

EXHIBIT A

October 9, 2019

I. Purchase Orders	\$	2,077,262.90
II. Consultant Contracts (not to exceed \$500 each)	\$	0.00
III. Miscellaneous Contracts	\$	0.00
IV. Commercial Warrants	\$	1,382,206.75
V. Revolving Cash Fund Business I (September 30, 2019)	\$	3.00
VI. Revolving Cash Fund Business II (September 30, 2019)	\$	3.00
VII. Purchasing Card Expenses August 2019	\$	25,119.63

PO BOARD REPORT

August 1, 2019 to August 31, 2019

PO Date	PO No.	Supplier	Purchase Description	PO Total
8/1/2019	0000006561	AFFINITECH INC	Portable Speakers - All Sites	\$25,429.91
8/1/2019	0000006562	OFFICE DEPOT	Office Depot - Sofia Lopez - s	\$388.84
8/1/2019	0000006563	La Crosse Technology Ltd	Wall Clocks	\$667.02
8/1/2019	0000006564	MONOPRICE, INC.	LA/MacBook Pros/Teachers	\$276.50
8/2/2019	0000006565	RED TRUCK FIRE & SAFETY CO.	Fire Extinguisher Servicing	\$679.33
8/2/2019	0000006566	OPTIMUM FLOORCARE	Custodial Supplies - Open	\$1,087.50
8/2/2019	0000006567	Zingprint	Trans. Dept. Antonio P.	\$70.69
8/2/2019	0000006568	VALLEY INDUSTRIAL SPECIALTIES	Plumbing Supplies - Open	\$5,437.50
8/2/2019	0000006569	WILLY'S ELECTRONIC SUPPLY CO	Shure Wireless Sys. - Ed Serv.	\$292.65
8/5/2019	0000006570	WAXIE SANITARY SUPPLY	Custodial Supplies - Aug 2019	\$39,167.57
8/5/2019	0000006571	MONOPRICE, INC.	LA/Guillermo/Laptop adapter	\$56.00
8/5/2019	0000006572	SOS SURVIVAL PRODUCTS	Preschool-First Aid Kits	\$113.05
8/5/2019	0000006573	MONOPRICE, INC.	Sp.Ed/Rachel P/Macbooks	\$279.98
8/5/2019	0000006574	MONOPRICE, INC.	RN/Teacher Macbook Adapter	\$167.99
8/5/2019	0000006575	OFFICE DEPOT	GS2200 CHECKING PENCILS BLUE	\$304.98
8/5/2019	0000006576	SCHOOL SPECIALTY	GS2205 CHECKING PENCILS RED	\$261.91
8/5/2019	0000006577	APPLE COMPUTER	M&O/iPad/Larry Cron	\$525.21
8/5/2019	0000006578	JAMF SOFTWARE, LLC	M&O/Larry C. iPad/License	\$17.50
8/5/2019	0000006579	JAMF SOFTWARE, LLC	ADMIN/Dr.Brady/Macbook License	\$17.50
8/5/2019	0000006580	LAKESHORE LEARNING MATERIALS	Sp.Ed-Divider - Elizabeth Aust	\$151.16
8/5/2019	0000006581	OFFICE DEPOT	Sp.Ed Binders	\$334.11
8/5/2019	0000006582	Quantum Learning Network	ICS/Quantum /Payment	\$19,825.00
8/5/2019	0000006583	CANCEL		\$0.00
8/5/2019	0000006584	PHONAK	Sp.ed/Dianna Nathan/Mic	\$1,885.73
8/5/2019	0000006585	OFFICE DEPOT	Sp.Ed/Toner	\$1,576.68
8/5/2019	0000006586	BRAINPOP	19-20BrainPOP Renewal-LCEdServ	\$20,655.00
8/5/2019	0000006587	BENCHMARK EDUCATION	KM-BenchAdelanMissing-LCEdServ	\$3,833.46
8/6/2019	0000006588	RCOM RADIO LLC	(1) Hytera DMR PD502 Radio	\$429.56
8/6/2019	0000006589	ROMAN'S TRUCK BODY & PAINT	Veh. 14 - Windshield	\$304.50
8/6/2019	0000006590	GEARY PACIFIC SUPPLY #48	HVAC Unit - DO Building	\$3,812.61

8/6/2019	0000006591	PRECISION HEATING & AIR, INC.	HVAC Unit Install - DO	\$3,500.00
8/6/2019	0000006592	ALL PRO COUTERTOPS	LA - Countertops	\$17,575.00
8/6/2019	0000006593	DIALCOM SYSTEMS GROUP, INC.	HVAC Maintenance - RN	\$332.50
8/6/2019	0000006594	KING BUSINESS SERVICES, INC.	Waste Services - Open	\$3,000.00
8/6/2019	0000006595	MONOPRICE, INC.	RN/Mayra Cueva/Adapter	\$24.07
8/6/2019	0000006596	AMAZON.COM	JO - PAREDES/CLASSROOM #16	\$140.94
8/6/2019	0000006597	SCHOOL SPECIALTY	JO - OFFICE/PE	\$101.10
8/6/2019	0000006598	THE HOME DEPOT	Maintenance Supplies - Open	\$5,437.50
8/6/2019	0000006599	AMAZON.COM	JO - OFFICE/COMPUTER MICE	\$97.74
8/6/2019	0000006600	OFFICE DEPOT	Sp.Ed/Concepcion/Evelyn	\$75.24
8/6/2019	0000006601	AMAZON.COM	EDS-Amazon - Angelica Benitez	\$199.72
8/6/2019	0000006602	WRIGHT NATIONAL FLOOD	BIZ - Wright National Flood In	\$3,797.00
8/6/2019	0000006603	PESI INC	TPO - Connecting Play and Lang	\$199.99
8/6/2019	0000006604	CALIFORNIA DIESEL COMPLIANCE	TRANS/Smoke opacity test	\$213.00
8/6/2019	0000006605	BENCHMARK EDUCATION	RN-BenchAdelanMissing-LCEdServ	\$1,859.63
8/6/2019	0000006606	BENCHMARK EDUCATION	KM-BenchmarAdvMissing-LCEdServ	\$2,098.88
8/6/2019	0000006607	BENCHMARK EDUCATION	RN-BenchmarAdvMissing-LCEdServ	\$2,751.38
8/6/2019	0000006608	BENCHMARK EDUCATION	PW-BenchmarkAdvMissing-LCEdSer	\$1,761.75
8/6/2019	0000006609	BENCHMARK EDUCATION	OW-BenchmarAdvMissing-LCEdServ	\$217.50
8/6/2019	0000006610	BENCHMARK EDUCATION	JO-BenchmarkAdvMissing-LCEdSer	\$652.50
8/6/2019	0000006611	RIFTON EQUIPMENT	Sp.Ed/Rachel P/Chair accessori	\$466.54
8/6/2019	0000006612	SDSU FOUNDATION	ICS/SDSU/NCUST	\$25,000.00
8/6/2019	0000006613	Tariq Khamisa Foundation	ICS/Invoice/Mentoring services	\$17,800.00
8/6/2019	0000006614	AbleNet, Inc.	Sp.Ed/L. Ramos- Angel Murillo	\$369.76
8/6/2019	0000006615	SCHOLASTIC NEWS & MAGAZINES	PW-VH-Scholastic Magazine	\$3,435.77
8/6/2019	0000006616	AMAZON.COM	Sp.Ed.Lida Ramos/sensory items	\$177.06
8/6/2019	0000006617	AMAZON.COM	BIZ - Amazon	\$49.45
8/6/2019	0000006618	CANCEL		\$0.00
8/7/2019	0000006619	FRONTLINE TECHNOLOGIES	HR/VG/Frontline	\$12,443.69
8/7/2019	0000006620	APPLE COMPUTER	Sp.Ed/Rachel P/Macbooks	\$9,050.19
8/7/2019	0000006621	SCHOOLSIN	Sp.Ed/Rachel P/Chairs	\$279.92
8/7/2019	0000006622	BEST PLUMBING SPECIALTIES, INC.	Plumbing Supplies	\$1,320.05
8/7/2019	0000006623	SOUTHLAND TECHNOLOGY	ET/Desktop/Ana Nuño	\$1,092.36
8/7/2019	0000006624	JAMF SOFTWARE, LLC	Sp.Ed/RachelP/Macbook License	\$105.00

8/7/2019	0000006625	ENABLING DEVICES INC	Sp.Ed/Lida Ramos - CD Player	\$133.48
8/7/2019	0000006626	Konica Minolta Premier Finance	LP/B658/Lease and usage	\$5,630.76
8/8/2019	0000006627	DIAMOND JACK ENTERPRISES INC	CNS/Open /diamond jack produce	\$235,045.00
8/8/2019	0000006628	KONICA MINOLTA BUSINESS SOLUTI	JO/Bizhub C454/Usage	\$2,500.00
8/9/2019	0000006629	Zingy Learning	ICS/Zingy/Science	\$795.00
8/9/2019	0000006630	OFFICE DEPOT	CN/Office Work Stations	\$924.36
8/9/2019	0000006631	B&H PHOTO VIDEO	CN/Document Cameras	\$1,332.19
8/9/2019	0000006632	SAMBASAFETY	Trans/Open PO	\$1,000.00
8/9/2019	0000006633	CAJON VALLEY UNION	TRANS/Mntc for bus	\$1,516.81
8/9/2019	0000006634	MORE DIRECT INC	Xerox - FRC West-toner	\$1,196.51
8/9/2019	0000006635	MONOPRICE, INC.	PromethCord/AdaptOrder-LCEDSer	\$480.47
8/12/2019	0000006636	McKesson Medical-Surgical Government	TOOTH SAVER NECKLACE NS179	\$212.06
8/12/2019	0000006637	MONOPRICE, INC.	Sp.Ed/MacBook Airs	\$75.03
8/12/2019	0000006638	AMERI-MEX PLUMBING INC	Plumbing - Ira Harbison	\$1,382.85
8/12/2019	0000006639	FRUTH GROUP	IH/ Riso EZ221/ Service Agreeem	\$380.63
8/12/2019	0000006640	VALLEY INDUSTRIAL SPECIALTIES	L.A. Triple Fountain	\$3,823.92
8/12/2019	0000006641	J&M KEYSTONE, INC.	J.O. Carpet Cleaning	\$240.00
8/12/2019	0000006642	RSD - NATIONAL CITY	HVAC Supplies - Open	\$2,175.00
8/12/2019	0000006643	EWING	Grounds Supplies - Open	\$2,175.00
8/12/2019	0000006644	AHLEE BACKFLOW SERVICE	Backflow Repairs	\$750.61
8/12/2019	0000006645	SCHOOL SPECIALTY	Storage Bins GS0107	\$214.15
8/12/2019	0000006646	Pacific Rim Mechanical	Water Treatment - PW	\$5,089.50
8/12/2019	0000006647	PRECISION HEATING & AIR, INC.	New HVAC Unit - JO 6	\$14,600.00
8/12/2019	0000006648	OFFICE DEPOT	ADMIN/Brady/Hard Drive	\$86.99
8/12/2019	0000006649	PRECISION HEATING & AIR, INC.	New HVAC Unit - KM 28	\$11,833.00
8/12/2019	0000006650	MONOPRICE, INC.	ADMIN/Brady/Adapter	\$72.80
8/13/2019	0000006651	DIXIELINE LUMBER & HOME CENTER	Maintenance Supplies - Open	\$2,175.00
8/13/2019	0000006652	R&R Controls, Inc.	HVAC Maint & Serv - Open	\$1,087.50
8/13/2019	0000006653	SCHOLASTIC NEWS & MAGAZINES	JO - SCHOLASTIC NEWS MAGAZINE	\$3,002.59
8/13/2019	0000006654	MORE DIRECT INC	LP/HL-L310CW/VALVERDE RM 32	\$489.21
8/13/2019	0000006655	HUBERT COMPANY	CNS/LAURAV/HUBERT	\$638.58
8/13/2019	0000006656	THE HOME DEPOT	Rancho - Gardening Supplies	\$438.36
8/13/2019	0000006657	ECONOMY RESTAURANT EQUIPMENT	CNS/LAURAV/ECONOMY	\$259.91
8/13/2019	0000006658	GEARY PACIFIC SUPPLY #48	TPO - Bard HVAC Workshop	\$300.00

8/13/2019	0000006659	OFFICE DEPOT	Office Depot - FRC West	\$7.23
8/13/2019	0000006660	Chef's Toys	CNS/LAURAV/CHEF'S TOYS	\$2,877.85
8/13/2019	0000006661	MYBINDING	EDS/MyBinding Renewal	\$1,400.00
8/13/2019	0000006662	CDW	IH/Camilia Arias/Adobe Acrobat	\$79.62
8/13/2019	0000006663	Studies Weekly	LP STUDIES WEEKLY INV #267522	\$1,037.87
8/13/2019	0000006664	HANDWRITING WITHOUT TEARS	HWT LP V. Shay	\$304.50
8/13/2019	0000006665	HANDWRITING WITHOUT TEARS	HWT LA C. VIGIL	\$304.50
8/13/2019	0000006666	HANDWRITING WITHOUT TEARS	EDS/Eddie/CN H. POTTER	\$304.50
8/13/2019	0000006667	HANDWRITING WITHOUT TEARS	EDS- RANCHO V. TAPIA	\$304.50
8/13/2019	0000006668	HANDWRITING WITHOUT TEARS	HWT LA E. AUSTIN	\$511.13
8/13/2019	0000006669	HANDWRITING WITHOUT TEARS	HWT CN L. YEGIN	\$304.50
8/13/2019	0000006670	TouchMath LLC	EDS/Eddie/OW TK G. Vital	\$868.91
8/13/2019	0000006671	SOUTHLAND TECHNOLOGY	PW/Martha Ortega/Desktop	\$1,092.89
8/14/2019	0000006672	AHLEE BACKFLOW SERVICE	Annual Backflow Testing	\$2,003.00
8/14/2019	0000006673	FOLLETT LIBRARY RESOURCES	EDS/GoMath Teacher Bundle DO	\$642.13
8/14/2019	0000006674	MORE DIRECT INC	HR/VG/AUG2019	\$2,185.96
8/14/2019	0000006675	FOLLETT LIBRARY RESOURCES	19-20FollettDestinyRen-LCEdSer	\$7,448.20
8/14/2019	0000006676	AMAZON.COM	EDS/Eddie P/Brace	\$31.53
8/14/2019	0000006677	SCHOOL SPECIALTY	Stock GS2610 & GS2615	\$1,945.76
8/14/2019	0000006678	BEST PLUMBING SPECIALTIES, INC.	Plumbing Supplies - Open	\$1,087.50
8/15/2019	0000006679	OFFICE DEPOT	OW Castaneda - toner	\$75.46
8/15/2019	0000006680	MAVERICK LABEL	PUR/WHS/Clear Labels for asset	\$182.14
8/16/2019	0000006681	RED TRUCK FIRE & SAFETY CO.	Fire Extinguisher Maint.	\$5,680.31
8/16/2019	0000006682	ATLAS ELEVATOR COMPANY	LP - Wheel Chair Lift Maint.	\$297.84
8/16/2019	0000006683	RGC General Engineering, Inc.	PW - Stucco Planters	\$6,817.00
8/16/2019	0000006684	Pacific Rim Mechanical	PW Annual Prev. Maint. Serv.	\$16,812.00
8/16/2019	0000006685	AMERI-MEX PLUMBING INC	CN - Water Heater	\$13,075.00
8/16/2019	0000006686	AMERI-MEX PLUMBING INC	LA - Replace Galvanized Pipe	\$20,500.00
8/16/2019	0000006687	APPLE COMPUTER	RN/MacBook Air/Ochoa	\$1,491.91
8/16/2019	0000006688	SOUTHLAND TECHNOLOGY	RN/Medina/HP Zbook	\$1,591.58
8/19/2019	0000006689	CANCEL		\$0.00
8/19/2019	0000006690	AMAZON.COM	RN/MacBook teache/USB Adapters	\$173.96
8/19/2019	0000006691	ORIENTAL TRADING COMPANY	RN - OT order	\$63.42
8/19/2019	0000006692	AMAZON.COM	KM_2019-20_Office	\$410.88

8/19/2019	0000006693	OFFICE DEPOT	RN - Office Supples	\$747.91
8/19/2019	0000006694	OFFICE DEPOT	Sp.Ed/Dente/Toner	\$572.00
8/19/2019	0000006695	MORE DIRECT INC	Sp.Ed/Printers	\$1,746.38
8/19/2019	0000006696	LEARNING A-Z	PW-VH-Learning A-Z License	\$2,374.91
8/19/2019	0000006697	SUPER DUPER PUBLICATIONS	Sp.Ed/Eileen Williams/material	\$162.80
8/19/2019	0000006698	MHS INC	Sp.Ed/Online Protocols/Rachel	\$2,122.50
8/19/2019	0000006699	HANDWRITING WITHOUT TEARS	Sp.Ed/Patty Pyle/Licenses	\$140.00
8/19/2019	0000006700	Zingprint	Sp. Ed.Dept./Lida R.& Patty P.	\$141.37
8/19/2019	0000006701	Zingprint	CN/Corinna De Leon Cards	\$58.73
8/19/2019	0000006702	PEARSON ASSESSMENT	Sp.Ed/Rachel P/Protocols	\$641.08
8/19/2019	0000006703	APPLE COMPUTER	Sp.Ed/Software - Lissette Blan	\$36.99
8/19/2019	0000006704	SOUTHLAND TECHNOLOGY	RN - MONITOR KATHY	\$170.21
8/19/2019	0000006705	SDCOE-Superintendent of Schools	TPO - Exploring the CA Spanish	\$300.00
8/19/2019	0000006706	ORIENTAL TRADING COMPANY	RN- OT Prizes	\$216.07
8/19/2019	0000006707	PEARSON ASSESSMENT	Sp.Ed/Conners 3 Teacher Respon	\$228.38
8/19/2019	0000006708	CRISIS PREVENTION INSTITUTE	Sp.Ed/CPI Online Booklets	\$1,176.68
8/19/2019	0000006709	ORIENTAL TRADING COMPANY	RN - OT BANAS	\$52.91
8/19/2019	0000006710	AMAZON.COM	RN - AMAZON PRIMARY	\$249.77
8/19/2019	0000006711	CRISIS PREVENTION INSTITUTE	Sp.Ed/CPI WorkBooks/Evelyn G	\$1,822.40
8/20/2019	0000006712	AMAZON.COM	RN - AMAZON ATTENDANCE	\$237.31
8/20/2019	0000006713	AMAZON.COM	RN- AMAZON ENRICHMENT	\$348.55
8/20/2019	0000006714	UNITED HEALTH SUPPLIES	STOCK NS063 INSTANT COLD PACK	\$319.73
8/20/2019	0000006715	MORE DIRECT INC	KM_Office_Toners	\$1,105.77
8/20/2019	0000006716	AMAZON.COM	Sp.Ed./Class material	\$16.30
8/20/2019	0000006717	OFFICE DEPOT	RN - OFF DEP SCISSORS	\$89.03
8/20/2019	0000006718	VOYAGER SOPRIS LEARNING	ReadWell CN E.Vinland	\$494.27
8/20/2019	0000006719	HANDWRITING WITHOUT TEARS	HWT G. VITAL OW	\$332.50
8/20/2019	0000006720	SCHOOL SPECIALTY	Felt Cloth STOCK GS0840	\$279.53
8/20/2019	0000006721	SOUTHWEST SCHOOL&OFFICE SUPPLY	STOCK GS0100, GS0872, GS0320.	\$1,664.60
8/21/2019	0000006722	OPTIMUM FLOORCARE	Custodial Supplies - Open	\$2,175.00
8/22/2019	0000006723	SOUTHWEST GEOPHYSICS, INC	OW - Detecting Utilities	\$2,130.00
8/22/2019	0000006724	Pacific Rim Mechanical	PW - HVAC Gas Pack	\$5,727.70
8/22/2019	0000006725	ABC SCHOOL EQUIPMENT, INC.	L.A. Marker Boards	\$1,554.04
8/22/2019	0000006726	RGC General Engineering, Inc.	PW - Chain Link Fencing	\$2,999.00

