

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2323 North Broadway**  
**Santa Ana, CA 92706**  
**Room #107**

**BOARD OF TRUSTEES**

**ADDENDUM**

Monday, December 9, 2013

6.0 **GENERAL**

- 6.12 Adoption of Resolution No. 13-46 regarding Emergency Closure of SAC-East Child Development Center Action  
The administration recommends adoption of the resolution certifying the Child Development Center was closed due to an emergency power outage on November 21, 2013.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****EDUCATIONAL SERVICES**

To:	Board of Trustees	Date:	December 9, 2013
Re:	Adoption of Resolution No. 13-46 regarding Emergency Closure of SAC-East Child Development Center		
Action:	Request for Approval		

**BACKGROUND**

SAC-East Child Development Center was closed on November 21, 2013 due to a power outage. Consequently, attendance reimbursement income from the California Department of Education was lost. The daily attendance for the week prior to that date was 860 certified children.

**ANALYSIS**

Education Code 8271 provides for dispensations in the case of emergency closure to recover lost income. The Board of Trustees must adopt a resolution certifying these facts.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 13-46 certifying that the Child Development Center was closed due to an emergency power outage on November 21, 2013.

Fiscal Impact:	None	Board Date:	December 9, 2013
Prepared by:	Janneth Linnell, Executive Director, Child Development Services		
Submitted by:	John Didion, Executive Vice Chancellor, Human Resources and Educational Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution for Emergency Closure**

Resolution No. 13-46

This resolution must be adopted in order to certify the approval of the Board of Trustees for reduced days of operation or attendance due to emergency conditions as referenced on MA 10-09 (October 2010) to the California Department of Education.

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BE IT RESOLVED that the Board of Trustees of     Rancho Santiago Community College District     authorizes that SAC East Child Development Center was closed on November 21, 2013, due to emergency conditions.

PASSED AND ADOPTED THIS   9<sup>th</sup>   day of   December, 2013  , by the Board of Trustees of   Rancho Santiago Community College District of Orange     County, California.

I, \_\_\_\_\_, Clerk of the Board of Trustees of   Rancho Santiago Community College District  , of   Orange   County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a   regular   meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

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(Clerk's Signature)

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(Date)



# Management Bulletin 10-09

## Child Development Division

Subject: Reduced Days of Operation or Attendance Due to Emergency Conditions	Number: 10-09
Authority: California <i>Education Code</i> Section 8271	Date: October 2010 Expires: Until Rescinded

Attention: Executive Officers and Program Directors of all Child Care and Development Programs

### Purpose

The purpose of this Management Bulletin, which supersedes Management Bulletin 09–16, is to remind agencies that California *Education Code (EC)* Section 8271 provides against loss of funds due to circumstances that are beyond control of the contractor.

### Background

This Management Bulletin, which supersedes Management Bulletin 09–16, is to remind agencies that *EC* Section 8271 provides against loss of funds due to circumstances that are beyond control of the contractor. It states:

In the event that operating agencies are unable to operate due to incomplete renovations authorized by administering state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fires, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations.

Circumstances beyond the control of operating contractors include, but are not necessarily limited to:

1. Earthquakes
2. Floods
3. Fires
4. Epidemics
5. Impassable roads
6. The imminence of a major health or safety hazard, as determined by the local health department or law enforcement agency
7. A strike affecting transportation services for children provided by a non-agency entity
8. Incomplete facility renovations authorized by the California Department of Education, pursuant to California *Education Code* sections 8277.1 and 8277.2
9. State of California budget impasse

### Policy

Whenever a contractor's days of operation are reduced for any of the above reasons, and the reduction in days of operation did not require the contractor to reduce staff through layoffs or unpaid furloughs, the contractor's governing board, or the executive

office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operations. The resolution should include:

- Dates program operation was necessarily suspended or substantially reduced
- Daily attendance for both certified and non-certified children for the week prior to the date operation was suspended or reduced

Whenever the contractor's days of operation are reduced because of a state budget impasse and this reduction requires the contractor to reduce staff through layoffs or unpaid furloughs, the contractor may request reimbursement for ongoing administrative and operational expenses that occurred during the emergency closure. The contractor's governing board, or the executive office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operation. The resolution should include:

- Dates program operation was suspended
- A detailed list of actual program expenses incurred during the period of closure

## Application Submission Requirements

The resolution should be faxed, e-mailed, or mailed to the appropriate Field Services Office Consultant in the Child Development Division (CDD). Upon receiving the resolution, the CDD will jointly review the information with Child Development Fiscal Services to determine the amount of reimbursement for actual program expense incurred during the period of closure or reduced operation. Funding in subsequent fiscal years will not be affected by the above, contingent upon the availability of funds appropriated in the Annual Budget Act.

