

AUHSD recognizes that as government contractors, Health Plan, Hospitals and/or Medical Group are subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action.

A. This subsection constitutes notice that the AUHSD may be subject to the following Federal Acquisition Regulations (each a "FAR") at 48 CFR Part 52 and the Office of Federal Contract Compliance Regulations at 41 CFR Part 60, which are incorporated herein by reference: (i) FAR 52.222-26 – Equal Opportunity (APR 2015) and 41 CFR 60.1.4(a); (ii) FAR 52.222-21 – Prohibition of Segregated Facilities (APR 2015) and 41 CFR 60-1.8; (iii) FAR 52.222-37 – Employment Reports on Veterans (OCT 2015); (iv) FAR 52.222-35 – Equal Opportunity for Veterans (OCT 2015) and 41 CFR 60-300.5(a) and FAR 52.222-36 – Equal Opportunity for Workers with Disabilities (JUL 2014) and 41 CFR 60-741.5(a), which provide (and are required to be stated in bold print): **"This contractor [Kaiser] and subcontractor [AUHSD, if covered] shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities."** In addition, per Executive Order 11246 regarding nondiscrimination in employment decisions, as amended by Executive Order 13665 regarding non-retaliation for disclosure of compensation information, and Executive Order 13496 (codified at 29 CFR Part 471, Appendix A to Subpart A) concerning the obligations of federal contractors and subcontractors to provide notice to employees about their rights under Federal labor laws shall be incorporated herein by reference. As part of Kaiser's efforts to comply with these requirements, Kaiser has developed and implemented equal employment opportunity and affirmative action policies and programs designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, sexual orientation, gender identify, national origin, disability, veteran status, or any other reason prohibited by law. To the extent required by law, Kaiser requests that the AUHSD take appropriate action, as necessary, to support Kaiser's commitment to these requirements, as required by 41 CFR 60-300.44(f)(1)(ii) and 60-741.44(f)(1)(ii).

B. To the extent required by law, AUHSD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI, and recognizes that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF AUHSD, ITS PERSONNEL, HEALTH PLAN, HOSPITALS, AND SCPMG

This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between AUHSD and Health Plan, Hospitals, and/or SCPMG and their employees, students, partners, or agents, but rather is an agreement by and among independent contractors. Neither party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other parties, and Health Plan, Hospitals and SCPMG shall not be responsible to AUHSD, AUHSD's officers, directors, students, employees, instructors or agents or to any governing body for any payroll-related taxes or any other employment related liability in connection with the performance of services by AUHSD, AUHSD's students, employees, instructors or agents under this Agreement. It is expressly understood that AUHSD will be responsible for all legally required tax withholding for itself and its students, if any, employees, instructors and agents. AUHSD warrants that it will comply with all applicable federal, state and local laws, including, but not limited to, wage and hour laws and employment discrimination laws. It is expressly understood that none of AUHSD's students, employees, instructors and agents who are providing services hereunder are employees of Kaiser and/or SCPMG for any purpose, including but not limited to, employee welfare and pension benefits of employment, workers' compensation, disability insurance or compensation for services or any other fringe benefits of employment. AUHSD will notify Kaiser and SCPMG of any change (including, but not limited to, the tax withholding status) in the employer/employee relationship between AUHSD and those individuals providing services under this Agreement. Neither AUHSD nor any of its students, instructors, employees or agents shall receive any compensation from Kaiser or SCPMG.

VIII. PUBLICITY

AUHSD shall not, without Kaiser's prior written consent, publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals, Southern California Permanente Medical Group, Kaiser Permanente, The Permanente Federation or the Kaiser Permanente Medical Care Program is mentioned or otherwise reasonably identified, or use language from which a relationship between, any of these organizations and AUHSD may, in the reasonable judgment of any of the Kaiser Entities, be inferred.

IX. TERM AND TERMINATION

A. The term of this Agreement shall commence June 4th, 2018 ("Effective Date") and expire July 12th, 2018.

B. Kaiser representatives at the Facilities have sole discretion to terminate, decline to renew, or modify the Program for which they are responsible.

C. Any written notice given under this Section IX shall be sent, postage prepaid, by certified mail, return receipt requested, to the following person(s), as the case may be:

KAISER FOUNDATION HEALTH PLAN, INC.
3440 E. La Palma Ave. Anaheim, CA 92806
Mark Costa
Senior Vice President and Area Manager

ANAHEIM UNION HIGH SCHOOL DISTRICT
MJ Cooke Elliott
AIME Program Director
501 N. Crescent Way Anaheim, CA 92801
714-404-4001 Cell Phone

X. COMPLIANCE WITH IMMIGRATION LAWS

AUHSD hereby certifies to the Kaiser Entities that AUHSD shall comply during the term of this Agreement with the provisions of the Immigration Reform and Control Act of 1986, as amended, and any regulations promulgated thereunder. AUHSD hereby certifies that it has obtained a properly completed Employment Eligibility Certificate (INS Form I-9) for each worker performing services under this Agreement, hired by AUHSD after November 5, 1986.

XI. MODIFICATION

No modification, amendment, supplement to this Agreement or waiver of any provision of this Agreement shall be binding upon the parties unless made in writing and duly signed by all parties hereto.

XII. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XIII. ASSIGNMENT

AUHSD shall not assign its rights or obligations under this Agreement without the express written consent of each of the Kaiser Entities.

XIV. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole,

according to its fair meaning, and not strictly for or against either AUHSD or Kaiser. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XV. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party hereto has carefully read this Agreement and signs the same of its own free will.

XVI. GOVERNING LAW

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California.

XVII. COUNTERPARTS

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVIII. SEVERABILITY


The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XIX. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

KAISER FOUNDATION HEALTH PLAN, INC.
KAISER FOUNDATION HOSPITALS
Each California nonprofit public benefit corporations

By: 
Mark E. Costa
Senior Vice President & Area Manager

Date: 3-6-18

ANAHEIM UNION HIGH SCHOOL DISTRICT

By: _____
Dr. Jaron Fried
Assistant Superintendent

Date: _____

Attachment "A" – AUHSD Summer Internship Agreement

2018 AIME Summer Internship Agreement

AUHSD's Summer Internship Program enables students to experience work-based learning while earning both high school and college course credit. The internship experience requires communication and coordination between AUHSD, internship providers, summer internship coordinators, parents, and students.

Important: Please complete the student and parent/guardian portions of this form. Once your completed packet is turned in, the rest of the agreement will be completed and a copy will be provided to you.

Student:

As a student intern, I agree to:

1. Attend summer internship student orientation: **May 12th** from 8:00am-1:00pm at the AUHSD District Office, 501 N. Crescent Way, Anaheim.
2. Arrive on time to the internship each day, sign in and fully complete and turn in time sheets.
3. Wear appropriate professional attire to the internship unless indicated otherwise by your internship provider (i.e., construction related industry).
4. Notify and work with my Summer Internship Coordinator to resolve any concerns during the internship.
5. Notify Summer Internship Coordinator and internship provider if I will be absent during the internship (illness or emergencies only – contact information to be given during training).
6. Work to the best of my ability during the internship.
7. Complete the entire 6-week internship - students who do not complete the entire internship will not be eligible for the \$599 work-based learning scholarship (6 weeks, at least 15 hours/week)
8. Attend **all** Educational Workshops (Every Friday during the 6 week internship, starting Friday, June 1st.)
9. Attend the summer internship fieldtrip:
10. Attend summer internship closing celebration: July 13th from 2:00pm-4:00pm at the AUHSD Performing Arts Center at Kennedy High School.

Student Signature

Date

Print First & Last Name

Parents and Guardians:

I understand the obligation of this agreement and approve the Summer Internship for my son or daughter. I give my permission for participation in the Summer Internship.

Parent Signature

Date

Print First & Last Name

AUHSD:

The Anaheim Union High School District Agrees to:

1. Provide workplace readiness training to all summer interns
2. Provide OCTA bus passes to interns to assist with travel costs
3. Provide a \$599 work-based learning scholarship to summer interns upon successful completion of the internship (6 weeks, at least 15 hours/week)
4. Provide Summer Internship Coordinators to assist students, parents, and partners with the internship experience
5. Per California Labor Code Section 3368 and Education Code Section 51769, assume liability for worker's compensation during the internship

Authorized Signature

Date

Print Name & Title

Summer Internship Coordinator:

During the summer internship, I agree to:

1. Attend summer internship kickoff celebration and student orientation: May 12th from 8:00am-3:00pm at the AUHSD District office.
2. Ensure that all necessary paperwork is at the worksite (agreements, emergency contact information, etc.).
3. Visit each business/organization periodically to ensure that summer interns are meeting the expectations of our internship providers.
4. Meet with each summer intern periodically to ensure that their experience is meeting program and student expectations.
5. Provide student support throughout the internship.
6. Contact parents, internship providers, and students to resolve issues that may arise from internship activities.
7. Interview summer interns to gather qualitative data for grant reporting purposes.
8. Coordinate video recording and photography by AUHSD staff and subcontractors to document the internship.
9. Collect student timesheets, confirm hours and signature, and scan or deliver to Patty Hatcher.

Authorized Signature

Date

Print Name

Phone Number

2018 AIME Summer Internship Agreement

Internship Provider:

During this internship, I agree to:

1. Provide meaningful non-paid work experience for summer interns, approximately 15-20 hours per week for each intern, between the dates of June 4th and July 13th, 2018, excluding Fridays as interns are required to attend mandatory educational workshops. Interns are also required to attend two mandatory fieldtrips- June 21, 2018 and July 12, 2018. Interns will be unavailable on these dates.
2. Provide adequate supervision and work conditions that will not endanger the health, safety, welfare, or morals of summer interns
3. Help students demonstrate desirable work habits and develop career readiness skills
4. Communicate expectations to summer interns as well as Summer Internship Coordinators
5. Sign time sheets for summer interns to verify hours completed
6. Consider participation in video-taping and photography of student interns by AUHSD staff and/or subcontractors for intern program promotional purposes
7. Communicate any concerns to the AUHSD Summer Internship Coordinators
8. Complete a pre- and post-survey to assist in improving internship program
9. Consider writing letters of recommendation for your intern(s)
10. Consider attending closing celebration to be held on Friday, July 13th (2:00-4:00pm at the AUHSD Performing Arts Center at Kennedy High School: 8281 Walker St, La Palma, CA 90623)

Internship Provider – Firm Name

Address

Phone Number

Authorized Signature

Date

Print Name and Title



Youth Internship Programs

LETTER OF UNDERSTANDING

This Letter of Understanding is to communicate the intent of the Youth Internship Programs and specific restrictions as outlined below, to promote safety and compliance with KP policies and procedures.

KPSC Youth Programs (Summer Youth, INROADS & Health Career Connections) and other internship programs, were developed to provide opportunities for students to gain valuable work experience. These programs provide an opportunity for students to develop a variety of social, technical and employability skills and offers the following opportunities:

- experiencing "real life" work in a healthcare administrative environment
- coming in contact with a variety of career experiences
- completing job tasks successfully
- receiving feedback and enjoying the rewards of improved performance
- becoming familiar with use of computers and technology in the workplace
- learning effective ways to interact and communicate on a professional level with adults
- becoming entry-level-trained in a healthcare environment
- exploring career paths and how various departments support the delivery of health care services
- understanding the relationship between educational experiences and occupational choices

The healthcare setting is highly regulated. Ensuring patient safety, workplace safety, privacy and the patient care experience are paramount goals. Accordingly, students in the KPSC Youth Programs ("Students") and their supervisors are expected to abide all Kaiser Permanente policies and procedures, including SCAL.SCPMG.HR Policy HR.015, which provides that individuals who are not present for the benefit of the patient and who are not currently participating in an educational program affiliated with the Kaiser Permanente Medical Care Program (e.g. medical residency, clinical rotations) may not "shadow" or observe physicians and other staff members during the provision of care to any patient. KPSC Youth Programs are not clinical education programs. Moreover, Students may **NOT** engage in the following:

- Any type of clinical activities or care, including, without limitation, providing or assisting with patient duties that require a license, certificate or registration such as taking vital signs, administering medications, transporting patients, perform blood pressure checks, wound cleaning, etc.
- Pick up or deliver pharmaceuticals, instruments or medical supplies, blood or lab specimens.

I acknowledge receipt of this Letter of Understanding and agree to adhere to the provisions as outlined above.

Direct Supervisor Signature	Print Name
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Student Signature	Print Name
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Date: _____ Youth Workforce Internship (Circle One) SYEP KP INROADS HCC

Other (specify) _____

NOTE: The KP Program Coordinator and the direct supervisor must keep a copy of this agreement.
Updated 4-10-2017

Member Program Agreement

School Pantry Program

Second Harvest Food Bank of Orange County
FY 2019



Introduction:

The mission of the School Pantry Program is to help alleviate child hunger in America through the provision of food to children and their families at school. School Pantries are located on the grounds of a school intended to provide a more readily accessible source of food assistance to low-income students and their families. Second Harvest has been running similar mobile-based school distributions since 2012, but the program was officially launched for the 2014-2015 school year with 8 schools participating in this "farmer's market"-style produce distribution model. Every year we look forward to the partnerships that we will form with each school, knowing that they will provide ample opportunity for growth and help further our mission to end hunger in Orange County. We guarantee to provide great support to the schools that we work with, and in turn hold our partners to high expectations in terms of communication, and a willingness to work with us to meet the needs of each specific school community.

Responsibilities of the School:

1. Identify a "School Pantry Coordinator" to orchestrate each School Pantry distribution; greet SHFBOC driver at time of delivery and assist driver as needed, ensure proper distribution set-up, assign parent volunteers to specific tasks and provide volunteer support, and handle any on-site issues. The "School Pantry Coordinator" must undergo training at their first 2-3 distributions by a SHFBOC staff member to ensure the responsibilities and integrity of the program is being carried out. This individual will also serve as SHFBOC's primary contact at each school, and will be responsible for communicating any issues to SHFBOC staff. Each "School Pantry Coordinator", and one additional staff person or volunteer, must undergo safe food handling training.
2. Store folding tables, produce baskets and other items on site in a secure location.
3. Promote the food distribution to enrolled student's families via calling systems and flyers.
4. Work in collaboration with nearby schools to expand outreach to the community.
5. Work to help ensure the distribution of all food (except waste/spoiled food). Allow for disposal of any waste in trash receptacles.
6. Complete client intake and reporting requirements, as detailed and trained on by SHFBOC.
7. Allow for and approve of additional free resources to be provided during food distributions.
8. Conduct National Background Checks on staff and volunteers with direct, repetitive contact with children (if applicable)
9. Sign this written agreement with Second Harvest Food Bank of Orange County.
10. Provide an agreed upon space for distribution and be willing to reasonably accommodate SHFBOC staff requests for a change in location as needed.
11. Have janitorial staff who will assist in the clean up as needed.
12. Store pallets and crates for pick-up by SHFBOC staff, during the next month's distribution.

Responsibilities of Second Harvest Food Bank of Orange County:

1. Provide a selection of produce in quantities that will allow for approximately 150 households.
2. Provide additional food as available and at the discretion of SHFBOC staff, although the program aims to provide solely fresh produce.
3. Provide a written agreement to be signed by a School District Representative.
4. Provide programmatic staff management and on-going support for the program.

Use of Food Provided by Second Harvest Food Bank of Orange County:

1. Food will be distributed free of charge.
2. Food will not be redistributed to any group or organization. Any leftover food must be kept onsite and distributed to additional families within 24 hours.
3. Food will not be transferred for money, property, or services.
4. Ensure safe and proper handling of the Product, which conforms to all local, state and Federal regulations.

Member Program Agreement

School Pantry Program

Second Harvest Food Bank of Orange County
FY 2019



Conditions and Stipulations:

1. Both parties enter into this agreement voluntarily.
2. Either party may terminate the agreement by simply notifying the other party.
3. Any attachments are a part of this agreement.
4. Each site must be willing to abide by the policies, procedures, and record keeping requirements of SHFBOC.
5. Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.
6. The partnering organization will allow SHFBOC to monitor the food distribution operations site regularly.
7. Participant shall indemnify, defend and hold harmless Feeding America, its parents, members, managers, partners, officers, employees, subsidiaries, affiliates and agents (collectively, the "Indemnified Parties") from and against any and all losses, claims, costs, demands, liabilities or damages ("Loss") arising out of: (i) any personal injury or property damage occurring at Participant's Program site arising from any act, omission or negligence of Participant, its employees, agents, volunteers, participants or invitees, except that Participant shall not be required to indemnify the Indemnified Parties, or any of them, for a Loss that is finally determined by a court of competent jurisdiction to be caused by the active negligence of the Indemnified Parties, or any of them; and (ii) any breach, violation or nonperformance of any covenant, condition or agreement set forth in this Agreement to be fulfilled, kept, observed and performed by Participant. The foregoing indemnity shall survive the termination of this Agreement and shall remain binding on Participant until such time as an action against the Indemnified Parties, or any of them, on account of such Loss is absolutely barred by any applicable statute of limitations.
8. Second Harvest Food Bank of Orange County reserves the right to terminate the agreement without notice if the program is found to be out of compliance.
9. Second Harvest Food Bank of Orange County reserves the right to limit the types and quantity of food given to the site.

Either party can terminate this agreement immediately with or without cause upon notification of other party. This agreement is binding from the date of signature until termination by either party. Failure to maintain terms of this agreement may result in partnership status being placed on hold or in some cases terminated. I accept and agree to abide by all the above terms and conditions.

Anaheim Union High School District

Print name of School District (or School Name if no District)

Signature of District/Board Representative

Dr. Jaron Fried

Print name of District/Board Representative

Ellie Neely Community Programs Manager
Second Harvest Food Bank of Orange County Representative

Date

Assistant Superintendent

Title

3-21-18

Date

ANAHEIM UNION HIGH SCHOOL DISTRICT
SPECIAL YOUTH SERVICES
501 N. CRESCENT WAY
ANAHEIM, CA 92801

TRANSPORTATION AGREEMENT

This is to certify that parents of student (183) agree to the following method of transportation during the regular school year 2017-2018:

Parents will provide student transportation from his home to Speech and Language Development Center located at 8699 Holder St., Buena Park, CA 90620, and will be reimbursed at the rate of 0.535¢ per mile for a total of 6.1 miles each way, 24.4 miles daily for up to 84 days during 2017-18 school year, not to exceed 84 days beginning February 06, 2018 through June 30, 2018. The maximum amount approved is as follows:

$$.535 \text{ cents per mile} \times 24.4 \text{ mile daily round trip} = \$13.05 \times 84 \text{ days} = \$1,096.20$$

Invoicing to the District is required monthly, listing date of transporting student to and from Speech and Language Development Center and verified by attendance records.

Because the District is not transporting Student, the District cannot take any responsibility or liability for anything that may occur while Parent is transporting Student to and from school. Because of this, Parent agrees to indemnify, hold harmless and defend the District and its governing board, officers, employees, and agents (collectively DISTRICT) from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of any of the following:

1. Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense sustained by the Parent or Student or any person, firm, or corporation employed by the Parent.
2. Any injury to or death of any person(s), including the officers, employees, and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Parent arising out of, or in any way connected with, the services covered by this Agreement, whether injury or damage occurs either on or off District's property.

Parent, at Parent's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT on any such claim, demand, or liability, and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the DISTRICT in any action suit, or other proceedings as a result thereof.

The following persons are authorized to transport student from their home to Speech and Language Development Center and back home: Parents

Parent Signature: Signature on original Date: _____

Parent Signature: Signature on original Date: _____

Janet Queneau: _____ Date: _____
Director, Special Youth Services

Board Approved: _____
Date

Instructional Materials Submitted for Adoption
Thursday, April 12, 2018
March 7, 2018-April 12, 2018

Curriculum	Basic/ Suppl.	Course Name (Number)	Grade	Title	Publisher
English	Suppl.	English IV (#1550)	12	<i>The Alchemist</i>	Harper Collins
Social Science	Basic	IB Psychology: Standard Level (#2822), Higher Level 1 (#2824), Higher Level 2 (#2826)	11-12	<i>IB Psychology Course Book: Oxford IB Diploma Programme</i>	Oxford University Press

Instructional Materials Submitted for Display
Thursday, April 12, 2018
April 13, 2018-May 8, 2018

Curriculum	Basic/ Suppl.	Course Name (Number)	Grade	Title	Publisher
Dual Enrollment	Basic	Computer Information Systems (#TBD)	TBD	<i>Discovering Computers 2017 Enhanced: Tools, Apps, Devices, and the Impact of Technology</i>	Cengage Learning
Dual Enrollment	Basic	Introduction to Automotive Service (#TBD)	TBD	<i>Introduction to Automotive Service</i>	Pearson Education, Inc.
English	Suppl.	English 7 (#1335) English 8 (#1350)	7-8	<i>It's Your World</i>	Puffin Books
Dual Enrollment	Basic	Computer Information Systems (#TBD)	TBD	<i>Learning Microsoft Office 2016</i>	Cypress College
Dual Enrollment	Basic	Legal Environment of Business (#0864)	11-12	<i>Legal Environment of Business</i>	Cengage Learning
Dual Enrollment	Basic	Multicultural Health (#TBD)	TBD	<i>Multicultural Health</i>	Jones & Bartlett Learning, LLC
Dual Enrollment	Basic	First Aid, CPR, and Emergency (#2027)	10-12	<i>Responding to Emergencies: Comprehensive First Aid/CPR/AED</i>	American National Red Cross
Dual Enrollment	Basic	Spelling for Modern Business (#2042)	11-12	<i>The Complete Guide to English Spelling Rules</i>	Astoria Press

Field Trip Report

Board of Trustees

April 12, 2018

1. RATIFICATION: Anaheim High School: Every 15 Minutes (31 students-13 male, 18 female)
 Adviser/Lead Chaperone: Maria Gamboa (female)
 Chaperones: Carissa Sanchez (female), Alison Konrad (female), Robert Flores (male), and Sergio Hernandez (male)

 To: The Hotel Fullerton, Fullerton, CA
 Dates: April 5, 2018 to April 6, 2018
 Purpose: Show the danger and consequences of drinking and driving
 Expenses: Parent/Students-meals
 Site Funds-transportation, substitutes
 California Highway Patrol Grant-accommodations

 Number of school days missed for this trip: 1
 Number of school days missed previously: 1
 Total number of days missed by this group: 2

2. Anaheim High School: Anaheim Transportation Academy (8 students-4 male, 4 female)
 Adviser/Lead Chaperone: Brett Schumm (male)
 Chaperones: Ron Ponce (male) and Colleen Hanley (female)

 To: Ontario convention Center, Ontario, CA
 Dates: April 19, 2018 to April 22, 2018
 Purpose: SkillsUSA State Competition
 Expenses: ATA-registration, meals, transportation, accommodations, substitutes

 Number of school days missed for this trip: 2
 Number of school days missed previously: 0
 Total number of days missed by this group: 2

3. RATIFICATION: Cypress High School: Wrestling (2 male students)
 Adviser/Lead Chaperone: Jon Thoma Lundberg (male)
 Chaperone: Darin Norris (male)

 To: Temecula Valley High School, Temecula, CA
 Dates: February 22, 2018 to February 24, 2018
 Purpose: Masters Wrestling Tournament
 Expenses: ASB/Club Fundraisers-accommodations, substitutes
 Parent/Student-meals, transportation

 Number of school days missed for this trip: 1
 Number of school days missed previously: 2
 Total number of days missed by this group: 3

Field Trip Report

Board of Trustees

April 12, 2018

4. Cypress High School: Speech and Debate (5 students-2 male, 3 female)
Adviser/Lead Chaperone: Kori Muniz-Jones (female)
Chaperone: Fred Leininger (male)

To: Mountain House High School, Mountain House, CA
Dates: April 20, 2018 to April 22, 2018
Purpose: California State Speech and Debate Tournament
Expenses: Booster Club-substitutes
Parent/Student-meals, transportation, accommodations
Kiwanis Club of Cypress-registration

Number of school days missed for this trip: 1
Number of school days missed previously: 3
Total number of days missed by this group: 4

5. Kennedy High School: Key Club (8 students-5 male, 3 female)
Adviser/Lead Chaperone: Torence Rollerson (male)
Chaperone: Sharlene Cook (female)

To: Grand Sierra Resort, Reno, NV
Dates: April 13, 2018 to April 15, 2018
Purpose: Key Club Annual District Convention
Expenses: ASB/Club Fundraisers-registration, meals, transportation, accommodations,
substitutes

Number of school days missed for this trip: 1
Number of school days missed previously: 2
Total number of days missed by this group: 3

6. Loara High School: Band (98 students-62 male, 36 female)
Adviser/Lead Chaperone: Scott Domingues (male)
Chaperones: Victor Tran (male), Bill Schroeder (male), Byron Swadewer (male), Saul Barraza (male), Jesse Gutierrez (male), Sam Moreno (male), Jim Garrouette (male), Allyson Kahl (female), Kla Cook (female), Julie Renfrow (female), Debbie Miller (female), and Margaret Martinez (female)

To: Del Mar High School, San Jose, CA
Dates: May 4, 2018 to May 7, 2018
Purpose: Del Mar High School Band Festival
Expenses: Booster Club-registration, meals, transportation, accommodations,
substitutes

Number of school days missed for this trip: 2
Number of school days missed previously: 0
Total number of days missed by this group: 2

Field Trip Report

Board of Trustees

April 12, 2018

7. RATIFICATION: Oxford Academy: HOSA (1 male student)
Adviser/Lead Chaperone: Jun Cuenca (male)

To: Washington, DC
Dates: April 11, 2018 to April 15, 2018
Purpose: Congressional App Challenge
Expenses: Site Funds-meals, transportation, accommodations, substitutes
Parent/Student-meals

Number of school days missed for this trip: 3
Number of school days missed previously: 2
Total number of days missed by this group: 5

8. Savanna High School: Key Club (4 students-2 male, 2 female)
Adviser/Lead Chaperone: Nilesh Halankar (male)
Chaperone: Sharlene Cook (female)

To: Grand Sierra Resort, Reno, NV
Dates: April 13, 2018 to April 15, 2018
Purpose: Key Club Annual District Convention
Expenses: Parent/Student-registration, meals, transportation, accommodations,
substitutes

Number of school days missed for this trip: 1
Number of school days missed previously: 0
Total number of days missed by this group: 1

9. Western High School: ASB (39 students-16 male, 23 female)
Adviser/Lead Chaperone: Carole Casto (female)
Chaperones: Lauren Welker (female), Shannon Whitmore (female), Jaime Flores (male)
and Sam Jaramillo (male)

To: Fullerton First United Methodist Church, Fullerton, CA
Dates: April 13, 2018 to April 14, 2018
Purpose: Leadership Training
Expenses: ASB/Club Fundraisers-meals
Parent/Student-transportation

Number of school days missed for this trip: 0
Number of school days missed previously: 0
Total number of days missed by this group: 0

Field Trip Report

Board of Trustees

April 12, 2018

10. Western High School: Every 15 Minutes (40 students-16 male, 24 female)
Adviser/Lead Chaperone: Carole Casto (female)
Chaperones: Lauren Welker (female), Monique Flores (female), Shannon Whitmore (female), Jaime Flores (male) and Sam Jaramillo (male)

To: Western High School Gym
Dates: April 17, 2018 to April 18, 2018
Purpose: Alcohol awareness and consequences
Expenses: Site Funds-meals, substitutes

Number of school days missed for this trip: 0
Number of school days missed previously: 0
Total number of days missed by this group: 0

ANAHEIM UNION HIGH SCHOOL DISTRICT
 501 Crescent Way – P.O. Box 3520
 Anaheim, CA 92803-3520

EDUCATIONAL CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this:

12 th	day of	April	2018
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by and between

Pivotal Leadership LLC DBA MindKind Institute LLC

Independent Contractor, hereinafter referred to as "Consultant" and the Anaheim Union High School District, hereinafter referred to as "District."