8/22/2019	0000006727	WAXIE SANITARY SUPPLY	Purell Surf. Sanitizer - Tran.	\$194.71
8/22/2019	0000006728	GRAINGER	Maintenance Supplies - Open	\$1,631.25
8/22/2019	0000006729	RICK'S RV SERVICE CENTER	Mechanic Supplies - Open	\$543.75
8/22/2019	0000006730	RSD - NATIONAL CITY	HVAC Supplies - Open	\$2,175.00
8/22/2019	0000006731	MISSION JANITORIAL SUPPLIES	Custodial Supplies - Open	\$2,175.00
8/22/2019	0000006732	STAPLES BUSINESS ADVANTAGE	Business/Evelyn S/ Toner	\$747.95
8/22/2019	0000006733	BEST WAY PRINTING	BIZ - Window Envelopes	\$212.72
8/22/2019	0000006734	MORE DIRECT INC	BIZ - MoreDirect Printer	\$1,031.67
8/22/2019	0000006735	TIME FOR KIDS	ET/VFonseca/Office	\$336.60
8/22/2019	0000006736	NATIONAL GEOGRAPHIC EXPLORER	ET/VFonseca/Office	\$250.80
8/22/2019	0000006737	MORE DIRECT INC	OW Castaneda-toners	\$1,273.58
8/22/2019	0000006738	MAILFINANCE	BIZ - Post Machine Lease	\$6,000.00
8/23/2019	0000006739	EDUCATIONAL TESTING SERVICE	ICS/Testing Service	\$370.19
8/23/2019	0000006740	AMPLIFIED IT, LLC	Amplified IT GFE Audit-LCEdSer	\$3,600.00
8/23/2019	0000006741	MORE DIRECT INC	LP-CARTRIDGES	\$632.83
8/23/2019	0000006742	AMAZON.COM	BIZ - Amazon-Office Supplies	\$99.10
8/23/2019	0000006743	AMAZON.COM	RN- AMAZON GARDEN	\$345.88
8/23/2019	0000006744	Pacific Rim Mechanical	PW - Leaking gates valve	\$1,494.93
8/23/2019	0000006745	EDCO DISPOSAL CORPORATION	Trash & Recycling Bins	\$208.72
8/26/2019	0000006746	UNION-TRIBUNE PUBLISHING	Open PO for 2019-20 Ads	\$15,000.00
8/26/2019	0000006747	WESTERN ENVIRONMENTAL & SAFETY	Lead Drinking Water Sampling	\$9,765.00
8/26/2019	0000006748	ULTIMATE OFFICE	IH-Carson-Office-file folders	\$594.80
8/26/2019	0000006749	AMAZON.COM	RN - Amazon Headsets	\$315.17
8/26/2019	0000006750	INFINITE INK SILK SCREENING	JO - OFFICE T-SHIRTS	\$391.50
8/26/2019	0000006751	CASBO	TPO - 2019 CBO SYMPOSIUM	\$1,035.00
8/27/2019	0000006752	JAMF SOFTWARE, LLC	RN/MacBook/License	\$17.50
8/27/2019	0000006753	MONOPRICE, INC.	RN/Macbook/Adapter	\$75.03
8/27/2019	0000006754	OFFICE DEPOT	LA/Isabel Lizarraga/Keyboard	\$91.34
8/27/2019	0000006755	ORIENTAL TRADING COMPANY	JO - TREASURE BOX	\$88.02
8/27/2019	0000006756	RESOURCES FOR EDUCATORS	JO - HOME AND SCHOOL-software	\$358.00
8/28/2019	0000006757	ECOWATER SYSTEMS	IH and LA Kitchen Filters	\$2,188.05
8/28/2019	0000006758	MONOPRICE, INC.	JO - DR. SEGURA	\$75.03
8/28/2019	0000006759	GREENBRIER LAWN & TREE EXPERT	Tree Trimming & Removals	\$20,980.00
8/29/2019	0000006760	DATA RECOGNITION CORPORATION	LAS Links KM Pilot-LCEdServ	\$23,578.95

8/29/2019	0000006761	LAKESHORE LEARNING MATERIALS	IH/Camilia Arias/Rug	\$520.91
8/29/2019	0000006762	AMAZON.COM	JO - Supplies - Office	\$280.00
8/29/2019	0000006763	CANCEL		\$0.00
8/30/2019	0000006764	US GAMES	JO - OFFICE - PE EQUIPMENT	\$97.34
8/30/2019	0000006765	ACSA	EDS/S.Kraft ACSA Membership	\$1,250.78
8/30/2019	0000006766	EASTERN DATA, INC.	ErateCategory2UPS's-LCEdServ	\$6,606.57
8/30/2019	0000006767	WRIGHT NATIONAL FLOOD	BIZ - Wright National Flood In	\$3,272.00
8/30/2019	0000006768	LITTLE CAESARS PIZZA	CNS/LAURAV/LITTLE CAESAR	\$50,000.00
8/30/2019	0000006769	PLAK SMACKER	Toothbrushes for PS	\$186.96
8/30/2019	0000006770	CYBERSOFT TECHNOLOGIES, INC.	CNS/LAURAV/CYBERSOFT TECH	\$11,158.00
8/30/2019	0000006771	ULINE	CNS/LAURAV/ULINE	\$96.13
8/30/2019	0000006772	SUPERIOR FOODS	CNS/LAURAV/SUPERIOR FOODS	\$15,752.39
8/30/2019	0000006773	APPLE INC.	APPLE IPADS DIST. WIDE	\$1,208,815.50
8/30/2019	0000006774	APPLE COMPUTER	IH/Camilia Arias/MacBooks Teac	\$8,951.48
8/30/2019	0000006775	LAKESHORE LEARNING MATERIALS	LP-LAKESHORE LEARNING 1ST GRD	\$1,562.74
8/30/2019	0000006776	FOLLETT LIBRARY RESOURCES	EDS/Gr. 2 GoMath TE D.O	\$642.13
8/30/2019	0000006777	AMAZON.COM	CNS/LAURAV/AMAZON	\$111.96
TOTAL FOR PERIOD				\$2,077,262.90

CONSULTANT CONTRACTS
Under \$500

Contract #	Vendor	Cost	Services	Date	Location
CT3671	ARTS – A Reason to Survive	No Cost	Use of ARTS Facilities for Parent Classes	2019-20 School Year	Ed Services
CT3672	Jewish Family Service	No Cost	Positive Parenting Program for Families	2019-20 School Year	DO
CT3677	Water Conservation Garden	No Cost	Ms. Smarty Plants Assembly	9/18/19	Palmer Way
CT3682	Zoological Society of San Diego	No Cost	Various on-site programs and assemblies by the Zoo Education Outreach	10/10/19-6/30/20	All Schools

MISCELLANEOUS CONTRACTS

None

Explanation of Columns for Commercial Warrants

Column A is the Vendor Name.

Column B is the Warrant Number. When the number repeats, this signifies that warrant contains multiple invoices or multiple budget codes for items within the warrant. It does not mean this amount was paid each line.

Column C is the Warrant Amount. Please note when the warrant number repeats the amount is only paid once.

Column D is the Invoice Number. This may also repeat, but is only paid once. This is replicated when multiple budget codes are used for items within the warrant.

Column E is the Invoice Amount. This number may be replicated if the purchase order has multiple items purchased, however the amount is only paid once.

Column F is the Purchase Order Number.

Column G is the Distribution Amount. When added together, this will equal the warrant amount listed (or repeated) in column C.

Column H-M are the Budget Code charged for the line.

Column N-O are not used by the National School District in the budget code, however other districts in the county may use these fields within the county Peoplesoft system.

A B C D E F G H I J K L M N O
02300: National School District 2019-08-26

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000029 - Leon Osteyee	14583801	32.30	LO081919	32.30		32.30	0100	6500000	5750	1110	4300000	022		
0000000069 - Lisa Baeza	14583802	465.97	LB080219	465.97		465.97	0100	9010999	1110	1000	4300000	600		
0000000136 - San Diego County Dental FBC	14583803	1,302.94	SDCDFBC Classified Aug 2019	1,302.94		1,302.94	0100	0000000			9910099			
0000000136 - San Diego County Dental FBC	14583804	1,365.99	SDCDFBC Certificate d Aug 2019	1,365.99		1,365.99	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14583805	13.07	SDCVSP Classified Aug 2019	13.07		13.07	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14583806	78.42	SDCVSP Certificate d Aug 2019	78.42		78.42	0100	0000000			9910099			
0000000164 - Marissa Carrillo	14583807	218.82	MC080919	218.82		218.82	0100	9010999	1110	1000	4300000	600		
0000000254 - Oscar Gil	14583808	118.32	OG Mileage 073119	118.32		118.32	0100	0944003	0000	2100	5200000	020		
0000000284 - Jerie LaRoche	14583809	133.35	JL080219	133.35		133.35	0100	0000100	1110	1000	4300000	200		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	3,273.00	0100	9010999	1110	1000	4300000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	427.43	0100	9010999	1110	1000	4400380	111		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	488.00	0100	9010999	1110	1000	4400380	111		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	3,690.98	0100	9010999	1110	1000	4400380	111		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	4,432.65	0100	9010999	1110	1000	4400380	111		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	427.43	0100	9010999	1110	1000	4400380	555		
AD0710 - ADVANCED CLASSROOM	14583810	80,104.98	INV18636	80,104.98	0000005917	488.00	0100	9010999	1110	1000	4400380	555		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
TECHNOLOGIE														
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	3,690.98	0100	9010999	1110	1000	4400380	555		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	4,432.65	0100	9010999	1110	1000	4400380	555		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	854.86	0100	9010999	1110	1000	4400380	666		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	976.00	0100	9010999	1110	1000	4400380	666		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	7,381.95	0100	9010999	1110	1000	4400380	666		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	8,865.30	0100	9010999	1110	1000	4400380	666		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	854.86	0100	9010999	1110	1000	4400380	777		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	976.00	0100	9010999	1110	1000	4400380	777		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	7,381.95	0100	9010999	1110	1000	4400380	777		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	8,865.30	0100	9010999	1110	1000	4400380	777		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	1,068.58	0100	9010999	1110	1000	4400380	888		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	1,220.00	0100	9010999	1110	1000	4400380	888		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	9,227.44	0100	9010999	1110	1000	4400380	888		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14583810	80,104.98	INV18636	80,104.98	0000005917	11,081.62	0100	9010999	1110	1000	4400380	888		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87825	192.00	0000006672	192.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87826	288.00	0000006672	288.00	0100	8150100	0000	8100	5600150	057		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87827	192.00	0000006672	192.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87828	96.00	0000006672	96.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87829	192.00	0000006672	192.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87830	192.00	0000006672	192.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87831	96.00	0000006672	96.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87832	348.00	0000006672	348.00	0100	8150100	0000	8100	5600150	057		
AH0075 - AHLEE BACKFLOW SERVICE	14583811	2,003.00	87833	407.00	0000006672	407.00	0100	8150100	0000	8100	5600150	057		
AT0200 - ATLAS ELEVATOR COMPANY	14583812	297.84	52932	297.84	0000006682	297.84	0100	8150100	0000	8100	5600150	057		
BE1200 - BEST PLUMBING SPECIALTIES, INC.	14583813	304.46	5893971	154.82	0000006678	154.82	0100	8150100	0000	8100	4300000	057		
BE1200 - BEST PLUMBING SPECIALTIES, INC.	14583813	304.46	5892497	149.64	0000006678	149.64	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14583814	94.48	09-0197685	70.58	0000006651	70.58	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14583814	94.48	09-0198194	23.90	0000006651	23.90	0100	8150100	0000	8100	4300000	057		
HA0080 - HANDWRITING WITHOUT TEARS	14583815	669.90	INV35466	334.95	0000006665	167.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14583815	669.90	INV35466	334.95	0000006665	167.48	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14583815	669.90	INV35459	334.95	0000006667	167.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14583815	669.90	INV35459	334.95	0000006667	167.48	0100	0980110	1110	1000	4300000	020		
HU0101 - HUBERT COMPANY	14583816	638.58	619685	638.58	0000006655	57.20	1300	5310000	0000	3700	4300000	000		
HU0101 - HUBERT COMPANY	14583816	638.58	619685	638.58	0000006655	581.38	1300	5310000	0000	3700	4300000	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
JM0050 - J&M KEYSTONE, INC.	14583817	240.00	8191264	240.00	0000006641	240.00	0100	8150100	0000	8100	5600150	057		
LE0110 - Leforts Small Engine Repairs	14583818	161.02	13976	161.02	0000006135	80.00	0100	8150100	0000	8100	4300000	057		
LE0110 - Leforts Small Engine Repairs	14583818	161.02	13976	161.02	0000006135	81.02	0100	8150100	0000	8100	4300000	057		
LE0800 - LEARNING RESOURCES	14583819	79.25	3855850	79.25	0000006400	17.39	0100	0000100	1110	1000	4300000	400		
LE0800 - LEARNING RESOURCES	14583819	79.25	3855850	79.25	0000006400	61.86	0100	0000100	1110	1000	4300000	400		
NA0076 - NAPA AUTO PARTS	14583820	118.93	3930-253698	118.93	0000006508	118.93	0100	8150100	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14583821	174.18	456131	174.18	0000006566	59.95	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14583821	174.18	456131	174.18		114.23	0100	0000644	0000	8100	4300000	056		
PA0110 - Pacific Rim Mechanical	14583822	4,668.33	SRV106327	4,668.33	0000006371	4,668.33	0100	8150100	0000	8100	5600150	057		
RE0475 - RSD - NATIONAL CITY	14583823	1,454.33	61151370-00	468.27	0000006642	468.27	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14583823	1,454.33	61151570-00	726.73	0000006642	726.73	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14583823	1,454.33	61151702-00	120.12	0000006642	120.12	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14583823	1,454.33	61151706-00	139.21	0000006642	139.21	0100	8150100	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14583824	317.68	4325-4	317.68	0000006513	317.68	0100	8150100	0000	8100	4300000	057		
SO0100 - SC Commerical, LLC.	14583825	931.08	0703260-IN	931.08	0000006511	931.08	0100	0000660	0000	8100	4300560	057		
SU0900 - Superior Vision Services	14583826	18.47	Superior Classified Aug 2019	18.47		18.47	0100	0000000			9910099			
SU0900 - Superior Vision Services	14583827	73.88	Superior Certificate d Aug 2019	73.88		73.88	0100	0000000			9910099			
TO0150 - TouchMath LLC	14583828	938.43	200186036	938.43	0000006670	938.43	0100	0980110	1110	1000	4300000	020		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14583829	3,823.92	A266406	3,823.92	0000006640	3,823.92	0100	8150100	0000	8100	4300000	057		
VE0200 - Veba	14583830	607.00	Veba Cobra Aug	607.00		607.00	0100	0000000			9910099			

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 33
Run Date 8/26/2019
Run Time 9:13:26 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
			2019											

Business Unit Total: \$101,448.92

0100	\$ 100,810.34
1300	\$ 638.58
TOTAL:	\$ 101,448.92

02300: National School District

2019-08-27

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AT0500 - AT&T INFORMATION SYSTEMS	14584214	33.99	00001348 1028	33.99		33.99	0100	0000665	0000	8100	5900100	000		
AT0500 - AT&T INFORMATION SYSTEMS	14584215	822.86	00001348 0479	822.86		822.86	0100	0000665	0000	8100	5900100	000		
AT0500 - AT&T INFORMATION SYSTEMS	14584216	533.45	00001348 4842	533.45		533.45	0100	0000665	0000	8100	5900100	000		
FE0100 - FedEx Office	14584217	1,039.56	2697-034S3-1	1,039.56		1,039.56	0100	6300000	1110	1000	4300000	020		
FR0200 - FRUTH GROUP	14584218	153.84	352171	153.84	00000055 91	65.79	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14584218	153.84	352171	153.84	00000055 91	88.05	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14584218	153.84	To Close PO #4956	0.00	00000049 56	0.00	0100	0000660	0000	8100	5600150	057		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35446	334.95	00000066 64	167.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35446	334.95	00000066 64	167.48	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35486	477.94	00000066 68	50.85	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35486	477.94	00000066 68	142.36	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35486	477.94	00000066 68	142.36	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35486	477.94	00000066 68	142.37	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35427	334.95	00000066 69	167.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584219	1,147.84	INV35427	334.95	00000066 69	167.48	0100	0980110	1110	1000	4300000	020		
HA1525 - HAWTHORNE POWER SYSTEMS	14584220	458.14	SS100116 979	229.07	00000063 36	16.07	0100	0982000	0000	3600	5600100	038		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
HA1525 - HAWTHORNE POWER SYSTEMS	14584220	458.14	SS100116 979	229.07	00000063 36	213.00	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14584220	458.14	SS100116 980	229.07	00000063 37	16.07	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14584220	458.14	SS100116 980	229.07	00000063 37	213.00	0100	0982000	0000	3600	5600100	038		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		3,530.04	6200	0981202	1110	1000	4200000	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		3,934.07	6200	0981102	1110	1000	4300000	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		319.24	6200	6300000	1110	1000	4300000	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		267.12	6200	0981110	0000	8100	5500000	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		235.87	6200	0981110	0000	8100	5600150	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		6,000.00	6200	0100000	0000	8500	5800000	062		
IN0500 - INTEGRITY CHARTER SCHOOL	14584221	14,349.84	ICS CR 8/9 - 8/23/19	14,349.84		63.50	6200	0000460	0000	2700	5800710	062		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	124.53	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	124.53	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	124.53	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	126.36	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	225.59	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	407.44	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	451.18	0100	0000620	0000	7200	4300000	030		
MO1420 - MORE DIRECT INC	14584222	2,185.96	6079855	2,185.96	00000066 74	601.80	0100	0000620	0000	7200	4300000	030		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
OF0075 - OFFICE DEPOT	14584223	1,011.41	34126954 6001 - 36010185 5001	841.73	00000062 42	841.73	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14584223	1,011.41	36181634 6001	86.99	00000066 48	86.99	0100	0000779	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14584223	1,011.41	36302390 2001	7.23	00000066 59	7.23	0100	0980360	0000	7200	4300000	020		
OF0075 - OFFICE DEPOT	14584223	1,011.41	36369744 7001	75.46	00000066 79	75.46	0100	0980000	1110	1000	4300000	700		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		55.85	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		59.33	0100	0000665	0000	8100	5500100	111		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		76.71	0100	0000665	0000	8100	5500100	333		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		3,823.74	0100	0000665	0000	8100	5500100	666		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		7,958.53	0100	0000665	0000	8100	5500100	777		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		40.76	0100	0000665	0000	8100	5500100	888		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		89.89	0100	0000665	0000	8100	5500100	999		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584224	13,832.34	MT102 1045 573 681 4 082119	13,832.34		1,727.53	0100	9010377	0001	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226 448 2 082119	59,123.63		10,777.88	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226	59,123.63		11,330.38	0100	0000665	0000	8100	5500100	111		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
			448 2 082119											
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226 448 2 082119	59,123.63		9,310.72	0100	0000665	0000	8100	5500100	333		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226 448 2 082119	59,123.63		6,555.37	0100	0000665	0000	8100	5500100	666		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226 448 2 082119	59,123.63		7,122.95	0100	0000665	0000	8100	5500100	888		
SA1200 - SAN DIEGO GAS & ELECTRIC	14584225	59,123.63	MT102 5919 226 448 2 082119	59,123.63		14,026.33	0100	0000665	0000	8100	5500100	999		
SY0170 - MYBINDING	14584226	1,400.00	328404	1,400.00	00000066 61	425.00	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14584226	1,400.00	328404	1,400.00	00000066 61	975.00	0100	0000625	0000	7200	4300000	020		
UN0500 - UNION-TRIBUNE PUBLISHING	14584227	1,091.64	00760814 5000	1,091.64		1,091.64	0100	0000623	0000	7200	5800845	000		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14584228	268.61	A266833	268.61	00000065 68	268.61	0100	8150100	0000	8100	4300000	057		
XE0120 - XEROX FINANCIAL SERVICES	Z0000016 377	0.00	To Close PO #4065	0.00	00000040 65	0.00	0100	0000625	0000	7200	5600200	020		