If you have any questions, please contact your assigned [CDD Field Services Consultant](#) or by phone at 916-322-6233.

***This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.***

Questions: [Child Development Division | 916-322-6233](#)  
[Download Free Readers](#)

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California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Contact Us](#) | [FAQ](#) | [Web Policy](#)  
Last Reviewed: [Tuesday, September 24, 2013](#)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**ADDENDUM TO HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC**

**December 9, 2013**

**FACULTY**

*FARSCCD Part-time Hourly Step Increase Effective Fall 2013*

Pastrana, Leo Effective: August 19, 2013  
Counselor From Hourly Lecture/Lab Rates: II-4 \$59.12/\$50.26  
Counseling Division To Hourly Lecture/Lab Rates: II-5 \$62.08/\$52.77  
Santa Ana College

*Part-time Hourly Hires/Rehires*

Barrett, Deborah Effective: February 3, 2014  
Instructor, Psychology Hourly Lecture Rate: III-3 \$59.12  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Burk, Raymond Effective: February 3, 2014  
Instructor, Water Utility Science Hourly Lecture Rate: I-3 \$53.63  
Business & Career Technical Education Division  
Santiago Canyon College

Perez, Lakyshia Effective: December 10, 2013  
Instructor, High School Subjects/Leadership Hourly Lecture Rate: II-2 \$43.51  
Continuing Education Division (CEC)  
Santa Ana College

Vang, Fredrick Effective: February 6, 2014  
Instructor, Art/Digital Media/Animation Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58  
Fine & Performing Arts Division  
Santa Ana College

*Non-paid Intern Service*

Escobar, Mayra Effective: October 15, 2013 – May 30, 2014  
Academic Talent Search Intern College Affiliation: CSU, Fullerton  
Academic Talent Search Discipline: Human Services  
Student Affairs  
Santa Ana College

Hurtado, Alejandra Effective: January 6, 2014 – June 30, 2014  
Counseling Intern College Affiliation: CSU, Long Beach  
Counseling Division  
Santa Ana College

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES DOCKET  
CLASSIFIED  
DECEMBER 9, 2013  
ADDENDUM**

**TEMPORARY**

Adkisson, Rebekah Learning Facilitator/ Nursing/ SAC	Effective: 12/10/13 – 06/13/14
Busari, Olaoluwa Financial Aid Tech./ Financial Aid/SCC	Effective: 12/10/13 – 06/30/14
Campos Merino, Guadalupe Instructional Assistant/ Counseling/ SAC	Effective: 01/06/14 – 06/08/14
Carpenter, Amanda Instructional Assistant-DSPS/DSPS/ SCC	Effective: 05/30/14 – 06/30/14
Fregoso, Julio Job Developer/ Student Services/ SAC	Effective: 12/10/13 – 06/30/14
Garibay, Carolyn Food Service Aide/ Child Dev. Services/ SAC	Effective: 01/01/14 – 06/30/14
Hill, Mary Sr. Account Clerk/ School of Continuing Education/SCC	Effective: 12/10/13 – 06/30/14
Le, Sophia Student Services Specialist/ Student Services/ SAC	Effective: 12/10/13 – 06/30/14
Meas, Sokkenrey Instructional Assistant/ Counseling/ SAC	Effective: 01/06/14 – 06/08/14
Zamora, Cristina Auxiliary Services Specialist/ Auxiliary Services/ SAC	Effective: 12/10/13 – 06/30/14

Additional Hours for On Going Assignment

Duong, Quyen Instructional Assistant/ School of Continuing Education/SAC	Effective: 12/02/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Gonzalez, Haydee Transfer Center Specialist/ Counseling/ SAC	Effective: 11/21/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Nguyen, Diem Nancy Transfer Center Specialist/ Counseling/ SAC	Effective: 11/21/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

**MISCELLANEOUS POSITIONS**

Dunn, Nicole Sign Language Interpreter VII/ DSPTS/ SAC/SCC	Effective: 01/02/14 – 06/30/14
Greenspan, Frances Community Services Presenter/ SAC	Effective: 10/25/13 <i>Correct effective date</i>
Greenspan, Frances Community Services Presenter/ SCC	Effective: 01/14/14
Tran, Chi Community Services Presenter/ SAC	Effective: 12/14/13 <i>Correct effective date</i>