WHEREAS the District is in need of special services and advice;

WHEREAS such services and advice are not available at no cost from public agencies;

and

WHEREAS Consultant is specially trained, experienced, and competent to provide the special services and advice required; and

WHEREAS such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services to be provided by Consultant:

MindKind Institute (MKI) is a leading provider of executive coaching and leadership development programs to catalyze personal and professional transformation for leaders from across business, nonprofit, education, startup, and other sectors. We design and facilitate customized leadership development programs for executives and high-potentials, with a focus on the topics of mindful leadership and social-emotional intelligence. We offer a variety of formats, including short workshops, extended seminars, and online trainings.
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Site/School:	District Office and all Sites	Funds (Cost Center):	Wellness Program Funds/Grant Funds/General Funds
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2. List of Other Supportive Staff or Consultants:

Jackie Counts, Education Division staff

3. Consultant shall commence providing services under this AGREEMENT on:

Date:	April 12, 2018
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and shall diligently perform as specified and complete performance by:

Date:	June 30, 2019
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Consultant shall perform said services as an independent contractor and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

4. District shall prepare and furnish the following information to Consultant, upon request, such information as is reasonably necessary to the performance of Consultant to this AGREEMENT:

AUHSD will need to manage the marketing/enrollment process to ensure Mindful Leadership Mission cohorts are adequately filled with a maximum of 30 participants each and Leadership Team Coaching cohorts are filled with 8 participants each AUHSD will also manage marketing for any Leadership in Focus seminars for 40-50 participants. MKI will provide consultative support on this process (up to 8 hours total).

5. District shall pay Consultant the maximum amount of

Total cost not to exceed \$48,000 - 3 Mindful Leadership Mission (MLM) cohorts (\$18,000); 2 Leadership Team coaching rounds (\$21,000); 3 Leadership in Focus in-person seminars (\$9,000)

for services rendered

to # of people :	30 participants/ per (MLM) cohort; total of 90 participants	# hours per day:	1 hour sessions (once a week)	# of days:	5 group call sessions/ per cohort
to # of people	8 participants/ per Leadership Team Coaching cohort; total of 16 participants	# hours per day:	75 minute sessions (3 times a month for 4 months)	# of days:	12 group call sessions/ per cohort
to # of people	50 participants per Leadership in Focus: total of 150 participants	# hours per day:	1.5 hour sessions	# of days:	3 group sessions

pursuant to this AGREEMENT. Payment shall be made 15 to 30 days after receipt of invoice. Consultant shall submit an invoice to District.

6. District may at any time for any reason terminate this AGREEMENT. Written notice by the District's superintendent shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
7. Consultant agrees to and shall hold harmless and indemnify District, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.
 - b. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.

8. This AGREEMENT is not assignable without written consent of the parties hereto.
9. Consultant and assistants shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including Worker's Compensation.
10. Consultant, if an employee of another public agency, certifies that Consultant shall not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to the AGREEMENT.

11. The following is a brief description of what will be achieved by Consultant as a result of this AGREEMENT:

Participants will learn about a variety of mindfulness and professional development techniques and how they can weave these techniques into everyday life - no matter how busy they are. The Mindful Leadership Mission and Leadership Team Coaching programs are delivered via an online coach and facilitator-led group learning platform that helps people practice skills like emotional intelligence, mindfulness, collaboration and leadership.

Leadership in Focus seminars are in-person learning events that raise awareness around the topic of mindful leadership by providing an experience of mindfulness and its benefits for achieving clarity, focus, as well as personal and professional work-life harmony.

12. What are the technical reasons Consultant is being hired as an Independent Contractor rather than an employee?

The wide-ranging benefits of practicing mindfulness have been extensively written about in ABA Journal, as well as the front pages of Time and Newsweek magazines. While mindfulness is an excellent tool for increasing attention span, increasing memory capacity and recall speed, and reducing emotional reactivity, practicing mindful leadership holds the key to self-transformation through greater self-awareness, habitual self-reflection, improved communication, deeper compassion for self and others, harmonious collaborative relationships and enhanced ability to think critically and creatively. Very simply, mindful leaders will not just be better leaders. They will be happier leaders!

List any technical support that will need to be supplied by District:

Anaheim Union High School District will provide technical support for online seminars, as needed.

**COMMON-LAW FACTORS
(IRS Revenue Rule 87-41)**

Mark all items that are true for the intended Consultant (if completing on-line, double click the box to mark):

No Instructions: The consultant will not be required to follow explicit instructions to accomplish the job.

No Training: The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.

Work Not Essential to the Employer: The employer's success or continuation does not depend on the services of the consultant.

Right to Hire Others: The consultant is being hired to provide a result and will have the right to hire others for actual work, unless otherwise noted.

Control of Assistants: Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.

Not a Continuing Relationship: If frequent, will be at irregular intervals, on call, or whenever work is available.

Own Work Hours: Consultant will establish work hours for the job.

Time to Pursue Other Work: Since specific hours are not required, consultant may work for other employers simultaneously, unless otherwise noted.

Job Location: Consultant controls job location, under district discretion, whether on employer's site or not.

Order of Work: Consultant, rather than employer, determines order or sequence of steps in performance of work.

No Interim Reports: Only specific pre-determined reports defined in the consulting agreement.

Basis of Payment: Consultant paid for services rendered, if applicable (see Agreement #4); total compensation set in advance of starting the job.

Business Expenses: Consultant is responsible for incidental or special business expenses.

Tools and Equipment: Consultant furnishes the identified tools and equipment needed for the job.

Significant Investment: Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential, and adequate.

Possible Profit or Loss: Consultant does these (check valid items):

- Hires, directs, pays assistants
- Has equipment, facilities
- Has a continuing and recurring liability
- Performs specific jobs for prices agreed-upon in advance
- Lists services in Business Directory
- Other (explain) _____

Work for Multiple Employers: Consultant may perform services for more than one employer simultaneously, unless otherwise noted.

Services Available to the General Public (check valid items):

- Maintains an office
- Business license
- Business signs
- Advertises services
- Lists services in Business Directory
- Other (explain) _____

Limited Right to Discharge: Consultant not subject to termination as long as contract specifications are met, unless otherwise noted (see Agreement #5 and #11).

No Compensation for Non-Completion: Responsible for satisfactory completion of job; no compensation for non-completion.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed:

CONSULTANT:	DISTRICT:
--------------------	------------------

Typed Name of consultant (same as page 1):

Pivotal Leadership LLC DBA MindKind Institute LLC	Anaheim Union High School District
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Typed Name/Title of Authorized Signatory:

Typed Name of Assistant Superintendent:

Dr. Home H.C. Nguyen	Brad Jackson
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Authorized Signature:

Signature of Assistant Superintendent:

	
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Street Address:

Street Address:

105 Federal Hill Road	501 Crescent Way, P.O. Box 3520
-----------------------	---------------------------------

City, State, Zip Code

City, State, Zip Code

Brewster NY 10509	Anaheim, CA 92803-3520
-------------------	------------------------

Date:

Date:

MARCH 27 th , 2018	
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Mark Appropriately:

Independent/Sole Proprietor:	
Corporation:	
Partnership:	
Other/Specify:	

Social Security Number*

or

Federal Identification Number*

	45-5456347
--	------------

*Or, initial below:

<input type="checkbox"/>	I have completed a new IRS Form W-9 that will be submitted directly to AUHSD Accounting.
--------------------------	--

Telephone Number:

E-mail Address:

415-626-2988	home@mindkindinstitute.com
--------------	----------------------------

If a company/corporation is being approved, the signature must be that of a responsible person. Typed company/corporation/individual's name must be identical to that on page 1.

PRINCIPAL/DISTRICT ADMINISTRATOR:

Signature of Principal or District Administrator (sign prior to submitting to District indicating review and approval):

Signature:		Date:	3/29/18
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CALIFORNIA STATE UNIVERSITY, FULLERTON
COMMUNICATIVE DISORDERS PROGRAM AGREEMENT
IN A SCHOOL SETTING

THIS AGREEMENT is made this 14th day of March 2018, by and between the State of California acting through the Trustees of the California State University on behalf of **California State University, Fullerton**, hereinafter referred to as "University", and **Anaheim Union High School District**, hereinafter referred to as "District". The parties may be referred to collectively as the "Parties" and singularly as a "Party."

WITNESSETH:

WHEREAS, the Trustees have approved a Communicative Disorders Program for the University and such program requires clinical speech-language pathology, diagnostic audiology, and aural rehabilitation practicum experiences, and the use of clinical facilities; and

WHEREAS, it is to the mutual benefit of the Parties hereto that students of the University's Communicative Disorders Program use the various facilities of the District for their speech-language pathology, diagnostic audiology and aural rehabilitation practicum experience; and

WHEREAS, any such agreement may provide for an honorarium of an amount not to exceed \$100.00 per semester for services rendered by a District employee, herein referred to as a "Master Clinician," who is assigned to supervise a University student. Such honorarium shall be payable to District.

WHEREAS, District acknowledges a willingness to participate in the clinical training of graduate students in the Communicative Disorders Program through supervision and other training activities on the premises of the District.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the Parties hereto agree as follows:

I. GENERAL REQUIREMENTS, DISTRICT:

1. Shall permit each student who is designated by the University, pursuant to Paragraph II - 2 below, to receive clinical practicum experience at a school or location within the District and shall provide University's Instructors, referred to herein as a "School Practicum Coordinator," and students access to appropriate facilities for such speech-language pathology, diagnostic audiology, and aural rehabilitation practicum experience.
2. Shall exercise the right, only after consultation with the University, to refuse to accept for further Communicative Disorders practicum experience any of the University's students who, in the judgement of the District, is not participating satisfactorily in said program. District shall also provide documentation of its reasons for such refusal to the University in a timely fashion.
3. Shall notify the University's Communicative Disorders School Practicum Coordinator, in advance, of any relevant changes in District's staff appointments.

4. Shall require the Master Clinician at the District to provide a progress evaluation to the student and, in cooperation with the University's School Practicum Coordinator, a summative evaluation at the end of each semester.
5. Shall provide emergency first aid for any student who becomes sick or injured in the course of said student's participation in the Communicative Disorders Program experience at the District. Any fees incurred and documented by District for the provision of such first aid shall be the responsibility of the student, not the University.
6. Shall provide supervision according to the standards set forth by the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) and the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), and the California Board of Medical Quality Assurance including the following:
 - a. All supervision is provided by speech-language pathologists or audiologists who hold the Certificate of Clinical Competence and the California State License in the appropriate area of specialty.
 - b. Clinical training in speech-language pathology is supervised by a speech-language pathologist.
 - c. Clinical training in diagnostic audiology is supervised by an audiologist.
 - d. Clinical training in aural rehabilitation is supervised by either a speech-language pathologist or an audiologist.
 - e. Supervision meets the standards put forward by the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) of the (ASHA) in Standard IV-E, which states,

"Supervision must be provided by individuals who hold the Certificate of Clinical Competence in the appropriate area of practice. The amount of supervision must be appropriate to the student's level of knowledge, experience, and competence. Supervision must be sufficient to ensure the welfare of the client/patient. Direct supervision must be in real time and must never be less than 25% of the student's total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements that should be adjusted upward if the student's level of knowledge, experience, and competence warrants. A supervisor must be available to consult as appropriate for the client's/patient's disorder with a student providing clinical services as part of the student's clinical education. Supervision of clinical practicum must include direct observation, guidance, and feedback to permit the student to monitor, evaluate, and improve performance and to develop clinical competence. All observation and clinical practicum hours used to meet Standard IV-C must be supervised by individuals who hold a current CCC in the professional area in which the observation and practicum hours are being obtained. Only the supervisor who actually observes the student in a clinical session is permitted to verify the credit given to the student for the clinical practicum hours."
 - f. Supervised experiences are defined as clinical services, to include but not be limited to: assessment, diagnosis, evaluation, screening, treatment, report writing, family and client consulting, and counseling related to the management of populations that fit within the scope of practice relevant to the areas of audiology or speech-language pathology.

- g. Major decisions made by student clinicians regarding evaluation and treatment of a client are implemented or communicated to the client only after approval by the Master Clinician holding the appropriate clinical certification.
 - h. ASHA membership numbers and California License numbers of a speech-language pathologist or audiologist who supervises University students will be provided to the University School Practicum Coordinator.
- 7. Shall require that a person holding a CCC in speech-language pathology be available for consultation at all times when a student is providing clinical services.
 - 8. Shall require the Master Clinician at the District to meet with the appropriate University faculty member(s) upon request to plan, coordinate, and evaluate the clinical training program of each student who is supervised at the District.
 - 9. Shall maintain complete records of student performance and submit University-supplied evaluation reports of student performance to the University upon request.
 - 10. Shall document clock hours earned by student clinicians, which correlates only to that portion of time spent in direct provision of services to a client or the client's family.

II. GENERAL REQUIREMENTS, UNIVERSITY:

- 1. Shall provide ongoing consultation regarding students who are supervised at the District. This consultation includes, but is not limited to, at least one visit to the District during any semester during which a University student is being supervised at the District. In exceptional circumstances, the consultation can occur using videoconferencing.
- 2. Shall designate the students to be assigned to speech-language pathology, diagnostic audiology, and/or aural rehabilitation practicum experience at the District, in such numbers as are mutually agreed to by both Parties.
- 3. Shall maintain all academic records of students participating in said programs following the California State University records/information retention and disposition schedule.
- 4. Shall inform students of District's requirements for immunizations and tests. Also, University shall inform students of the need to comply with District's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.
- 5. Shall inform students of the requirement to conform to all applicable District policies, procedures, and regulations, in addition to all requirements and restrictions specified jointly by representatives of the University and the District.
- 6. Shall require the School Practicum Coordinator to notify the District's representative(s) in advance of:
 - a. Placement of students in clinical assignments in schools; and/or
 - b. Changes in clinical assignments in schools.

7. Shall, in consultation and coordination with the Master Clinician, plan for speech-language pathology, diagnostic audiology, and aural rehabilitation experience to be provided to students under this Agreement.
8. Shall, in consultation and coordination with the Master Clinician, arrange for periodic conferences between appropriate representatives of the University and the District to evaluate the speech-language pathology practicum experience program provided under this Agreement.
9. Shall provide for orientation of students and Master Clinicians assigned to District.
10. Shall provide and be responsible for the care and control of the University's educational supplies, materials, and equipment used for instruction in this program.
11. If required, provide criminal background clearance for student(s) from the appropriate agency, including fingerprinting where legally sanctioned, and maintain the confidentiality of any results as required by federal or state law.

III. TERM OF AGREEMENT

This Agreement shall become effective upon execution by both parties and shall continue for a period of five (5) years, hereinafter referred to as the "Term," unless otherwise terminated as permitted herein. Either party may terminate this Agreement upon provision of thirty (30) days' advance written notice by one Party to the other, provided, however, in the event that termination of this Agreement occurs during any active student practicum experience with the District, such student(s) will be permitted to complete their training for any semester in which termination would otherwise occur.

IV. INSURANCE

1. University. The State of California has elected to be self-insured for its general liability, worker's compensation, professional liability, motor vehicle liability, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.

The Office of Risk Management in the Chancellor's Office administers the general liability, workers' compensation, property, and professional liability programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the California State University, Office of Risk Management, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

2. Student Insurance. The California State University Risk Management Authority maintains a Student Professional Liability Insurance Program (SPLIP).

Coverage is provided on a claims-made basis for claims arising from services which are rendered during the policy period and reported to the carrier as soon as practicable, but not later than three (3) years after the policy period.

Coverage includes General, Professional, and Educator's Errors and Omissions Liability. Coverage limits are Two Million (\$2,000,000) each loss and Four Million (\$4,000,000) aggregate for all covered parties, and not per student.

3. District Insurance. District shall maintain in full force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A VII or better by AM Best or a qualified program of self-insurance. District shall also maintain and provide evidence of workers' compensation coverage for its employees as required by law. District shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

Each Party has the right to request, and agrees to provide upon request, documentation of such coverage(s), as well as to be named as an additional insured on the policy(s) of the other Party.

V. INDEMNIFICATION

1. The University agrees to defend all claims of loss, and indemnify and hold harmless the District and its officers, agents, employees, and volunteers from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the University or its employees, officers, agents, or volunteers in the performance of this Agreement.
2. The District agrees to defend all claims of loss, and indemnify and hold harmless the State of California, the Trustees of the California State University, California State University, Fullerton, and each of their officers, agents, volunteers, and employees from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the District or its officers, employees, agents, or volunteers in the performance of this Agreement.

VI. HONORARIUM

District may submit an invoice to University at the conclusion of each semester for an honorarium up to the amount of \$100 per student per semester for services completed as required under this Agreement by a Master Clinician employed by the District. Payment will be issued subsequent to verification of invoice(s) and review of the Master Clinician's evaluation of student, which is also required to be submitted to University by District.

VII. GENERAL PROVISIONS

1. Amendment of Agreement. This Agreement may, at any time, be altered, changed or amended by mutual agreement of the Parties in writing.
2. Prior Agreements. This Agreement represents the complete and full agreement between the University and the District with respect to the matters stated herein. Any agreements or promises

made which are not reflected in the written terms of this Agreement are and shall be superseded by the terms of this Agreement and shall have no effect on the terms of this Agreement.

3. Non-Discrimination. The Parties agree that all students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of, but not limited to, any the following: race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.
4. Entire Agreement. This Agreement is the entire agreement between the Parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
5. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
6. Assignment. Neither Party shall voluntarily or by operation of law assign or otherwise transfer this Agreement without the other Party's prior written consent. Any purported assignment in violation of this paragraph shall be void.
7. Notices. Notices required under this Agreement shall be sent to the Parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.
8. Electronic Signatures. This Agreement may be executed by facsimile, scanned or electronic signature of any party hereto, it being agreed that such signature of any party hereto shall be deemed an original for all purposes.

TO UNIVERSITY

California State University, Fullerton
Contracts and Procurement
2600 E. Nutwood Ave., Suite 300
Fullerton, CA 92831
Attn: Karen Pearson, Buyer II

TO DISTRICT

Anaheim Union High School District
501 Crescent Way
Anaheim, CA 92805
Attn: Brad Jackson

VIII. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the Party on whose behalf their signature is made.

**CALIFORNIA STATE UNIVERSITY,
FULLERTON**

ANAHEIM UNION HIGH SCHOOL DISTRICT

By: _____

By: _____

Name: Karen Pearson

Name: Brad Jackson

Title: Buyer II

Title: Assistant Superintendent, HR

Date: _____

Date: _____



California State University
Northridge

CLINICAL PRACTICUM AGREEMENT

This Agreement is between the Anaheim Union High School District, (“Clinical Site”) and The Trustees of the California State University on behalf of California State University, Northridge (“University”), and is effective as of April 12, 2018.

- A. Clinical Site is a general acute care hospital, medical center, skilled nursing facility, private practice clinic or is an independent or unified school district.
- B. University operates a fully accredited program offering a **Master of Science Degree in the field of Speech Language Pathology and Audiology**. The graduate program’s accreditation is under the standards of the Western Association of Schools and Colleges; and, the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
- C. The purpose of this agreement is to provide the graduate training for the Master of Science degree and/or Speech Language Pathology Assistant in Communication Disorders and Sciences, emphasis in Speech-Language Pathology and Audiology. The parties will both benefit by making a clinical training program (“Program”) available to University students at Clinical Site.

The parties agree as follows:

I. UNIVERSITY’S RESPONSIBILITIES

- A. Student Application. The student shall file an Application for Clinical Privileges. Pertinent information, which shall include the student’s name, address, and telephone number, shall be sent to the clinical site. Clinical Site shall regard this information as confidential and shall use the information only to identify each student.
- B. Schedule of Assignments. University shall notify the clinical site supervisor of student assignment, including the name of the student, level of academic preparation, and length and dates of proposed clinical experience.
- C. Department Faculty. University shall assign members of the department’s faculty or University’s Clinical Director or University’s Distance Learning Coordinator to provide professional mentoring and advice to the Clinical Site’s Program Supervisor through the term of this agreement in order to assist in the education of the student.

D. Records. University shall maintain all personnel records for its staff and all academic records for its students.

E. Student Responsibilities. University shall notify students in the program that they are responsible for:

1) Complying with Clinical Site's clinical and administrative policies, procedures, rules and regulations;

2) Arranging for his/her own transportation and living arrangements;

3) Assuming responsibility for personal illnesses, necessary immunizations, tuberculin tests, annual health examinations and other requirements as identified by the Clinical Site;

4) Maintaining the confidentiality of patient information.

a) No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission, or narration in any form by students of any individually identifiable patient information, medical or otherwise, obtained in the course of the program is forbidden except as a necessary part of the practical experience.

b) Neither the University nor its employees or agents shall be granted access to individually identifiable information unless the patient has first given consent using a form approved by clinical site that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations.

c) Clinical Site shall reasonably assist University in obtaining patient consent in appropriate circumstances. In the absence of consent, students shall use de-identified information only in any discussions about the clinical experience with University, its employees, or agents.

5) Complying with Clinical Site's dress code and wearing name badges identifying themselves as students.

6) Insurance requirements. See Section 5, Paragraph B.

F. Payroll Taxes and Withholdings. University shall be solely responsible for any payroll taxes, withholdings, and insurance or benefits of any kind for University's employees, if any, who provide services to the Program under this Agreement. Students are not employees or agents of the University and shall receive no compensation for their participation in the Program, from the University. For purposes of this agreement, however, students are trainees and shall be considered members of Clinical Site's "workforce" as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103.

II. CLINICAL SITE RESPONSIBILITIES

A. Clinical Experience. Clinical Site shall accept from University the student and shall provide the student with supervised clinical experience, meeting the ASHA requirements and any state licensure laws, as applicable.

B. Records and Evaluations. Clinical Site shall maintain complete records and reports on student's performance and provide an evaluation to University on forms the University shall provide.

C. Withdrawal of Students. Clinical Site may request that University withdraw from the program any student whom Clinical Site determines is not performing satisfactorily, refuses to follow Clinical Site's administrative policies, procedures, rules and regulations, or violates any federal or state laws. Such requests must be in writing. Once the University receives the request in writing, the University will take appropriate steps to comply.

D. Emergency Health Care/First Aid. Clinical Site shall, on any day when a student is receiving training at its facilities, provide to that student necessary emergency health care or first aid for accidents occurring in its facilities. Except as otherwise provided in this agreement, Clinical Site shall have no obligation to furnish medical or surgical care to any student.

E. Clinical Site's Confidentiality Policies. As trainees, students shall be considered members of Clinical Site's "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103, and shall be subject to Clinical Site's policies respecting confidentiality of medical information. In order to ensure that students comply with such policies, Clinical Site shall provide students with substantially the same training that it provides to its regular employees.

F. Clinical Supervisor Requirements. Clinical Site shall provide the Clinical Supervisor with sufficient and specific time in the work schedule to carry out the supervision duties of the student's clinical practicum. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state license, and certification. The minimum requirements for these duties include:

1) Allocation of sufficient time to directly observe a minimum of twenty five (25) percent of treatment and assessment sessions of a client or groups of clients by the student during the supervised practicum.

2) Allocation of sufficient time to meet directly with the student for purposes of supervision feedback and discussion periodically during the course of supervision.

3) Allocation of sufficient time for the Clinical Site Supervisor to communicate with the University's Distance Learning Clinical Director.