Business Unit Total: \$97,453.11

0100	\$ 83,103.27
6200	\$ 14,349.84
TOTAL:	\$ 97,453.11

02300: National School District

2019-08-28

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AP0053 - APPLE COMPUTER	14584830	409.16	AA33830475	409.16	0000006577	5.00	0100	0000644	0000	8100	4400380	056		
AP0053 - APPLE COMPUTER	14584830	409.16	AA33830475	409.16	0000006577	79.00	0100	0000644	0000	8100	4400380	056		
AP0053 - APPLE COMPUTER	14584830	409.16	AA33830475	409.16	0000006577	325.16	0100	0000644	0000	8100	4400380	056		
CL0700 - ANIXTER	14584831	14.11	18K399930	14.11	0000006359	14.11	0100	8150100	0000	8100	4300000	057		
EW0100 - EWING	14584832	691.35	8161659	691.35	0000006643	691.35	0100	8150100	0000	8100	4300000	057		
FI0550 - FISHER WIRELESS SERVICES INC	14584833	349.86	064300	349.86	0000006558	349.86	0100	0982000	0000	3600	5900200	038		
GO0550 - GOPHER SPORT	14584834	1,185.96	4215336	1,185.96	0000006496	127.13	0100	0980100	1110	1000	4300000	000		
GO0550 - GOPHER SPORT	14584834	1,185.96	4215336	1,185.96	0000006496	176.01	0100	0980100	1110	1000	4300000	000		
GO0550 - GOPHER SPORT	14584834	1,185.96	4215336	1,185.96	0000006496	188.82	0100	0980100	1110	1000	4300000	000		
GO0550 - GOPHER SPORT	14584834	1,185.96	4215336	1,185.96	0000006496	189.77	0100	0980100	1110	1000	4300000	000		
GO0550 - GOPHER SPORT	14584834	1,185.96	4215336	1,185.96	0000006496	504.23	0100	0980100	1110	1000	4300000	000		
HA0080 - HANDWRITING WITHOUT TEARS	14584835	334.95	INV35683	334.95	0000006666	167.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14584835	334.95	INV35683	334.95	0000006666	167.48	0100	0980110	1110	1000	4300000	020		
KO161 - Konica Minolta Premier Finance	14584836	320.83	5006769213	320.83	0000006535	320.83	0100	1100699	1110	1000	5600200	111		
KO161 - Konica Minolta Premier Finance	14584836	320.83	To Close PO # 4247 & 4475	0.00	0000004247	0.00	0100	1100699	1110	1000	5600200	555		
KO161 - Konica Minolta Premier Finance	14584836	320.83	To Close PO # 4247 & 4475	0.00	0000004475	0.00	1200	9024977	7110	2700	5600200	028		
LE0400 - LEARNING A-Z	14584837	2,374.91	2138522	2,374.91	0000006696	2,374.91	0100	0980000	1110	1000	5800710	900		
MI1200 - MISSION JANITORIAL SUPPLIES	14584838	626.64	660179-01	260.22	0000006318	260.22	0100	0000644	0000	8100	4300000	056		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1200 - MISSION JANITORIAL SUPPLIES	14584838	626.64	661100-00	183.21	0000006318	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14584838	626.64	661102-00	183.21	0000006318	183.21	0100	0000644	0000	8100	4300000	056		
MO1000 - MONOPRICE, INC.	14584839	4.58	19211820	4.58	0000006635	4.58	0100	0000424	1110	1000	4300000	024		
MO1420 - MORE DIRECT INC	14584840	1,746.38	6093310	1,746.38	0000006695	171.90	0100	6500000	5750	1110	4300000	022		
MO1420 - MORE DIRECT INC	14584840	1,746.38	6093310	1,746.38	0000006695	210.17	0100	6500000	5750	1110	4300000	022		
MO1420 - MORE DIRECT INC	14584840	1,746.38	6093310	1,746.38	0000006695	210.17	0100	6500000	5750	1110	4300000	022		
MO1420 - MORE DIRECT INC	14584840	1,746.38	6093310	1,746.38	0000006695	210.17	0100	6500000	5750	1110	4300000	022		
MO1420 - MORE DIRECT INC	14584840	1,746.38	6093310	1,746.38	0000006695	943.97	0100	6500000	5750	1110	4300000	022		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	26.82	0100	0000100	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	75.68	0100	0000100	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	248.51	0100	0000100	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	4.85	0100	0000460	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	25.92	0100	0000460	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	44.12	0100	0000460	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	131.70	0100	0000100	1110	1000	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366651670001	708.96	0000006693	151.36	0100	0000100	1110	1000	4300000	215		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366655623001	572.00	0000006694	572.00	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14584841	1,369.99	366745607001	89.03	0000006717	89.03	0100	0000100	1110	1000	4300000	215		
PU0200 - Pure Health Solutions, Inc.	14584842	70.59	9769825	70.59	0000006524	70.59	6200	0000000	0000	8100	5500300	062		
RA0400 - RAYNE WATER SYSTEMS	14584843	235.00	MT310029671082119	167.00		167.00	0100	0000665	0000	8100	5600100	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0400 - RAYNE WATER SYSTEMS	14584843	235.00	MT312 208477 082119	68.00		68.00	0100	0000460	0000	2700	5600100	400		
RE0475 - RSD - NATIONAL CITY	14584844	636.69	61151742-00	29.73	0000006642	29.73	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14584844	636.69	61151793-00	277.31	0000006642	277.31	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14584844	636.69	61151819-00	329.65	0000006642	329.65	0100	8150100	0000	8100	4300000	057		
SC0875 - SCHOOL SPECIALTY	14584845	1,945.76	208123693090	1,945.76	0000006677	321.03	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14584845	1,945.76	208123693090	1,945.76	0000006677	1,624.73	0100	0000626	0000	7200	4300990	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14584846	645.04	392786125	213.11	0000006078	213.11	0100	1100699	1110	1000	5600200	225		
TO0115 - TOSHIBA FINANCIAL SERVICES	14584846	645.04	392786224	431.93	0000006247	431.93	0100	1100699	1110	1000	5600200	333		
TW0100 - Two Way Direct, Inc.	14584847	179.01	51101	179.01	0000006227	179.01	0100	8150100	0000	8100	4300000	057		
US0230 - US BANK EQUIPMENT FINANCE	14584848	1,012.94	392970323	1,012.94	0000006423	1,012.94	6200	0000000	0000	2700	5600200	062		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14584849	242.34	A266907	242.34	0000006568	242.34	0100	8150100	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14584849	242.34	To Close PO #5197	0.00	0000005197	0.00	0100	0982000	0000	3600	4300000	038		
XE0100 - XEROX CORPORATION	14584850	440.94	097835645	440.94	0000006241	147.00	0100	0000421	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14584850	440.94	097835645	440.94	0000006241	146.97	0100	0980000	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14584850	440.94	097835645	440.94	0000006241	146.97	0100	0000616	0000	7100	5600200	010		
ZI0100 - Zingprint	14584851	140.08	26248	140.08	0000006480	10.78	0100	0000460	0000	2700	4300000	100		
ZI0100 - Zingprint	14584851	140.08	26248	140.08	0000006480	59.26	0100	0000460	0000	2700	4300000	100		
ZI0100 - Zingprint	14584851	140.08	26248	140.08	0000006567	10.78	0100	0982000	0000	3600	4300000	038		
ZI0100 - Zingprint	14584851	140.08	26248	140.08	0000006567	59.26	0100	0982000	0000	3600	4300000	038		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 34
Run Date 8/28/2019
Run Time 9:33:15 AM

Business Unit Total: \$14,977.11

0100	\$ 13,893.58
6200	\$ 1,083.53
TOTAL:	\$ 14,977.11

02300: National School District

2019-08-29

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
CI0050 - CINTAS	14585532	1,303.37	9058555858	1,303.37	0000006463	1,303.37	1300	5310000	0000	3700	4300000	000		
CO1317 - CDW	14585533	79.62	TND3149	79.62	0000006662	79.62	0100	0000460	0000	2700	4300300	300		
GI0050 - GIGAKOM	14585534	4,329.76	T9176AA1	4,329.76	0000006344	4,329.76	0100	0000633	0000	7700	4300000	055		
HA0080 - HANDWRITING WITHOUT TEARS	14585535	140.00	INV36209	140.00	0000006699	40.00	0100	3310000	5750	1130	5800710	022		
HA0080 - HANDWRITING WITHOUT TEARS	14585535	140.00	INV36209	140.00	0000006699	40.00	0100	3310000	5750	1130	5800710	022		
HA0080 - HANDWRITING WITHOUT TEARS	14585535	140.00	INV36209	140.00	0000006699	60.00	0100	3310000	5750	1130	5800710	022		
JC0100 - J&C Books	14585536	2,175.00	I-1464	2,175.00	0000006504	2,175.00	0100	0980110	1110	1000	4300000	020		
MO1420 - MORE DIRECT INC	14585537	1,196.52	6087200	1,196.52	0000006634	271.24	0100	0980360	0000	7200	4300000	020		
MO1420 - MORE DIRECT INC	14585537	1,196.52	6087200	1,196.52	0000006634	308.39	0100	0980360	0000	7200	4300000	020		
MO1420 - MORE DIRECT INC	14585537	1,196.52	6087200	1,196.52	0000006634	308.39	0100	0980360	0000	7200	4300000	020		
MO1420 - MORE DIRECT INC	14585537	1,196.52	6087200	1,196.52	0000006634	308.50	0100	0980360	0000	7200	4300000	020		
NA0076 - NAPA AUTO PARTS	14585538	33.14	3930-253644	33.14	0000006508	33.14	0100	8150100	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456132	167.65	0000006722	59.95	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456132	167.65	0000006722	107.70	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456133	138.80	0000006722	59.99	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456133	138.80	0000006722	78.81	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456135	410.37	0000006722	410.37	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14585539	836.82	456168	120.00	0000006722	120.00	0100	0000644	0000	8100	4300000	056		
PA0110 - Pacific Rim Mechanical	14585540	1,409.19	SRV106328	1,409.19	0000006744	429.19	0100	8150100	0000	8100	5600150	057		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
PA0110 - Pacific Rim Mechanical	14585540	1,409.19	SRV106328	1,409.19	0000006744	980.00	0100	8150100	0000	8100	5600150	057		
RE0475 - RSD - NATIONAL CITY	14585541	894.86	61151822-00	615.99	0000006730	615.99	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14585541	894.86	61151912-00	278.87	0000006730	278.87	0100	8150100	0000	8100	4300000	057		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79872	782.95	0000006309	0.00	0100	0000623	0000	7200	4400380	000		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79872	782.95	0000006309	782.95	0100	0000623	0000	7200	4400380	000		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79769	227.29	0000006520	227.29	0100	0000460	0000	2700	4300000	900		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79873	1,092.36	0000006623	0.00	0100	0000779	0000	2700	4400380	222		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79873	1,092.36	0000006623	6.00	0100	0000779	0000	2700	4400380	222		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79873	1,092.36	0000006623	303.41	0100	0000779	0000	2700	4400380	222		
SO1330 - SOUTHLAND TECHNOLOGY	14585542	2,102.60	SI-79873	1,092.36	0000006623	782.95	0100	0000779	0000	2700	4400380	222		
SO2100 - SOUTHWEST GEOPHYSICS, INC	14585543	2,130.00	8223	2,130.00	0000006723	2,130.00	0100	8150100	0000	8100	5600150	057		
WA1175 - WAXIE SANITARY SUPPLY	14585544	194.71	78493020	194.71	0000006727	194.71	0100	0982000	0000	3600	4300000	038		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14585545	611.83	1-420277	76.26	0000006512	76.26	0100	8150100	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14585545	611.83	1-420536	469.22	0000006512	469.22	0100	8150100	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14585545	611.83	1-420750	66.35	0000006512	66.35	0100	8150100	0000	8100	4300000	057		
FO0301 - FOLLETT LIBRARY RESOURCES	Z0000017683	0.00	To Close PO 6103	0.00	0000006103	0.00	0100	0927003	1110	1000	4200000	200		
KD0100 - K&D Network Solutions	Z0000017687	0.00	To Close PO #5706	0.00	0000005706	0.00	6200	0000460	0000	2700	5800000	062		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 33
 Run Date 8/29/2019
 Run Time 9:30:20 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	Z0000017 688	0.00	To Close PO#'s 4496 & 4894	0.00	00000044 96	0.00	0100	0000623	0000	7200	5600200	000		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	Z0000017 688	0.00	To Close PO#'s 4496 & 4894	0.00	00000048 94	0.00	0100	0000625	0000	7200	5600200	020		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	Z0000017 688	0.00	To Close PO#'s 4496 & 4894	0.00	00000044 96	0.00	0100	0000626	0000	7200	5600200	000		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	Z0000017 688	0.00	To Close PO#'s 4496 & 4894	0.00	00000044 96	0.00	0100	0000626	0000	7200	5600200	000		

Business Unit Total: \$17,437.42

0100	\$ 16,134.05
1300	\$ 1,303.37
TOTAL:	\$ 17,437.42

02300: National School District

2019-08-30

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000096 - Dawn Salisbury	14586130	130.51	DS081619	130.51		130.51	0100	6500000	5770	1110	4300000	022		
AH0075 - AHLEE BACKFLOW SERVICE	14586131	685.81	88118	685.81	0000006644	685.81	0100	8150100	0000	8100	5600150	057		
CA0602 - CASBO	14586132	1,035.00	546605	1,035.00	0000006751	1,035.00	0100	0000623	0000	7200	5200000	000		
CO0800 - Commerical & Industrial Roofing CO.	14586133	32,655.30	CT359019-3366-2	32,655.30		32,655.30	0100	8150100	0000	8100	5600150	057		
GR0200 - GRAINGER	14586134	238.77	9268635274	62.07	0000006060	62.07	0100	8150100	0000	8100	4300000	057		
GR0200 - GRAINGER	14586134	238.77	9270116370	152.12	0000006060	152.12	0100	8150100	0000	8100	4300000	057		
GR0200 - GRAINGER	14586134	238.77	9370116388	24.58	0000006060	24.58	0100	8150100	0000	8100	4300000	057		
IN0240 - INFINITE INK SILK SCREENING	14586135	391.50	1320	391.50	0000006750	391.50	0100	0000460	1110	1000	4300000	800		
SO0100 - SC Commerical, LLC.	14586136	688.31	0705664-IN	688.31	0000006511	288.31	0100	0000660	0000	8100	4300560	057		
SO0100 - SC Commerical, LLC.	14586136	688.31	0705664-IN	688.31		400.00	0100	0000660	0000	8100	4300560	057		
SO1115 - SOUTH BAY WINDOW & GLASS CO.	14586137	72.84	090189	72.84	0000006492	72.84	0100	8150100	0000	8100	4300000	057		

Business Unit Total: \$35,898.04

0100	\$ 35,898.04
TOTAL:	\$ 35,898.04

02300: National School District

2019-09-03

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		120.00	0100	0000665	0000	8100	5600100	000		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	111		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		15.00	0100	0000665	0000	8100	5600100	222		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		15.00	0100	0000665	0000	8100	5600100	225		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	333		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	444		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	555		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	666		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	777		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	888		
CH1200 - CHULA VISTA ALARM INC	14586595	390.00	MT850 52026	390.00		30.00	0100	0000665	0000	8100	5600100	999		
FA0050 - FASTENAL COMPANY	14586596	250.49	Multiple Dated 8/30/19	250.49	00000062 68	250.49	0100	0000644	0000	8100	4300000	056		
LE0110 - Leforts Small Engine Repairs	14586597	46.75	13949	46.75	00000061 35	21.75	0100	8150100	0000	8100	4300000	057		
LE0110 - Leforts Small Engine Repairs	14586597	46.75	13949	46.75	00000061 35	25.00	0100	8150100	0000	8100	4300000	057		
OF0075 - OFFICE DEPOT	14586598	924.35	36871902 6	924.35	00000066 30	67.97	0100	0000460	0000	2700	4300000	100		
OF0075 - OFFICE DEPOT	14586598	924.35	36871902 6	924.35	00000066 30	395.46	0100	0000460	0000	2700	4300000	100		
OF0075 - OFFICE DEPOT	14586598	924.35	36871902 6	924.35	00000066 30	460.92	0100	0000460	0000	2700	4300000	100		
PB0100 - PBL Consulting	14586599	5,952.00	CT3605 INV-000087	5,952.00		-448.00	0100	0980000	1110	1000	5800000	000		
PB0100 - PBL Consulting	14586599	5,952.00	CT3605 INV-000087	5,952.00		6,400.00	0100	0980000	1110	1000	5800000	000		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 18
Run Date 9/3/2019
Run Time 9:40:28 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PR0050 - PRACTICAL, INC.	14586600	345.68	CT1294 343559	345.68		345.68	0100	5640568	0000	3140	5800490	022		
RE0500 - RESOURCES FOR EDUCATORS	14586601	358.00	2682659	358.00	00000067 56	358.00	0100	0980000	1110	1000	5800710	800		
WE1100 - WESTAIR GASES & EQUIPMENT	14586602	75.73	10920829	75.73	00000060 37	75.73	0100	8150100	0000	8100	4300000	057		

Business Unit Total: \$8,343.00

0100	\$8,343.00
TOTAL:	\$8,343.00

02300: National School District

2019-09-04

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000062 - Daniel Okada	14586984	95.98	DO080819	70.00		70.00	0100	0000100	1110	1000	4300000	100		
0000000062 - Daniel Okada	14586984	95.98	DO082319	25.98		25.98	0100	6500000	5750	1110	4300000	022		
0000000188 - Mike Clarken	14586985	24.98	MC082819	24.98		24.98	0100	0000100	1110	1000	4300000	600		
0000000301 - Brenna Baringer	14586986	250.60	BB082619	250.60		250.60	0100	0000570	1110	1000	4300000	100		
0000000376 - Ravyn Reid	14586987	98.16	RR080519	98.16		98.16	0100	6500000	5770	1190	4300000	022		
0000000388 - Kara Morales	14586988	29.24	KM082219	29.24		29.24	0100	0000440	0000	2420	4300000	300		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA35253553	1,098.00	0000006620	1,098.00	0100	6500000	5770	1110	4400380	022		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA35322565	7,853.48	0000006620	30.00	0100	6500000	5750	1110	4400380	022		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA35322565	7,853.48	0000006620	7,823.48	0100	6500000	5770	1110	4400380	022		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA35456877	183.00	0000006687	183.00	0100	0980000	1110	1000	4400380	215		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA36469582	1,308.91	0000006687	5.00	0100	0980000	1110	1000	4400380	215		
AP0053 - APPLE COMPUTER	14586989	10,443.39	AA36469582	1,308.91	0000006687	1,303.91	0100	0980000	1110	1000	4400380	215		
BR0225 - BRAIN LEARNING	14586990	1,545.00	CT3583183106/26/19	1,545.00		1,545.00	0100	6500000	5770	3120	5800000	022		
CY0100 - CYBERSOFT TECHNOLOGIES, INC.	14586991	11,158.00	87962	11,158.00	0000006770	11,158.00	1300	5310000	0000	3700	5300000	000		
EC0101 - ECONOMY RESTAURANT EQUIPMENT	14586992	259.91	CC173971	259.91	0000006657	259.91	1300	5310000	0000	3700	4300000	000		
HA1525 - HAWTHORNE POWER SYSTEMS	14586993	458.14	SS100117048	229.07	0000006336	16.07	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14586993	458.14	SS100117048	229.07	0000006336	213.00	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14586993	458.14	SS100117049	229.07	0000006337	16.07	0100	0982000	0000	3600	5600100	038		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
HA1525 - HAWTHORNE POWER SYSTEMS	14586993	458.14	SS100117049	229.07	0000006337	213.00	0100	0982000	0000	3600	5600100	038		
JA0100 - JAMF SOFTWARE, LLC	14586994	122.50	INV112752	105.00	0000006624	105.00	0100	6500000	5770	1110	4300300	022		
JA0100 - JAMF SOFTWARE, LLC	14586994	122.50	INV112754	17.50	0000006752	17.50	0100	0980000	1110	1000	4400380	215		
KO161 - Konica Minolta Premier Finance	14586995	180.04	393213152	180.04	0000006537	180.04	0100	1100699	1110	1000	5600200	777		
NA0080 - NASCO	14586996	94.79	517024	94.79	0000006349	94.79	0100	0980000	1110	1000	4300000	700		
OR0220 - ORIENTAL TRADING COMPANY	14586997	61.12	697717582-01	61.12	0000006709	7.78	0100	0000100	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14586997	61.12	697717582-01	61.12	0000006709	8.41	0100	0000100	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14586997	61.12	697717582-01	61.12	0000006709	8.41	0100	0000100	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14586997	61.12	697717582-01	61.12	0000006709	18.22	0100	0000100	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14586997	61.12	697717582-01	61.12	0000006709	18.30	0100	0000100	1110	1000	4300000	215		
PI0625 - PIPS C/O KEENAN - SETECH	14586998	85,655.91	MT500227702	85,655.91		85,655.91	0100	0000000			9910360			
PI0625 - PIPS C/O KEENAN - SETECH	14586999	26.04	561179	26.04		26.04	0100	0000105	1110	1000	2900000	888		
SA1950 - SAN DIEGO RESTAURANT SUPPLY	14587000	13,524.75	296115	13,524.75	0000006368	375.00	1300	5310000	0000	3700	6500000	000		
SA1950 - SAN DIEGO RESTAURANT SUPPLY	14587000	13,524.75	296115	13,524.75	0000006368	907.94	1300	5310000	0000	3700	6500000	000		
SA1950 - SAN DIEGO RESTAURANT SUPPLY	14587000	13,524.75	296115	13,524.75	0000006368	5,819.17	1300	5310000	0000	3700	6500000	000		
SA1950 - SAN DIEGO RESTAURANT SUPPLY	14587000	13,524.75	296115	13,524.75	0000006368	6,422.64	1300	5310000	0000	3700	6500000	000		
SC0806 - SCHOOLSIN	14587001	279.92	W211684	279.92	0000006621	14.68	0100	3310000	5750	1130	4300000	022		
SC0806 - SCHOOLSIN	14587001	279.92	W211684	279.92	0000006621	265.24	0100	3310000	5750	1130	4300000	022		
SE0250 - 701 NATIONAL CITY BLVD FUND	14587002	27,318.17	101419	27,318.17		27,318.17	6200	0000000	0000	8700	5600400	062		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO1330 - SOUTHLAND TECHNOLOGY	14587003	164.78	SI-79933	164.78	0000006704	6.00	0100	0000460	0000	2700	4300000	215		
SO1330 - SOUTHLAND TECHNOLOGY	14587003	164.78	SI-79933	164.78	0000006704	158.78	0100	0000460	0000	2700	4300000	215		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14587004	904.63	PINV0592509	904.63	0000006244	447.88	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14587004	904.63	PINV0592509	904.63	0000006244	456.75	0100	0000626	0000	7200	4300990	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	ADJ 3422301383	-577.27		-577.27	0100	0980000	1110	1000	4300000	700		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	9.33	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	39.05	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	40.91	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	89.71	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	188.67	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	188.67	0100	0000623	0000	7200	4300000	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14587005	167.74	3423407416	745.01	0000006732	188.67	0100	0000623	0000	7200	4300000	000		
SU0425 - SUPER DUPER PUBLICATIONS	14587006	162.80	2459153A	162.80	0000006697	54.32	0100	6500000	5770	1190	4300000	022		
SU0425 - SUPER DUPER PUBLICATIONS	14587006	162.80	2459153A	162.80	0000006697	108.48	0100	6500000	5770	1190	4300000	022		
VO0300 - VOYAGER SOPRIS LEARNING	14587007	539.74	2140337	539.74	0000006718	76.00	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14587007	539.74	2140337	539.74	0000006718	103.91	0100	0980110	1110	1000	4300000	020		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14587007	539.74	2140337	539.74	0000006718	152.01	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14587007	539.74	2140337	539.74	0000006718	207.82	0100	0980110	1110	1000	4300000	020		
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14587008	9,765.00	19-115	9,765.00	0000006747	9,765.00	0100	8150100	0000	8100	5600150	057		
WR0050 - WRIGHT NATIONAL FLOOD	14587009	3,272.00	04 11512703 58 04 081819	3,272.00	0000006767	3,272.00	0100	0000667	0000	7200	5450100	000		
XE0120 - XEROX FINANCIAL SERVICES	14587010	837.38	1750248	837.38	0000005692	837.38	0100	0000625	0000	7200	5600200	020		
ZI0100 - Zingprint	14587011	59.26	26384	59.26	0000006701	59.26	0100	0000460	0000	2700	4300000	100		

Business Unit Total: \$167,499.97

0100	\$ 115,239.14
1300	\$ 24,942.66
6200	\$ 27,318.17
TOTAL:	\$ 167,499.97

02300: National School District

2019-09-05

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000059 - Amanda Bakker	14587555	108.23	MB Mileage July to Aug 2019	108.23		108.23	1300	5310000	0000	3700	5200500	000		
0000000457 - Jacqueline Thompson	14587556	6,643.25	JT AOR 083019	6,643.25		6,643.25	0100	0000100	1110	1000	1100000	444		
DI0020 - DIAMOND JACK ENTERPRISES INC	14587557	46,784.10	6627 August 2019	46,784.10	00000066 27	46,784.10	1300	5310000	0000	3700	4700000	000		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	ADJ 09- 0198694	-522.00		-522.00	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0198364	115.84	00000066 51	115.84	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0198372	73.10	00000066 51	73.10	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0198433	113.88	00000066 51	113.88	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0198556	36.84	00000066 51	36.84	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0198607	44.86	00000066 51	44.86	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0199019	235.36	00000066 51	235.36	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14587558	261.06	09- 0199380	163.18	00000066 51	163.18	0100	8150100	0000	8100	4300000	057		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-1 17-F3 102933 083119	232.70		232.70	0100	0000665	0000	8100	5500400	000		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		2,957.00	0100	0000665	0000	8100	5500400	000		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	111		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		45.00	0100	0000665	0000	8100	5500400	222		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		45.00	0100	0000665	0000	8100	5500400	225		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	333		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	444		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	555		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	666		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	777		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		30.00	0100	0000665	0000	8100	5500400	888		
ED0300 - EDCO DISPOSAL CORPORATION	14587559	3,534.70	MT401-2 17-F3 102934 083119	3,302.00		45.00	0100	0000665	0000	8100	5500400	999		
FR0602 - NEOPOST USA INC	14587560	1,000.00	7900 0110 1954 0938 08/27/19	1,000.00	00000042 28	1,000.00	0100	0000623	0000	7200	4300000	000		
GO0301 - GOLD STAR FOODS	14587561	79,344.09	6410 August 2019	79,344.09	00000064 10	79,344.09	1300	5310000	0000	3700	4700000	000		
GR0200 - GRAINGER	14587562	498.06	92717162 77	175.72	00000067 28	175.72	0100	8150100	0000	8100	4300000	057		
GR0200 - GRAINGER	14587562	498.06	92730448 35	322.34	00000067 28	322.34	0100	8150100	0000	8100	4300000	057		
J10400 - JIVE COMMUNICATIONS,	14587563	9,967.66	CT3365 IN6000378	9,967.66		9,967.66	0100	0000665	0000	8100	5900100	000		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
INC.			171											
KO161 - Konica Minolta Premier Finance	14587564	1,971.38	5006900528	1,787.34		237.08	0100	1100699	1110	1000	5600200	666		
KO161 - Konica Minolta Premier Finance	14587564	1,971.38	5006900528	1,787.34		1,550.26	0100	1100699	1110	1000	5600200	666		
KO161 - Konica Minolta Premier Finance	14587564	1,971.38	5006963464	184.04	0000006626	184.04	0100	1100699	1110	1000	5600200	555		
MA0800 - Catherine Dolores Maynard	14587565	2,700.00	CT36431110-08	2,700.00		2,700.00	0100	3010100	1110	1000	5800000	020		
MH0010 - MHS INC	14587566	1,074.46	I066372	616.40	0000006478	109.16	0100	3327200	5001	3120	4300000	022		
MH0010 - MHS INC	14587566	1,074.46	I066372	616.40	0000006478	109.16	0100	3327200	5001	3120	4300000	022		
MH0010 - MHS INC	14587566	1,074.46	I066372	616.40	0000006478	109.16	0100	3327200	5001	3120	4300000	022		
MH0010 - MHS INC	14587566	1,074.46	I066372	616.40	0000006478	115.21	0100	3327200	5001	3120	4300000	022		
MH0010 - MHS INC	14587566	1,074.46	I066372	616.40	0000006478	173.71	0100	3327200	5001	3120	4300000	022		
MH0010 - MHS INC	14587566	1,074.46	I068331	458.06	0000006495	458.06	0100	6500000	5001	3120	4300000	022		
MI1200 - MISSION JANITORIAL SUPPLIES	14587567	21.75	661159-00	21.75	0000006318	21.75	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14587567	21.75	To Close PO# 5645	0.00	0000005645	0.00	0100	0000660	0000	8100	4300000	057		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697716789-01	58.32	0000006691	15.71	0100	0000560	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697716789-01	58.32	0000006691	20.03	0100	0000560	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697716789-01	58.32	0000006691	22.58	0100	0000560	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697717378-01	207.02	0000006706	8.77	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697717378-01	207.02	0000006706	9.80	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697717378-01	207.02	0000006706	9.80	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	697717378-01	207.02	0000006706	11.99	0100	0100830	1110	1000	4300000	215		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	15.13	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	15.96	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	16.17	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	16.38	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	16.66	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	18.73	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	20.67	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	20.87	0100	0100830	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14587568	265.34	69771737 8-01	207.02	00000067 06	26.09	0100	0100830	1110	1000	4300000	215		
OR0500 - ORKIN EXTERMINATING INC	14587569	418.00	6417 27021289 083119	418.00	00000064 17	418.00	1300	5310000	0000	3700	5600000	000		
RE0475 - RSD - NATIONAL CITY	14587570	303.47	61152014- 00	233.99	00000067 30	233.99	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14587570	303.47	61152064- 00	69.48	00000067 30	69.48	0100	8150100	0000	8100	4300000	057		
SA1200 - SAN DIEGO GAS & ELECTRIC	14587571	36.21	MT101 4272 792 788 9 083019	36.21		36.21	0100	0000665	0000	8100	5500100	555		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14587572	1,664.59	PINV0614 791	1,664.59	00000067 21	55.53	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14587572	1,664.59	PINV0614 791	1,664.59	00000067 21	728.19	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14587572	1,664.59	PINV0614 791	1,664.59	00000067 21	880.87	0100	0000626	0000	7200	4300990	000		
TO0112 - TOSHIBA FINANCIAL SERVICES	14587573	511.13	50069958 64	511.13	00000062 49	511.13	0100	1100699	1110	1000	5600200	999		
TO0115 - TOSHIBA FINANCIAL	14587574	545.24	39329594 4	166.65	00000062 69	166.65	0100	1100699	1110	1000	5600200	222		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SERVICES														
TO0115 - TOSHIBA FINANCIAL SERVICES	14587574	545.24	393649413	378.59	0000006540	378.59	0100	1100699	1110	1000	5600200	444		
UN0800 - UNITED REFRIGERATION INC.	14587575	155.78	70010858-00	155.78	0000006485	155.78	0100	8150100	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14587576	296.87	A267077	83.89	0000006568	83.89	0100	8150100	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14587576	296.87	A267086	47.82	0000006568	47.82	0100	8150100	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14587576	296.87	A267096	165.16	0000006568	165.16	0100	8150100	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14587577	14.13	1-421625	14.13	0000006296	14.13	0100	0000633	0000	7700	4300000	055		

Business Unit Total: \$158,119.50

0100	\$ 31,465.08
1300	\$ 126,654.42
TOTAL:	\$ 158,119.50

02300: National School District

2019-09-06

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000037 - AMERICAN FIDELITY ADMINISTRATIVE	14588151	621.50	39493	621.50		621.50	0100	0000623	0000	7200	5800000	000		
0000000046 - Marc Jonathan Isaacs	14588152	173.05	J1083019-1	12.39		12.39	0100	0000460	0000	2700	4300000	900		
0000000046 - Marc Jonathan Isaacs	14588152	173.05	J1083019-2	160.66		160.66	0100	0000100	1110	1000	4300000	900		
0000000154 - Jannette Colada-Tacto	14588153	6.32	JCT Mileage 07/19	6.32		6.32	0100	0980290	1110	1000	5200500	020		
0000000162 - Cristina Quiroga	14588154	148.16	CQ082119	148.16		148.16	0100	3010100	1110	1000	4200000	300		
0000000168 - Katie Crosbie	14588155	27.90	KC Mileage 07/19-08/19	27.90		27.90	0100	4203000	4760	1000	5200500	020		
0000000295 - Sonia Ruan	14588156	325.49	SR082819 -1	31.00		31.00	0100	0000570	1110	1000	4300000	500		
0000000295 - Sonia Ruan	14588156	325.49	SR082819 -2	35.31		35.31	0100	0000460	0000	2700	4300000	500		
0000000295 - Sonia Ruan	14588156	325.49	SR082819 -3	45.17		45.17	0100	0100835	1110	1000	4300000	500		
0000000295 - Sonia Ruan	14588156	325.49	SR082819 -4	214.01		214.01	0100	0100835	1110	1000	4300000	500		
0000000422 - Angela Censoplano-Holmes	14588157	26.62	ACH Mileage 07/19-08/19	26.62		26.62	0100	4203000	4760	1000	5200500	020		
CA0400 - CASA DEL TACO	14588158	1,548.07	CDT09041 9	1,548.07		1,548.07	0100	0980360	8100	5000	4300400	020		
CP0110 - CRISIS PREVENTION INSTITUTE	14588159	170.00	CUS01968 17	170.00	00000067 88	170.00	0100	6500000	5001	2100	4300000	022		
ED4500 - EDUPOINT EDUCATIONAL SYSTEMS	14588160	32,099.93	CT3051 15092	32,099.93		32,099.93	0100	0000630	0000	7700	5800000	000		
FE0100 - FedEx Office	14588161	3,697.76	2697-035QS-1	3,697.76		3,697.76	0100	6300000	1110	1000	4300000	020		
OR0500 - ORKIN EXTERMINATING INC	14588162	4,048.05	27096642 083119	4,048.05	00000065 07	4,048.05	0100	0000660	0000	8100	5500600	057		
QU0500 - Quetzal Mama Company	14588163	567.46	QMC0826 19	567.46		567.46	0100	0980360	0000	7200	4300000	020		

*9/9/19
 warrants cancelled*

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 27
 Run Date 9/6/2019
 Run Time 9:13:47 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	66.96	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	66.96	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	89.28	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	105.07	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	139.50	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	139.50	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	153.45	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	153.45	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	159.03	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	203.67	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	412.92	0100	0980000	1110	1000	4300000	400		
ST0500 - STORE SMART	14588164	2,247.79	724608	2,247.79	0000006372	558.00	0100	0980000	1110	1000	4300000	400		