4) Allocation of specific time in order to be present at the clinical site during the period that the student will be providing clinical services under this agreement.

III. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

IV. STATUS OF UNIVERSITY AND CLINICAL SITE

The parties expressly understand and agree that the students enrolled in the Program are in attendance for educational purposes, and such students are not considered employees of University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. Students are considered members of Clinical Site's "workforce" for purposes of HIPAA compliance.

V. INSURANCE

A. University Insurance. University shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by University's employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence and four million dollars (\$4,000,000) in the aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. The University shall maintain and provide evidence of workers' compensation and disability coverage as required by law. Insurance shall provide for not less than thirty (30) days' notice of cancellation to Clinical Site. University shall provide Clinical Site with evidence of the insurance required under this paragraph upon request of the Clinical Site. University shall promptly notify Clinical Site of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

B. Student Insurance. School shall require that during the term of each student's clinical rotation, each student shall be covered by comprehensive general and professional liability insurance to protect the student, Facility and University against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such insurance shall be with limits not less than \$1 million each claim, \$3 million policy aggregate, on a claim made basis including three (3) years extended reporting period. In addition, University shall require that student procures and maintains in force health insurance coverage throughout the term of the student's clinical practica at the Clinical Site.

C. Clinical Site Insurance. Clinical Site shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence and four million dollars (\$4,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. Clinical Site shall also maintain and provide evidence of workers' compensation and disability coverage for its employees as required by law. Insurance shall provide for not less than thirty (30) days' notice of cancellation to University. Clinical Site shall provide University with evidence of the insurance required under this paragraph upon request of the University. Clinical Site shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

VI. INDEMNIFICATION.

A. University agrees to indemnify, defend and hold harmless Clinical Site and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from University's sole negligence, or in proportion to the University's comparative fault.

B. Clinical Site agrees to indemnify, defend, and hold harmless University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from Clinical Site's sole negligence, or in proportion to the Clinical Site's comparative fault.

VII. TERM AND TERMINATION

A. Term. This Agreement shall be effective as of the date first written above and shall remain in effect for five (5) years.

B. Renewal. This Agreement may be renewed by mutual agreement.

C. Termination. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any cohort in which termination would otherwise occur.

VIII. GENERAL PROVISIONS

A. Amendments. In order to ensure compliance with HIPAA, the following provisions of this Agreement shall not be subject to amendment by any means during the term of this Agreement or any extensions: Section I, Paragraph E, subdivisions 4.a), 4.b), and 4.c); Section I, Paragraph F, to the extent it provides that students are members of Practicum Site's "workforce" for purposes of HIPAA; Section II, Paragraph E; and Section IV. This Agreement may otherwise be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.

B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

C. Attorney's Fees. In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees, in addition to such other relief as the court may deem appropriate.

D. Captions. Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.

E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

F. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

G. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

H. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.

I. Pediatric Placements. All pediatric placement contracts will incorporate Exhibit A as part of this agreement.

IX. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

UNIVERSITY

California State University, Northridge
Purchasing & Contract Administration
18111 Nordhoff Street
Northridge, CA 91330-8231

Phone: 818-677-6538

Email: doris.glassberg@csun.edu

Signature By: _____

Name: Doris Glassberg
Title: Buyer III, Purchasing &
Contract Administration

Date: _____

CLINICAL SITE

Anaheim Union High School District

Print Name of Site

501 N. Crescent Way

Print Street Address

Anaheim, CA 92803

Print City and State

Phone #: 714-999-0816

E-Mail jackson_j@auhsd.us

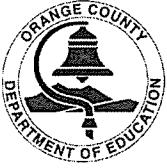
Signature By: _____

Print Name: Brad Jackson

Print Title: Assistant Superintendent, HR

Date: _____

Department of Communication Sciences & Disorders
College of Health and Human Development
18111 Nordhoff Street
Northridge, CA 91330-8279
Attn: Rosie Quezada, Diana Cabral, Yvonne Carrillo
Janice Woolsey, Sarah Cathcart



2017-18 Quarterly Report Williams Legislation Uniform Complaints

District: Anaheim Union High School District

District Contact: Brad Jackson

Title: Assistant Superintendent, Human Resources

- Quarter #1 July 1 - September 30, 2017 **Report due by October 27, 2017**
- Quarter #2 October 1 - December 31, 2017 **Report due by January 26, 2018**
- Quarter #3 January 1 - March 31, 2018 **Report due by April 27, 2018**
- Quarter #4 April 1 - June 30, 2018 **Report due by July 27, 2018**

Check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of the complaints.

Type of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancies or Misassignments	0		
Facility Conditions	0		
TOTALS	0		

Name of Superintendent: Michael B. Matsuda

Signature of Superintendent: _____ Date: _____

Please submit to:

Thea Savas
Senior Administrative Assistant
200 Kalmus Drive, B-1009
P.O. Box 9050, Costa Mesa, CA 92628-9050

**ANAHEIM UNION HIGH SCHOOL DISTRICT
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)
2017/2018 SALARY SCHEDULE**
Effective 4/1/18 - BOT Approved (Pending Contract Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
41	FOOD SERVICE ASSISTANT I	2,728.00 15.49	2,837.00 16.11	2,956.00 16.79	3,070.00 17.44	3,192.00 18.13	3,323.00 18.89	3,386.00 19.24	3,455.00 19.64	3,525.00 20.02	3,594.00 20.42	Monthly Hourly
48	AUDITORIUM OPERATIONS ASSISTANT CUSTODIAN EVENT/FACILITY ATTENDANT	3,311.00 18.81	3,442.00 19.55	3,567.00 20.28	3,716.00 21.12	3,856.00 21.92	4,015.00 22.82	4,076.00 23.15	4,172.00 23.70	4,250.00 24.15	4,322.00 24.57	Monthly Hourly
49	ATHLETIC FACILITIES WORKER I FOOD SERVICE ASSISTANT II GROUNDS MAINTENANCE WORKER	3,320.00 18.86	3,454.00 19.64	3,584.00 20.36	3,733.00 21.21	3,884.00 22.06	4,041.00 22.97	4,115.00 23.38	4,203.00 23.89	4,283.00 24.34	4,365.00 24.82	Monthly Hourly
50	FOOD SERVICE ASSISTANT III SENIOR CUSTODIAN	3,451.00 19.60	3,586.00 20.38	3,717.00 21.13	3,868.00 21.97	4,017.00 22.84	4,175.00 23.72	4,250.00 24.15	4,337.00 24.64	4,417.00 25.08	4,500.00 25.57	Monthly Hourly
51	FOOD SERVICE ASSISTANT IV FOOD SERVICE PRODUCTION ASST WAREHOUSE WORKER-CENTRAL SERVICE WAREHOUSE WORKER-FOOD SERVICE	3,484.00 19.79	3,620.00 20.58	3,772.00 21.42	3,919.00 22.28	4,078.00 23.16	4,238.00 24.08	4,320.00 24.56	4,414.00 25.07	4,496.00 25.56	4,593.00 26.10	Monthly Hourly
52	ATHLETIC FACILITIES WORKER II FOOD SERVICE ASSISTANT III-BILING	3,510.00 19.94	3,662.00 20.82	3,800.00 21.59	3,942.00 22.40	4,115.00 23.38	4,279.00 24.32	4,364.00 24.81	4,444.00 25.25	4,538.00 25.79	4,631.00 26.32	Monthly Hourly
53	AUDITORIUM OPERATIONS TECHNICIAN EQUIPMENT OPERATOR MAINTENANCE SERVICE WORKER TECHNOLOGY SERVICES ASSISTANT	3,662.00 20.82	3,802.00 21.60	3,954.00 22.47	4,113.00 23.36	4,281.00 24.33	4,453.00 25.30	4,538.00 25.79	4,631.00 26.32	4,720.00 26.83	4,817.00 27.38	Monthly Hourly
55	BUS DRIVER FOOD SERVICE SOUS CHEF HEAVY EQUIPMENT OPERATOR INVENTORY CONTROL SPECIALIST SR EQUIPMENT OPERATOR SR WAREHOUSE WORKER-CENT WHSE SR WAREHOUSE WORKER-FOOD SERV	3,843.00 21.85	3,993.00 22.69	4,153.00 23.60	4,320.00 24.56	4,494.00 25.55	4,673.00 26.55	4,763.00 27.07	4,860.00 27.61	4,956.00 28.17	5,059.00 28.75	Monthly Hourly

**ANAHEIM UNION HIGH SCHOOL DISTRICT
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)
2017/2018 SALARY SCHEDULE**

Effective 4/1/18 - BOT Approved (Pending Contract Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
57	ATHLETIC FACILITIES TECHNICIAN DRIVER INSTRUCTOR IRRIGATION SYSTEMS TECHNICIAN INTEGRATED PEST MANAGEMENT MAINTENANCE GLAZIER MAINTENANCE PAINTER POOL MAINTENANCE TECHNICIAN TECHNOLOGY SERVICES TECHNICIAN	4,040.00 22.97	4,192.00 23.81	4,362.00 24.80	4,536.00 25.78	4,717.00 26.82	4,903.00 27.86	5,006.00 28.44	5,108.00 29.04	5,209.00 29.60	5,312.00 30.20	Monthly Hourly
59	ASSISTANT MECHANIC ELECTRONICS TECHNICIAN EQUIPMENT REPAIR MECHANIC GRAPHIC ARTS TECHNICIAN MAINTENANCE CARPENTER MAINTENANCE FLOOR/PLASTER WORKER MAINTENANCE LOCKSMITH MAINTENANCE PLUMBER OFFSET PRESS OPERATOR SHOP EQUIPMENT REPAIR TECHNICIAN TRANSPORTATION DISPATCHER	4,235.00 24.07	4,406.00 25.04	4,578.00 26.01	4,762.00 27.06	4,953.00 28.16	5,152.00 29.27	5,254.00 29.86	5,360.00 30.46	5,467.00 31.08	5,573.00 31.67	Monthly Hourly
61	AUDIO-VISUAL TECHNICIAN FOOD SERVICE EQUIPMENT TECHNICIAN INSTRUMENT REPAIR TECHNICIAN MAINTENANCE ELECTRICIAN MAINTENANCE WELDER-FABRICATOR MECHANIC TRANSPORTATION OPERATIONS SPEC	4,444.00 25.25	4,623.00 26.29	4,806.00 27.31	5,002.00 28.41	5,206.00 29.58	5,405.00 30.72	5,516.00 31.33	5,627.00 31.97	5,739.00 32.60	5,855.00 33.27	Monthly Hourly
62		4,631.00 26.32	4,822.00 27.40	5,013.00 28.48	5,214.00 29.63	5,420.00 30.80	5,640.00 32.05	5,757.00 32.71	5,873.00 33.37	5,996.00 34.08	6,113.00 34.74	Monthly Hourly
63	GRAPHIC PRODUCTION SPECIALIST SR GRAPHIC ARTS TECHNICIAN	4,670.00 26.53	4,852.00 27.58	5,047.00 28.69	5,253.00 29.84	5,462.00 31.02	5,677.00 32.26	5,793.00 32.92	5,908.00 33.58	6,027.00 34.25	6,149.00 34.95	Monthly Hourly
64	HVAC ENERGY MAINT CONT SYS TECH (4/1/18)	4,788.00 27.62	4,980.00 28.72	5,179.00 29.87	5,386.00 31.07	5,601.00 32.31	5,825.00 33.59	5,941.00 34.27	6,060.00 34.96	6,181.00 35.66	6,305.00 36.38	Monthly Hourly
67	NETWORK TECHNICIAN	5,148.00 29.24	5,352.00 30.41	5,564.00 31.62	5,791.00 32.90	6,020.00 34.21	6,259.00 35.57	6,386.00 36.29	6,516.00 37.02	6,642.00 37.74	6,778.00 38.50	Monthly Hourly

2% plus \$519 after ten (10) years of service with AUHSD
4% plus \$1,543 additional after fifteen (15) years of service with AUHSD
7% plus \$2,840 additional after twenty (20) years of service with AUHSD
10% plus \$3,705 additional after twenty-five (25) years of service with AUHSD
12% plus \$3,705 additional after thirty (30) years of service with AUHSD

Percentages and flat rates stand alone. They are not added together or compounded.

Bilingual stipend and Nightwork differential: \$135.00

**ANAHEIM UNION HIGH SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA)
2017/2018 SALARY SCHEDULE**

Effective 4/1/18 - BOT Approved on (Pending Contract Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
41	CAMPUS SAFETY AIDE	2,728.00 15.49	2,837.00 16.12	2,956.00 16.79	3,070.00 17.43	3,192.00 18.14	3,323.00 18.88	3,386.00 19.25	3,455.00 19.62	3,525.00 20.02	3,594.00 20.42	Monthly Hourly
43	INSTR ASSISTANT INSTR ASSISTANT-SPECIALIZED ACADEMIC INSTR OFFICE ASSISTANT	2,862.00 16.27	2,983.00 16.95	3,105.00 17.64	3,226.00 18.33	3,355.00 19.06	3,494.00 19.85	3,560.00 20.24	3,628.00 20.61	3,702.00 21.03	3,776.00 21.45	Monthly Hourly
47	COMPUTER LAB ASSISTANT INSTR ASST-BILINGUAL (SPANISH) INSTR ASST-BILINGUAL (VIETNAMESE) INSTR ASST-BILINGUAL (KOREAN) INSTR ASST-BILINGUAL (ARABIC) INSTR ASST-BILINGUAL (ROMANIAN) INSTR ASST-SPEC ACADEMIC INSTRUCTION-BIL INSTR ASST - STUDENT/PARENT LIAISON-BIL OFFICE ASSISTANT-BILINGUAL SCHOOL COMMUNITY LIAISON	3,156.00 17.92	3,285.00 18.66	3,412.00 19.38	3,557.00 20.21	3,696.00 21.00	3,844.00 21.86	3,921.00 22.28	3,997.00 22.70	4,082.00 23.19	4,156.00 23.63	Monthly Hourly
49		3,320.00 18.86	3,454.00 19.62	3,584.00 20.36	3,733.00 21.21	3,884.00 22.07	4,041.00 22.97	4,115.00 23.39	4,203.00 23.90	4,283.00 24.34	4,365.00 24.81	Monthly Hourly
51	CHILD WELFARE & ATTENDANCE LIAISON DISTRICT RECEPTIONIST FACILITIES PLANNING ASSISTANT HEALTH SERVICES TECHNICIAN I INSTR ASST - ADULT TRANSITION INSTR ASST - BEHAVIORAL SUPPORT INSTR ASST - MATHEMATICS INSTR ASST - MED FRAGILE/ORTHO IMPAIRED INSTR ASST - SPECIAL ABILITIES INSTR ASST - SPEC (D/HH or VI) LANGUAGE TESTING ASSISTANT PUBLICATIONS TECHNICIAN SCHOOL LIBRARY/MEDIA TECHNICIAN SECRETARY - ATTENDANCE SECRETARY - PROGRAM SUPPORT SECRETARY - REGISTRAR/RECORDS SECRETARY - SCHOOL SUPPORT WORKABILITY PLACEMENT ASSISTANT	3,484.00 19.79	3,620.00 20.59	3,772.00 21.43	3,919.00 22.27	4,078.00 23.18	4,238.00 24.09	4,320.00 24.54	4,414.00 25.07	4,496.00 25.55	4,593.00 26.10	Monthly Hourly
53	SECRETARY-BILING/ATTENDANCE SECRETARY-BILING/PROGRAM SUPPORT SECRETARY-BILING/REGISTRAR-RECORDS SECRETARY-BILING/SCHOOL SUPPORT TRANSLATOR	3,662.00 20.80	3,802.00 21.60	3,954.00 22.47	4,113.00 23.38	4,281.00 24.33	4,453.00 25.30	4,538.00 25.79	4,631.00 26.32	4,720.00 26.82	4,817.00 27.39	Monthly Hourly

**ANAHEIM UNION HIGH SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA)
2017/2018 SALARY SCHEDULE**

Effective 4/1/18 - BOT Approved on (Pending Contract Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
54		3,762.00 21.39	3,921.00 22.28	4,078.00 23.18	4,248.00 24.13	4,416.00 25.08	4,596.00 26.11	4,685.00 26.64	4,785.00 27.19	4,880.00 27.74	4,985.00 28.33	Monthly Hourly
55	ASB ACCOUNT TECHNICIAN BRAILLE TRANSCRIBER INFORMATION SYSTEMS TECHNICIAN JOB DEVELOPER / JOB COACH LICENSED VOCATIONAL NURSE SIGN LANGUAGE INTERPRETER	3,843.00 21.85	3,993.00 22.69	4,153.00 23.60	4,320.00 24.54	4,494.00 25.55	4,673.00 26.55	4,763.00 27.07	4,860.00 27.61	4,956.00 28.16	5,059.00 28.74	Monthly Hourly
56	FAMILY & COMMUNITY ENGAGEMENT SPECIALIST	3,942.00	4,093.00	4,258.00	4,428.00	4,606.00	4,788.00	4,885.00	4,984.00	5,083.00	5,186.00	Monthly
57	ACCOUNTING TECHNICIAN ADMINISTRATIVE ASSISTANT ATHLETIC TRAINER BENEFITS TECHNICIAN BUSINESS TECHNICIAN CREDENTIALS TECHNICIAN HUMAN RESOURCES TECHNICIAN PAYROLL TECHNICIAN RISK MANAGEMENT TECHNICIAN SPEECH LANGUAGE PATHOLOGY ASSISTANT	4,040.00 22.95	4,192.00 23.81	4,362.00 24.80	4,536.00 25.78	4,717.00 26.79	4,903.00 27.86	5,006.00 28.44	5,108.00 29.04	5,209.00 29.60	5,312.00 30.18	Monthly Hourly
59	ADMINISTRATIVE ASSISTANT BILINGUAL INFORMATION SYSTEMS SPECIALIST I LANGUAGE PROGRAM TECHNICIAN LEGAL ADMINISTRATIVE ASSISTANT SR ACCOUNTING TECHNICIAN SR BUDGET TECHNICIAN SR ADMINISTRATIVE ASSISTANT PROGRAM SUPPORT SR ADMINISTRATIVE ASSISTANT SCHOOL SUPPORT SR ADMINISTRATIVE PROCUREMENT ASSISTANT SR CREDENTIAL TECHNICIAN SR PAYROLL TECHNICIAN	4,235.00 24.07	4,406.00 25.05	4,578.00 26.02	4,762.00 27.06	4,953.00 28.15	5,152.00 29.27	5,254.00 29.86	5,360.00 30.46	5,467.00 31.08	5,573.00 31.67	Monthly Hourly
61	FOOD SERVICE TECHNICIAN SR ADMIN ASST SCHOOL SUPPORT / BILINGUAL SR ADMIN ASST PROGRAM SUPPORT / BILINGUAL	4,444.00 25.25	4,623.00 26.28	4,806.00 27.32	5,002.00 28.41	5,206.00 29.58	5,405.00 30.72	5,516.00 31.34	5,627.00 31.98	5,739.00 32.61	5,855.00 33.27	Monthly Hourly
62	ASSESSMENT/EVALUATION TECHNICIAN BENEFITS SPECIALIST PARENT INVOLVEMENT SPECIALIST WEBMASTER (4/1/18)	4,631.00 26.32	4,822.00 27.40	5,013.00 28.48	5,214.00 29.63	5,420.00 30.80	5,640.00 32.05	5,757.00 32.71	5,873.00 33.37	5,996.00 34.08	6,113.00 34.74	Monthly Hourly
63	BEHAVIOR INTERVENTION SPECIALIST BUYER FOOD SERVICE ACCOUNTING SPECIALIST INFORMATION SYSTEMS SPECIALIST II	4,670.00 26.94	4,852.00 27.99	5,047.00 29.12	5,253.00 30.31	5,462.00 31.51	5,677.00 32.75	5,793.00 33.42	5,908.00 34.08	6,027.00 34.77	6,149.00 35.48	Monthly Hourly

**ANAHEIM UNION HIGH SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA)
2017/2018 SALARY SCHEDULE**

Effective 4/1/18 - BOT Approved on (Pending Contract Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
65	ART DESIGNER	4,906.00 27.86	5,103.00 28.95	5,307.00 30.12	5,519.00 31.35	5,739.00 32.60	5,969.00 33.88	6,088.00 34.57	6,210.00 35.25	6,335.00 35.96	6,461.00 36.69	Monthly Hourly
66	PROCUREMENT CONTRACT SPECIALIST	5,041.00	5,242.00	5,452.00	5,670.00	5,897.00	6,133.00	6,256.00	6,381.00	6,508.00	6,638.00	Monthly
75	NETWORK ANALYST PROGRAMMER ANALYST	6,254.00 35.54	6,500.00 36.94	6,765.00 38.44	7,037.00 39.98	7,319.00 41.58	7,610.00 43.24	7,758.00 44.06	7,913.00 44.96	8,075.00 45.89	8,236.00 46.80	Monthly Hourly
76	SYSTEMS ADMINISTRATOR	6,573.00 37.35	6,830.00 38.81	7,102.00 40.36	7,385.00 41.96	7,678.00 43.62	7,991.00 45.40	8,147.00 46.29	8,313.00 47.23	8,483.00 48.20	8,651.00 49.15	Monthly Hourly

Unit members will be eligible for long service recognition (longevity) upon the completion of ten (10) years of service in the Anaheim Union High School District under the following plan:

- 2% plus \$519 additional after ten (10) years of service with the AUHSD
- 4% plus \$1,543 additional after fifteen (15) years of service with the AUHSD
- 7% plus \$2,840 additional after twenty (20) years of service with AUHSD
- 10% plus \$3,705 additional after twenty-five (25) years of service with AUHSD
- 12% plus \$3,705 additional after thirty (30) years of service with AUHSD

Percentages and flat rates stand alone. They are not added together or compounded.