Business Unit Total: \$45,708.10

0100	\$ 45,708.10
TOTAL:	\$ 45,708.10

02300: National School District

2019-09-10

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000046 - Marc Jonathan Isaacs	14589246	172.45	MJI083019 -1.	12.39		12.39	0100	0000460	0000	2700	4300000	900		
0000000046 - Marc Jonathan Isaacs	14589246	172.45	MJI083019 -2.	160.06		160.06	0100	0000100	1110	1000	4300000	900		
AM1700 - AMERICAN READING COMPANY	14589247	3,600.00	00001275 55	3,600.00	00000065 44	3,600.00	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	244.69	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	489.38	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	619.88	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	619.88	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	619.88	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378316	3,833.44	00000065 87	1,239.73	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378178	1,859.63	00000066 05	1,859.63	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378171	2,098.88	00000066 06	435.00	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378171	2,098.88	00000066 06	554.63	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378171	2,098.88	00000066 06	1,109.25	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378177	2,751.38	00000066 07	435.00	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378177	2,751.38	00000066 07	652.50	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378177	2,751.38	00000066 07	1,663.88	0100	0000100	1110	1000	4100000	020		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378176	1,761.75	0000006608	652.50	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378176	1,761.75	0000006608	1,109.25	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378173	217.50	0000006609	217.50	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14589248	13,175.08	378175	652.50	0000006610	652.50	0100	0000100	1110	1000	4100000	020		
CO1317 - CDW	14589249	76.62	TRD3465	76.62	0000006479	76.62	0100	6500000	5001	2100	5800710	022		
EN0440 - ENABLING DEVICES INC	14589250	123.95	0455144-IN	123.95	0000006625	15.00	0100	6500500	5750	1130	4300000	022		
EN0440 - ENABLING DEVICES INC	14589250	123.95	0455144-IN	123.95	0000006625	108.95	0100	6500500	5750	1130	4300000	022		
HA0080 - HANDWRITING WITHOUT TEARS	14589251	334.95	INV37710	334.95	0000006719	28.00	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14589251	334.95	INV37710	334.95	0000006719	153.47	0100	0980110	1110	1000	4300000	020		
HA0080 - HANDWRITING WITHOUT TEARS	14589251	334.95	INV37710	334.95	0000006719	153.48	0100	0980110	1110	1000	4300000	020		
HO0350 - THE HOME DEPOT	14589252	3,494.00	5243746	461.99	0000006598	461.99	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	5310080	164.60	0000006598	164.60	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	4023476	85.41	0000006598	85.41	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	4023507	127.29	0000006598	127.29	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	4023517	109.74	0000006598	109.74	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	3013856	46.24	0000006598	46.24	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	3013885	229.02	0000006598	229.02	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	8192906	11.35	0000006656	11.35	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	8904333	173.74	0000006656	20.64	0100	0980000	1110	1000	4300000	215		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
HO0350 - THE HOME DEPOT	14589252	3,494.00	8904333	173.74	0000006656	22.77	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	8904333	173.74	0000006656	27.08	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	8904333	173.74	0000006656	38.06	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	8904333	173.74	0000006656	65.19	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	7413653	11.76	0000006656	11.76	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	7573784	65.18	0000006656	65.18	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	6814386	43.43	0000006656	43.43	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	1143298	126.47	0000006656	17.74	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	1143298	126.47	0000006656	108.73	0100	0980000	1110	1000	4300000	215		
HO0350 - THE HOME DEPOT	14589252	3,494.00	5244816	543.32	0000006598	543.32	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	4221755	352.05	0000006598	352.05	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	3246032	365.49	0000006598	365.49	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	3246087	212.27	0000006598	212.27	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	246361	330.23	0000006598	330.23	0100	8150100	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14589252	3,494.00	7074051	34.42	0000006598	34.42	0100	8150100	0000	8100	4300000	057		
MA0500 - MAVERICK LABEL	14589254	183.80	150170-V	183.80	0000006680	20.67	0100	0000622	0000	7200	4300000	000		
MA0500 - MAVERICK LABEL	14589254	183.80	150170-V	183.80	0000006680	163.13	0100	0000622	0000	7200	4300000	000		
MO1000 - MONOPRICE, INC.	14589255	75.03	19258899	75.03	0000006753	75.03	0100	0980000	1110	1000	4400380	215		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	29.96	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	41.55	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	62.85	0100	0980000	1110	1000	4300000	400		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	69.47	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	97.43	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	112.99	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	112.99	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	112.99	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	116.38	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	174.58	0100	0980000	1110	1000	4300000	400		
MO1420 - MORE DIRECT INC	14589256	1,105.77	6085182	1,105.77	0000006715	174.58	0100	0980000	1110	1000	4300000	400		
OF0075 - OFFICE DEPOT	14589257	2,273.46	342643633001	2,179.56	0000006381	2,179.56	1300	5310000	0000	3700	4300000	000		
OF0075 - OFFICE DEPOT	14589257	2,273.46	342646246001	13.91	0000006381	13.91	1300	5310000	0000	3700	4300000	000		
OF0075 - OFFICE DEPOT	14589257	2,273.46	342646247001	32.61	0000006381	32.61	1300	5310000	0000	3700	4300000	000		
OF0075 - OFFICE DEPOT	14589257	2,273.46	366651836001	47.38	0000006693	21.78	0100	0000460	0000	2700	4300000	215		
OF0075 - OFFICE DEPOT	14589257	2,273.46	366651836001	47.38	0000006693	25.60	0100	0000460	0000	2700	4300000	215		
RI0040 - RIFTON EQUIPMENT	14589258	466.55	J714Z-1	466.55	0000006611	-155.51	0100	3310000	5750	1130	4300000	022		
RI0040 - RIFTON EQUIPMENT	14589258	466.55	J714Z-1	466.55	0000006611	148.99	0100	3310000	5750	1130	4300000	022		
RI0040 - RIFTON EQUIPMENT	14589258	466.55	J714Z-1	466.55	0000006611	473.07	0100	3310000	5750	1130	4300000	022		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589259	17,321.01	MT101 1065 749 430 3 090319	17,321.01		3,906.72	0100	0000665	0000	8100	5500100	222		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589259	17,321.01	MT101 1065 749 430 3 090319	17,321.01		6,492.91	0100	0000665	0000	8100	5500100	225		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589259	17,321.01	MT101 1065 749 430 3 090319	17,321.01		6,921.38	0100	0000665	0000	8100	5500100	444		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 31
 Run Date 9/10/2019
 Run Time 9:49:47 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SA1200 - SAN DIEGO GAS & ELECTRIC	14589260	10,067.42	MT101 7398 594 232 8 090319	10,067.42		7,634.09	0100	0000665	0000	8100	5500100	222		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589260	10,067.42	MT101 7398 594 232 8 090319	10,067.42		2,433.33	0100	0000665	0000	8100	5500100	444		
SC0400 - SCHOOL OUTFITTERS	14589261	1,083.29	INV13214 655	1,083.29	00000065 03	279.27	0100	6500000	5730	1110	4300000	022		
SC0400 - SCHOOL OUTFITTERS	14589261	1,083.29	INV13214 655	1,083.29	00000065 03	804.02	0100	6500000	5730	1110	4300000	022		
UN0740 - UNITED HEALTH SUPPLIES	14589262	296.00	32778	296.00	00000067 14	296.00	0100	0000626	0000	7200	4300990	000		

Business Unit Total: \$53,849.38

0100	\$ 51,623.30
1300	\$ 2,226.08
TOTAL:	\$ 53,849.38

02300: National School District

2019-09-11

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000014 - Elizabeth Lopez	14589788	55.36	EL090919	55.36		55.36	0100	0000623	0000	7200	5800000	000		
0000000064 - Steve Cokkinis	14589789	117.01	SC081619	43.96		43.96	0100	0100199	1110	1000	4300000	200		
0000000064 - Steve Cokkinis	14589789	117.01	SC081519	73.05		73.05	0100	0000100	1110	1000	4300000	200		
0000000067 - Jennifer Reynolds	14589790	156.53	JR082119	85.05		85.05	0100	0000440	0000	2420	4200500	500		
0000000067 - Jennifer Reynolds	14589790	156.53	JR090319	71.48		71.48	0100	0000440	0000	2420	4200500	200		
0000000097 - Christina Benson	14589791	75.49	CB090519	75.49		75.49	0100	0000100	1110	1000	4300000	100		
0000000127 - Lida Ramos	14589792	164.16	LR090619	164.16		164.16	0100	3310000	5750	1130	4300000	022		
0000000160 - Teresa Cardenas	14589793	123.48	TC082319 -1	32.70		32.70	0100	0100185	1110	1000	4300000	200		
0000000160 - Teresa Cardenas	14589793	123.48	TC082319 -2	90.78		90.78	0100	0100185	1110	1000	4300000	200		
0000000161 - Claudine Clarcken	14589794	69.65	CC090919	69.65		69.65	0100	0000623	0000	7200	5800000	000		
0000000169 - Norma Jourdain	14589795	7.90	NJ090419	7.90		7.90	0100	0000460	0000	2700	5900300	600		
0000000272 - Hugo Michel	14589796	212.48	HM090919	212.48		212.48	0100	0000623	0000	7200	5800000	000		
0000000344 - Gisela Marable	14589797	25.60	GM081619	25.60		25.60	0100	0980000	1110	1000	4300000	400		
0000000388 - Kara Morales	14589798	530.59	KM090919	530.59		530.59	0100	0000623	0000	7200	5800000	000		
0000000458 - Matthew de la Peña	14589799	400.00	200	400.00		400.00	0100	0980360	0000	7200	5800000	020		
0000000459 - Nikki Soriano	14589800	15.00	NS082619	15.00		15.00	0100	0000440	0000	2420	4200500	300		
0000000460 - Janine Campos	14589801	106.78	JC082819	106.78		106.78	0100	3010100	1110	1000	4300000	500		
0000000461 - Roberto Arcos	14589802	497.15	RA090919	497.15		497.15	0100	0000623	0000	7200	5800000	000		
0000000462 - Javier Conchas	14589803	347.79	JC090919	347.79		347.79	0100	0000623	0000	7200	5800000	000		
0000000463 - Miguel Garcia Becerra	14589804	147.05	MGB0909 19	147.05		147.05	0100	0000623	0000	7200	5800000	000		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000464 - Jorge Franco	14589805	1,223.19	JF090919-2016	37.32		37.32	0100	0000623	0000	7200	5800000	000		
0000000464 - Jorge Franco	14589805	1,223.19	JF090919-2017 SSN	1,082.90		1,082.90	0100	0000623	0000	7200	5800000	000		
0000000464 - Jorge Franco	14589805	1,223.19	JF090919-2018 SSN	102.97		102.97	0100	0000623	0000	7200	5800000	000		
0000000465 - Helen Jazo	14589806	34.05	HJ090919	34.05		34.05	0100	0000623	0000	7200	5800000	000		
0000000466 - David Kenlon	14589807	294.63	DK090919	294.63		294.63	0100	0000623	0000	7200	5800000	000		
0000000467 - Ingrid Medrano	14589808	18.12	IM090919	18.12		18.12	0100	0000623	0000	7200	5800000	000		
0000000469 - Gerardo Murillo	14589809	153.04	GM090919	153.04		153.04	0100	0000623	0000	7200	5800000	000		
0000000470 - Glenn Whitaker	14589810	568.34	SW090919	568.34		568.34	0100	0000623	0000	7200	5800000	000		
0000000471 - Mary Wolfer	14589811	6.13	MW090919	6.13		6.13	0100	0000623	0000	7200	5800000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0940020	1,365.43	0000006408	254.26	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0940020	1,365.43	0000006408	1,111.17	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0941610	452.25	0000006408	152.25	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0941610	452.25	0000006408	300.00	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0942312	1,860.00	0000006408	1,860.00	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0942308	123.83	0000006408	123.83	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0948543	1,767.42	0000006408	323.64	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0948543	1,767.42	0000006408	1,443.78	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0950092	2,412.35	0000006408	91.35	1300	5310000	0000	3700	4300000	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14589812	7,981.28	0950092	2,412.35	0000006408	2,321.00	1300	5310000	0000	3700	4300000	000		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14589813	178.08	09-0199628	104.78	0000006651	104.78	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14589813	178.08	09-199657	55.18	0000006651	55.18	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14589813	178.08	09-199674	18.12	0000006651	18.12	0100	8150100	0000	8100	4300000	057		
ED0300 - EDCO DISPOSAL CORPORATION	14589814	285.65	17-FR 288860 083119	285.65	0000006422	285.65	6200	0000000	0000	8100	5500400	062		
FE0500 - FERGUSON ENTERPRISES, INC.	14589815	235.79	Multi 9/12/19	235.79	0000006270	235.79	0100	8150100	0000	8100	4300000	057		
GA0020 - GALASSO'S BAKERY	14589816	3,978.59	6409 August 2019	3,978.59	0000006409	3,978.59	1300	5310000	0000	3700	4700000	000		
HA1525 - HAWTHORNE POWER SYSTEMS	14589817	458.14	SS200117 150	229.07	0000006336	16.07	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14589817	458.14	SS200117 150	229.07	0000006336	213.00	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14589817	458.14	SS100117 151	229.07	0000006337	16.07	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14589817	458.14	SS100117 151	229.07	0000006337	213.00	0100	0982000	0000	3600	5600100	038		
HO0230 - HOLLANDIA DAIRY	14589818	54,135.98	6415 August 2019	54,135.98	0000006415	54,135.98	1300	5310000	0000	3700	4700000	000		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14589819	145.68	26081639 5	145.68		145.68	0100	1100699	1110	1000	5600200	555		
ME0501 - METRO REFRIGERATION	14589820	510.45	18981	510.45	0000006416	244.97	1300	5310000	0000	3700	5600000	000		
ME0501 - METRO REFRIGERATION	14589820	510.45	18981	510.45	0000006416	265.48	1300	5310000	0000	3700	5600000	000		
NO0300 - NORTHERN TOOL & EQUIPMENT	14589821	237.50	43075606	237.50	0000005297	237.50	0100	0000644	0000	8100	4300000	056		
PR0050 - PRACTICAL, INC.	14589822	388.20	CT1294 343584	388.20		388.20	0100	5640568	0000	3140	5800490	022		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 31
 Run Date 9/11/2019
 Run Time 9:27:30 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20209258-00	2,013.90	0000006419	468.30	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20209258-00	2,013.90	0000006419	1,545.60	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20206504-00	337.05	0000006419	337.05	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20209586-00	489.40	0000006419	489.40	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20210516-00	1,932.46	0000006419	797.53	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20210516-00	1,932.46	0000006419	1,134.93	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20211212-00	427.20	0000006419	138.30	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20211212-00	427.20	0000006419	288.90	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20211562-00	794.80	0000006419	157.50	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20211562-00	794.80	0000006419	637.30	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20212262-00	1,072.09	0000006419	533.74	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14589823	7,066.90	20212262-00	1,072.09	0000006419	538.35	1300	5310000	0000	3700	4300000	000		
SA0280 - SAMBASAFETY	14589824	48.80	INV00216080	48.80	0000006632	48.80	0100	0982000	0000	3600	5600100	038		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589825	57.33	MT10244401423839090419	57.33		57.33	0100	0000665	0000	8100	5500100	777		
SA1200 - SAN DIEGO GAS & ELECTRIC	14589826	13.38	MT10244401445568090419	13.38		13.38	0100	0000665	0000	8100	5500100	777		
SC0305 - SCHOLASTIC NEWS	14589827	4,595.45	M67393975	4,595.45	0000006817	4,595.45	0100	3010100	1110	1000	4200000	300		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
& MAGAZINES														
SC0875 - SCHOOL SPECIALTY	14589828	701.60	208123377127	701.60	0000006810	701.60	0100	3010100	1110	1000	4300000	300		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7222668827-0-1	877.34	0000006432	877.34	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7222668827-0-2	96.07	0000006432	96.07	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7222668827-0-3	69.59	0000006432	69.59	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7223117441-0-1	242.25	0000006432	242.25	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7223147125-0-1	584.40	0000006432	584.40	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7223147125-0-2	137.39	0000006432	137.39	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7223806211-0-1	660.43	0000006432	660.43	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS ADVANTAGE	14589829	2,768.69	7223806211-0-2	101.22	0000006432	101.22	6200	0000100	1110	1000	4300000	062		
TO0300 - TOTAL EQUIPMENT TRAINING	14589830	5,017.35	7382	5,017.35		-377.65	0100	0000660	0000	8100	5600150	057		
TO0300 - TOTAL EQUIPMENT TRAINING	14589830	5,017.35	7382	5,017.35	0000006482	5,395.00	0100	0000660	0000	8100	5600150	057		
WA1175 - WAXIE SANITARY SUPPLY	14589831	1,277.67	78514896	1,277.67	0000006424	1,277.67	6200	0000000	0000	8100	4300000	062		

Business Unit Total: \$95,432.03

0100	\$ 17,426.82
1300	\$ 73,673.20
6200	\$ 4,332.01
TOTAL:	\$ 95,432.03

02300: National School District

2019-09-12

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AP0053 - APPLE COMPUTER	14590439	2,999.80	AA38552797	2,999.80	0000006822	2,999.80	0100	6300000	1110	1000	4300000	020		
AS0140 - ASELTINE SCHOOL	14590440	15,338.18	CT3636 August 2019	2,164.16		2,164.16	0100	6500000	5770	1180	5800500	022		
AS0140 - ASELTINE SCHOOL	14590440	15,338.18	CT3636 July 2019	13,174.02		13,174.02	0100	6500000	5770	1180	5800500	022		
AT0500 - AT&T INFORMATION SYSTEMS	14590441	45.95	MT201 00001355 0117	45.95		45.95	0100	0000665	0000	8100	5900100	000		
BA0700 - Banyan Tree Educational Services	14590442	1,800.00	CT3582 10236	1,800.00		1,800.00	0100	6500000	5770	1110	5800000	022		
BA0760 - Baker Distribution Company	14590443	374.62	Y520790	374.62	0000006315	374.62	0100	8150100	0000	8100	4300000	057		
BE0392 - BENCHMARK EDUCATION	14590444	22,005.56	379133	14,670.37	0000006452	14,670.37	0100	0000100	1110	1000	4100000	020		
BE0392 - BENCHMARK EDUCATION	14590444	22,005.56	379130	7,335.19	0000006453	7,335.19	0100	0000100	1110	1000	4100000	020		
DE0220 - KING BUSINESS SERVICES, INC.	14590445	692.50	150660	615.00	0000006594	615.00	0100	0000660	0000	8100	5600150	057		
DE0220 - KING BUSINESS SERVICES, INC.	14590445	692.50	150816	77.50	0000006594	77.50	0100	0000660	0000	8100	5600150	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14590446	15.65	09-0199454	15.65	0000006651	15.65	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14590446	15.65	09-0199547	15.65	0000006651	15.65	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14590446	15.65	ADJ 09-0199996	-15.65		-15.65	0100	8150100	0000	8100	4300000	057		
FR0200 - FRUTH GROUP	14590447	567.30	354861	153.84	0000006467	153.84	0100	1100699	1110	1000	5600200	111		
FR0200 - FRUTH GROUP	14590447	567.30	354862	153.84	0000006468	153.84	0100	1100699	1110	1000	5600200	555		
FR0200 - FRUTH GROUP	14590447	567.30	354860	153.84	0000006469	65.79	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14590447	567.30	354860	153.84	0000006469	88.05	0100	0980000	1110	1000	5600200	600		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
FR0200 - FRUTH GROUP	14590447	567.30	354859	105.78	0000006470	9.89	0100	0980000	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14590447	567.30	354859	105.78	0000006470	42.99	0100	0980000	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14590447	567.30	354859	105.78	0000006470	9.90	0100	3010100	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14590447	567.30	354859	105.78	0000006470	43.00	0100	3010100	1110	1000	4400000	900		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14590448	1,125.36	260902550	145.68		145.68	0100	1100699	1110	1000	5600200	555		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14590448	1,125.36	9006021248	979.68	0000006236	979.68	1200	9024977	7110	2700	5600200	028		
KO161 - Konica Minolta Premier Finance	14590449	320.83	5007137294	320.83	0000006535	320.83	0100	1100699	1110	1000	5600200	111		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661104-00	183.21	0000006318	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661107-00	183.21	0000006318	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	653840-01	122.14	0000006731	122.14	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	653694-02	392.64	0000006731	392.64	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661108-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661111-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661112-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661114-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661116-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14590450	1,980.46	661118-00	183.21	0000006731	183.21	0100	0000644	0000	8100	4300000	056		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 39
 Run Date 9/12/2019
 Run Time 9:21:09 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MO1420 - MORE DIRECT INC	14590451	1,981.90	6098114	1,031.66	0000006734	80.46	0100	0000623	0000	7200	4400380	000		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6098114	1,031.66	0000006734	125.10	0100	0000623	0000	7200	4400380	000		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6098114	1,031.66	0000006734	125.10	0100	0000623	0000	7200	4400380	000		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6098114	1,031.66	0000006734	125.10	0100	0000623	0000	7200	4400380	000		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6098114	1,031.66	0000006734	575.90	0100	0000623	0000	7200	4400380	000		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6099973	950.24	0000006737	303.56	0100	0980000	1110	1000	4300000	700		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6099973	950.24	0000006737	323.34	0100	0980000	1110	1000	4300000	700		
MO1420 - MORE DIRECT INC	14590451	1,981.90	6099973	950.24	0000006737	323.34	0100	0980000	1110	1000	4300000	700		
OF0075 - OFFICE DEPOT	14590452	2,525.18	341269546002	2,525.18	0000006242	2,525.18	0100	0000626	0000	7200	4300990	000		
RE0475 - RSD - NATIONAL CITY	14590453	175.02	61151766-00	90.59	0000006730	90.59	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14590453	175.02	61152307-00	84.43	0000006730	84.43	0100	8150100	0000	8100	4300000	057		
SO2900 - SOUTHWEST MOBILE STORAGE,INC	14590454	212.06	RI667082	212.06	0000006440	212.06	0100	0000127	1110	1000	4300000	000		
SW0400 - Swank Movie Licensing	14590455	12,794.00	CT 3655 BO 1646071	12,794.00		12,794.00	0100	3010100	1110	1000	5800000	020		
TE1300 - TERMINIX INTERNATIONAL	14590456	40.00	389131968	40.00	0000004774	40.00	0100	0000660	0000	8100	5500600	057		
TO0115 - TOSHIBA FINANCIAL SERVICES	14590457	160.12	364103634	160.12	0000006248	160.12	0100	0000660	0000	8100	5600200	057		
VO0300 - VOYAGER SOPRIS LEARNING	14590458	280.00	2151206	280.00	0000006786	280.00	0100	6500000	5750	1110	5800710	022		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14590459	163.60	1-422178	16.46	0000006296	16.46	0100	0000633	0000	7700	4300000	055		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14590459	163.60	1-421644	147.14	0000006512	147.14	0100	8150100	0000	8100	4300000	057		
XE0100 - XEROX CORPORATION	14590460	425.46	097999504	425.46	0000006243	107.36	0100	0980000	1110	1000	5600200	700		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 40
Run Date 9/12/2019
Run Time 9:21:09 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
XE0100 - XEROX CORPORATION	14590460	425.46	097999504	425.46	0000006243	318.10	0100	0980000	1110	1000	5600200	700		

Business Unit Total: \$66,023.55

0100	\$ 65,043.87
1200	\$ 979.68
TOTAL:	\$ 66,023.55

02300: National School District

2019-09-13

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000288 - Lisa Ayala	14591101	22.91	LA Mileage 08/19	22.91		22.91	1200	9024977	7110	2700	5200500	028		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001267 26	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001271 37	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001275 11	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001276 67	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001267 73	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001279 32	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
AM1700 - AMERICAN READING COMPANY	14591102	18,900.00	CT3619 00001280 38	2,700.00		2,700.00	0100	0980000	1110	1000	5800000	000		
BO0800 - BOYS & GIRLS CLUB	14591103	6,242.40	2019-8939-ICS	6,242.40	00000064 28	6,242.40	6200	6030000	0000	8700	5600400	062		
CO3700 - COX COMMUNICATIONS	14591104	1,229.95	001 3110 11699130 1 090119	529.81	00000064 29	529.81	6200	0000460	0000	2700	5900100	062		
CO3700 - COX COMMUNICATIONS	14591104	1,229.95	001 3110 05744620 2 090119	700.14	00000064 29	100.14	6200	0000460	0000	2700	5900100	062		
CO3700 - COX COMMUNICATIONS	14591104	1,229.95	001 3110 05744620 2 090119	700.14		600.00	6200	0000460	0000	2700	5900100	062		
LA0500 - LAKESHORE LEARNING MATERIALS	14591105	2,083.65	13252609 19	520.91	00000067 61	520.91	0100	0000100	1110	1000	4300000	300		
LA0500 - LAKESHORE LEARNING MATERIALS	14591105	2,083.65	11865009 19	1,562.74	00000067 75	1,562.74	0100	0980000	1110	1000	4300000	500		
MO1000 - MONOPRICE, INC.	14591106	150.06	19270179	75.03	00000066 37	75.03	0100	6500000	5770	1110	4400380	022		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MO1000 - MONOPRICE, INC.	14591106	150.06	19262827	75.03	0000006758	75.03	0100	0000460	1110	1000	4300000	800		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14591107	5,881.00	SBCS NCCFRC Aug 2019	5,881.00		5,881.00	0100	0000737	8100	5000	5800100	021		
UL0100 - ULTIMATE OFFICE	14591108	614.34	U1006825	614.34	0000006748	614.34	0100	0000460	0000	2700	4300000	300		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		1,652.24	0100	0000665	0000	8100	5500500	000		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		131.25	0100	0000665	0000	8100	5500500	111		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		131.25	0100	0000665	0000	8100	5500500	222		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		87.05	0100	0000665	0000	8100	5500500	225		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		131.25	0100	0000665	0000	8100	5500500	333		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		131.25	0100	0000665	0000	8100	5500500	444		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		166.67	0100	0000665	0000	8100	5500500	555		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		93.77	0100	0000665	0000	8100	5500500	666		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		167.14	0100	0000665	0000	8100	5500500	777		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		177.05	0100	0000665	0000	8100	5500500	888		
UN0900 - UNIFIRST CORPORATION	14591109	3,000.17	MT502 August 2019	3,000.17		131.25	0100	0000665	0000	8100	5500500	999		

Business Unit Total: \$38,124.48

0100	\$ 30,629.22
1200	\$ 22.91
6200	\$ 7,472.35
TOTAL:	\$ 38,124.48

02300: National School District

2019-09-16

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000013 - Lorena Dambois	14591561	55.19	LD091019	55.19		55.19	1200	6105100	0001	1000	4300000	000		
0000000015 - Norma Luna	14591562	27.43	NL091019	27.43		27.43	1200	6105100	0001	1000	4300000	000		
0000000017 - Hada Morales-Lopez	14591563	6.09	HML091019	6.09		6.09	1200	5210000	0001	1000	4300000	000		
0000000018 - Jeanette Pearson	14591564	57.65	JP091019	57.65		57.65	1200	6105100	0001	1000	4300000	000		
0000000019 - Liliana Nansen	14591565	22.44	LN091019	22.44		22.44	1200	6105100	0001	1000	4300000	000		
0000000051 - Ofelia Carrillo	14591566	31.84	OC091019	31.84		31.84	1200	6105100	0001	1000	4300000	000		
0000000067 - Jennifer Reynolds	14591567	32.29	JR090619	32.29		32.29	0100	0000440	0000	2420	4200500	200		
0000000109 - Leticia Hernandez	14591568	8.05	LH091019	8.05		8.05	1200	6105100	0001	1000	4300000	000		
0000000117 - Charmaine Lawson	14591569	57.61	CL091019	57.61		57.61	1200	5210000	0001	1000	4300000	000		
0000000152 - Maria Vazquez	14591570	331.00	MV081919	331.00		331.00	0100	0100186	1110	1000	4300000	200		
0000000206 - Lirio Vanessa Ruffo	14591571	53.11	LR091019	53.11		53.11	1200	5210000	0001	1000	4300000	000		
0000000207 - Luz Vicario	14591572	160.89	LV090519	160.89		160.89	0100	0000460	0000	2700	4300000	400		
0000000244 - Erik Vinland	14591573	110.36	EV090519	110.36		110.36	0100	6500000	5770	1110	4300000	022		
0000000295 - Sonia Ruan	14591574	228.84	SR090919	181.79		181.79	0100	0980000	1110	1000	4300000	500		
0000000295 - Sonia Ruan	14591574	228.84	SR090919	47.05		47.05	0100	0980000	1110	1000	4300000	500		
0000000405 - Angelina Woods	14591575	43.83	AW091019	43.83		43.83	1200	6105100	0001	1000	4300000	000		
AB0200 - ABDO PUBLISHING	14591576	3,276.69	229046	3,276.69	0000006280	3,276.69	0100	0927003	1110	1000	4200000	700		
AB0400 - AbleNet, Inc.	14591577	406.74	CI1908532	406.74	0000006614	125.61	0100	6500000	5750	1110	4300000	022		
AB0400 - AbleNet, Inc.	14591577	406.74	CI1908532	406.74	0000006614	131.59	0100	6500000	5750	1110	4300000	022		
AB0400 - AbleNet, Inc.	14591577	406.74	CI1908532	406.74	0000006614	149.54	0100	6500000	5750	1110	4300000	022		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
CH0800 - RADY CHILDREN'S HOSPITAL	14591578	67,775.31	CT3451 N0004	8,906.92		8,906.92	1200	5210000	0001	3140	5800000	000		
CH0800 - RADY CHILDREN'S HOSPITAL	14591578	67,775.31	CT3451 N0003	58,868.39		36,587.03	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14591578	67,775.31	CT3451 N0003	58,868.39		22,281.36	0100	0000500	1110	3140	5800000	022		
HA1525 - HAWTHORNE POWER SYSTEMS	14591579	621.96	SS100117 184	621.96	00000068 13	292.29	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14591579	621.96	SS100117 184	621.96	00000068 13	329.67	0100	0982000	0000	3600	5600100	038		
IN0240 - INFINITE INK SILK SCREENING	14591580	98.00	1327	98.00		98.00	0100	0980360	0000	2490	4300000	020		
NA0076 - NAPA AUTO PARTS	14591581	341.07	3930-251667	93.09	00000065 08	93.09	0100	8150100	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14591581	341.07	3930-255624	247.98	00000065 08	247.98	0100	8150100	0000	8100	4300000	057		
PA0110 - Pacific Rim Mechanical	14591582	21,492.00	SRV10644 9	4,680.00	00000066 46	4,680.00	0100	8150100	0000	8100	5600150	057		
PA0110 - Pacific Rim Mechanical	14591582	21,492.00	SRV10702 8	16,812.00	00000066 84	300.00	0100	8150100	0000	8100	5600150	057		
PA0110 - Pacific Rim Mechanical	14591582	21,492.00	SRV10702 8	16,812.00	00000066 84	16,512.00	0100	8150100	0000	8100	5600150	057		
PR0050 - PRACTICAL, INC.	14591583	253.11	CT1294 343621	253.11		253.11	0100	5640568	0000	3140	5800490	022		
RI0020 - RCOM RADIO LLC	14591584	429.56	15072	429.56	00000065 88	429.56	0100	0000624	0000	7200	4300000	020		
SA1200 - SAN DIEGO GAS & ELECTRIC	14591585	9,936.86	MT102 8019 205 888 9 91019	9,936.86		9,936.86	0100	0000665	0000	8100	5500100	555		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14591586	24,260.76	SBCS Pre-4-All Aug 2019	24,260.76		22,902.55	1200	5210000	0001	1000	5800100	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14591586	24,260.76	SBCS Pre-4-All Aug 2019	24,260.76		1,358.21	1200	9024977	7110	1000	5800100	028		
SO1115 - SOUTH BAY WINDOW & GLASS CO.	14591587	504.45	090334	73.93	00000064 92	73.93	0100	8150100	0000	8100	4300000	057		
SO1115 - SOUTH BAY WINDOW & GLASS CO.	14591587	504.45	090348	430.52	00000064 92	430.52	0100	8150100	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 20
Run Date 9/16/2019
Run Time 9:33:32 AM

Business Unit Total: \$130,623.13

0100	\$ 97,092.21
1200	\$ 33,530.92
TOTAL:	\$ 130,623.13

02300: National School District

2019-09-17

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14592108	2,718.96	46694936 3656	171.82	00000066 16	12.73	0100	3310000	5750	1130	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	46694936 3656	171.82	00000066 16	12.84	0100	3310000	5750	1130	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	46694936 3656	171.82	00000066 16	18.21	0100	3310000	5750	1130	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	46694936 3656	171.82	00000066 16	40.18	0100	3310000	5750	1130	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	46694936 3656	171.82	00000066 16	87.86	0100	3310000	5750	1130	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	93569537 937	25.35	00000063 42	25.35	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	85483835 9778	28.41	00000066 76	28.41	0100	0000624	0000	7200	4300000	020		
AM0100 - AMAZON.COM	14592108	2,718.96	99834538 9564	51.96	00000064 01	51.96	0100	9010999	1110	1000	4300000	400		
AM0100 - AMAZON.COM	14592108	2,718.96	87885458 3845	51.31		51.31	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	ADJ 48386764 8383	-49.45		-49.45	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	12.98	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	15.77	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	15.77	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	20.27	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	22.48	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	28.17	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	39.32	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	42.73	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	96369834 4699	242.54	00000067 12	45.05	0100	0000560	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	10.32	0100	0000100	1110	1000	4300000	215		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	11.31	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	22.60	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	43.13	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	57.36	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	77.39	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83876768 5399	328.27	00000067 13	106.16	0100	0000100	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	83998934 569	20.98	00000067 16	20.98	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	69583597 4366	241.92	00000067 10	40.00	0100	0000580	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	69583597 4366	241.92	00000067 10	41.88	0100	0000580	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	69583597 4366	241.92	00000067 10	52.64	0100	0000580	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	69583597 4366	241.92	00000067 10	52.64	0100	0000580	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	69583597 4366	241.92	00000067 10	54.76	0100	0000580	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	43595699 4859	155.96	00000066 90	155.96	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	43588687 4736	15.57	00000067 42	7.78	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	43588687 4736	15.57	00000067 42	7.79	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	47599767 7758	106.24	00000067 43	106.24	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	7.50	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	10.71	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	10.93	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	34.32	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	42.88	0100	0980000	1110	1000	4300000	215		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	65.83	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	47575944 94354	253.72	00000067 43	81.55	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	46433353 9544	174.45	00000067 49	58.15	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	46433353 9544	174.45	00000067 49	116.30	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	55768974 6346	132.60	00000067 49	54.33	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	55768974 6346	132.60	00000067 49	78.27	0100	0980000	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14592108	2,718.96	56949543 7994	9.79	00000067 42	9.79	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	58963585 4773	17.04	00000067 42	17.04	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	45356796 5488	377.82	00000066 92	377.82	0100	0980000	1110	1000	4300000	400		
AM0100 - AMAZON.COM	14592108	2,718.96	69349497 8976	64.19	00000067 62	64.19	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	9.35	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	9.91	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	10.45	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	11.01	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	14.09	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	29.71	0100	0000460	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	46.21	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	44455666 9647	181.42	00000067 62	50.69	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14592108	2,718.96	ADJ 85346749 3786	-86.99		-86.99	0100	0000460	0000	2700	4300000	900		
AM0100 - AMAZON.COM	14592108	2,718.96	45694736 6484	39.33	00000067 77	39.33	1300	5310000	0000	3700	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	43355893 3537	88.73	00000067 77	6.99	1300	5310000	0000	3700	4300000	000		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funcnt	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14592108	2,718.96	43355893 3537	88.73	00000067 77	40.87	1300	5310000	0000	3700	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	43355893 3537	88.73	00000067 77	40.87	1300	5310000	0000	3700	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	74859668 3753	30.74	00000067 42	8.22	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	74859668 3753	30.74	00000067 42	10.18	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	74859668 3753	30.74	00000067 42	12.34	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	53789598 5536	16.30	00000067 42	16.30	0100	0000623	0000	7200	4300000	000		
AM0100 - AMAZON.COM	14592108	2,718.96	69997878 5953	28.94	00000067 96	12.95	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14592108	2,718.96	69997878 5953	28.94	00000067 96	15.99	0100	6500000	5770	1190	4300000	022		
AM1700 - AMERICAN READING COMPANY	14592110	5,000.00	CT3619 00001286 04	5,000.00		5,000.00	0100	0980000	1110	1000	5800000	000		
JA0100 - JAMF SOFTWARE, LLC	14592111	17.50	INV11471 1	17.50	00000067 79	17.50	0100	6500000	5750	1110	4400380	022		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		2,076.78	6200	0000460	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		721.13	6200	0981115	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		8,488.43	6200	0000100	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		924.30	6200	0981104	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		2,102.86	6200	0981200	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		450.66	6200	0981210	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		4,139.52	6200	1400000	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14592112	25,754.74	00002957 63-0001 Oct 2019	25,754.74		1,295.20	6200	0000460	0000	2700	3402000	062		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		126.08	0100	9010999	0000	2700	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		671.79	0100	0000615	0000	7100	4300000	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		387.17	0100	0000620	0000	7200	4300000	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		437.44	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		875.01	0100	8150100	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		178.51	0100	0000100	1110	1000	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		145.56	0100	0000100	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		413.02	0100	0000100	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		78.16	0100	0000100	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		15.48	0100	0000100	1110	1000	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		77.85	0100	0000440	1110	1000	4300000	100		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		330.86	0100	0000460	1110	1000	4300000	200		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		125.85	0100	0000460	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		127.82	0100	0000460	1110	1000	4300000	800		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		51.15	0100	0000570	1110	1000	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		519.28	0100	0000570	1110	1000	4300000	400		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		496.89	0100	0000570	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		683.50	0100	0000570	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		23.94	0100	0000570	1110	1000	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		318.84	0100	0100835	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		364.66	0100	0100847	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		268.97	0100	0922003	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		41.68	0100	0980000	1110	1000	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		243.50	0100	0980000	1110	1000	4300000	215		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		38.21	0100	0980000	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		442.16	0100	0980000	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		1,098.05	0100	0980000	1110	1000	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		19.98	0100	0980110	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		49.60	0100	3010100	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		1,615.88	0100	6300000	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		2,422.57	0100	9010999	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		367.23	0100	9010999	1110	1000	4300000	100		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		419.45	0100	9010999	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		208.69	0100	9010999	1110	1000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		499.00	0100	9010999	1110	1000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		120.00	0100	3010800	8100	5000	4300000	215		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		488.00	0100	3010800	8100	5000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		12.70	0100	3010800	8100	5000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		250.23	1200	5210000	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		111.28	1200	6105100	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		511.27	1200	6105100	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		400.17	1200	5210000	0001	2700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		198.41	1200	5210000	0001	3140	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		195.64	1300	5310000	0000	3700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		31.96	0100	0000500	0000	2100	4300400	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		38.56	0100	0000460	0000	2700	4300400	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		819.87	0100	0000615	0000	7100	4300400	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		24.46	0100	9010999	0000	7200	4300400	020		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		251.20	0100	9010999	1110	1000	4300400	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		28.25	0100	6500000	5001	2100	4300400	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		19.92	1300	5310000	0000	3700	4700000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		389.72	0100	0000618	0000	7100	5200000	003		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		1,209.45	0100	9010999	0000	7200	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		1,497.84	0100	0000660	0000	8100	5200000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		1,094.46	0100	6500000	5001	2100	5200000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14592114	25,119.63	MFCU P-Card August 2019	25,119.63		368.00	0100	0982000	1110	3600	5800000	022		
OP0130 - OPTIMUM FLOORCARE	14592115	858.35	456964	609.74	0000006722	609.74	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14592115	858.35	457072	81.37	0000006722	1.37	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14592115	858.35	457072	81.37	0000006722	80.00	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14592115	858.35	457098	167.24	0000006722	49.95	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14592115	858.35	457098	167.24	0000006722	117.29	0100	0000644	0000	8100	4300000	056		
SA1200 - SAN DIEGO GAS & ELECTRIC	14592116	50.43	MT102 8019 213 602 4 091119	50.43		50.43	0100	0000665	0000	8100	5500100	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO1227 - SO-CAL TRUCK STOP	14592117	74.82	0100-6551	74.82	0000006418	74.82	1300	5310000	0000	3700	4300560	000		
SW0100 - SWEETWATER AUTHORITY	14592118	14,979.00	MY303 1754420-000 091319	14,979.00		1,747.60	0100	0000665	0000	8100	5500300	000		
SW0100 - SWEETWATER AUTHORITY	14592118	14,979.00	MY303 1754420-000 091319	14,979.00		5,803.25	0100	0000665	0000	8100	5500300	111		
SW0100 - SWEETWATER AUTHORITY	14592118	14,979.00	MY303 1754420-000 091319	14,979.00		2,333.59	0100	0000665	0000	8100	5500300	444		
SW0100 - SWEETWATER AUTHORITY	14592118	14,979.00	MY303 1754420-000 091319	14,979.00		3,402.78	0100	0000665	0000	8100	5500300	777		
SW0100 - SWEETWATER AUTHORITY	14592118	14,979.00	MY303 1754420-000 091319	14,979.00		1,691.78	0100	0000665	0000	8100	5500300	888		
TU0110 - TURBOSCAPE, INC.	14592119	14,210.00	9740	14,210.00	0000006319	0.00	0100	8150100	0000	8100	4300000	057		
TU0110 - TURBOSCAPE, INC.	14592119	14,210.00	9740	14,210.00	0000006319	3,430.00	0100	8150100	0000	8100	4300000	057		
TU0110 - TURBOSCAPE, INC.	14592119	14,210.00	9740	14,210.00	0000006319	4,900.00	0100	8150100	0000	8100	4300000	057		
TU0110 - TURBOSCAPE, INC.	14592119	14,210.00	9740	14,210.00	0000006319	5,880.00	0100	8150100	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14592120	137.60	1-421814	137.60	0000006512	137.60	0100	8150100	0000	8100	4300000	057		
XE0100 - XEROX CORPORATION	14592121	425.20	098094680	425.20	0000006241	141.76	0100	0000421	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14592121	425.20	098094680	425.20	0000006241	141.72	0100	0980000	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14592121	425.20	098094680	425.20	0000006241	141.72	0100	0000616	0000	7100	5600200	010		