Bilingual stipend and Nightwork differential: \$135.00

ANAHEIM UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL

2017/2018 SALARY SCHEDULE

Effective 7/1/17 - BOT Approved on (Pending Approval) - REVISED

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
60	GF SR ADMINISTRATIVE ASSISTANT	4,444.00	4,623.00	4,806.00	5,002.00	5,206.00	5,405.00	5,516.00	5,628.00	5,739.00	5,855.00	Monthly
61		4,685.00	4,866.00	5,049.00	5,244.00	5,448.00	5,649.00	5,758.00	5,870.00	5,981.00	6,096.00	Monthly
63	EXECUTIVE ASSISTANT HUMAN RESOURCES ASSISTANT	4,929.00	5,114.00	5,309.00	5,513.00	5,721.00	5,938.00	6,051.00	6,169.00	6,288.00	6,408.00	Monthly
67	SENIOR EXECUTIVE ASSISTANT	5,405.00	5,610.00	5,824.00	6,049.00	6,280.00	6,519.00	6,644.00	6,774.00	6,903.00	7,039.00	Monthly

Each longevity step stands on its own and is not cumulative nor compounded. Longevity:

2% plus \$519 after ten (10) years of service with AUHSD

4% plus \$1543 additional after fifteen (15) years of service with AUHSD

7% plus \$2,840 additional after twenty (20) years of service with AUHSD

10% plus \$3,705 additional after twenty-five (25) years of service with AUHSD

12% plus \$3,705 additional after thirty (30) years of service with AUHSD

**ANAHEIM UNION HIGH SCHOOL DISTRICT
MANAGEMENT**

2017/2018 SALARY SCHEDULE

Effective 4/1/18 - BOT Approved on (Pending Group Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
1	** CATERING MANAGER	4,165.00	4,322.00	4,492.00	4,669.00	4,846.00	5,029.00	5,135.00	5,229.00	5,337.00	5,440.00	Monthly
2	PLANT MANAGER I	4,276.00	4,433.00	4,604.00	4,779.00	4,957.00	5,141.00	5,246.00	5,341.00	5,449.00	5,551.00	Monthly
3	** FOOD SERVICE SITE MANAGER I	4,367.00	4,537.00	4,709.00	4,893.00	5,083.00	5,283.00	5,385.00	5,489.00	5,597.00	5,704.00	Monthly
4	PLANT MANAGER II	4,478.00	4,648.00	4,821.00	5,003.00	5,196.00	5,395.00	5,495.00	5,600.00	5,707.00	5,816.00	Monthly
5	** FOOD SERVICE SITE MANAGER II	4,574.00	4,756.00	4,939.00	5,134.00	5,332.00	5,537.00	5,649.00	5,759.00	5,871.00	5,986.00	Monthly
6		4,555.00	4,733.00	4,916.00	5,112.00	5,312.00	5,516.00	5,627.00	5,738.00	5,850.00	5,965.00	Monthly
7	PERFORMING ARTS SUPERVISOR WAREHOUSE SUPERVISOR	4,776.00	4,960.00	5,154.00	5,363.00	5,570.00	5,786.00	5,903.00	6,018.00	6,135.00	6,254.00	Monthly
8	FACE COORDINATOR PROGRAM & NETWORK MANAGER	4,909.00	5,096.00	5,288.00	5,494.00	5,705.00	5,917.00	6,033.00	6,150.00	6,268.00	6,389.00	Monthly
9	* ACCOUNTANT BUDGET ANALYST GARAGE SUPERVISOR MAINTENANCE FOREMAN (4/1/18)	5,006.00	5,204.00	5,409.00	5,621.00	5,844.00	6,068.00	6,188.00	6,311.00	6,434.00	6,560.00	Monthly
11		5,255.00	5,460.00	5,672.00	5,898.00	6,127.00	6,367.00	6,496.00	6,623.00	6,751.00	6,886.00	Monthly
12	EMPLOYEE RELATIONS ANALYST (4/1/18) GRAPHIC PRODUCTION MANAGER (4/1/18) HUMAN RESOURCES ANALYST (4/1/18) LANGUAGE ASSESSMENT CENTER SUPV	5,384.00	5,594.00	5,812.00	6,043.00	6,280.00	6,525.00	6,656.00	6,787.00	6,920.00	7,056.00	Monthly
13	* DISTRICT & COMMUNITY USE MANAGER PROJECT MANAGER	5,513.00	5,728.00	5,952.00	6,187.00	6,431.00	6,683.00	6,814.00	6,949.00	7,087.00	7,225.00	Monthly
14	FOOD SERVICE OPERATIONS SUPERVISOR(4/1/18) * OPERATIONS SUPERVISOR (4/1/18)	5,661.00	5,882.00	6,113.00	6,354.00	6,605.00	6,864.00	6,998.00	7,137.00	7,278.00	7,421.00	Monthly
15		5,810.00	6,037.00	6,274.00	6,522.00	6,779.00	7,044.00	7,182.00	7,325.00	7,469.00	7,616.00	Monthly
16	PAYROLL SUPERVISOR (4/1/18)	5,958.00	6,191.00	6,435.00	6,689.00	6,953.00	7,225.00	7,366.00	7,513.00	7,660.00	7,812.00	Monthly
17	* MAINTENANCE MANAGER (4/1/18)	6,117.00	6,358.00	6,608.00	6,869.00	7,140.00	7,421.00	7,566.00	7,716.00	7,867.00	8,024.00	Monthly
18	* EDUCATION TECHNOLOGY SUPERVISOR (4/1/18)	6,277.00	6,525.00	6,782.00	7,049.00	7,328.00	7,616.00	7,767.00	7,919.00	8,075.00	8,235.00	Monthly

**ANAHEIM UNION HIGH SCHOOL DISTRICT
MANAGEMENT**

2017/2018 SALARY SCHEDULE

Effective 4/1/18 - BOT Approved on (Pending Group Approval) - REVISED 4/12/18

Salary Range	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
19	RISK MANAGER	6,436.00	6,692.00	6,955.00	7,229.00	7,515.00	7,812.00	7,967.00	8,122.00	8,282.00	8,447.00	Monthly
20		6,549.00	6,811.00	7,081.00	7,361.00	7,655.00	7,959.00	8,118.00	8,278.00	8,442.00	8,611.00	Monthly
21	ACCOUNTING MANAGER (4/1/18) ENERGY MANAGER OCCUPATIONAL THERAPIST	6,662.00	6,929.00	7,206.00	7,492.00	7,794.00	8,105.00	8,268.00	8,434.00	8,602.00	8,774.00	Monthly
24	* ASSISTANT DIRECTOR-FOOD SERVICE (4/1/18)	7,014.00	7,295.00	7,586.00	7,889.00	8,205.00	8,533.00	8,704.00	8,878.00	9,056.00	9,237.00	Monthly

Each longevity step stands on its own and is not cumulative nor compounded. Longevity:
 2% plus \$519 after ten (10) years of service with AUHSD
 4% plus \$1543 additional after fifteen (15) years of service with AUHSD
 7% plus \$2,840 additional after twenty (20) years of service with AUHSD
 10% plus \$3,705 additional after twenty-five (25) years of service with AUHSD
 12% plus \$3,705 additional after thirty (30) years of service with AUHSD

* Overtime Exempt

** Ten Month Employees

**ANAHEIM UNION HIGH SCHOOL DISTRICT
ADMINISTRATORS**

2017/2018 SALARY SCHEDULE

Effective 4/1/18 - BOT Approved on (Pending Approval) - REVISED 4/12/18

Salary Range	Position Title	SICK WORK DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Annually
21	JR HIGH ASSISTANT PRINCIPAL	11.0	102,099.00	105,168.00	108,246.00	111,316.00	114,389.00	117,461.00	Annually
22	SR HIGH ASSISTANT PRINCIPAL INSTRUCTIONAL ANALYST PROGRAM ADMINISTRATOR I	11.0	112,125.00	115,198.00	118,269.00	121,340.00	124,413.00	127,486.00	Annually
24	JR HIGH PRINCIPAL	11.5	120,066.00	123,141.00	126,212.00	129,278.00	132,356.00	135,434.00	Annually
25	SR HIGH PRINCIPAL COORDINATOR	14.4	131,368.00	134,440.00	137,515.00	140,588.00	143,661.00	146,736.00	Annually
28	PROGRAM ADMINISTRATOR II DIRECTOR OF CHILD WELFARE & ATTENDANCE	14.4	118,449.00	121,522.00	124,592.00	127,662.00	130,740.00	133,811.00	Annually
30	NURSE PRACTITIONER AUTISM SPECIALIST/GASELPA PROGRAM SPECIALIST PROGRAM SPECIALIST/GASELPA REGIONAL NURSE	11.0	96,728.00	99,799.00	102,874.00	105,950.00	109,022.00	112,094.00	Annually
31	PSYCHOLOGIST BEHAVIOR SPECIALIST	11.0	96,728.00	99,799.00	102,874.00	105,950.00	109,022.00	112,094.00	Annually
32	ASST DIRECTOR-PLANNING/DESIGN/CONST	14.4	102,474.00	105,514.00	108,555.00	111,598.00	114,637.00	117,683.00	Annually
35	DIRECTOR (CERTIFICATED)	14.4	132,421.00	135,489.00	138,570.00	141,643.00	144,717.00	147,785.00	Annually
36	DIRECTOR OF RISK MANAGEMENT & INSURANCE DIRECTOR OF TRANSPORTATION	14.4	112,164.00	115,238.00	118,309.00	121,379.00	124,453.00	127,525.00	Annually
36B	DIRECTOR OF PURCHASING & CENTRAL SERVICES (4/1/18)	14.4	117,160.00	120,233.00	123,305.00	126,375.00	129,450.00	132,520.00	Annually
37	DIRECTOR OF FOOD SERVICE DIRECTOR OF MAINTENANCE & OPERATIONS PUBLIC INFORMATION MANAGER	14.4	122,156.00	125,227.00	128,300.00	131,371.00	134,447.00	137,515.00	Annually
37B	CONTROLLER (4/1/18) DIRECTOR OF BUSINESS OPERATIONS (4/1/18)	14.4	127,289.00	130,358.00	133,390.00	136,507.00	139,582.00	142,650.00	Annually
38	COUNSEL	14.4	132,421.00	135,489.00	138,570.00	141,643.00	144,717.00	147,785.00	Annually
39	DIRECTOR PLANNING/DESIGN/CONST	14.4	140,273.00	143,526.00	146,787.00	150,042.00	153,297.00	156,548.00	Annually
40	CHIEF TECHNOLOGY OFFICER EXECUTIVE DIRECTOR OF HUMAN RESOURCES	14.4	144,521.00	147,413.00	150,361.00	153,368.00	156,434.00	159,565.00	Annually

**ANAHEIM UNION HIGH SCHOOL DISTRICT
ADMINISTRATORS**

2017/2018 SALARY SCHEDULE

Effective 4/1/18 - BOT Approved on (Pending Approval) - REVISED 4/12/18

Salary Range	Position Title	SICK DAYS	WORK DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
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*23 non-duty days excluded from work days
 **excludes 23 vacation days and 14 paid holidays

Longevity -
 16th-20th year - \$4642
 21st-25th year - \$9284
 26th-30th year - \$13926
 31st year on - \$13926

Doctorate \$2264

Mileage Allowance:

\$200/month: Certificated Director, Senior High Principal, Coordinator, Public Information Manager
 \$175/month: Junior High Principal, Program Administrator II, Classified Director, Chief Technology Officer
 \$125/month: Senior High Assistant Principal, Psychologist, Program Specialist, Program Administrator I, Nurse Practitioner, Behavior Specialist
 \$75/month: Junior High Assistant Principal

**ANAHEIM UNION HIGH SCHOOL DISTRICT
 CONTRACTED EMPLOYEES
 2017/2018 SALARY SCHEDULE**
 Effective 7/1/2017 - BOT Approved on 7/13/2017 - REVISED

Position Title	SALARY	
SUPERINTENDENT	260,000.00	ANNUALLY
COUNSEL	181,812.00	ANNUALLY
ASSISTANT SUPERINTENDENT (BUSINESS SERVICES)	188,744.00	ANNUALLY
ASSISTANT SUPERINTENDENT (EDUCATION & HUMAN RESOURCES) CHIEF ACADEMIC OFFICER	202,432.00	ANNUALLY

**ANAHEIM UNION HIGH SCHOOL DISTRICT
2016/17 COUNSELOR SALARY SCHEDULE**

		BA + 45 or MA	BA + 60 & MA or Doctorate
STEPS	I	II	III
1	\$59,253	\$64,286	\$70,049
2	\$62,571	\$67,611	\$73,365
3	\$65,897	\$70,927	\$76,691
4	\$69,213	\$74,251	\$80,017
5	\$72,541	\$77,573	\$83,338
6	\$75,863	\$80,901	\$86,655
7	\$79,184	\$84,222	\$89,985
8	\$82,510	\$87,541	\$93,310
9	\$85,834	\$90,871	\$96,635
10	\$89,159	\$94,195	\$99,963
11	\$92,488	\$97,523	\$103,278
LONGEVITY (Years of Credentialed Service in AUHSD-See Article 14.3.5)			
16	\$97,130	\$102,165	\$107,920
21	\$101,772	\$106,807	\$112,562
26	\$106,414	\$111,449	\$117,204

Doctorate: \$2,266

Miscellaneous Rate of Pay: \$44.29 (Effective 2015-16)

Initial Salary Placement: Initial placement for years of experience is based on the following:

1. A maximum of six (6) years of experience as a credentialed public school employee (excluding emergency permits and internship credentials), having worked a minimum of 75% of each work year.
2. A maximum of six (6) years of experience as a credentialed private school employee (excluding emergency permits and internship credentials), in a WASC accredited private school, having worked a minimum of 75% of each work year.

Years Experience	Placement
1	2
2	3
3	4
4	5
5	6
6 or more	7

Board of Trustees
Approved July 15, 2017
Effective: July 1, 2016

**ANAHEIM UNION HIGH SCHOOL DISTRICT
2016/2017 TEACHERS' SALARY SCHEDULE**

		BA + 30	BA + 45 or MA	BA + 60 & MA or Doctorate
STEPS	I	II	III	IV
01	\$51,328	\$55,365	\$60,073	\$65,452
02	\$54,436	\$58,468	\$63,175	\$68,553
03	\$57,534	\$61,576	\$66,276	\$71,663
04	\$60,642	\$64,672	\$69,382	\$74,767
05	\$63,748	\$67,782	\$72,488	\$77,870
06	\$66,853	\$70,886	\$75,595	\$80,973
07	\$69,960	\$73,989	\$78,700	\$84,082
08	\$73,064	\$77,097	\$81,801	\$87,191
09	\$76,175	\$80,201	\$84,909	\$90,297
10	\$79,274	\$83,311	\$88,020	\$93,402
11	\$82,385	\$86,425	\$91,125	\$96,504
LONGEVITY (Steps 16-26 are longevity steps for years of credentialed teaching in AUHSD) See Article 14.3.5				
16	\$87,027	\$91,067	\$95,767	\$101,146
21	\$91,669	\$95,709	\$100,409	\$105,788
26	\$96,311	\$100,351	\$105,051	\$110,430

Doctorate: \$2,266
National Board Certification \$2,266
Miscellaneous Rate of Pay: \$44.29 (effective 5/28/16)

Initial Salary Placement: See Article 14.3.2

Years Experience	Placement
1	2
2	3
3	4
4	5
5	6
6 or more	7

Board of Trustees
 June 15, 2017
 Effective: July 1, 2016

CompHealth.

EXTENSION CONFIRMATION SERVICE AGREEMENT FOR TEMPORARY HEALTHCARE PROFESSIONAL COVERAGE

This Confirmation is hereby issued pursuant to the Service Agreement for Temporary Healthcare Professional Coverage ("Agreement") entered into on 2/25/2013 by and between Anaheim Union High School District ("Client") and CompHealth Medical Staffing ("CompHealth"). The date of issue of this Confirmation is January 23, 2018. This Confirmation confirms the Assignment herein described under the terms and conditions herein described. In the event this Confirmation conflicts with the terms and conditions of the Agreement, this Confirmation shall control but only with respect to the Assignment it describes. Capitalized terms used herein shall have the definitions assigned to them in the Agreement.

ASSIGNMENT DATES, PROVIDER NAME, SPECIALTY AND LOCATION

Client has requested Provider Coverage at Client's facility located at Anaheim Union High School District, 501 N. Crescent Way, Anaheim, CA 92803. This Assignment is for the time period from 1/29/2018 to 2/2/2018. The specialty of the Provider requested is: Speech Language Pathology. The name of the Provider Client has accepted for this Assignment is: Ashley Salmonson ("Provider").

FEES, RECRUITMENT FEE

The Fees for the Assignment shall be as follows:

Rates:

\$80.00 Per Hour worked, guaranteed 35 Hours Per Week

\$120.00 Per Overtime hour applies after 8 Hours Per Day or 40 Hours Per Week

IRS Standard rate for local mileage between worksites visited on same day

For your convenience, you will receive a weekly email to electronically approve time for all providers working through your facility. An approved or signed time sheet will be considered approval by client to pay hours noted on the time sheet, including any applicable overtime. Should you choose to have our provider work overtime or on a facility recognized holiday, the time will be billed at 1 1/2 time the regular rate (if overtime rate is not already noted in the executed contract).

The Recruitment Fee shall be: The Recruitment Fee shall be: Fee shall be 30% of first annual compensation package. Waived if provider completes an (equivalent of) entire school year's assignment.

DEVIATIONS TO THE AGREEMENT

Setting School

Worksites: TBD

If at any time our therapist is reassigned to a clinical area that does not match his/her clinical capabilities, you must inform CompHealth immediately.

Work Schedule: M-F, 35hrs a week, 7hrs a day based on the school schedule.

dates are tentative- may change, but waiting for exact date confirmation

Please note any changes to the weekly schedule, including comp time to accommodate a flex schedule or weekend rotation, must occur within the same 40 hour work week). Client payroll week is Sunday through Saturday.

Assignment Supervisor: Janet Queneau

Orientation & First Day Information: On the first day the Provider will report to Anaheim Union School District at 501 N. Crescent Way, Anaheim, CA at 7:45am EST. Upon arrival, the Provider is to ask for Angelica Flores, Admin Asst. The Provider is to bring with them their State Issued ID. The dress code for this Assignment is Business Casual.

Provider will produce evidence of identity upon arrival at each assignment. Provider will present government-issued photo identification such as a driver's license, state identification card, or passport.

CompHealth requires an orientation for each Health Care Professional we place in your practice. This will provide our therapist with an understanding of policies, procedure, and protocols, as well as an introduction to pertinent staff, the layout of your facility, and an overview of patients under treatment.

Scheduled Time Off: None.

CompHealth and Client have mutually agreed upon the time off as outlined above. Any additional time off that is granted by the client will continue to be billed and invoiced based on our 40-hour guarantee as outlined in our Service Agreement.

Dress Code: Business Casual

Anaheim Union High School District

Signature: _____

Printed Name/Title: Janet Queneau
Director, Special Youth Services

Date: _____

COMPHEALTH MEDICAL STAFFING

Signature: _____

Julie Ptak
Digitally signed by Julie Ptak
DN: cn=Julie Ptak, o, ou,
email=Julie.ptak@comphealth.com, c=US
Date: 2018.02.26 14:53:37 -0500

Printed Name/Title: **Julie Ptak, Director**

Date: 2/26/18

If at any time prior to or during the coverage period you need to contact any member of the CompHealth staff after normal working hours, you can do so by calling (800) 634-9582. It is our pleasure to be available to you 24 hours per day, 7 days per week.

ASG-1215254

Board of Trustees
April 12, 2018

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1. Resignations/Retirements, effective as noted:

Contreras, Daisy	Resignation	4/30/18
Guggino, Patrick	Resignation	6/5/18
Kocol, Kimberly	Resignation	5/25/18
Park, Susan	Retirement	5/25/18

2. Leaves of Absence:

Bower, Victoria, for personal necessity, without pay and without health benefits from 8/6/18 through the end of the working day on 5/24/19.

Cao, Jennifer, for professional growth, without pay and without health benefits from 8/6/18 through the end of the working day on 5/24/19.

Friedrich, Christine, for parental bonding, without pay and with health benefits from 3/27/18 through the end of the working day on 4/6/18.

Friedrich, Christine for child care, without pay and without health benefits from 4/9/18 through the end of the working day on 5/24/19.

Reed, Timothy, for child care, without pay and without health benefits from 8/6/18 through the end of the working day on 5/24/19.

Stracener, Ruth, for personal necessity, without pay and without health benefits from 8/6/18 through the end of the working day on 5/24/19.

3. Employment:

A. Teacher(s)/Temporary:

		<u>Column</u>	<u>Step</u>
Johnson, William	4/2/18	3	1

B. Day-to-Day Substitute Teacher(s) with authorization to teach in subject areas where they have adequate preparation, effective as noted:

Boucher, Paul	3/6/18
Cho, Han Na	3/7/18
Diaz, David	3/1/18
Dunn, Molly	2/20/18
Fernandez, Pamela	3/26/18
Garica, Jose	2/8/18
Konard, John	3/22/18
Monson IV, Leo	3/2/18
Oriel, Luong	2/13/18
Pham, Tony	2/28/18
Roa, Victoria	2/14/18
Tweed, Matthew	3/6/18
Walker, Zachary	3/19/18

Human Resources Division, Certificated Personnel

Board of Trustees
April 12, 2018

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C. Day-to-Day Substitute Counselor(s), effective as noted:

Aguilar, Jesse	3/22/18
Diaz, David	3/1/18
Kim, Joohee Julie	2/1/18

D. Temporary Contract Junior ROTC Teachers, granted one-year contract for 2017-18 with pay per military contract, holding a Preliminary Designated Subjects Credential for ROTC and a Certificate of Completion of Staff Development Waiver to fulfill California Education Code 44253.1, effective as noted:

McMahan, Kevin	9/1/17	Loara High School
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4. Extra Service Compensation:

A. Additional Salary, for an extra period of coverage to be paid tenthly and based on the individual's salary for 2017-18, effective as noted: (General Funds)

Hogencamp, Jon	1/8/18
Maguire, Christina	1/8/18

B. National Board for Professional Teaching Standards Stipend (NBPTS), to the following individual(s) for an earned National Board Certification stipend, effective January 8, 2018: (NBPTS Funds)

Leang, Charlene	\$2,266
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C. Association of California School Administrators (ACSA) Coach Stipend, for the following individual(s) to provide coaching/mentorship to District leaders completing the administrative credential program, to be paid the amounts specified, at the end of the school year, for the 2017-18 school year. (Educator Effectiveness Grant)

Garcia, Darrick	\$6,250
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D. Stipend for completion of the Orange County Department of Education (OCDE) Career Technical Education (CTE) Credential Program, effective the 2017-2018 school year. Total amount not to exceed \$1,500 per teacher: (Carl D. Perkins Funds)

Bidwell, Matthew

E. Additional Salary, for extra coverage during September and October 2017, in the amount of \$3,377.44: (Food Services Funds)

Orlando Griego

Human Resources Division, Certificated Personnel

Board of Trustees
April 12, 2018

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5. Correction to Longevity date for ASTA unit member(s):

<u>NAME</u>	<u>ORIGINAL LONGEVITY DATE</u>	<u>CORRECTED LONGEVITY DATE</u>
Quan, Laura	2/1/2003	9/1/2001

6. Change of contract for the following personnel who have completed the additional units and/or years of experience to advance on the salary schedule, effective as noted:

	<u>From</u>	<u>To</u>	<u>Effective</u>
Kou, Jerry	2 1	3 1	1/8/18
Saldivar, Natalie	3 3	3 4	7/19/17
Tran, Winston	3 1	3 2	1/26/18

7. Pay adjustments for the following military instructors for the JROTC/NJROTC program unless otherwise noted by military contract, effective as noted:

	<u>Salary</u>	<u>Effective</u>
Gastelum, Daniel	\$7,410.39	1/1/18
Golden, Marixa	\$7,050.20	1/1/18
Granville, Clevester	\$6,660.39	1/1/18
Linden, Gregory	\$9,620.19	1/1/18
McMahan, Kevin	\$8,167.59	1/1/18
Miles, Noel	\$7,141.29	1/1/18
Pearce, Jerry	\$9,075.59	1/1/18
Rittenhouse, Wiley	\$8,860.59	1/1/18

8. Education Code/California Regulation Authorization:

Approval to Teach Other Subject Areas, for the following teachers to teach out of their majors as authorized under their Standard Secondary, Single Subject, or Multiple Subject teaching credential based on the following Education Codes. The required units of coursework in the specific subject area have been met.

Education Code 44258.3

For academic assignments, holders of Credential other than emergency permits may be assigned to teach academic departmentalized classes 1-12 provided:

1. Local board to verify adequacy of subject knowledge.
2. Bargaining unit is notified of each assignment.
3. Assignment is limited to district verifying adequacy.

<u>Name</u>	<u>School</u>	<u>Subject</u>
Anderson, David	Oxford	Math 3 (grades 9-12)
Giakoumis, Sabina	Magnolia	Biological Science
Russell, Jennifer	Cypress	Social Science

9. Volunteer Employee Aides, with coverage by Workers' Compensation Insurance, effective as noted:

Alcala, Traci	3/21/18	Azzam, Amelia	3/1/18
Aleman, Martha	3/14/18	Baker, Brandon	2/28/18
Anderson, Shannon	3/8/18	Bender, Justin	3/23/18

Human Resources Division, Certificated Personnel

Board of Trustees
April 12, 2018

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Boranprasis, Chroun	2/23/18	Lucianomunguia, Gabriela	3/23/18
Buchan, Aimee	3/9/18	Marin, Crystal	3/27/18
Buchan, Daryl	3/2/18	Medina, Henry	3/10/18
Burge, Rochelle	2/23/18	Morando, Jizelle	2/26/18
Chung, Diane	3/9/18	Morris, Kathleen	3/21/18
Dejoya, Valerie	2/27/18	Nguyen, Cecilia	2/26/18
Demarco, Joanne	3/1/18	Nguyen, Dianna	3/2/18
Dickson, Sharika	3/23/18	Pope, Cheryl	3/26/18
Fierro, Francisca	3/27/18	Prieto, Adrian	3/27/18
Floresangeles, Remedios	3/27/18	Rojas, Maria	3/2/18
Gallegos, John	2/26/18	Silvarodriguez, Ma	3/23/18
Iwaki, Jose	4/2/18	Tully, Tristin	3/10/18
Jimenez, Leticia	3/23/18	Villanueva-Rojas, Maria	3/8/18
Kirbysmith, Preston	2/23/18	Walkerlars, Tosca	3/30/18
Li, Annie	4/2/18	Wright, John	3/28/18

10. Extra Service Assignments, employment effective as noted:

Classified:

	<u>Salary</u>	<u>Term</u>	<u>Effective</u>
<u>Anaheim</u>			
Gutierrez, Alyssa Softball, Asst./Lower Level	\$3,350	Season	2/13/18
Pineda, Gersain Volleyball, Asst./Lower Level	\$3,023	Season	2/13/18
Tafoya V, Manuel Baseball, Asst./Lower Level	\$3,350	Season	3/2/18
<u>Cypress</u>			
Laurel, Joshua Volleyball, Asst./Lower Level	\$3,023	Season	2/2/18
Tweed, Matthew Track, Asst./Lower Level	\$3,023	Season	3/19/18
<u>Katella</u>			
Vazquez Jr., Orlando Swimming	\$3,350	Season	2/13/18
Wilson, David Track	\$3,697	Season	2/13/18
<u>Kennedy</u>			
Barahow, Jeremy Baseball, Lower Level	\$3,350	Season	2/13/18
Gambrell, Frederick Football, Assistant	\$3,571	Season	8/10/18

Human Resources Division, Certificated Personnel

Board of Trustees
April 12, 2018

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Siatunuu, Lalotoa Track, Lower Level	\$3,023	Season	2/21/18
Sykes Jr., Robert Football	\$5,442	Season	8/8/18
Terrazas, Isaiah Baseball, Lower Level	\$1,675	Season	2/13/18
<u>Lexington</u> Licata, James Track	\$2,486	4 th Quarter	3/19/18
<u>Loara</u> Hughes, Carol Accompanist	\$822	2 nd Semester	1/8/18
<u>Magnolia</u> Catolico, Shawn Tennis	\$3,350	Season	2/13/18
De La Cruz, Jose Golf	\$3,023	Season	2/13/18
Garcia, Alyssa Soccer	\$3,023	Season	11/6/17
Hobson, Douglas Baseball, Asst./Lower Level	\$3,350	Season	2/23/18
Jones Jr., Erland Track	\$4,197	Season	2/13/18
Lopez, Anthony Baseball, Assistant	\$3,350	Season	3/7/18
Pedre, Larissa Volleyball, Assistant	\$3,023	Season	2/13/18
Pena Monroy, Irving Swimming, Asst./Lower Level	\$3,023	Season	2/28/18
Prieto, Brittany Softball, Assistant	\$3,350	Season	2/13/18
Velasco, Wilfredo Track	\$4,623	Season	2/13/18
Winterburn, Sara Volleyball, Assistant	\$3,023	Season	2/13/18

Human Resources Division, Certificated Personnel

Board of Trustees
April 12, 2018

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Orangeview

Arcos, Marco \$1,838 4th Quarter 3/19/18
Softball

Escalera-Salas, Alex \$2,486 4th Quarter 3/29/18
Volleyball

Monge, William \$2,486 4th Quarter 3/29/18
Track

Small, Donovan \$2,486 4th Quarter 3/19/18
Track

Oxford

Iyer, Mahalakshmy \$1,113 2nd Semester 1/8/18
Speech and Debate, Junior High

Savanna

Carlton, Ashley \$1,511.50 Season 2/13/18
Volleyball, Asst./Lower Level

Rafferty, Melvin \$3,023 Season 2/13/18
Track, Asst./Lower Level

Savanna

Arealos, Rudy \$1,589 2nd Semester 1/8/18
Assistant Band Director

Greco, Stefanie \$1,838 4th Quarter 3/19/18
Softball, Assistant

Parker III, Alonzo \$3,350 Season 2/13/18
Softball, Asst./Lower Level

Human Resources Division, Classified Personnel

Board of Trustees
April 12, 2018

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1. **Retirements/Resignations/Terminations, effective as noted:**

	<u>Location:</u>	<u>Effective:</u>
Bulux, Kimberly Instructional Assistant – Special Abilities	Loara High School	09/01/2017
Clausson, Robert Warehouse Worker – Food Service	District Food Center	05/03/2018
Mousa, Lina Instructional Assistant – Bilingual (Arabic)	English Learners Office	04/02/2018
Prieto, Joseph Custodian	Loara High School	03/21/2018
Salgado, David Food Service Assistant I	Katella High School	03/23/2018
Tovar, Maria Food Service Assistant II	Brookhurst Jr. High School	05/24/2018
Velasquez, Heather Instructional Assistant – Behavioral Support	Magnolia High School	02/01/2018
Weigand, Barbara Food Service Assistant I	Katella High School	04/12/2018
Westphal, Cheryl Instructional Assistant – Specialized Academic Instruction	Brookhurst Jr. High School	05/24/2018
Wolf, Ted Instructional Assistant – Behavioral Support	Kennedy High School	04/02/2018

2. **Leaves of Absence:**

Besch, Cory, for education/professional development, without pay and without health benefits from 3/19/18 through the end of the working day on 5/24/18.

Cruz, Vanessa, for child care, without pay and without health benefits from 3/5/18 through the end of the working day on 5/24/18.

Peralta, Francine, for child care, without pay and without health benefits from 1/16/18 through the end of the working day on 5/24/18.

Rasanen, Erik, for education, without pay and without health benefits from 1/8/18 through the end of the working day on 5/24/18.

Smith, Jessica, for education, without pay and without health benefits from 1/11/18 through the end of the working day on 3/9/18.

Human Resources Division, Classified Personnel

Board of Trustees
April 12, 2018

3. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Aleman, Gabriel Instructional Assistant – Specialized Academic Instruction	43/01	03/02/2018
Alvarado, Agustin Plant Manager II	04/03	04/02/2018
Armenta, Maria Food Service Assistant I	41/01	03/19/2018
As, Abdulkareem Instructional Assistant – Specialized Academic Instruction	43/01	03/05/2018
Baca, Devin Instructional Assistant – Specialized Academic Instruction	43/01	03/05/2018
Casillas, Jessica Instructional Assistant – Specialized Academic Instruction	43/01	03/05/2018
Esquivel, Kathleen Instructional Assistant – Specialized Academic Instruction	43/01	03/05/2018
Gonzalez, Sandra Food Service Assistant I	41/01	03/19/2018
Maloney, Kevin Food Service Assistant I	41/01	03/19/2018
Middleton, Katelyn Instructional Assistant – Behavioral Support	51/01	02/22/2018
Promotions:		
Mercado, Claudia Language Program Technician	59/05	03/02/2018
Substitute Employees:		
Anderson, Briana Substitute Office Assistant	43/01	03/07/2018
Baltazar, Susan Substitute Office Assistant	43/10	03/27/2018

Human Resources Division, Classified Personnel

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Baltazar, Susan Substitute Secretary	51/10	03/27/2018
Bellos, Alexis Substitute Instructional Assistant – Behavioral Support	51/01	03/22/2018
Bellos, Alexis Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/22/2018
Brannigan, Rachel Substitute Athletic Trainer	57/01	03/01/2018
Camara, Marisa Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/21/2018
Carroll, Marie Substitute Office Assistant	43/01	03/05/2018
Findlay, Michelle AVID Tutor	\$14.53/Hr.	02/28/2018
Garcia, Alma Substitute Instructional Assistant – Behavioral Support	51/01	02/27/2018
Garcia, Alma Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/27/2018
Garcia, Remedios Substitute Office Assistant	43/01	03/05/2018
Garcia, Remedios Substitute Office Assistant - Bilingual	47/01	03/05/2018
Gill, Adam Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/07/2018
Gul, Fahad Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/23/2018
Gonzales, Robert Substitute Office Assistant	43/01	03/21/2018
Lechuga, Rudy Substitute Campus Safety Aide	41/01	04/04/2018

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Martin, Taylor Substitute Instructional Assistant – Behavioral Support	51/01	03/05/2018
Martin, Taylor Substitute Instructional Assistant – Specialized Academic Instruction	51/01	03/05/2018
Mendez, Rene Substitute Campus Safety Aide	41/01	03/08/2018
Nguyen, Christina Substitute Instructional Assistant – Behavioral Support	51/01	03/08/2018
Nguyen, Christina Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/08/2018
Peralez, Daniel Substitute Campus Safety Aide	41/01	03/21/2018
Perez, Kimberly Substitute Office Assistant	43/01	03/05/2018
Pfifer, Brigitte Substitute Office Assistant	43/01	03/28/2018
Ponce, Breanna Substitute Office Assistant	43/01	02/27/2018
Ponce, Raquel Substitute Office Assistant	43/01	03/23/2018
Prieto, Joseph Substitute Custodian	48/01	03/26/2018
Reyes, Carlos Substitute Custodian	48/01	03/29/2018
Reyes, Gerardo Substitute Custodian	48/01	02/27/2018
Rivas, Steffany Substitute Instructional Assistant – Behavioral Support	51/01	03/08/2018
Rivas, Steffany Substitute Instructional Assistant – Specialized Academic Instruction	51/01	03/08/2018

Human Resources Division, Classified Personnel

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Rodriguez-Luna, Violeta Substitute Office Assistant	43/01	03/01/2018
Rodriguez-Luna, Violeta Substitute Office Assistant - Bilingual	47/01	03/01/2018
Rodriguez-Luna, Violeta Substitute Secretary	51/01	03/01/2018
Rodriguez-Luna, Violeta Substitute Secretary - Bilingual	53/01	03/01/2018
Salazar, Maria Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/03/2018
Salazar, Maria Substitute Office Assistant	43/01	03/06/2018
Serna, Jennifer Substitute Office Assistant	43/01	03/05/2018
Silvestre, Julian Substitute Custodian	48/01	04/03/2018
Valencia, Opalina Substitute Office Assistant	43/01	02/28/2018
Valencia, Opalina Substitute Office Assistant - Bilingual	47/01	02/28/2018
Valencia, Opalina Substitute Secretary	51/01	02/28/2018
Valencia, Opalina Substitute Secretary – Bilingual	53/01	02/28/2018
Velasquez, Heather Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/22/2018
Williams, Ron Substitute Bus Driver	55/01	03/27/2018

4. **Workability, current minimum wage or stipend of \$256 effective as noted:**
(Workability Grant Funds)

Effective

Blum, Gabriel	03/20/2018
Cleaver, Peyton	03/20/2018
Curiel, Giovanni	02/28/2018
Escoto, Damian	03/20/2018

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Gomez, Monserrat	03/20/2018
Hill, Shahada	03/20/2018
Lawrenz, Christian	03/20/2018
Levin, Michael	04/02/2018
Moua, Lena	03/23/2018
Noveron, Jesus	03/20/2018
Padilla, Jonathan	04/03/2018
Pineda, Aracelly	03/20/2018
Randazzo, Jacob	03/20/2018
Rico, Jair	03/20/2018
Rico, Phil	03/20/2018
Romero, John	03/26/2018
Torres, Gerardo	03/20/2018
Trujillo, Lizbeth	03/23/2018
Warner, Parker	03/20/2018
Whitney, Nolen	03/20/2018

5. **Food Service Student Workers**

Effective

Ly, Hao	03/27/2018
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6. **Miscellaneous**

Please approve the issuance of a check to replace check #02786666 dated 5/10/2013 for Student Worker, Jalen D. Davis, for \$48.00. The original check was not cashed and is no longer valid.

ANAHEIM UNION HIGH SCHOOL DISTRICT

501 N. Crescent Way, P.O. Box 3520, Anaheim, California 92803-3520, www.auhsd.us

**BOARD OF TRUSTEES
Minutes
Tuesday, February 20, 2018**

UNADOPTED**1. CALL TO ORDER—ROLL CALL**

Board President Jabbar called the regular meeting of the Anaheim Union High School District Board of Trustees to order at 2:15 p.m.

Present: Al Jabbar, president; Brian O’Neal, clerk; Katherine H. Smith and Anna L. Piercy, members; Michael B. Matsuda, superintendent; Jaron Fried, Ed.D., Brad Jackson, and Jennifer Root, Ed.D., assistant superintendents; and Jeff Riel, District counsel.

Absent: Annemarie Randle-Trejo, member

2. ADOPTION OF AGENDA

Staff requested the following amendment to the agenda:

- Pull closed session item 4.5 on page 2

On the motion of Trustee O’Neal, duly seconded and unanimously carried by those present, following discussion, the Board of Trustees adopted the amended agenda.

3. PUBLIC COMMENTS, CLOSED SESSION ITEMS

There were no requests to speak.

4. CLOSED SESSION

The Board of Trustees entered closed session at 2:15 p.m.

Trustee Randle-Trejo entered closed session at 2:16 p.m.

5. RECONVENE MEETING, PLEDGE OF ALLEGIANCE, AND CLOSED SESSION REPORT OUT**5.1 Reconvene Meeting**

The Board of Trustees reconvened into open session at 6:03 p.m.

5.2 Pledge of Allegiance and Moment of Silence

Student Representative to the Board of Trustees Alexandria Alvarez led the Pledge of Allegiance to the Flag of the United States of America and provided a moment of silence.

5.3 Closed Session Report

Board Clerk O’Neal reported the following actions taken during closed session.

- 5.3.1 No reportable action taken regarding public employee performance evaluation, superintendent.
- 5.3.2 No reportable action taken regarding anticipated litigation.
- 5.3.3 No reportable action taken regarding negotiations.
- 5.3.4 No reportable action taken regarding personnel.
- 5.3.5 This item was pulled prior to the adoption of the agenda.
- 5.3.6 The Board of Trustees took formal action, with a 5-0 vote, to dismiss employee HR-2017-18-06.
- 5.3.7 The Board of Trustees took formal action, with a 5-0 vote, to dismiss employee HR-2017-18-07.
- 5.3.8 The Board of Trustees took formal action, with a 5-0 vote, to accept the settlement agreement for employee HR-2017-18-08.
- 5.3.9 No reportable action taken regarding anticipated litigation.
- 5.3.10 No reportable action taken regarding existing litigation.
- 5.3.11 The Board of Trustees took formal action to approve the expulsion of students 17-26; 17-27; 17-28; 17-30, 17-36, as well as to suspend the expulsion of students 17-31; 17-32; 17-34; and 17-35. Additionally, the Board suspended the expulsion of student 17-21 pending an administrative transfer and successful completion of a rehabilitation plan.

6. INTRODUCTION OF GUESTS

The Board of Trustees recognized our community stakeholders for their interest in the Anaheim Union High School District and for attending our Board meeting. Thank you for your participation and contribution as we create an educational environment that graduates socially aware, civic-minded students who are college and career ready for the 21st century.

In addition, Board of Trustees’ President Jabbar introduced Dean Elder, ASTA president; Cheryl Ing, ASCPTA president; and Jackie Brock, CSEA president.

7. BOARD OF TRUSTEES’ RECOGNITION

7.1 CIF Southern Section Regional Football Champions, Katella High School

The Board of Trustees recognized the varsity football team from Katella High School for obtaining their first title in the school’s history as CIF Southern Section Varsity Football Champions. On December 1, 2017, the Knights defeated Covina High School, 55-49, in an incredible game at Covina District Stadium. The staff included Fred DiPalma, head coach; Richard Nieto, Gary Cordray, Dubhe Ramirez, Juvenal Pineda, and Luis Sanchez, assistant coaches. The roster for the team was as follows.

Robert Alas
 Alexis Almonte Jr.
 Jaime Anaya
 Isaac Anderson

Nathan Arrington
 Ricky Arroyo
 Jose Camacho
 Emilio Cardoza

Jair Castro
 Marcus Castro
 Joshua Cedillo
 Alberto Chavez

Giovanni Curiel
Alex Estrada
Adrian Favila
Nicholas Fernandez
Riley Flenniken
James Fraser
Andres Gaspar
Enock Gonzalez
Carlos Guerra
John Guerra
Brandon Gutierrez
Alan Hayar
Ruben Hermosillo
Axel Hernandez

Nahum Hernandez
Jeffrey Johnson
Isaiah Lazaro
Bryan Lopez-Noveron
Daniel Lupercio
Alexus Malvaez
Leo Mauricio
Ben Magallon
Aldair Mejia
David Ortega
Andrew Pisani
Miles Poland
Abel Quintero
Matthew Quinteros

Brandon Rangel
Osbaldo Rivas
Daniel Rivera
Samuel Rosario
Daniel Salgado
Humberto Servin
Luis Suarez
Robert Tenorio
Jonathon Truong
Marcos Ulloa
Edward Williams
Jesus Zuniga

7.2 **Hope Cheerleaders**

The Board of Trustees recognized the Hope High School cheer squad for their participation in the Southern California Holiday Classic cheer competition under the Cheer and Pom category. The squad brought home the 2017 United Spirit Association Special Athlete Performance trophy. The competition took place on Saturday, December 2, 2017, at the Anaheim Convention Center. The team was led by coach Francenia Marshall and co-coach Stephanie Hernandez. The roster for the team was as follows.

Kimberly Blazer
Jeremiah Esparza
Madison Faircloth
Barbara Fiola
Viveca Flores-Wilkerson

Elizabeth Hernandez
Maria Mira
Alma Miranda
Mareli Mojica
Melissa Mora

Gregory Ramirez
Loreen Rodriguez
Dakota Shibley
Samantha Thomas
Mary Tkach

7.3 **Donations**

The Board of Trustees recognized the following individuals for their generous donation to the District.

Farmers & Merchants Bank

\$7,000

AIME Mentoring Program

8. **REPORTS**

8.1 **Principals' Report**

Dr. Jodie Wales, Cypress High School principal and Amber Houston, Lexington Junior High School principal acknowledged school site staff regarding the fifth C, Compassion and Kindness, as well as presented a report on their school site.

8.2 **Student Representative's Report**

Alexandria Alvarez, student representative to the Board of Trustees, reported on student activities throughout the District.

8.3 **Reports of Associations**

Dean Elder, ASTA president, thanked Trustees Piercy and Randle-Trejo for attending the ASTA Representative Assembly meeting, as well as thanked the District for working through the negotiation process.

8.4 **Parent Teacher Student Association (PTSA) Reports**

Cheryl Ing, ASCPTA president, announced that Lexington Junior High School student Karnie Liao advanced to the state competition in the PTA Reflections Gallery competition. Additionally, she reported on events throughout the District and invited the Board to the PTA Founders' Day on February 21, 2018.

9. **PUBLIC COMMENTS, OPEN SESSION ITEMS**

Lawrence Hierlmeier and Kassandra Cornejo, Loara High school students, spoke regarding arts equity at the District and its benefits, as well as the lack of presence and support for arts education in the California school system.

10. **PRESENTATION**

Government Financial Strategies

Background Information:

Measure H was successfully approved by voters at the November 2014 election, authorizing \$249 million bonds to help fund the Facilities Master Plan. The first issuance of bonds was sold in May 2015 in the amount of \$64.45 million.

Current Consideration:

A presentation was given to the Board of Trustees from the District's financial advisor, Government Financial Strategies, including an update on Measure H, and discussion of issuance of the second series of bonds.

Budget Implication:

There is no impact to the budget. The bonds are repaid by taxpayers that own property within the District.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially received the information.

11. **ITEMS OF BUSINESS**

RESOLUTIONS

11.1 **Resolution No. 2017/18-B-14, Calling for Full and Fair Funding of California's Public Schools**

Background Information:

In 2013-14, Governor Brown implemented the Local Control Funding Formula (LCFF). The goal of the LCFF was to restore funding for K-12 education to the 2007-08 levels adjusted for inflation by 2020-21. Due to improvements in the state economy, the Governor's 2018-19 Budget Proposal completes the restoration two years early in 2018-19, but does not provide school funding adequacy. California ranks 45th nationally in the percentage of taxable income spent on education, 41st in per-pupil funding, 45th in pupil-teacher ratios, and 48th in pupil-staff ratios. The increasing cost of education is anticipated to outpace the increases we anticipate receiving in future years based upon the current funding model.

Current Consideration:

This resolution provides a vehicle whereby Anaheim Union High School District can share concerns regarding the lack of school funding adequacy with the State Legislature and urge legislators to fund California public schools at the national average or higher by the year 2020 and at a level that is equal to or above the average of the top 10 states nationally by 2025, as well as to maintain, at a minimum, this level of funding until otherwise decreed.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, following discussion, the Board of Trustees adopted Resolution No. 2017/18-B-14. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.2 **Resolution No. 2017/18-B-15, Intent to Initiate the International Student Program**

Background Information:

On January 18, 2018, the Board of Trustees approved District staff to begin the process for approval of Anaheim Union High School District to participate in the Student Exchange and Visitor Program (SEVP). The District has applied to, and been approved, into the program. This program allows the District to issue Form I-20 certificates, which permit international students to apply for an F1 Visa that, in turn, will allow international students to enroll in a District school site for up to one year.

Current Consideration:

In order to establish and develop the District's International Student Program and to provide funding and resources for District administrators to travel to China, as well as participate in structured programs, this resolution establishes procedures and protocols for travel related to the International Student Program.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried, following discussion, the Board of Trustees adopted Resolution No. 2017/18-B-15. The roll call vote follows.

Ayes: Trustees Piercy, Randle-Trejo, O'Neal, and Jabbar

Abstain: Trustee Smith

11.3 **Resolution No. 2017/18-E-14, Read Across America 2018**

Background Information:

In 1997, an organization known as the National Education Association (NEA) advocated for a special day to celebrate reading throughout the United States. The first Read Across America Day was held on March 2, 1998. This nationwide observance coincides with the birthday of Dr. Seuss, who is known for writing children's books. The United States, particularly students, parents, and teachers, join forces on Read Across America Day, annually held on March 2.

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-14, Read Across America 2018. The adoption of this resolution provides an opportunity to inform parents, guardians, and communities of the efforts that the District is making to support community involvement in the education of our youth.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, the Board of Trustees adopted Resolution No. 2017/18-E-14. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.4 **Resolution No. 2017/18-E-15, Preserve Music in our Schools Month**

Background Information:

The month of March has been designated as Preserve Music in our School Month. For at least the past two decades, the U.S. House of Representatives has passed annual concurrent resolutions stating the importance of music education for all children in America's schools.

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-15 for Preserve Music in our Schools Month. The adoption of the resolution recognizes that music education is an important component of a well-rounded academic curriculum. The skills gained through sequential music instruction, including discipline and the ability to analyze, solve problems, create, communicate, as well as work cooperatively are vital for success in the 21st century workplace.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees adopted Resolution No. 2017/18-E-15. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.5 **Resolution No. 2017/18-E-16, Women's History Month**

Background Information:

Women's History Month had its origins as a national celebration in 1981 when Congress passed Public Law 97-28, which authorized and requested the President to proclaim the week, beginning March 7, 1982, as "Women's History Week." Throughout the next five years, Congress continued to pass joint resolutions designating a week in March as "Women's History Week." In 1987, after being petitioned by the National Women's History Project, Congress passed Public Law 100-9, which designated the month of March, as "Women's History Month." Since 1995, Presidents Clinton, Bush, and Obama have issued a series of annual proclamations designating the month of March as "Women's History Month."

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-16 for Women's History Month. The adoption of this resolution provides an opportunity to inform parents, guardians, and communities of the efforts that the District is making to support Women's History Month.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees adopted Resolution No. 2017/18-E-16. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.6 **Resolution No. 2017/18-E-17, Arts Education Month**

Background Information:

Arts education in California is mandated for pupils in grades one through twelve, inclusive by Sections 51210 and 51220 of the Education Code to provide that the adopted course of study shall include instruction in visual and performing arts, including instruction in the subjects of dance, music, theatre, and visual arts. This is aimed at the development of aesthetic appreciation and the skills of creative expression. Governors and mayors throughout the United States issue proclamations declaring March as Arts Education Month.

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-17, Arts Education Month. The adoption of this resolution provides an opportunity to inform parents, guardians, and communities of the efforts that the District is making to support Arts Education Month for the month of March.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Smith, duly seconded and unanimously carried, following discussion, the Board of Trustees adopted Resolution No. 2017/18-E-17. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.7 **Resolution No. 2017/18-E-18, National Athletic Training Month**

Background Information:

Since 1950, an organization known as the National Athletic Trainers' Association (NATA) has advocated for setting a standard for professionalism, education, certification, research, and practice settings nationwide. Since its inception, NATA has been a driving force behind the recognition of the athletic training profession. March has been designated as National Athletic Training Month.

Certified athletic trainers employed by the District are nationally certified and dedicated to providing professional health care for our student-athletes. The athletic healthcare services provided by certified athletic trainers include the education, prevention, recognition,

evaluation, treatment, and rehabilitation of athletic injuries and illness. The District continues to be recognized as a leader in sports-related concussion management for high school athletes. Our athletic trainers work collaboratively with parents, school staff, and community medical providers to promote safe participation for over 23,000 student-athletes each year.

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-18 recognizing March as National Athletic Training Month. The adoption of this resolution provides an opportunity to inform parents, guardians, and the community of the efforts that the District is making in the involvement of protecting our youth.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees adopted Resolution No. 2017/18-E-18. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

BUSINESS SERVICES

11.8 Revised Board Policy 6603, Health and Welfare Benefits-Management Employees, First Reading

Background Information:

Based on the most recent changes to the District's health and welfare benefits offered to eligible employees and dependents, it is necessary to revise the current policy to reflect those revisions. The revisions include elimination of the HMO medical plan, implementation of the EPO medical plan, and elimination of outdated deductible and carrier references.

Current Consideration:

Board Policy 6603 has been revised to reflect an accurate offering of current health and welfare benefits to eligible employees and dependents.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially reviewed revised Board Policy, 6603 Health and Welfare Benefits-Management Employees.

11.9 New Board Policy, 5302; 5302-R Energy and Water Management Conservation, First Reading

Background Information:

The District currently employs an energy manager through the Maintenance and Operations Department who is responsible for reducing the District's overall energy costs. Capital investments in energy efficient equipment, such as lighting, heating and cooling equipment can conserve electricity, but the initial investment is significant. Energy conservation can be

accomplished without any capital investment by building awareness to staff and students, as well as providing recommendations for simple behavioral changes such as remembering to turn off lights when leaving a room or turning off electronic devices when not in use.

A comprehensive energy conservation program will build this awareness and provide for regular monitoring of school facilities for compliance with the program. The Maintenance and Operations Department utilizes specially designed software to determine baseline energy use to evaluate the effectiveness of this program in terms of energy saved. Similar programs have reduced energy use up to 23 percent in other districts.

Current Consideration:

New Board Policy and Administrative Regulation, 5302; 5302-R Energy and Water Management Conservation, provides a framework and guidance to administer the District's energy conservation program. The policy has been prepared to provide methods for energy conservation through awareness and provide a means for reporting energy use, as well as energy savings to District staff and the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially reviewed new Board Policy, 5302; 5302-R Energy and Water Management Conservation.

EDUCATIONAL SERVICES

11.10 School-Sponsored Student Organizations

Background Information:

The Board of Trustees shall give approval for the establishment of all student organizations. The proposed organizations shall not engage in any activities, other than those that are organizational in nature, until the Board of Trustees has approved its application.

Current Consideration:

The following schools have submitted school-sponsored student organization applications:

- 11.10.1 Model United Nations (MUN), Anaheim High School
- 11.10.2 Animation Club, Cypress High School
- 11.10.3 Graphic Design Club, Cypress High School
- 11.10.4 Skills USA for NOCROP, Magnolia High School

Budget Implication:

Each school-sponsored student organization offsets operational costs through donations and fundraising efforts.

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried, the Board of Trustees approved the school-sponsored organization applications.

HUMAN RESOURCES

11.11 **Initial Contract Proposal, AUHSD to APGA**

Background Information:

In accordance with Board Policy 6500.01, the District's initial contract proposal to APGA must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. The District's initial contract proposal to APGA for 2017-18 was presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially received the proposal in order to proceed to the public hearing.

11.12 **Public Hearing, Initial Contract Proposal, AUHSD to APGA**

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the District's initial contract proposal to APGA.

Current Consideration:

The Board must hold a public hearing of the District's initial contract proposal to APGA for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board formally opened a public hearing to provide the public an opportunity to speak on the proposal.

Board President Jabbar opened the public hearing at 7:41 p.m.

There were no requests to speak.

Board President Jabbar closed the public hearing at 7:42 p.m.

11.13 **Initial Contract Proposal, APGA to AUHSD**

Background Information:

In accordance with Board Policy 6500.01, the Anaheim Personnel and Guidance Association's (APGA) initial contract proposal to the District must be presented in writing to the Board of Trustees.