Business Unit Total: \$89,373.42

0100	\$ 61,728.88
1200	\$ 1,471.36
1300	\$ 418.44
6200	\$ 25,754.74
TOTAL:	\$ 89,373.42

02300: National School District

2019-09-18

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000006 - Chef's Toys	14592627	2,877.85	6660	2,877.85	0000006660	2,877.85	1300	5310000	0000	3700	6500000	000		
0000000016 - Yadira Martinez	14592628	25.75	YM Mileage Aug 2019	25.75		25.75	1200	9024977	7110	2700	5200500	028		
0000000031 - Kasinee Quezada	14592629	9.77	KQ091219	9.77		9.77	1200	5210000	0001	3140	4400000	000		
0000000123 - Yvette Olea	14592630	102.05	YO091319	102.05		102.05	0100	0000623	0000	7200	5600000	000		
0000000381 - Evelyn Sanchez	14592631	63.45	ES Mileage June to Aug 2019	63.45		63.45	0100	0000623	0000	7200	5200500	000		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000129146	1,200.00	0000006544	1,200.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	200.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	400.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	600.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	600.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	1,800.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	1,800.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128642	7,200.00	0000006326	1,800.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128333	5,400.00	0000006545	1,800.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128333	5,400.00	0000006545	1,800.00	0100	0000100	1110	1000	4100000	020		
AM1700 - AMERICAN READING COMPANY	14592632	13,800.00	0000128333	5,400.00	0000006545	1,800.00	0100	0000100	1110	1000	4100000	020		
AP0053 - APPLE COMPUTER	14592633	106.57	AA38346692	106.57	0000006795	20.66	0100	0000633	0000	7700	4300000	055		
AP0053 - APPLE COMPUTER	14592633	106.57	AA38346692	106.57	0000006795	85.91	0100	0000633	0000	7700	4300000	055		
BE1545 - BEST WAY PRINTING	14592634	212.72	19949	212.72	0000006733	212.72	0100	0000623	0000	7200	4300000	000		

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
EW0100 - EWING	14592635	150.70	8263853	150.70	00000066 43	150.70	0100	8150100	0000	8100	4300000	057		
FO0301 - FOLLETT LIBRARY RESOURCES	14592636	642.12	2416665A	642.12	00000066 73	642.12	0100	0980110	1110	1000	4300000	020		
GR0200 - GRAINGER	14592637	221.38	92844503 36	59.62	00000067 28	59.62	0100	8150100	0000	8100	4300000	057		
GR0200 - GRAINGER	14592637	221.38	92844503 44	129.42	00000067 28	129.42	0100	8150100	0000	8100	4300000	057		
GR0200 - GRAINGER	14592637	221.38	92876086 25	32.34	00000067 28	32.34	0100	8150100	0000	8100	4300000	057		
HA1525 - HAWTHORNE POWER SYSTEMS	14592638	699.93	SS100117 196	699.93	00000068 13	334.94	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14592638	699.93	SS100117 196	699.93	00000068 13	364.99	0100	0982000	0000	3600	5600100	038		
KO161 - Konica Minolta Premier Finance	14592639	166.39	50071112 27	166.39	00000065 36	41.60	0100	1100699	1110	1000	5600200	888		
KO161 - Konica Minolta Premier Finance	14592639	166.39	50071112 27	166.39	00000065 36	124.79	0100	1100699	1110	1000	5600200	888		
MI1200 - MISSION JANITORIAL SUPPLIES	14592640	51.12	660179-00	51.12	00000067 31	51.12	0100	0000644	0000	8100	4300000	056		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104813	534.94	00000067 80	114.60	0100	6500000	5001	2100	4300000	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104813	534.94	00000067 80	140.11	0100	6500000	5001	2100	4300000	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104813	534.94	00000067 80	140.11	0100	6500000	5001	2100	4300000	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104813	534.94	00000067 80	140.12	0100	6500000	5001	2100	4300000	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104828	582.13	00000067 85	57.30	0100	6500000	5770	1110	4400380	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104828	582.13	00000067 85	70.06	0100	6500000	5770	1110	4400380	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104828	582.13	00000067 85	70.06	0100	6500000	5770	1110	4400380	022		
MO1420 - MORE DIRECT INC	14592641	1,117.07	6104828	582.13	00000067 85	314.65	0100	6500000	5770	1110	4400380	022		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
OF0075 - OFFICE DEPOT	14592642	3,295.11	373383260001	2,327.88	0000006789	163.10	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14592642	3,295.11	373383260001	2,327.88	0000006789	678.51	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14592642	3,295.11	373383260001	2,327.88	0000006789	1,486.27	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14592642	3,295.11	373383437001	869.91	0000006789	869.91	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14592642	3,295.11	375764489001	97.32	0000006815	97.32	0100	0000100	1110	1000	4300000	215		
OR0220 - ORIENTAL TRADING COMPANY	14592643	105.78	697855612-01	105.78	0000006755	15.66	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14592643	105.78	697855612-01	105.78	0000006755	28.73	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14592643	105.78	697855612-01	105.78	0000006755	30.04	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14592643	105.78	697855612-01	105.78	0000006755	31.35	0100	0980000	1110	1000	4300000	800		
PA0125 - PAR INC	14592644	121.00	36403A-1	121.00	0000006781	121.00	0100	6500000	5001	3120	4300000	022		
RE0475 - RSD - NATIONAL CITY	14592645	655.70	61152549-00	29.34	0000006730	29.34	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14592645	655.70	61152335-00	165.78	0000006730	165.78	0100	8150100	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14592645	655.70	61152550-00	460.58	0000006730	460.58	0100	8150100	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	167236	115.18	0000005337	115.18	0100	0000660	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	167679	19.78	0000005337	19.78	0100	0000660	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	167874	41.34	0000005337	41.34	0100	0000660	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	167981	115.18	0000005337	76.30	0100	0000660	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	167981	115.18	0000006729	38.88	0100	8150100	0000	8100	4300000	057		
RI0050 - RICK'S RV SERVICE CENTER	14592646	320.27	168362	28.79	0000006729	28.79	0100	8150100	0000	8100	4300000	057		
SC1050 - SCANNING SERVICE CORP	14592647	6,394.06	CT32682019040	6,394.06		6,394.06	0100	0000623	0000	7200	5800000	000		
SO1227 - SO-CAL TRUCK STOP	14592648	6,244.56	MT831 AUG 2019	6,244.56		3,228.29	0100	0982000	0000	3600	4300560	038		

Report ID: APX2030

PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

Page No. 39
 Run Date 9/18/2019
 Run Time 9:39:27 AM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO1227 - SO-CAL TRUCK STOP	14592648	6,244.56	MT831 AUG 2019	6,244.56		3,016.27	0100	0983000	5001	3600	4300560	038		
SS0090 - S&S WORLD WIDE	14592649	2,426.96	IN1002580 29	2,426.96	00000064 50	252.00	0100	9010999	1110	1000	4300000	600		
SS0090 - S&S WORLD WIDE	14592649	2,426.96	IN1002580 29	2,426.96	00000064 50	927.40	0100	9010999	1110	1000	4300000	600		
SS0090 - S&S WORLD WIDE	14592649	2,426.96	IN1002580 29	2,426.96	00000064 50	1,247.56	0100	9010999	1110	1000	4300000	600		
ST0300 - Straight Line General Contrators	14592650	218,694.56	CT3593 00003	218,694.56		218,694.56	2139	0000028	0000	8500	6170000	000		
UN0800 - UNITED REFRIGERATION INC.	14592651	157.72	7256662- 00	157.72	00000064 85	157.72	0100	8150100	0000	8100	4300000	057		
WA1175 - WAXIE SANITARY SUPPLY	14592652	3,406.05	78551779	3,406.05	00000068 58	3,406.05	0100	0000644	0000	8100	4400000	056		

Business Unit Total: \$262,068.64

0100	\$ 40,460.71
1200	\$ 35.52
1300	\$ 2,877.85
2139	\$ 218,694.56
TOTAL:	\$ 262,068.64

REVOLVING CASH FUND - BUSINESS I
September 1, 2019 through September 30, 2019

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
9/30/19	Bank Fee	Union Bank	Check Image Fee	3.00
TOTAL				\$3.00

REVOLVING CASH FUND - BUSINESS II
September 1, 2019 through September 30, 2019

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
9/30/19	Bank Fee	Union Bank	Check Image Fee	3.00
TOTAL				\$3.00

Petty cash funds are maintained in Business Services, Family Resource Center, and Service Center for the purchase of office and maintenance supplies.



NATIONAL SCHOOL DISTRICT
PURCHASING CARD EXPENSES
AUGUST 2019 - BOARD REPORT

Account Name	Merchant Name	Amount	Expense Description
ARANCIBIA,DELIA	OFFICE DEPOT #5125	-1,073.04	Refund- Returned science journals for students in grades Kinder through 2nd grade
ARANCIBIA,DELIA	AMZN MKTP US*MA5GH1BX0	273.70	Playground Equipment- Playground balls, frisbees, flying saucers, golf discs, dodge balls, soccer balls, and hula hoops for PBIS structured recess
ARANCIBIA,DELIA	AMZN MKTP US*MA5TB8WH1	21.70	Playground Equipment- One bundle of six jump ropes for PBIS structured recess
ARANCIBIA,DELIA Total		-777.64	
BRADY,LEIGHANGELA	STARBUCKS STORE 06783	35.90	Refreshments for the Executive Cabinet Coffee Chat at Palmer Way School- Two coffee travelers
BRADY,LEIGHANGELA	MSFT * E02008RZL1	4.05	Monthly charge for one Office 365/SharePoint license
BRADY,LEIGHANGELA	CALIFORNIA SCHOOL BOAR	199.00	Registration- The Brown Act Workshop in San Diego on October 25, 2019- Barbara Avalos
BRADY,LEIGHANGELA	PAYPAL *CLSBA	389.72	Registration- The California Latino School Boards Association Annual CLSBA Unity Conference in San Diego on October 3-6, 2019- Barbara Avalos
BRADY,LEIGHANGELA	STARBUCKS STORE 29857	35.90	Refreshments for the Executive Cabinet Coffee Chat at Central School- Two coffee travelers
BRADY,LEIGHANGELA	NATIONAL CITY CHAMBER	350.00	Registration - Salute to Navy Luncheon on Thursday, October 24, 2019- Board Members and Executive Cabinet
BRADY,LEIGHANGELA	PANERA BREAD #204284	490.13	Dinner- Special Board Meeting on August 29, 2019- Govering Board and guests
BRADY,LEIGHANGELA Total		1,504.70	
CARSON,CHRISTOPHER B	SOUTHWEST AIRLINES	97.96	Airline Reservation- State of California Cybersecurity Education Summit in Sacramento, CA on October 8, 2019 - Yousuf Hussain
CARSON,CHRISTOPHER B	SOUTHWEST AIRLINES	97.96	Airline Reservation- State of California Cybersecurity Education Summit in Sacramento, CA on October 8, 2019 - Wendy O'Connor
CARSON,CHRISTOPHER B	SHERATON	287.10	Hotel Reservation- State of California Cyber Security Education Summit in Sacramento, CA on October 9, 2019- Yousuf Hussain
CARSON,CHRISTOPHER B	SHERATON	287.10	Hotel Reservation- State of California Cybersecurity Education Summit in Sacramento, CA on October 9, 2019- Wendy O'Connor
CARSON,CHRISTOPHER B	SOUTHWEST AIRLINES	184.96	Airline Reservation- Apple IT Briefing in Cupertino, CA on September 18-19, 2019 - Yousuf Hussain
CARSON,CHRISTOPHER B	SOUTHWEST AIRLINES	184.96	Airline Reservation- Apple IT Briefing in Cupertino, CA on September 18-19, 2019 - Ricardo Gil
CARSON,CHRISTOPHER B	HOLIDAY INNS	748.92	Hotel Reservation- Certified Playground Safety Inspector Course in Los Angeles, CA on September 17-19, 2019- Miguel Garcia
CARSON,CHRISTOPHER B	HOLIDAY INNS	748.92	Hotel Reservation- Certified Playground Safety Inspector Course in Los Angeles, CA on September 17-19, 2019- Rick Miller
CARSON,CHRISTOPHER B Total		2,637.88	
CASTANEDA,LINNETTE G	AMZN MKTP US*MA43H61N0	32.60	Classroom Supplies- One Hundred Landyards with ID holders for students to support Enrichment and field trip safety
CASTANEDA,LINNETTE G	AMZN MKTP US*MA03F0D42	19.55	Classroom Supplies- One Hundred Landyards with ID holders for students to support Enrichment and field trip safety