Current Consideration:

Before the negotiation process begins, proposals are presented to the public via a Board of Trustees' meeting. APGA's initial contract proposal to the District for 2017-18 is presented to the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially received the proposal in order to proceed to the public hearing.

11.14 **Public Hearing, Initial Contract Proposal, APGA to AUHSD**

Background Information:

The Board of Trustees is required to hold a public hearing to hear comments related to the Anaheim Personnel and Guidance Association's (APGA) initial contract proposal to the District.

Current Consideration:

The Board must hold a public hearing of APGA's initial contract proposal to the District for the 2017-18 year. This is the public's opportunity to provide feedback and voice their support or any concerns associated with the proposal.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board formally opened a public hearing to provide the public an opportunity to speak on the proposal.

Board President Jabbar opened the public hearing at 7:42 p.m.

There were no requests to speak.

Board President Jabbar closed the public hearing at 7:42 p.m.

11.15 **Memorandum of Understanding (MOU) with APGA**

Background Information:

The Anaheim Union High School District unveiled the Anaheim Union Educational Pledge on September 27, 2017, designed to ensure that students have the support they need for college, career, as well as life readiness and success. The Anaheim Union Educational Pledge includes Fullerton and Cypress colleges, California State University, Fullerton, the University of California, Irvine, and the city of Anaheim, in partnership with the District to ensure that AUHSD graduates achieve their post-secondary goals.

Current Consideration:

The Anaheim Personnel and Guidance Association (APGA) and the District agree to the creation of a Counselor on Special Assignment (COSA) position to support each school's counseling team in the process of implementation and execution of the AUHSD Educational Pledge. The MOU will be in effect from February 20, 2018, through June 30, 2020.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees approved the MOU.

12. **CONSENT CALENDAR**

On the motion of Trustee O'Neal, duly seconded and unanimously carried, following discussion, the Board of Trustees approved all consent calendar items, with the exception of items 12.13 and 12.14 pulled by Trustee O'Neal.

BUSINESS SERVICES

12.1 **Amendment to Agenda Item, Agreement, Benefits & Risk Management Services (BRMS)**

Background Information:

Due to AUHSD providing a self-funded Exclusive Provider Organization (EPO) in place of the fully-insured HMO program for 2018 as part of our health and welfare program, the District requires additional services of a third-party administrator to support the management and oversight of the EPO services.

Current Consideration:

It is necessary to increase the amount of our current third-party administrator to allow for the additional cost incurred by the addition of EPO members.

Budget Implication:

EPO & PPO claim administration services are being provided January 1, 2018, through December 31, 2018, at a total cost of \$110.63, which includes BRMS claims administration, leasing of the Anthem Blue Cross Network, and Stop Loss premium (provided by Optum) for active employees and eligible retirees.

Action:

The Board of Trustees approved the amended agenda item with Benefits & Risk Management Services, Inc.

12.2 **Agreement, Government Financial Strategies, Inc. (GFS)**

Background Information:

At various times the District requires financial advisory services which include, but are not limited to, a range of topics such as: review of facilities needs and costs, review of short and long term cash flow schedules, potential revenue sources, assistance with the production of a comprehensive financial plan, financial advisory services in connection with any debt issues, real estate acquisition and lease agreements, allocation of revenues to expenditures, development of financial strategies, as well as review of documents and presentations if needed to the governing board.

Current Consideration:

The District wishes to continue its relationship with GFS, headed by President Lori Raineri, to provide financial advisory services to the District. The current scope of work includes a specific project for the potential issuance of the 2018 General Obligation Bonds (GO Bonds).

Services are being provided January 1, 2018, through June 30, 2021, or until either party gives a 30-day notice of termination.

Budget Implication:

The scope of work that is in relationship to the issuance of the 2018 GO Bonds provides a fixed fee not to exceed \$58,750, plus \$1,500 for expenses (mainly printing and distribution of the official statements). (Measure H and General Funds)

Action:

The Board of Trustees ratified the agreement with GFS.

12.3 **Agreement, guided decisions-inform**

Background Information:

The firm guided decisions-inform is led by Eva Lueck, a highly regarded school financial consultant. Ms. Lueck offers consulting services to school districts regarding school financial and business operations by providing clients with practical, hands-on services.

Current Consideration:

The District may require assistance regarding issues of budgeting and general fiscal issues. Services are being provided January 25, 2018, through June 30, 2019.

Budget Implication:

The costs for services is not to exceed \$20,000, plus expenses. (General Funds)

Action:

The Board of Trustees ratified the agreement.

12.4 **Agreement, Brightview Tree Care Services, Inc., Districtwide Tree Inventory and Master Plan**

Background Information:

The Maintenance and Operations Department desires to inventory and assess the condition of all of the trees at District school sites. The department will use this information to produce a five-year master plan for tree care and maintenance to identify safety concerns that require immediate attention.

Current Consideration:

Staff solicited proposals from certified arborists with expertise in this field. Proposals for RFP 2018-16 Tree Inventory and Master Plan were received on January 8, 2018. Brightview Tree Care Services, Inc. submitted a proposal and has experience working with large municipalities and other government agencies.

Budget Implication:

Fees for services including inventory, analysis, and recommendations for a five-year maintenance plan are not to exceed \$25,600. (Operations–Unrestricted General Funds)

Action:

The Board of Trustees approved the agreement with Brightview Tree Care Services, Inc. for the Districtwide Tree Inventory and Master Plan.

12.5 **Piggyback Bids, Purchase Through Public Corporation or Agency**

Background Information:

In the summer of 2017, there were 147 classrooms districtwide that received the new 21st century furniture. An online application process, including a thorough review and evaluation by a committee, was used to determine the recipients of the new furniture. The school sites and number of classrooms were determined by various factors such as available funding, future modernization projects, and total number of classrooms per school site. The same selection process will be used for the upcoming 2018-19 summer.

Current Consideration:

Per Public Contract Code (PCC) 20118, a district may acquire various materials, supplies, and equipment by utilizing an existing contract of another public entity, which is commonly known as piggybacking. By piggybacking, the District can take advantage of lower costs through economy-of-scale, and also avoid the time and expense of the public bid process, while fulfilling the District's legal requirements. Staff has analyzed purchasing options for classroom furniture and it has been determined that the Hawthorne Unified School District Bid 13-14-1 can be utilized to acquire these products from Culver-Newlin, Inc. Staff has also negotiated better discounts than those currently on this piggybackable bid, which will result in additional cost savings to the District, and delivery to be made for the start of the 2018-19 year. It is anticipated that approximately 105 classrooms will be furnished this phase.

Budget Implication:

The total cost is not to exceed \$2,000,000. There will be a cost savings upwards of 54 percent off of list price for furniture. (Measure H Funds)

Action:

The Board of Trustees approved the use of the Hawthorne Unified School District Bid 13-14-1 for the purchase and delivery of 21st century classroom furniture, as well as related items from Culver-Newlin, Inc.

12.6 **Agreement Amendment, Knowland Construction Services**

Background Information:

Knowland Construction Services has been providing Division of the State Architect (DSA) inspector of record and related services for the District. These services are necessary for public works construction and other renovation projects. The Board of Trustees approved the original agreement with Knowland Construction Services on May 14, 2015. The term of the current agreement is from May 15, 2015, to May 15, 2018.

Current Consideration:

The District has an interest in continuing to utilize the services provided by Knowland Construction Services as required for the upcoming Measure H projects, and other work associated with the Maintenance and Facilities departments. This firm has prior knowledge of the District's facilities, projects, and standard procedures.

Budget Implication:

This amendment will increase the current agreement by an additional \$500,000 for a cost not to exceed \$1,000,000, and extend the agreement's expiration until May 15, 2020. (Measure H Funds, Deferred Maintenance Funds, Routine Restrictive Maintenance Funds, Facilities Funds, and/or other funds as appropriate)

Action:

The Board of Trustees approved the amended agreement.

12.7 **Award of Bid**

The Board of Trustees was requested to award the bid.

<u>Bid #</u>	<u>Service</u>	<u>Award</u>	<u>Amount</u>
2018-20	Brookhurst Junior High School Tennis Court Project (Measure H Funds)	Superior Paving Company, Inc. dba United Paving Company	\$141,990

Action:

The Board of Trustees awarded the bid as listed.

12.8 **Ratification of Change Orders**

The Board of Trustees was requested to ratify the change orders as listed.

Bid #2018-08, Cypress High School Relocatable Buildings Project (Developer Fees Funds) Mobile Modular Construction, Inc.	P.O. #L64A0257
Original Contract	\$340,000
Change Order #1	\$0
New Contract Value	\$340,000
Bid #2018-09, Anaheim High School Grandstand Demolition (Routine Restricted Maintenance Funds) Resource Environmental	P.O. #L64A0258
Original Contract	\$65,000
Change Order #1	\$(2,500)
New Contract Value	\$62,500

Action:

The Board of Trustees ratified the change orders as listed.

12.9 **Notices of Completion**

The Board of Trustees was requested to approve the notices of completion as listed.

Bid #2018-08, Cypress High School Relocatable Buildings Project (Developer Fees Funds) Mobile Modular Construction, Inc.	P.O. #L64A0257
Original Contract	\$340,000
Contract Changes	\$0
Total Amount Paid	\$340,000
Bid #2018-09, Anaheim High School Grandstand Demolition (Routine Restricted Maintenance Funds) Resource Environmental	P.O. #L64A0258
Original Contract	\$65,000
Contract Changes	\$(2,500)

Total Amount Paid

\$62,500

Action:

The Board of Trustees authorized the assistant superintendent, business to accept all listed work as complete, and authorized the filing of the notices of completion with the Office of the County Recorder.

12.10 **Declaring Certain Furniture and Equipment as Unusable, Obsolete, and/or Out-of-Date, and Ready for Sale or Destruction**

Action:

The Board of Trustees approved the list of District furniture and equipment as unusable, obsolete, and/or out-of-date, and ready for sale or destruction, as well as authorized proper disposal in accordance with Education Code Section 17545 et al.

12.11 **Declaring Certain Textbooks and Instructional Materials as Unusable, Obsolete, and/or Out-of-Date, Damaged, and Ready for Sale or Destruction**

Action:

The Board of Trustees approved the list of District textbooks and instructional materials as unusable, obsolete, and/or out-of-date, damaged, and ready for sale or destruction as surplus, as well as authorized staff to dispose of the textbooks and instructional materials in accordance with Education Code Section 60510 et al.

12.12 **Donations**

Action:

The Board of Trustees accepted the donations as submitted.

On the motion of Trustee O'Neal and duly seconded, following discussion, the Board of Trustees ratified items 12.13 and 12.14 with the following roll call vote.

Ayes: Trustees Piercy, Smith, Randle-Trejo, and Jabbar
Abstain: Trustee O'Neal

12.13 **Purchase Order Detail Report**

Action:

The Board of Trustees ratified the report January 9, 2018, through February 5, 2018.

12.14 **Check Register/Warrants Report**

Action:

The Board of Trustees ratified the report January 9, 2018, through February 5, 2018.

12.15 **SUPPLEMENTAL INFORMATION**

12.15.1 ASB Fund, December 2017

12.15.2 Cafeteria Fund, November 2017

12.15.3 Enrollment, Month 6

EDUCATIONAL SERVICES

12.16 **Agreement, California Highway Patrol, Anaheim High School**

Background Information:

The California Highway Patrol has sponsored the Every 15 Minutes (E15M) program since the mid-1990s. It is a two-day program focusing on teenagers and challenging them to think about drinking, driving, personal safety, and the responsibility of making mature decisions, as well as the impact their decisions have on family, friends, and many others. The program brings together a broad coalition of interested local agencies with the goal of reducing alcohol-related incidents among youth. The partnering of the California Highway Patrol, local law enforcement, local hospitals, emergency medical responders, schools, businesses, and service clubs, validates the importance of working together to ensure a healthy community.

Current Consideration:

The result of eight-to-ten months of careful planning in collaboration with the California Highway Patrol and other community agencies is a two-day program called Every 15 Minutes (E15M). Prior to the actual event, approximately 25 students, representing a cross section of the school, are selected. Waivers are reviewed and signed by students and their parents. It is strongly encouraged that Anaheim High School request 100 percent participation by both students and their parents. Anaheim High School is in the planning process for E15M to be held on April 5, 2018, through April 6, 2018.

Budget Implication:

With funding available from the California Office of Traffic Safety, the California Highway Patrol provides mini-grants to agencies and organizations implementing the program. Anaheim High School may request reimbursement for allowable expenses by way of this grant for an amount not to exceed \$6,000. Therefore, the net cost will have zero to minimal impact to the District and school site. Services are being provided January 1, 2018, through June 30, 2018.

Action:

The Board of Trustees ratified the agreement with the California Highway Patrol.

12.17 **Memorandum of Understanding (MOU), K to College (K2C)**

Background Information:

K to College (K2C) (also doing business as "SupplyBank.Org") is a grassroots non-profit organization dedicated to meeting the needs of homeless youth across the state. It works with manufacturers, school districts, and social service agencies to distribute basic materials to alleviate kids' material needs.

From 2013 to 2015, the organization's focus has been to ensure that California's homeless children and youth receive the basic materials they need to develop, learn, and thrive. There are two main reasons for this focus: (1) the homeless are the most underserved and critically at-risk population; and (2) the existing framework of school district homeless liaisons required by the federal McKinney-Vento Homeless Assistance Act provides an efficient and effective way to reach those in need.

Current Consideration:

The purpose of this MOU is to continue the partnership with K2C to provide basic materials to the District's students who are experiencing homelessness. Services will be provided February 21, 2018, through June 30, 2022.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees approved the MOU.

12.18 **Instructional Materials Submitted for Display**

The Instructional Materials Review Committee recommended the selected material for display, for courses in dual enrollment, English, and social science. Before the materials can be approved for adoption, they must be made available for public review. The Board of Trustees will be requested to consider adoption of the materials following the end of the period of public display, February 20, 2018, through March 6, 2018.

Action:

The Board of Trustees approved the display.

12.19 **Individual Service Contracts**

Action:

The Board of Trustees approved/ratified the individual service contracts as submitted. (Special Education Funds)

12.20 **Field Trip Report**

Action:

The Board of Trustees approved/ratified the report as submitted.

HUMAN RESOURCES

12.21 **Agreement, StaffRehab**

Background Information:

When a psychologist takes a leave of absence, or if there is a sudden need to fill a vacancy, we must fill that position on a temporary basis with a qualified individual. Due to the specific qualifications needed to fill this type of position, and for only a limited time, it is increasingly difficult to find a qualified individual to perform these services. Agreements with staffing agencies provide qualified individuals when there is a sudden need to fill a vacancy. The District entered into an agreement with StaffRehab in 2015 to provide contract services on an as-needed basis. The agreement is ongoing unless terminated by either party.

Current Consideration:

The agreement with StaffRehab provides psychologist contract services effective January 26, 2018, through February 2, 2018.

Budget Implication:

The total cost is \$90 per hour. (General Funds)

Action:

The Board of Trustees ratified the agreement.

12.22 **Memorandum of Understanding (MOU), Point Loma Nazarene University**

Background Information:

The District has traditionally entered into agreements with university programs to provide opportunities for university students to meet their field work requirements and to gain valuable experience in a professional setting within our District school sites.

Current Consideration:

This is a new agreement and provides the opportunity for university students attending Point Loma Nazarene University to serve as interns in our District classrooms. Interns will meet with master teachers to observe, participate, and assist. Interns will meet with an on-site supervisor for the purpose of completing the University's field instruction and participation requirements. Additionally, professional attire and conduct will be reviewed. The agreement is effective February 20, 2018, through August 31, 2023.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees approved the MOU.

12.23 **Certificated Personnel Report**

Action:

The Board of Trustees approved/ratified the report as submitted.

12.24 **Classified Personnel Report**

Action:

The Board of Trustees approved/ratified the report as submitted.

SUPERINTENDENT'S OFFICE

12.25 **Institutional Membership**

Anaheim Chamber of Commerce, January 1, 2018, through December 31, 2018, \$385.
(General Funds)

Action:

The Board of Trustees ratified the institutional membership.

12.26 **Conferences and/or Meetings**

It was recommended that the Board of Trustees approve the attendance to the following conferences by the superintendent with payment of necessary expenses (travel, hotel, parking, taxi, etc.)

- 12.26.1 California Association for Bilingual Education (CABE) Conference, March 28, 2018, through March 31, 2018, Sacramento, CA, at a cost not to exceed \$900.
Registration costs will be paid by CABE. (General Funds)

12.26.2 2018 NCCEP/GEAR UP Annual Conference, July 15, 2018, through July 18, 2018, Washington, D.C., at a cost not to exceed \$1,500. Registration costs will be paid by GEAR UP. (General Funds)

Action:

The Board of Trustees approved the superintendent to attend the conferences with payment of necessary expenses.

12.27 **Board of Trustees' Meeting Minutes**

January 18, 2018, Regular Meeting

Action:

The Board of Trustees approved the minutes as submitted.

13. **SUPERINTENDENT AND STAFF REPORT**

Dr. Fried invited the Board to attend the Tesseract Summit at the Anaheim Convention Center on March 2, 2018.

Mr. Brad Jackson reported that an agreement with ASTA was reached and thanked ASTA for their collaborative nature in the bargaining session.

14. **BOARD OF TRUSTEES' REPORT**

Trustee Piercy indicated she attended the ROP Teacher of the Year Award event honoring Ron Ponce, at Anaheim High School, Tom Danley Gymnasium Dedication ceremony, meeting with Paul Wargo and Dr. Fried regarding arts equity, Anaheim State of the City Luncheon, Buena Park State of the City Luncheon, Townhall meeting with Assemblywoman Sharon Quirk-Silva at Kennedy High School, Insurance Committee meeting, ROP Board meeting, and ASTA Representative Assembly meeting.

Trustee Smith said she attended a conference on equality and education.

Trustee Randle-Trejo shared she attended Big Brother Big Sister event in collaboration with the AIME program, Coffee with the Principal at Anaheim High School, Sycamore Junior High School Award ceremony, OCDE Fiscal meeting, Congressman Lou Correa's Open House, meeting with Paul Wargo and Dr. Fried regarding arts equity, Black Heritage and Culture Parade, Western High School Open House, PTA Reflections Art Gallery at OCDE, ASCPTA meeting, ASTA Representative Assembly meeting, Tom Danley Gymnasium Dedication ceremony, South Junior High School and Katella High School Choir Concert, Anaheim High School vs. Katella High School game, meeting with Anaheim High School student regarding pollution, Anaheim State of the City Luncheon, Huy Tran's service, and the Tet Parade.

Trustee O'Neal reported he attended the Budget Committee meeting, AUHSD Honor Choir Show, Sister City meeting, Student Health Advisory Committee meeting, OCDE Fiscal meeting, Tom Danley Gymnasium Dedication ceremony, and Honor Band Concert at Kennedy High School.

Trustee Jabbar stated he attended a tour of Katella High School with former Congresswoman Loretta Sanchez, Tom Danley Gymnasium Dedication ceremony, Anaheim High School girls' basketball games, met with the softball team at Western High School, Congressman Lou Correa's Open House, AUHSD Foundation meeting, and Anaheim High School band booster fundraiser.

15. **ADVANCE PLANNING**

15.1 **Future Meeting Dates**

The next regular meeting of the Board of Trustees will be held on Tuesday, March 6, 2018, at 6:00 p.m.

Thursday, April 12
~~Tuesday~~, May 8
Thursday, June 7
Thursday, June 14
Thursday, July 19

Thursday, August 16
Thursday, September 13
Thursday, October 11
Thursday, November 8
Thursday, December 13

15.2 **Suggested Agenda Items**

President Jabbar requested a resolution on the issue of school safety.

16. **ADJOURNMENT**

On the motion of Trustee O’Neal, duly seconded and unanimously carried, the Board of Trustees adjourned the meeting in memory of former Orangeview Junior High School teacher Huy Tran and the Marjory Stoneman Douglas High School victims at 8:33 p.m.

Approved _____
Clerk, Board of Trustees

ANAHEIM UNION HIGH SCHOOL DISTRICT501 N. Crescent Way, P.O. Box 3520, Anaheim, California 92803-3520, www.auhsd.us

BOARD OF TRUSTEES
Minutes
Tuesday, March 6, 2018

UNADOPTED**1. CALL TO ORDER–ROLL CALL**

Board President Jabbar called the regular meeting of the Anaheim Union High School District Board of Trustees to order at 3:00 p.m.

Present: Al Jabbar, president; Annemarie Randle-Trejo, assistant clerk; Anna L. Piercy and Katherine H. Smith, members; Michael B. Matsuda, superintendent; Jaron Fried, Ed.D., Brad Jackson, and Jennifer Root, Ed.D., assistant superintendents; and Jeff Riel, District counsel.

Absent: Brian O’Neal, clerk

2. ADOPTION OF AGENDA

Staff requested the following amendments to the agenda:

- Pull closed session item 4.10 on page 2
- Pull HR-2017-18-09 on closed session item 4.11 on page 2
- Replace pages 3 through 5 of Exhibit II
- Replace page 2 of Exhibit VV

On the motion of Trustee Piercy, duly seconded and unanimously carried by those present, following discussion, the Board of Trustees adopted the amended agenda.

3. PUBLIC COMMENTS, CLOSED SESSION ITEMS

There were no requests to speak.

4. CLOSED SESSION

The Board of Trustees entered closed session at 3:02 p.m.

Trustee O’Neal entered closed session at 3:03 p.m.

5. RECONVENE MEETING, PLEDGE OF ALLEGIANCE, AND CLOSED SESSION REPORT OUT**5.1 Reconvene Meeting**

The Board of Trustees reconvened into open session at 6:00 p.m.

5.2 Pledge of Allegiance and Moment of Silence

President Jabbar led the Pledge of Allegiance to the Flag of the United States of America.

5.3 **Closed Session Report**

Board Clerk O’Neal reported the following actions taken during closed session.

- 5.3.1 No reportable action taken regarding public employee performance evaluation, superintendent.
- 5.3.2 No reportable action taken regarding anticipated litigation.
- 5.3.3 No reportable action taken regarding negotiations.
- 5.3.4 No reportable action taken regarding consultation.
- 5.3.5 The Board of Trustees took formal action, with a 5-0 vote, to accept settlement on Claim AUHSD 15-01, Tort Claim #342, Case No. 30-2014-00761469-CU-PA-CJC.
- 5.3.6 No reportable action taken regarding personnel.
- 5.3.7 No reportable action taken regarding personnel.
- 5.3.8 No reportable action taken regarding personnel.
- 5.3.9 No reportable action taken regarding anticipated litigation.
- 5.3.10 This item was pulled prior to the adoption of the agenda.
- 5.3.11 No reportable action taken regarding personnel.
- 5.3.12 The Board of Trustees took formal action with a 5-0 vote, to approve the settlement agreement in OAH Case No. 2018010044 resolving all issues by modifying student’s IEP and providing \$5,000 in reimbursements and services.

6. **INTRODUCTION OF GUESTS**

The Board of Trustees recognized our community stakeholders for their interest in the Anaheim Union High School District and for attending our Board meeting. Thank you for your participation and contribution as we create an educational environment that graduates socially aware, civic-minded students who are college and career ready for the 21st century.

In addition, Board of Trustees’ President Jabbar introduced Dean Elder, ASTA president; Jackie Brock, CSEA president; Paul Andresen, personnel commissioner; Larry Larsen, Anaheim High School alumni, Gail Kairis and Julie Dentler, NOCROP administrators; Dr. Sora Park, OCAPICA chair and California State University, Fullerton professor.

7. **BOARD OF TRUSTEES’ RECOGNITION**

7.1 **Donations**

The Board of Trustees recognized the following individuals for their generous donation to the District.

LTG-Premium USA International Co., Ltd.	\$4,280	AUHSD, Short-Stay Visit Program
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Vi Nguyen

\$3,000

Oxford Academy, VOAN Technology Fund

7.2 **Katella High School Automotive**

The Board of Trustees recognized Katella High School students, Nelson Barrera, Javier Felix, Jesse Hernandez, Danny Lopez, and Ricardo Magana for qualifying to compete at the Specialty Equipment Manufacturers Association (SEMA) show in Las Vegas, Nevada in November 2017. Twenty-five teams competed for scholarship money. The team placed in the top 20 at number 8 overall.

7.3 **Loara High School Automotive**

The Board of Trustees recognized Loara High School students, Jaime Diaz, Brian Camarena, Sergio Ortiz, Jonathan Pineda, Manny Romero, and Johnny Melesio for qualifying to compete at the Specialty Equipment Manufacturers Association (SEMA) show in Las Vegas, Nevada in November 2017. Instructor Christopher Gardner from North Orange County Regional Occupational Program led the team. All students won \$5,000 in scholarships to their choice of colleges specializing in the automotive fields. The team placed in the top 20 at number 18 overall.

8. **REPORTS**

8.1 **Principals' Report**

Louie LeMonnier, Hope School principal and Jei Garlitos, Gilbert High School principal acknowledged school site staff regarding the fifth C, Compassion and Kindness, as well as presented a report on their school site.

8.2 **Student Representative's Report**

Alexandria Alvarez, student representative to the Board of Trustees, reported on student activities throughout the District and provided a moment of silence.

8.3 **Reports of Associations**

There were no reports.

8.4 **Parent Teacher Student Association (PTSA) Reports**

Peggy Kruse, vice president of programs, invited the Board to the cybersecurity event taking place on March 29, 2018.

9. **PUBLIC COMMENTS, OPEN SESSION ITEMS**

9.1 Lawrence Hierlmeier and Kassandra Cornejo, Loara High School students spoke about the dissolution of the city of Anaheim arts council and the impact on students in the District. Additionally, they asked the Board to facilitate and provide more awareness to new opportunities for students in the arts.

10. PRESENTATION

10.1 **Presentation of the Measure H Citizens' Oversight Committee (COC) Annual Report (March 2017–February 2018)**

Background Information:

Education Code, Chapter 1.5, Strict Accountability in Local School Construction Bonds Act of 2000, requires the appointment of a Citizens' Oversight Committee (COC) upon a school district passing a general obligation bond. The COC's duties include informing the public regarding the District's expenditures of the Measure H Bond proceeds, reviewing the expenditure reports produced by the District, and presenting an annual report to the Board of Trustees with a focus on bond expenditure compliance.

Current Consideration:

The COC met on various occasions since March 2017 and is ready to fulfill its duties to inform the public of the committee's proceedings and activities for the year. The annual report was presented to the Board of Trustees in open session and it will be posted on the Blueprint for the future website.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially received the COC's annual report presentation.

10.2 **Health Careers Opportunity Program (HCOP)**

Background Information:

CSU Fullerton Auxiliary Services Corporation (CSUF ASC), the fiscal and administrative agent of California State University, Fullerton (CSUF), the Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA), Cypress College, and Fullerton College, established a collaborative effort with the District. The purpose is to meet the project objectives of the CSUF North Orange County Allied and other Health Careers Opportunity Program (NOCA HCOP), which creates a pipeline for disadvantaged students from high school through community college and CSUF to allied, as well as other health profession programs.

Current Consideration:

The Health Careers Opportunity Program (HCOP) presented to Board of Trustees regarding the impact the program has had on the District's student population at Magnolia and Western high schools. Representatives shared an overview of the programs serving District students and alumni, outcomes, as well as lessons learned. The presentation included a brief discussion on the next steps.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially received the presentation.

11. ITEMS OF BUSINESS

RESOLUTIONS

11.1 **Resolution No. 2017/18-B-16, Adjustments to Income and Expenditures, General Funds; Resolution No. 2017/18-B-17, Adjustments to Income and Expenditures, Various Funds; and the 2017-18 Second Interim Report**

Background Information:

Education Code Section 42131 (a)(1) states that pursuant to the reports required by Section 42130, the governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether the school district is able to meet its financial obligations for the remainder of the fiscal year and based on current forecasts, for the two subsequent fiscal years. These certifications shall be based upon the Board of Trustees' assessment, on the basis of standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127, the District budget, as revised to reflect current information regarding the adopted State Budget, District property tax revenues pursuant to Section 95 to 100, inclusive, the Revenue and Taxation Code, as well as ending balances for the preceding fiscal year as reported pursuant to Section 42100. The certifications shall be classified as positive, qualified, or negative, as prescribed by the Superintendent of Public Instruction for the purposes of determining subsequent actions by the Superintendent of Public Instruction, the State Controller, or the County Superintendent of Schools, pursuant to subdivisions (b) and (c). These certifications shall be based upon the financial and budgetary reports required by Section 42130, but may include additional financial information known by the governing board to exist at the time of each certification. For purposes of this subdivision, a negative certification shall be assigned to any school district that, based upon current projections, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. A qualified certification shall be assigned to any school district that, based upon current projections, may not meet its financial obligations for the current fiscal year or two subsequent fiscal years. A positive certification shall be assigned to any school district that, based upon current projections, will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

District leadership has developed short-term and long-term financial plans to meet financial obligations for the remainder of the current fiscal year and two subsequent fiscal years, based on the current funding forecast. Additionally, the District budget maintains the required three percent reserve.

It is the Board of Trustees' fiduciary responsibility to maintain fiscal solvency for the current and subsequent two years. The Board of Trustees recognizes that if the Governor's January 2018 Budget Proposal is enacted as proposed, the District will continue the implementation of approximately \$26 million in ongoing budget reductions as outlined in the Budget Stabilization Plan to maintain a positive certification. A detailed list of Board approved ongoing budget reductions was submitted with the 2017-18 Second Interim Report and again with the 2018-19 Adopted Budget.

Current Consideration:

The Board of Trustees was required to certify the 2017-18 Second Interim Report. The 2017-18 Second Interim Report also includes acceptance of the Budget Stabilization Plan. The Board of Trustees understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years.

Budget Implication:

As part of the interim reporting process, budget adjustments are made to income, expenditures, and fund balances. Resolution No. 2017/18-B-16, Adjustments to Income and Expenditures, General Funds; and Resolution No. 2017/18-B-17, Adjustments to Income and Expenditures, Various Funds; authorizes budget adjustments, per Education Code Sections 42602 and 42610.

Action:

1. On the motion of Trustee Randle-Trejo and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-B-16 and Resolution No. 2017/18-B-17. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

2. On the motion of Trustee Randle-Trejo and duly seconded, the Board of Trustees approved the 2017-18 Second Interim Report, with the inclusion of the Budget Stabilization Plan, as a positive certification.

11.2 **Resolution No. 2017/18-B-18, Authorization of Issuance of Second Series of Measure H Bonds**

Background Information:

Measure H was successfully approved by voters at the November 2014 election, authorizing \$249 million of bonds to help fund the facilities master plan. The first issuance of bonds was sold in May 2015 in the amount of \$64.45 million. At the February 20 Board meeting, the Board received a presentation from Government Financial Strategies regarding the issuance of the second series of Measure H Bonds.

Current Consideration:

The Board was asked to consider adoption of a resolution authorizing the sale of the second series of Measure H Bonds in an amount not to exceed \$84,000,000. In addition, the resolution:

- Authorizes the sale to an underwriter to be selected using a competitive selection process
- Sets forth a good faith estimate of the costs of the financing (as presented at the February 20 Board meeting)
- Approves various financing documents in draft form and authorizes certain District officials to execute the final versions of the documents with information from the sale
- Prescribes certain terms and conditions of the Bonds, including the payment dates, the method of interest calculation, as well as bond redemption and defeasance procedures

Budget Implication:

There is no impact to the General Fund. The bonds are repaid by taxpayers that own property within the District boundaries. Funds from the sale of bonds will be held in the Building Fund.

Action:

On the motion of Trustee Piercy and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-B-18 to authorize the issuance of the Bonds within the stated parameters. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.3 **Resolution No. 2017/18-B-19, Request for Proposals for Video Surveillance Systems and Related Electronic Equipment, Apparatus, and Services**

Background Information:

The Blue Print for the Future committee, comprised of students, parents, staff, and community members, assisted the District in developing priorities under the Facilities Master Plan (FMP), which would guide future projects. One of the areas identified and discussed as it related to the FMP was safety and security. This component included various items, one of which was video surveillance systems that could help secure our campuses.

Current Consideration:

Approval of this item will enable the District to proceed with a competitive request for proposal, under Public Contract Code (PCC) 20118.2, cameras; servers; controls; switching equipment and services; installation; software; design layout; programming services; implementation and training; (collectively, "Video Surveillance Systems"); for all school sites within the District. PCC 20118.2 states, "Due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services, because products and materials of that nature are undergoing rapid technological changes, and in order to allow for the introduction of new technological changes into the operations of the school district, it is in the public's best interest to allow a school district to consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors in the award of contracts for technology, telecommunications, related equipment, software, and services."

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Piercy and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-B-19. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.4 **Resolution No. 2017/18-F-08, Approval of Notice of Exemption for the Cypress High School Site Improvement Project**

Background Information:

On July 10, 2014, the Board of Trustees approved the District's Facilities Master Plan (FMP), which provides a roadmap for the future improvement and development of the District's facilities over the next ten years. The Cypress High School Site Improvement Project (Project) is one of the projects identified in the approved FMP.

The scope of work of the Project includes: (1) Reconstruction and reconfiguration of the main parking lot to improve vehicular circulation and student drop-off areas; (2) Site improvements to address hardscape deficiencies, safety, and accessibility issues in the quad; (3) Installation of shade structures; (4) Installation of security fencing throughout the school site, to include separation from the community park; (5) Installation of drought tolerant landscaping and water efficient irrigation system throughout; (6) Technology infrastructure; (7) Installation of marquee and scoreboards; (8) Swimming pool renovation;

(9) Renovation of the iconic marquee structure; (10) Signalized intersection at Valley View Street between Orange Avenue and Ball Road to be approved and installed by the City; (11) Installation of surveillance cameras and exterior lighting; and (12) Replacement of site utilities.

Current Consideration:

The District is required, pursuant to the California Environmental Quality Act (CEQA), Public Resources Code Sections 21000 et seq., to evaluate each potential public works project to determine whether that project might have a significant effect on the environment. CEQA and the Guidelines promulgated thereunder (California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19) provide for categorical exemptions from the provisions of CEQA. Where an approved project is determined to be exempt from CEQA, the District may file a notice of exemption (NOE) with the Orange County Clerk-Recorder, who must then post the NOE for a period of 30 days.

The District has evaluated the Project and has determined that the Project is categorically exempt from CEQA.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee O'Neal and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-F-08, approving the NOE for the Project and directed that the NOE be filed with the Orange County Clerk-Recorder. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.5 **Resolution No. 2017/18-F-09, Approval of Notice of Exemption for the Kennedy High School Relocatable Building Project**

Background Information:

On July 10, 2014, the Board of Trustees approved the District's Facilities Master Plan (FMP), which provides a roadmap for the future improvement and development of the District's facilities over the next ten years. The Kennedy High School Relocatable Building Project (Project) is one of the projects identified in the approved FMP.

The scope of work of the Project consists of the installation of four relocatable classrooms to accommodate increased enrollment.

Current Consideration:

The District is required, pursuant to the California Environmental Quality Act (CEQA), Public Resources Code Sections 21000 et seq., to evaluate each potential public works project to determine whether that project might have a significant effect on the environment. CEQA and the Guidelines promulgated thereunder (California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19) provide for categorical exemptions from the provisions of CEQA. Where an approved project is determined to be exempt from CEQA, the District may file a notice of exemption (NOE) with the Orange County Clerk-Recorder, who must then post the NOE for a period of 30 days.

The District has evaluated the Project and has determined that the Project is categorically exempt from CEQA.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Piercy and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-F-09, approving the NOE for the Project and directed that the NOE be filed with the Orange County Clerk-Recorder. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.6 **Resolution No. 2017/18-E-19, Autism Awareness Month**

Background Information:

In order to highlight the growing need for concern and awareness about autism, the Autism Society has celebrated National Autism Awareness Month since the 1970s. The United States recognizes April as a special opportunity for everyone to educate the public about autism and issues within the autism community.

Current Consideration:

The adoption of Resolution No. 2017/18-E-19 for Autism Awareness Month recognizes April as Autism Awareness Month, a time to focus attention on those with autism and related pervasive developmental disorders. It also provides an opportunity to inform parents, guardians, and communities of the efforts that the District is making to support autism awareness.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-E-19. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.7 **Resolution No. 2017/18-E-20, Cesar Chavez Day**

Background Information:

Each year, Cesar Chavez Day is observed in the United States on March 31. It celebrates the birthday of Cesar Estrada Chavez and serves as a tribute to his commitment to social justice and respect for human dignity.

Current Consideration:

The adoption of Resolution No. 2017/18-E-20 honors Cesar Chavez for his many achievements and contributions to our nation. It also provides an opportunity to inform parents, guardians, and communities of the efforts that the District is making to support Cesar Chavez Day.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Smith and duly seconded, the Board of Trustees adopted Resolution No. 2017/18-E-20. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

11.8 **Resolution No. 2017/18-E-21, National Child Abuse Prevention Month**

Background Information:

National Child Abuse Prevention Month is acknowledged in the United States each year during the month of April. By acknowledging the need for public education and community services to help prevent child abuse and neglect, many groups hope to reduce the impact to children and families facing child abuse.

Current Consideration:

The Board of Trustees was requested to adopt Resolution No. 2017/18-E-21, National Child Abuse Prevention Month. This will provide an opportunity to inform parents, guardians, and the community of the efforts that the District is making to support the prevention of child abuse.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo and duly seconded, the Board of Trustees adopted Resolution 2017/18-E-21. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

BUSINESS SERVICES

11.9 **Revised Board Policy 6603, Health and Welfare Benefits-Management Employees, Second Reading**

Background Information:

Based on the most recent changes to the District's health and welfare benefits offered to eligible employees and dependents, it is necessary to revise the current policy to reflect those revisions. The revisions include elimination of the HMO medical plan, implementation of the EPO medical plan, and elimination of outdated deductible and carrier references.

Current Consideration:

Board Policy 6603 has been revised to reflect an accurate offering of current health and welfare benefits to eligible employees and dependents.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried by those present, the Board of Trustees approved revised Board Policy 6603, Health and Welfare Benefits-Management Employees.

Trustee Randle-Trejo exited and entered at 7:44 p.m.

11.10 **New Board Policy 5302; 5302-R, Energy and Water Management Conservation, Second Reading**

Background Information:

The District currently employs an energy manager through the Maintenance and Operations Department who is responsible for reducing the District's overall energy costs. Capital investments in energy efficient equipment, such as lighting, heating and cooling equipment can conserve electricity, but the initial investment is significant. Energy conservation can be accomplished without any capital investment by building awareness to staff and students, as well as providing recommendations for simple behavioral changes such as remembering to turn off lights when leaving a room or turning off electronic devices when not in use.

A comprehensive energy conservation program will build this awareness and provide for regular monitoring of school facilities for compliance with the program. The Maintenance and Operations Department utilizes specially designed software to determine baseline energy use to evaluate the effectiveness of this program in terms of energy saved. Similar programs have reduced energy use up to 23 percent in other districts.

Current Consideration:

New Board Policy and Administrative Regulation 5302; 5302-R, Energy and Water Management Conservation, provides a framework and guidance to administer the District's energy conservation program. The policy has been prepared to provide methods for energy conservation through awareness and provide a means for reporting energy use, as well as energy savings to District staff and the Board of Trustees.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried, the Board of Trustees approved new Board Policy 5302; 5302-R, Energy and Water Management Conservation.

11.11 **Agreement, Townsend Public Affairs**

Background Information:

In 2013-14, Governor Brown implemented the Local Control Funding Formula (LCFF). The goal of LCFF was to restore funding for K-12 education to the 2007-08 levels adjusted for inflation by 2020-21. Due to improvements in the state economy, the Governor's 2018-19 Budget Proposal completes the restoration two years early in 2018-19. This restoration does not provide school funding adequacy. California ranks 45th nationally in the percentage of taxable income spent on education, 41st in per-pupil funding, 45th in pupil-teacher ratios, and 48th in pupil-staff ratios. In past years, Anaheim Union High School District has been extremely proactive in seeking out funding opportunities to provide millions of dollars through grants to provide resources to our teachers, staff, and students.

Current Consideration:

Townsend Public Agency (TPA) is an organization that assists districts through funding advocacy. They have been highly successful in working with districts and other organizations to maximize access to grant dollars. Within the scope of their services includes crafting a strategic funding plan, identifying, researching, and monitoring grant funding opportunities, establishing clear accountabilities, supporting grant application development and submittal, post-grant submittal funding advocacy, post-award grant

administration and compliance, as well as comprehensive follow-up on unsuccessful applications. TPA has already identified a variety of grants to apply for that support the vision of AUHSD.

Budget Implication:

The District will pay Townsend Public Affairs for their services in the amount of \$5,000 per month from March 7, 2018, through June 30, 2019. (General Funds)

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, following discussion, the Board of Trustees approved the agreement with Townsend Public Affairs.

11.12 **Lease-Leaseback Agreement, Balfour Beatty Construction, LLC, Cypress High School Site Improvement Project, RFP #2018-03**

Background Information:

Staff is using the Lease-Leaseback (LLB) delivery method to procure construction for the Cypress High School Site Improvement Project. Education Code Section 17406 is the LLB provision, which allows districts to lease real property that belongs to the school district to persons, firms, or corporations for the purpose of constructing buildings and improvements thereon for District use during the term of the lease, and requires that title to the buildings and improvements vest in the District at the expiration of that term.

Current Consideration:

The District issued RFP #2018-03 inviting contractors to submit qualifications and proposals to perform the work associated with the project. The RFP stated that the project would be subject to the District's Community Benefits Agreement. After a review of the submitted qualifications and proposals, as well as interviews of shortlisted firms, staff recommended to the Board of Trustees the selection of Balfour Beatty Construction, LLC (Balfour Beatty) as the LLB contractor for this project.

Balfour Beatty competitively bid out the subcontractor packages to various companies and has identified the subcontractors they plan to use on the project. Staff has negotiated the LLB agreements, which includes the guaranteed maximum price (GMP) and contingencies, pursuant to the terms indicated in the forms of the LLB contract documents previously approved by the Board. The assistant superintendent, Business, under Board approved delegation of authority, has entered into the LLB agreement with Balfour Beatty. The agreement is subject to ratification by the Board.

Budget Implication:

The final GMP and associated contingencies will not exceed \$10,578,145. The total project cost including District contingencies will not exceed \$11,110,000. (Measure H Funds and/or other funds as appropriate)

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, following discussion, the Board ratified the LLB agreement with Balfour Beatty Construction, LLC. for the Cypress High School Site Improvement Project.

11.13 **Selection of New Contractor for the New Central Kitchen and Anaheim High School Aquatics Center–RFP #2018-02**

Background Information:

Staff is using the Lease-Leaseback (LLB) delivery method to procure construction for the New Central Kitchen and Anaheim High School Aquatics Center as approved by the Board. Education Code Section 17406 is the LLB provision, which allows districts to lease real property for the purpose of constructing buildings and improvements for district use during the term of the lease and requires that title to the buildings and improvements shall vest in the District at the expiration of that term.

The District issued RFP #2018-02 inviting contractors to submit qualifications and proposals to perform the work associated with the subject projects. Staff received proposals from prequalified contractors. After a review of the submitted qualifications and proposals, as well as interviews of shortlisted firms, staff recommended to the Board of Trustees the selection of Tilden-Coil Constructors, Inc. (Tilden-Coil) as the LLB contractor for the projects based on the fact it achieved the highest best value score pursuant to the criteria set forth in the RFP. Staff commenced negotiations with Tilden-Coil regarding the guaranteed maximum price (GMP) for both projects and could not reach an agreement on the costs. The assistant superintendent, Business, relieved Tilden-Coil of being the selected LLB contractor pursuant to the RFP.

Current Consideration:

Staff would like to commence negotiations with the contractor that received the second best value score pursuant to the RFP, Balfour Beatty Construction, LLC., with the intent of bringing the GMP within the established budget. The final agreement, which will include the GMP and other costs, will be presented to the Board of Trustees for ratification at a future meeting.

Budget Implication:

There is no impact to the budget at this time. The final GMP will be presented to the Board of Trustees for ratification at a future Board meeting.

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, following discussion, the Board approved relieving Tilden-Coil from its previous selection as LLB contractor, and approved the selection of Balfour Beatty Construction, LLC. as the LLB contractor pursuant to RFP #2018-02, as well as delegated authority to the assistant superintendent, Business to: (1) negotiate and enter into the LLB Agreement pursuant to the terms indicated in the forms of the LLB contract documents previously approved by the Board, subject to minor revisions approved by staff and legal counsel; and (2) take all steps and perform all actions necessary to execute and implement the LLB contract, as well as to take any actions deemed necessary to best protect the interest of the District, all subject to ratification by the Board of Trustees.

11.14 **Agreement, Cooperative Strategies**

Background Information:

Education Code Section 17620 and Government Code Section 65995 currently authorizes school districts to collect school facilities fees (developer fees) on new development. The amounts are adjusted every two years according to the inflation rate for Class B construction as determined by the State Allocation Board. On January 24, 2018, the State

Allocation Board approved an increase in the assessment of statutory school facilities fees levied by school districts.

Current Consideration:

The District collects statutory school facilities fees to assist with the funding of new construction and reconstruction projects. In order to levy and collect the fees at the new increased rates, the District must adopt a fee justification study (FJS).

The District desires to enter into an agreement with Cooperative Strategies to prepare an updated FJS, which will document the District's ability to collect statutory school facility fees. Cooperative Strategies has the expertise to assist staff in analyzing the District's potential to assess statutory school facilities fees at new increased rates.

Budget Implication:

Services will be provided at a cost of \$8,000 for the fee justification study and \$1,500 for other related services, for a total cost not to exceed \$9,500. (Capital Facilities Funds and Developer Fees)

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried, the Board of Trustees approved the agreement.

EDUCATIONAL SERVICES

11.15 Revised Board Policy 91300; 91300-AR, Parent and Family Engagement Policy, First Reading

Background Information:

Parent and Family Engagement Board Policy 91300; 91300-AR was last revised and Board approved in 2009. It was aligned with the No Child Left Behind Act of 2001 (NCLB). On December 10, 2015, the federal Every Student Succeeds Act (ESSA) was signed into law replacing NCLB. Districts that receive federal funds, such as Title I and Title III, must align their parent and family engagement board policies with current federal regulations.

The District's Parent and Family Engagement Board Policy has been revised to meet ESSA requirements. Additionally, this policy is reviewed every year by an ad hoc committee of parents and employees, who participate in the District English Learner Advisory Committee (DELAC). This year's ad hoc committee was instrumental in reviewing and approving the changes to the policy. A draft of the updated policy was also shared at the February 13, 2018, DELAC meeting as an information item.

Current Consideration:

The District is requesting to revise Board Policy 91300; 91300-AR in order to refine the policy language that meets current ESSA requirements.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item only, requiring no formal action by the Board of Trustees, the Board officially reviewed revised Board Policy 91300; 91300-AR Parent and Family Engagement.

11.16 **Independent Contractor Agreement, La Palma Community Services Department**

Background Information:

The La Palma Community Services Department's mission is to "make a difference in our community by encouraging citizen involvement, fostering human development, and strengthening community through people, parks, and programs." Their largest division, the Facility Operations and Resources division, provides staffing and facilities to support all of the department's recreational programs and community needs.

Current Consideration:

The La Palma Community Services Department will offer an after-school program to students at Walker Junior High School. La Palma Community Services will provide staffing from their parks and recreation program in order to manage and execute the activities within the after-school program. The program will run two days a week, after-school from 2:30 p.m.-4:00 p.m., and throughout the rest of the 2017-18 year. Services will be provided March 7, 2018, through June 1, 2018.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees approved the agreement.

11.17 **Agreement, Korean Community Services Inc., DBA KCS Health Center (KCS)**

Background Information:

KCS Health Center (KCS) mission is to serve communities in neighboring communities where low income or marginalized families reside. Its goal is to provide culturally and linguistically sensitive health care services. In 2016, KCS Health Center became designated as a Federally Qualified Health Center. The clinic provides services such as primary care, behavioral and mental health services, as well as health care navigation.

Current Consideration:

KCS will provide dental health education, dental hygiene, and tele-dentistry services to students across Title I junior high schools in the District. Services will be provided March 7, 2018, through June 30, 2019.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees approved the agreement.

11.18 **Agreement, Southland Integrated Services DBA Southland Health Center**

Background Information:

Southland Health Center is Federally Qualified Health Center (FQHC) clinic to provide health care services to residents in Orange County. Founded in 1998, it strives to meet the health needs of the medically underserved population. Southland has developed a system of dental care designed to provide services on site. This system of care is referred to as the Virtual

Dental Home (VDH). VDH system of care involves community-based registered dental hygienists and registered dental assistants collaborating with dentists using tele-dentistry.

Current Consideration:

Southland Health Center will provide dental health education, dental hygiene, and tele-dentistry services students across Title I junior high schools in the District. Services will be provided March 7, 2018, through June 30, 2019. The agreement will be signed following Board approval.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, the Board of Trustees approved the agreement.

11.19 **Agreement, Healthy Smiles for Kids of Orange County, Inc.**

Background Information:

Healthy Smiles is a non-profit organization dedicated to improving the oral health of children in Orange County. Through different collaborative programs, they focus on prevention, outreach, education, access to treatment, and advocacy. The Smile Mobile are dental facilities "on wheels." They provide dental care directly to underserved communities in Orange County.

Current Consideration:

The purpose of this agreement is to approve Healthy Smiles for Kids of Orange County, Inc. to work at the District's junior high schools and provide dental services. Services offered include screenings, treatments, education on the importance of daily care, routine dental visits, and proper nutrition.

For the 2017-18 year, services will be piloted at Ball, Brookhurst, Dale, Orangeview, South, and Sycamore junior high schools. Services will be offered to families at all participating school sites through the District's parent involvement efforts and activities. Services will be provided March 7, 2018, through June 30, 2019. The agreement will be signed following Board approval.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees approved the agreement.

11.20 **Educational Consulting Agreement, 3screens.com**

Background Information:

The District became the lead fiscal agency for a Tobacco Use Prevention Education (TUPE) consortium grant, in the amount of \$1,732,590 for a three-year term from 2017-20. The District and the Anaheim Elementary School District (AESD) are consortium partners. The grant is targeted for grades 6-12 and mandates that curriculum, specific to the appropriate grade levels, is taught at participating schools, including 24 AESD elementary school sites and all District comprehensive schools, as well as Gilbert and Polaris high schools. In

addition, youth development activities related to tobacco, e-cigarette cessation, and prevention are expected by each participating school site, as well as ongoing prevention education for staff, students, and parents. Student assemblies will enhance the TUPE curriculum, as well as provide students with real world experiences and information related to overall goals of the TUPE program.

Current Consideration:

3screens.com will provide a motivational, multi-media assembly presentation to students at Magnolia High School. The program is an educational assembly that helps students make good decisions. Services will be provided on May 9, 2018.

Budget Implication:

Total costs for these services is not to exceed \$625. (TUPE Funds)

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, the Board of Trustees approved the educational consulting agreement.

11.21 **Educational Consulting Agreement, Dance Masters**

Background Information:

The District became the lead fiscal agency for a Tobacco Use Prevention Education (TUPE) consortium grant, in the amount of \$1,732,590 for a three-year term from 2017-20. The District and the Anaheim Elementary School District (AESD) are consortium partners. The grant is targeted for grades 6-12 and mandates that curriculum, specific to the appropriate grade levels, is taught at participating schools, including 24 AESD elementary school sites and all District comprehensive schools, as well as Gilbert and Polaris high schools. In addition, youth development activities related to tobacco, e-cigarette cessation, and prevention are expected by each participating school, as well as ongoing prevention education for staff, students, and parents. Student assemblies will enhance the TUPE curriculum, as well as provide students with real world experiences and information related to overall goals of the TUPE program.

Current Consideration:

Dance Masters, will provide presentations to students at Anaheim High School, as well as Brookhurst, Dale, Orangeview, and South junior high schools. The program is an educational, student-dance assembly with an anti-tobacco theme, which focuses on encouraging students to find something they love to do and concentrate on the personal fulfillment they can gain, instead of choosing to engage in negative behaviors such as tobacco, alcohol, and drug use. Services will be provided March 28, 2018, through May 24, 2018.

Budget Implication:

Total costs for these services is not to exceed \$5,900. (TUPE Funds)

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, the Board of Trustees approved the educational consulting agreement.

11.22 **Contract, Independent Transition Assessment, Molly K. Rearick, Ed.D.**

Background Information:

The District employs psychologists, speech-language pathologists, teachers, as well as other personnel who evaluate a student's needs for special education and related services. The District has both the right and obligation to assess special education students in all areas of suspected disability. Under the Individuals with Disabilities Education Act and California special education law, a parent of a special education student who disagrees with an evaluation conducted by a school district has a right to obtain an independent education evaluation at public expense. When a request for an independent evaluation is made, the District must either fund an independent evaluation or file a request for due process within a reasonable period of time to prove that the District's evaluation was appropriate. Districts can also come to an agreement during due process to fund an independent evaluation in order to resolve a due process filing.

Current Consideration:

During the mediation portion of due process, the District determined that it was in the best interest of the student and the District to provide an independent transition evaluation and allow the Individualized Education Program team to consider the information. Services will be provided March 7, 2018, through August 31, 2018.

Budget Implication:

The total cost is not to exceed \$2,000. (Special Education Funds)

Action:

On the motion of Trustee Piercy, duly seconded and unanimously carried, the Board of Trustees approved the contract.

11.23 **Educational Consulting Agreement, Mikva Challenge Grant Foundation, Inc.**

Background Information:

Mikva Challenge Grant Foundation is a nonpartisan 501(c)(3) organization, founded in 1997 as a tribute to former White House Counsel, Judge, and U.S. Congressman Abner Mikva and his wife Zoe, a lifelong education activist. Mikva Challenge develops the next generation of civic leaders, activists, and policy-makers by providing young people with opportunities to actively participate in the political process. Mikva Challenge was founded on the simple premise that youth voice and participation matter and that our civic, as well as political life will be stronger when youth participate and help shape their own future.

Current Consideration:

Mikva Challenge will provide the District with curricula, professional development, and technical assistance, as well as coordination and facilitation for showcases of student voice and civic action projects. Additionally, they will coordinate community partners involved in the Action Civics Initiative. Services will be provided June 1, 2018, through May 30, 2019.

Budget Implication:

The total cost is not to exceed \$80,000. (General Funds)

Action:

On the motion of Trustee Randle-Trejo, duly seconded and unanimously carried, following discussion, the Board of Trustees approved the educational consulting agreement.

11.24 **School-Sponsored Student Organizations**

Background Information:

The Board of Trustees shall give approval for the establishment of all student organizations. The proposed organizations shall not engage in any activities, other than those that are organizational in nature, until the Board of Trustees has approved its application.

Current Consideration:

The following school has submitted a school-sponsored student organization application:

Green Thumbs, Savanna High School

Budget Implication:

Each school-sponsored student organization offsets operational costs through donations and fundraising efforts.

Action:

On the motion of Trustee Smith, duly seconded and unanimously carried, the Board of Trustees approved the school-sponsored organization application.

SUPERINTENDENT'S OFFICE

11.25 **2018 California School Boards Association Delegate Assembly Election**

Background Information:

The California School Boards Association (CSBA) is the nonprofit education association representing the elected officials who govern public school districts and county offices of education. With a membership of nearly 1,000 educational agencies statewide, CSBA brings together school governing boards, as well as administrators from districts and county offices of education to advocate for effective policies that advance the education and well-being of the state's more than six million school age children. A membership driven association, CSBA provides policy resources and training to members, as well as represents the statewide interests of public education through legal, political legislative, community, and media advocacy.

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the board of directors, and executive committee, delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state.

Delegates are elected by CSBA member boards by region and serve a two-year term. Nominees for delegates must be a member of a member board within that geographic region.

Current Consideration:

This is an opportunity for the Board of Trustees to consider voting for candidates. The Board, as a whole, may vote for up to eight candidates. No more than one vote for any candidate may be submitted. The ballot also contains a provision for write-in candidates. The ballot must be postmarked by the U.S. Post Office on, or before, Thursday, March 15, 2018.

Budget Implication:

There is no impact to the budget.

Action:

On the motion of Trustee O'Neal, duly seconded and unanimously carried, the Board of Trustees voted for candidates Jackie Filbeck, Anaheim Elementary School District and Candi Kern, Cypress Elementary School. The roll call vote follows.

Ayes: Trustees Piercy, Smith, Randle-Trejo, O'Neal, and Jabbar

12. **CONSENT CALENDAR**

On the motion of Trustee Piercy, duly seconded and unanimously carried, following discussion, the Board of Trustees approved all consent calendar items, with the exception of items 12.8 and 12.9 pulled by Trustee O'Neal.

BUSINESS SERVICES

12.1 **Agreement Amendment, Environmental Network Corporation (ENCORP)**

Background Information:

The District requires EPA/AHERA inspections and reports, as well as hazardous material abatement consulting and inspection services at all District sites. Over the past years, Environmental Network Corporation (ENCORP) has been providing the District with these services, mainly for the District's Maintenance and Facilities renovation projects, and for the updating of associated historical data.

Current Consideration:

The District has an interest in continuing to utilize the services provided by ENCORP. ENCORP's current agreement is set to expire in April 2018. Staff wishes to amend the agreement with ENCORP for services through April 14, 2019. ENCORP provides high quality service and value with their expertise, as well as experience working with the District. The amended agreement will be signed following Board approval.

Budget Implication:

The amendment to the current agreement will be for a total cost not to exceed \$110,000 for required EPA/AHERA inspections and reports, and \$300,000 for hazardous material abatement and consulting services for the upcoming Measure H projects, as well as other work associated with the Maintenance and Facilities departments. (Maintenance Funds, Routine Restricted Maintenance Funds, Measure H Funds, Facilities Funds, and/or other funds as appropriate)

Action:

The Board of Trustees approved the amendment to the agreement.

12.2 **Purchase Through Public Corporation or Agency**

Background Information:

The District has been utilizing Ferrell Gas L.P. for all of its propane fueling requirements over the past three years with much success. The District has considerably increased the number of propane buses in its fleet, which also directly increases the consumption of fuel. The usage is high enough that annually, it will encroach the bid limit as established by Public Contract Code 20111.

Current Consideration:

The State of California’s Department of General Services (DGS) has a contract with Ferrell Gas L.P. that will allow other agencies, including local districts, to purchase propane and related services. The propane and related services will be purchased utilizing DGS contract number 1-18-68-19A, including any extensions of the contract if necessary. The District will utilize this contract pursuant to the provisions of Public Contract Code Sections 10298, 10299, and 12100 et seq. When the District commissions a propane fueling station, this contract can still be utilized for propane if needed.

Budget Implication:

The total anticipated expenditure is \$28,500 monthly, but actual amounts may be more or less based on actual fuel consumption and market conditions. (General Funds)

Action:

The Board of Trustees approved the purchase of propane and related services utilizing DGS’s contract number 1-18-68-19A to Ferrell Gas L.P. pursuant to the provisions of Public Contract Code Sections 10298, 10299, and 12100 et seq.

12.3 **Award of Bid**

The Board of Trustees was requested to award the bid.

<u>Bid #</u>	<u>Service</u>	<u>Award</u>	<u>Amount</u>
2018-21	Kennedy High School Relocatable Buildings Project (Developer Fee Funds)	IVL Contractors, Inc.	\$331,000

Action:

The Board of Trustees awarded the bid as listed.

12.4 **Award of Bids, E-RATE 21**

Background Information:

The Schools and Libraries Program of the Universal Service Fund, commonly known as E-Rate, is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable digital services, equipment, software, and internet access.

At the October 5, 2017, meeting of the Board of Trustees, the process to utilize competitive request for proposals (RFP) was approved, and staff proceeded with the bidding process.

Current Consideration:

As a result of the bidding process, there is one RFP that would be awarded to the lowest responsible and responsive bidders per Resolution No. 2017/18-B-05 pursuant to Public Contract Code (PCC) 20118.2, and two public works bids pursuant to PCC 20111 as follows:

Award of Bids

<u>Bid #</u>	<u>Service</u>	<u>Award</u>	<u>Amount</u>
2017-18	Wireless Maintenance	*Sehi Computer Products, Inc.	\$16,165/Year**
2017-17	Structured Cabling East Side	Federal Technology Solutions, Inc.	\$165,960
2017-19	Structured Cabling West Side	Federal Technology Solutions, Inc.	\$157,637

*Amounts are estimates and based on actual usage may be higher or lower
**Performance and pricing will be reviewed by staff after the initial three-year term to determine the most cost effective solution for the District and may be approved annually for up to two additional years by the director of Purchasing and Central Services.

Budget Implication:

Under the Federal E-Rate program, the District will directly subsidize the cost of the material, equipment, and services being awarded. This means that the District will pay a considerable amount less and will qualify for 80 percent of eligible services based on the Free-and-Reduced numbers.

2017-18	E-Rate: \$14,144/Year	General Funds: \$2,021/Year
2017-17	E-Rate: \$124,768	General Funds: \$41,192
2017-19	E-Rate: \$118,110	General Funds: \$39,527

Action:

The Board of Trustees awarded Bids 2018-18 for up to five years pursuant to PCC 20118.2 to be reviewed at the end of each term, and will be approved or terminated by the director of Purchasing and Central Services. Bid 2018-17 and 2018-19 will be awarded as listed pursuant to PCC 20111.

12.5 **Declaring Certain Furniture and Equipment as Unusable, Obsolete, and/or Out-of-Date, and Ready for Sale or Destruction**

Action:

The Board of Trustees approved the list of District furniture and equipment as unusable, obsolete, and/or out-of-date, and ready for sale or destruction, as well as authorized proper disposal in accordance with Education Code Section 17545 et al.

12.6 **Declaring Certain Textbooks and Instructional Materials as Unusable, Obsolete, and/or Out-of-Date, Damaged, and Ready for Sale or Destruction**

Action:

The Board of Trustees approved the list of District textbooks and instructional materials as unusable, obsolete, and/or out-of-date, damaged, and ready for sale or destruction as surplus, as well as authorized staff to dispose of the textbooks and instructional materials in accordance with Education Code Section 60510 et al.

12.7 **Donations**

Action:

The Board of Trustees accepted the donations as submitted.

On the motion of Trustee O'Neal and duly seconded, following discussion, the Board of Trustees ratified items 12.8 and 12.9 with the following roll call vote.

Ayes: Trustees Piercy, Smith, Randle-Trejo, and Jabbar

Abstain: Trustee O'Neal

12.8 **Purchase Order Detail Report**

Action:

The Board of Trustees ratified the report February 6, 2018, through February 22, 2018.

12.9 **Check Register/Warrants Report**

Action:

The Board of Trustees ratified the report February 6, 2018, through February 22, 2018.

12.10 **SUPPLEMENTAL INFORMATION**

12.10.1 ASB Fund, January 2018

12.10.2 Cafeteria Fund, December 2017

12.10.3 Enrollment, Month 7

EDUCATIONAL SERVICES

12.11 **Amendment, Agreement, North Orange County Community College District (NOCCCD) College and Career Access Pathways (CCAP), Dual Enrollment Partnership, Cypress College**

Background Information:

NOCCCD has offered concurrent enrollment in selected courses to high school students for over a decade. NOCCCD and the District have entered into a College and Career Access Pathways partnership agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of Assembly Bill 288, for high school students. The goal is to develop seamless pathways from high school to community college.

Current Consideration:

An agreement with NOCCCD, through Cypress College, was approved on July 13, 2017, to offer dual enrollment courses at the following school sites: Anaheim, Cypress, Gilbert, Katella, Kennedy, Loara, Magnolia, Savanna, and Western high schools, as well as Oxford Academy. An amendment is necessary to include additional courses. All other terms of the agreement remain intact.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees approved the amendment to the agreement, as amended prior to the adoption of the agenda.

12.12 **Agreement, Capturing Kids' Hearts, The Flippen Group**

Background Information:

Founded in 1990 by educator, psychotherapist, and New York Times® best-selling author, Flip Flippen, The Flippen Group has become one of the fastest growing professional development organizations in the world. They combine their passion for people with scientific research to build teams and individuals into models of achievement. Their research-based tools and processes combined with expert coaching and training have brought transformation to many of the most respected school districts, Fortune 500 companies, governments, sports teams, and non-profit corporations in the world. Their mission: Building relationships and processes that bring out the best in people.

Current Consideration:

The Flippen Group will provide six Capturing Kids' Hearts sessions to District school sites and two Process Champions Training. Services will be provided for up to 50 staff members in each session. The sessions will be scheduled in the Spring of 2018 and throughout the 2018-19 year. The agreement will be signed following approval by the Board of Trustees.

Budget Implication:

The total cost for the six sessions is not to exceed \$144,000, an additional \$18,000 is requested to provide the Process Champions Training. The total cost for all services is not to exceed \$162,000. (Educator Effectiveness Funds and General Funds)

Action:

The Board of Trustees approved the agreement.

12.13 **Memorandum of Understanding (MOU), University of Irvine (UCI) School of Law**

Background Information:

On April 14, 2016, the Board approved the MOU with the University of California, Irvine (UCI) School of Law. The UCI School of Law partnered with Anaheim High School and the District to enroll 50 students in the Saturday Law Academy held at the UCI School of Law for six consecutive Saturdays. UCI Law students assist a District teacher, hired by UCI, to team-teach the curriculum. Interspersed with the academic content are guest speakers, including Superior Court judges, law firm attorneys, government and public interest advocates, as well as law enforcement professionals.

Current Consideration:

The UCI School of Law Academy has been in operation at Anaheim High School. UCI School of Law recently provided the MOU for the 2017-18 year. Services are being provided from September 1, 2017, through May 1, 2018.

Budget Implication:

Total cost for these services is not to exceed \$19,000. (LCFF Funds)

Action:

The Board of Trustees ratified the MOU.

12.14 **Agreement, Internet Access, Orange County Superintendent of Schools**

Background Information:

The District currently participates in a consortium, via Letter of Agency (LOA), which allows the Corporation for Education Network Initiatives in California (CENIC) to act as the District's internet service provider (ISP), at no cost to the District. CENIC operates the statewide California Research and Education Network (CalREN) network that links schools, district offices, county offices of education, as well as colleges and universities together. The California K-12 high-speed network facilitates the participation of nearly 9,000 K-12 entities in CalREN and receives state funding, as well as E-rate and California Teleconnect Fund monies, to support the network. Orange County Department of Education (OCDE) also provides network services as a conduit from the District through OCDE to CENIC.

Current Consideration:

Internet services will be provided by Orange County Superintendent of Schools to the District, up to 10 gigabits per second (gbps), at no cost, in the event CENIC is not funded. The contingency services cover July 1, 2018, through June 30, 2019.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees approved the agreement.

12.15 **Agreement, Network Support Services, Orange County Department of Education (OCDE)**

Background Information:

Orange County Department of Education (OCDE) provides a variety of services to the District, including data-circuit network management, router maintenance, data-circuit charges, email archiving storage, and email archiving management. Services are related to OCDE's role as the District's internet service provider (ISP) and email retention storage provider.

Current Consideration:

Intranet services will be provided through the Orange County Superintendent of Schools. Network services consist of OCDE support for payroll, financial, human resources, imaging, cloud storage, as well as time and attendance. In addition, OCDE will provide email archiving support and services for the District's employee archived email through the 2018-19 year. Services will be provided July 1, 2018, through June 30, 2019.

Budget Implication:

Total costs for these services is not to exceed \$6,950. (General Funds)

Action:

The Board of Trustees approved the agreement.

12.16 **Educational Consulting Agreement, Hissho Inc.**

Background Information:

The District became the lead fiscal agency for a Tobacco Use Prevention Education (TUPE) consortium grant, in the amount of \$1,732,590 for a three-year term from 2017-20. The District and the Anaheim Elementary School District (AESD) are consortium partners. The

grant is targeted for grades 6-12 and mandates that curriculum, specific to the appropriate grade levels, is taught at participating schools, including 24 AESD elementary school sites and all District comprehensive schools, as well as Gilbert and Polaris high schools. In addition, youth development activities related to tobacco, e-cigarette cessation, and prevention are expected by each participating school, as well as ongoing prevention education for staff, students, and parents. Student assemblies will enhance the TUPE curriculum, as well as provide students with real world experiences and information related to overall goals of the TUPE program.

Current Consideration:

Dr. Victor DeNoble is an experienced and highly regarded TUPE consultant, who will provide a presentation to students at Kennedy High School and Walker Junior High School. The program will focus on research, findings, and health effects related to nicotine addiction. Students will learn the truth behind marketing and advertising by tobacco companies as it relates to traditional cigarettes and the latest with electronic cigarettes. Students will gain information to make better choices when it comes to smoking and cessation. Services will be provided from April 19, 2018, through May 24, 2018.

Budget Implication:

Total costs for these services is not to exceed \$2,200. (TUPE Funds)

Action:

The Board of Trustees approved the educational consulting agreement.

12.17 **Educational Consulting Agreement, Wheels of Freestyle, Inc.**

Background Information:

The District became the lead fiscal agency for a Tobacco Use Prevention Education (TUPE) consortium grant, in the amount of \$1,732,590 for a three-year term from 2017-20. The District and the Anaheim Elementary School District (AESD) are consortium partners. The grant is targeted for grades 6-12 and mandates that curriculum, specific to the appropriate grade levels, is taught at participating schools, including 24 AESD elementary school sites and all District comprehensive schools, as well as Gilbert and Polaris High Schools. In addition, youth development activities related to tobacco, e-cigarette cessation, and prevention are expected by each participating school, as well as ongoing prevention education for staff, students, and parents. Student assemblies will enhance the TUPE curriculum, as well as provide students with real world experiences and information related to overall goals of the TUPE program.

Current Consideration:

Wheels of Freestyle, Inc., an experienced and highly regarded TUPE consultant, will provide two assembly sessions at Anaheim High School, as well as Dale and Orangeview junior high schools. The program is anti-tobacco themed with professional Bicycle Motocross (BMX) riders. The program focuses on encouraging students to find something they love to do and concentrate on the personal fulfillment they can gain, instead of choosing to engage in negative behaviors such as tobacco, alcohol, and drug use. The BMX extreme sports athletes use an X Games-like show with exhilarating tricks to keep attention and emphasize what you can do if you stay tobacco-free, while instilling self-confidence and positive values. Their slogan for the presentation is CLEAN MIND-CLEAN BODY-CLEAN LUNGS. Services will be provided March 22, 2018, through May 24, 2018.

Budget Implication:

Total costs for these services is not to exceed \$5,394. (TUPE Funds)

Action:

The Board of Trustees approved the educational consulting agreement.

12.18 **Memorandum of Understanding (MOU), Inter-Special Education Local Plan Area (SELPA) with Los Alamitos Unified School District (LAUSD)**

Background Information:

The District operates several unique special education programs that are not available in some local school districts. School districts may enter into agreements to provide services to special education students that are living in other districts. At times, the District admits special education students from other school districts into some of the District's unique special education programs.

Current Consideration:

Los Alamitos Unified School District (LAUSD) has requested to enter into an MOU with the District permitting students from LAUSD to be enrolled in specialized programs operated by the District. Services are being provided August 9, 2017, through June 30, 2018.

Budget Implication:

LAUSD will fund these services per billing agreement between LAUSD and AUHSD/Greater Anaheim SELPA.

Action:

The Board of Trustees ratified the MOU between the District and LAUSD.

12.19 **Instructional Materials Submitted for Adoption**

The Instructional Materials Review Committee has recommended the selected books for dual enrollment, English, and social sciences, courses. The books have been made available for public view.

Action:

The Board of Trustees adopted the selected materials.

12.20 **Instructional Materials Submitted for Display**

The Instructional Materials Review Committee recommended the selected material for display, for courses in English, and social science. Before the materials can be approved for adoption, they must be made available for public review. The Board of Trustees was requested to consider adoption of the materials following the end of the period of public display, March 7, 2018, through April 12, 2018.

Action:

The Board of Trustees approved the display.

12.21 **Field Trip Report**

Action:

The Board of Trustees approved/ratified the report as submitted.

HUMAN RESOURCES

12.22 **Agreement, Concordia University**

Background Information:

The District has traditionally entered into agreements with university programs to provide opportunities for university students to meet their field work requirements and to gain valuable experience in a professional setting within our District schools. The District has had a student-teaching agreement in place with Concordia University since 2003.

Current Consideration:

This agreement is a renewal of the current agreement already in place with Concordia University. The current agreement expired December 31, 2017. University students will meet with school site master teachers to be involved in the students' preparation for student teaching. This agreement provides opportunities for student teachers in the physical education field to observe, participate, assist, and teach in the master teacher's classroom for one semester. Master teachers will model to the student teacher effective planning, instruction, and management strategies, as well as discuss these strategies with the student teacher. Additionally, professional attire, development, and conduct will be reviewed. This agreement will be in effect March 1, 2018, through December 31, 2021.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees ratified the agreement.

12.23 **Amendment to Agenda Item, Agreement, Tamara Colon**

Background Information:

On August 10, 2017, the Board of Trustees approved the agreement with Tamara Colon to provide yoga classes to District employees.

Current Consideration:

The previously approved agenda item stated that services would be provided at Sycamore and Walker junior high schools. This agenda item needs to be amended to include all District school sites. All terms of the agreement remain intact.

Budget Implication:

There is no impact to the budget.

Action:

The Board of Trustees amended the correction to the agenda item.

12.24 **2017-18 Williams Settlement Legislation Review Report**

Background Information:

The Orange County Department of Education (OCDE) conducts a semi-annual review of decile 1-3 schools based on the 2012 Academic Performance Index and school sites participating in the Quality Education Investment Act (QEIA) program to ensure compliance with Williams Settlement Legislation requirements. This process is conducted in addition to the District's submission of Williams Uniform Complaints reports, which summarize all complaints relative to the sufficiency of textbooks and instructional materials, maintenance

of facilities, accuracy of data reported on School Accountability Report Cards (SARC), and compliance with teacher assignments.

Current Consideration:

According to Education Code Section 1240(2)(H), the findings of the review by OCDE must be publically shared with the Board of Trustees. The reports, as provided, indicate any deficiencies during 2017-18, which were reported to school administrators for remediation.

Budget Implication:

There is no impact to the budget.

Action:

Although this was an information item, requiring no formal action by the Board of Trustees, the Board officially received the report.

12.25 **Certificated Personnel Report**

Action:

The Board of Trustees approved/ratified the report as amended prior to the adoption of the agenda.

12.26 **Classified Personnel Report**

Action:

The Board of Trustees approved/ratified the report as submitted.

13. **SUPERINTENDENT AND STAFF REPORT**

Dr. Fried thanked District staff for their work on the Tesseract Summit.

14. **BOARD OF TRUSTEES' REPORT**

Trustee Piercy indicated she attended the city of Cypress "Every Student Succeeding" event, multi-chamber event, and Friends of Education Dinner at Cypress High School.

Trustee Smith had no report.

Trustee Randle-Trejo shared she attended the GASELPA meeting, AUHSD Foundation meeting, Girls Engineering Day event at South Junior High School, Anaheim High School girls' varsity basketball game, ACSA/OCSBA Dinner, Friends of Education Dinner at Cypress High School, YLA Graduation Dinner, and the Tesseract Summit.

Trustee O'Neal reported he attended the Friends of Education Dinner at Cypress High School and the Sister City Commission meeting.

Trustee Jabbar stated he attended an ethnic studies class at Loara High School, Friends of Education Dinner at Cypress High School, AUHSD Foundation meeting, and the Tesseract Summit.

15. **ADVANCE PLANNING**

15.1 **Future Meeting Dates**

The next regular meeting of the Board of Trustees will be held on Thursday, April 12, 2018, at 6:00 p.m.

Tuesday, May 8
Thursday, June 7
Thursday, June 14
Thursday, July 19
Thursday, August 16

Thursday, September 13
Thursday, October 11
Thursday, November 8
Thursday, December 13

15.2 **Suggested Agenda Items**

There were no suggested agenda items.

16. **ADJOURNMENT**

On the motion of Trustee O'Neal, duly seconded and unanimously carried, the Board of Trustees adjourned the meeting at 8:36 p.m.

Approved _____
Clerk, Board of Trustees