CASTANEDA,LINNETTE G	OFFICE DEPOT #0963	126.08	Office Supplies- Address Labels for office and badges for school volunteers
CASTANEDA,LINNETTE G	AMAZON.COM*MO37X84H2	12.70	Languages of Love for Parent that participated in workshop
CASTANEDA,LINNETTE G	MYSTERY SCIENCE	499.00	Learning Materials- School Mystery Science membership
CASTANEDA,LINNETTE G	AMZN MKTP US*MO4EG8TF1	<u>156.54</u>	Classroom Supplies- One Hundred Landyards with ID holders for students to support Enrichment and field trip safety
CASTANEDA,LINNETTE G Total		846.47	
CASTILLO,DAVID	WM SUPERCENTER #5023	10.40	Maintenance Supplies- Ten gallons of distilled water for Little Moe machines
CASTILLO,DAVID	FUERTE CASES	573.73	Audio/Visual Supplies- Ten carrying cases for school site PA systems
CASTILLO,DAVID	HOMEDEPOT.COM	140.05	Audio/Visual Supplies- Two digital 360-degree antennas
CASTILLO,DAVID	HOMEDEPOT.COM	39.74	Audio/Visual Supplies- Two J Pipe antenna mounts
CASTILLO,DAVID	EQUIPMENT PARTS PLUS -	72.19	Maintenance Supplies- Four caster wheels
CASTILLO,DAVID	EQUIPMENT PARTS PLUS -	326.84	Maintenance Supplies- Outrigger Assembly 24' brace for man lift
CASTILLO,DAVID	EQUIPMENT PARTS PLUS -	110.60	Maintenance Supplies- Wheel for man lift
CASTILLO,DAVID	AMZN MKTP US*MO1JY88G2	<u>38.90</u>	Audio/Visual Supplies- Two prometean board remote controls
CASTILLO,DAVID Total		1,312.45	
CESENA,VANESSA	SUBWAY 03046232	24.98	Dinner for Governing Board members for Board meeting
CESENA,VANESSA	SMART AND FINAL 347	76.54	Refreshments for South County Collaborative School Boards Meeting - Water, chocolates, and 2 boxes of individual bags of chips
CESENA,VANESSA	MONARKA PARTY AND MORE	<u>97.75</u>	Table cloth rental for South County Collaborative School Boards Meeting
CESENA,VANESSA Total		199.27	
DENEGRI,ALFONSO	AMZN MKTP US*MA4TR9M02	83.70	Classroom Supplies- Two cartons of 12 view binders for teachers
DENEGRI,ALFONSO	AMZN MKTP US*MA1PU7X01	104.64	Classroom Supplies- Flexible seating stool, 2 timers for the school counselor's office, and 1 pack of sheet protectors
DENEGRI,ALFONSO	AMZN MKTP US*MA5AV7320	6.99	Classroom Supplies- Alarm clock for a 3rd grade student
DENEGRI,ALFONSO	AMZN MKTP US*MA6XV6HV2	40.22	Office Supplies- Fourty-eight sets of binder tabs for teacher binders
DENEGRI,ALFONSO	AMZN MKTP US*MA4GM8EA0	9.49	Office Supplies- "Return to the office" stamp for office use
DENEGRI,ALFONSO	AMZN MKTP US*MA2Y23MG0	97.95	Classroom Supplies- Five headphones for primary classrooms
DENEGRI,ALFONSO	AMZN MKTP US*MA9KJ5HE0	597.70	Classroom Supplies- Thirty pairs of headphones for a 2nd grade class
DENEGRI,ALFONSO	AMZN MKTP US*MA7LK0WI1	359.82	Classroom Supplies- Eighteen headphones for a 2nd grade class
DENEGRI,ALFONSO	AMZN MKTP US*MA31I0K60	19.98	Office Supplies- Two USB adapters for the principal's laptop
DENEGRI,ALFONSO	AMAZON.COM*MO84P6NT2	7.61	Audio/Visual Supplies- Audio aux cable for 4th grade teacher
DENEGRI,ALFONSO	AMZN MKTP US*MA6WB6IE0	14.99	Audio/Visual Supplies- One USB to HDMI Adapter chord for our Impact teacher's laptop to Promethean board
DENEGRI,ALFONSO	AMAZON.COM*MA6LL8WB0	145.28	Instructional Materials- One copy of "Dragons & Mythical Creatures", Twelve copies of "Viking Ships at Sunrise", and 12 copies of "Vikings: a nonfiction Companion to /Magic Tree House" for reading groups
DENEGRI,ALFONSO	AMZN MKTP US*MO0CR5G61	191.95	Office Supplies- Six heavy duty binders, sheet protectors, cable management cord bundler, 1 pack of 1 oz paper cups, and a desktop tape dispenser
DENEGRI,ALFONSO	AMAZON.COM*MO3K34HB2	65.28	Instructional Materials- Twelve copies of "Vacation under the Volcano" for reading groups in 3rd grade
DENEGRI,ALFONSO	AMZN MKTP US*MO3AJ0TE0	8.49	Audio/Visual Supplies- Auxiliary audio cord for a teacher
DENEGRI,ALFONSO	AMZN MKTP US*MO7MZ1QK1	<u>23.94</u>	Student Incentives- Two packs of 500 wristbands
DENEGRI,ALFONSO Total		1,778.03	
GOMEZ,JOCELYN	TARGET 00022327	3.69	Office Supplies- Dish soap for Superintendent's office
GOMEZ,JOCELYN	WAL-MART #5023	18.99	Office Supplies- Eighteen pencil boxes used for student presenters at Board meetings

GOMEZ,JOCELYN	WM SUPERCENTER #3516	12.66	Office Supplies- Twelve pencil boxes used for student presenters at Board meetings
GOMEZ,JOCELYN	AMAZON.COM*MA3KO6841 A	83.40	Board Room Supplies- Five water pitchers for Board room
GOMEZ,JOCELYN	3430 EL POLLO LOCO	21.71	Dinner for Governing Board members for Board meeting
GOMEZ,JOCELYN	OFFICE DEPOT #0963	<u>36.96</u>	Office Supplies- One pack of Avery name card tents for use at the Special Board Meeting on August 29, 2019
GOMEZ,JOCELYN Total		177.41	
HANSEN,JON	SMART AND FINAL 347	19.92	Cafeteria Supplies- Eight packs of extra hamburger buns for lunch service
HANSEN,JON	OFFICE DEPOT #0963	<u>195.64</u>	Cafeteria Supplies- Ten hand held clickers for counting snacks served for REACH program
HANSEN,JON Total		215.56	
HAYES,BEVERLY A	SMART AND FINAL 936	208.09	Healthy Snacks for District Professional Trainings- Granola bars, trail mix, cookies, crackers, muffins, tangerines, chocolates, assorted pastries, and water
HAYES,BEVERLY A	SMART AND FINAL 347	19.98	Refreshments- Coffee for Professional Trainings at District Office
HAYES,BEVERLY A	AMZN MKTP US*MA5YT36N0	30.42	Fine Arts Program Supplies- Two packs of 100 lanyards for all schools
HAYES,BEVERLY A	AMZN MKTP US*MO63114Z2	102.90	Fine Arts Program Supplies- Three packs of 100 lanyards and 2 packs of 250 badge holders for all schools
HAYES,BEVERLY A	AMAZON.COM*MA0HS0R31	176.40	Learning Materials- Thirty-five copies of book "How Much is a Million" for UC Irvine Math for all schools
HAYES,BEVERLY A	AMAZON.COM*MA1PN7D00	7.14	Learning Materials- One copy of book "How Much is a Million" for UC Irvine Math for all schools
HAYES,BEVERLY A	DIDAX, INC.	259.60	Learning Materials- Fourty sets of Place Value dice for UC Irvine Math for all schools
HAYES,BEVERLY A	SMART AND FINAL 936	98.54	Healthy Snacks and Water for Professional Trainings at District Office- Cinnamon rolls, chocolates, water, and coffee cake
HAYES,BEVERLY A	AMZN MKTP US*MO0A49TN1	209.85	Learning Materials- Fifteen rolls of jute twine for UC Irvine Math for all schools
HAYES,BEVERLY A	AMZN MKTP US*MO1BE91M1	68.39	Learning Materials- Twenty sets of Base 10 Units for UC Irvine Math for all schools
HAYES,BEVERLY A	AMZN MKTP US*MO4656VW2	135.65	Learning Materials- Five packs of Base Ten Units sets of 1000
HAYES,BEVERLY A	AMZN MKTP US*MO9K461A1	511.14	Learning Materials- Twenty rolls of jute twine, 3 cases of 36-pack of Play-Doh, and 10 packs of 60 pieces of sidewalk chalk for UC Irvine Math for all schools
HAYES,BEVERLY A	AMZN MKTP US*MO8Q15VZ2	279.80	Learning Materials- Twenty packs of 60 pieces of sidewalk chalk and for UC Irvine Math for all schools
HAYES,BEVERLY A	SMART AND FINAL 936	27.96	Healthy Snacks for Professional Trainings at District Office- Crumb cakes, lemon bites, and tangerines
HAYES,BEVERLY A	AMZN MKTP US*MO8OW5QE2	<u>103.56</u>	Learning Materials- Two sets of 8 tubs of 5 lbs of playdough for UC Irvine Math for all schools
HAYES,BEVERLY A Total		2,239.42	
HERNANDEZ,LETICIA	AMZN MKTP US*MA7RA35W2	16.17	Office Supplies- Desk file/sorter organizer
HERNANDEZ,LETICIA	AMZN MKTP US*MA9JC4VC1	151.20	Office Supplies- Ten packs of 2 magazine file holders
HERNANDEZ,LETICIA	SMART AND FINAL 347	30.72	Healthy Snacks and Water for School Administrative Assistant Meeting- Chex Mix, water, brownies, and tangerines
HERNANDEZ,LETICIA	SMART AND FINAL 347	40.35	Healthy Snacks and Refreshments for Interviews - Grapes, chocolates, tangerines, fig bars, mangos, and orange juice
HERNANDEZ,LETICIA	DOORDASH*STONE OVEN	62.45	Lunch for 5 panel members for the Preschool Teacher interviews held on August 20, 2019
HERNANDEZ,LETICIA	DOORDASH*STONE OVEN	<u>86.28</u>	Lunch for 7 panel members for the Impact Teacher interviews held on August 23, 2019
HERNANDEZ,LETICIA Total		387.17	
KRAFT,SHARMILA	PORTOS BAKERY DOWNEQPS	33.95	Lunch- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019 - Sharmila Kraft, Beverly Hayes, and Erina Cowart
KRAFT,SHARMILA	STARBUCKS STORE 19665	13.65	Breakfast- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019 - Sharmila Kraft

KRAFT,SHARMILA	NICK S ON 2ND	87.21	Lunch- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019 - Sharmila Kraft and Beverly Hayes
KRAFT,SHARMILA	COURTYARD BY MARRIOTT	16.99	Breakfast- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019 - Sharmila Kraft
KRAFT,SHARMILA	COURTYARD BY MARRIOTT	528.50	Hotel Reservation- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019- Beverly Hayes
KRAFT,SHARMILA	COURTYARD BY MARRIOTT	529.15	Hotel Reservation- 2019-20 Federal Monitoring Program Regional Training in Los Angeles on July 31-August 1, 2019- Sharmila Kraft
KRAFT,SHARMILA	HILTON	182.41	Hotel Reservation- Special Education Law: A Year in Review and What's New in Palm Springs, CA on October 16-18, 2019- Meghann O'Connor
KRAFT,SHARMILA	HILTON	182.41	Hotel Reservation-- Special Education Law: A Year in Review and What's New" in Palm Springs, CA on October 16-18, 2019- Meghann O'Connor
KRAFT,SHARMILA	HILTON	182.41	Hotel Reservation- Special Education Law: A Year in Review and What's New" in Palm Springs, CA on October 16-18, 2019- Janna Piper
KRAFT,SHARMILA	HILTON	182.41	To be Refunded- Duplicate charge by hotel
KRAFT,SHARMILA	HILTON	182.41	To be Refunded- Duplicate charge by hotel
KRAFT,SHARMILA	HILTON	182.41	Hotel Reservation- Special Education Law: A Year in Review and What's New" in Palm Springs, CA on October 16-18, 2019- Janna Piper
KRAFT,SHARMILA	CARNIVAL SUPERMARKET	24.46	Healthy Snacks for Principals Professional Development - Chips, guacamole, and salsa
KRAFT,SHARMILA Total		2,328.37	
LAWSON,CHARMAINE	DOLLAR TREE	5.39	Office Supplies- Journal, Three Packs of Index Cards and Notebook
LAWSON,CHARMAINE	OFFICE DEPOT #818	500.78	Classroom Supplies- Twenty white boards, 2 boxes of file folders, and 2 boxes of hanging file folders
LAWSON,CHARMAINE	AMZN MKTP US*MA1CS6DR2	203.08	Office Supplies- Two boxes of 100 file folders, 7 boxes of 30 binder pockets, and 1 view binder for Family Liaisons
LAWSON,CHARMAINE	SMART AND FINAL 464	24.97	Healthy Snacks and Refreshments for Parent Meet and Greet- Cookies, tangerines, grapes, and muffins
LAWSON,CHARMAINE	SMART AND FINAL 464	6.24	Refreshments for Parents Meet and Greet- Disposable cups
LAWSON,CHARMAINE	AMZN MKTP US*MA0SV0GE0	56.66	Office Supplies- Two boxes of 25 hanging file folders for curriculum planning
LAWSON,CHARMAINE	AMZN MKTP US*MA5UF1MH0	56.32	Office Supplies- Two folding carts with lids for Home Base teachers
LAWSON,CHARMAINE	AMZN MKTP US*MA1ZW79L2	69.98	Office Supplies- Two whiteboards for the Health Office
LAWSON,CHARMAINE	AMZN MKTP US*MA0979UF2	9.20	Office Supplies- One roll of reflective tape
LAWSON,CHARMAINE	AMZN MKTP US*MA5HH72U1	14.13	Office Supplies- D Ring view binder for Family Liaisons
LAWSON,CHARMAINE	WAL-MART #5338	130.42	School Supplies- Six bottles of lice shampoo, 5 file boxes, and 6 large plastic storage bins
LAWSON,CHARMAINE	AMZN MKTP US*MA53T15A0	67.99	Office Supplies- Steel vertical wall mount file organizer for the Health Office
LAWSON,CHARMAINE	SMART AND FINAL 742	9.44	Healthy Snacks and Refreshments for Parent Meet and Greet- Water and cookies
LAWSON,CHARMAINE	USPS PO 0567380168	5.10	Postage fee for State Preschool contract that was sent to the California Department of Education in Sacramento.
LAWSON,CHARMAINE	AMAZON MKTPL*MO2HO4J21	234.79	Instructional Materials- Fourteen books and six sensory toys for students who need additional support in classrooms
LAWSON,CHARMAINE	PAYPAL *LOVING GUID	56.00	Instructional Materials- Three copies of the book " I Can Calm" for students who need additional support
LAWSON,CHARMAINE	SMART AND FINAL 347	20.87	Healthy Snacks and Water for Parent Meet and Greet and Staff Meeting- Mini muffins, grapes, tangerines and water
LAWSON,CHARMAINE Total		1,471.36	
MELANESE,KATHERINE	AMZN MKTP US*MA7DW2111	20.99	Attendance Incentive- Event wristbands for students with perfect attendance
MELANESE,KATHERINE	WAL-MART #5023	104.86	Attendance Incentive- Notebooks, specialty rulers and post-its for perfect attendance
MELANESE,KATHERINE	AMAZON.COM*MA8EK7010	22.08	Family games for parent involvement incentives- Dominoes and Chess Set

MELANESE,KATHERINE	AMAZON.COM*MA40T2252	87.34	Family games for parent involvement incentives- Mattel "Blink"
MELANESE,KATHERINE	AMAZON.COM*MA5MD7K52	10.58	Family games for parent involvement incentives- Hasbro Games and Uno
MELANESE,KATHERINE	SMART AND FINAL 347	13.55	Attendance Incentive- Monster Pops
MELANESE,KATHERINE	AMZN MKTP US*MA2D13BQ0	34.90	Instructional Materials- Teacher resource book "Visible Learning for Teachers"
MELANESE,KATHERINE	LEARNING A-Z, LLC	229.95	Learning A-Z Raz Kids Plus and Raz Kids ELL Licences
MELANESE,KATHERINE	AMZN MKTP US*MO8GJ54U1	<u>145.56</u>	Classroom Supplies- Ink Toner Cartridges for classroom printers
MELANESE,KATHERINE Total		669.81	
O'CONNOR,MEGHANN	SMART AND FINAL 347	28.25	Snacks for the All Specialist Meeting- Five packs of assorted cookies
O'CONNOR,MEGHANN	ALBERTSONS 0757	112.00	Bus passes for homeless student #3713546
O'CONNOR,MEGHANN	SANDAG	36.00	Bus pass for homeless student #3712343
O'CONNOR,MEGHANN	SANDAG	36.00	Bus pass for homeless student #3710828
O'CONNOR,MEGHANN	SANDAG	72.00	Bus pass for parent of homeless students #3710828 & #3712343
O'CONNOR,MEGHANN	ALBERTSONS 0757	112.00	Bus passes for homeless student #3708448
O'CONNOR,MEGHANN	SUBWAY 03020419	<u>31.96</u>	Lunch for School Attendance Review Board meeting
O'CONNOR,MEGHANN Total		428.21	
O'CONNOR,WENDY	SMART AND FINAL 347	45.52	Healthy Snacks for American Reading Company Professional Development- Candy dish, napkins, water, tangerines, and danishes
O'CONNOR,WENDY	SMART AND FINAL 347	37.64	Healthy Snacks and Water for American Reading Company Professional Development- Water, crackers, plastic cups, and danishes
O'CONNOR,WENDY	EL SUPER # 25	22.98	Healthy Snacks for American Reading Company Professional Development- Napkins, chocolates, reusable bags, bannanas, grapes, and assorted pastries
O'CONNOR,WENDY	SMART AND FINAL 347	109.10	Healthy Snacks, Treats and Water for American Reading Company Professional Development and New Teacher Training- Water, tangerines, 5 boxes of crackers, and 5 bags of chocolates
O'CONNOR,WENDY	OFFICE DEPOT #0963	350.12	Office Supplies- Tissues and 5 Ink Toner Cartridges
O'CONNOR,WENDY	SMART AND FINAL 347	35.96	Healthy Snacks for American Reading Company Professional Development- Danishes and tangerines
O'CONNOR,WENDY	BUDGET RENT-A-CAR	<u>50.72</u>	Car Rental- State of California Cybersecurity Education Summit 2019 in Sacramento on October 9, 2019 - Wendy O'Connor and Yousuf Hussain
O'CONNOR,WENDY Total		652.04	
ORENDAIN,ADRIANA	INT*IN *MASCOT JUNCTIO	195.00	School posters for Rancho de la Nacion
ORENDAIN,ADRIANA	WWW COSTCO COM	1,935.74	75" Samsung LED TV for Room 4 at Rancho de la Nacion
ORENDAIN,ADRIANA	WWW COSTCO COM	<u>152.24</u>	Wall Mount for TV in room 4 at Rancho de la Nacion
ORENDAIN,ADRIANA Total		2,282.98	
RUAN,SONIA	OFFICE DEPOT #5125	38.21	Office Supplies- Two wireless mice; one for a teacher and one for administrative assistant
RUAN,SONIA	OFFICE DEPOT #5125	39.78	Office Supplies- One box of expandable pocket folders and one pencil cup holder
RUAN,SONIA	WAL-MART #2291	41.48	Office Supplies- Cardstock, 2 reams of paper, 3 poster tapes, and 3 packs of gallon size bags for PBIS (Positive Behavior Intervention and Support)
RUAN,SONIA	AMZN MKTP US*MO09V0C12	96.96	Classroom Supplies- Vankyo Leisure Mini Projector
RUAN,SONIA	AMZN MKTP US*MA6FE68N0	27.95	Classroom Supplies- 120" Vankyo Projector Screen
RUAN,SONIA	AMZN MKTP US	-27.95	Return- 120" Vankyo Projector Screen
RUAN,SONIA	AMZN MKTP US	-96.96	Return- Vankyo Leisure Mini Projector
RUAN,SONIA	OTC BRANDS, INC.	-56.29	Refund - Returned broken bracelets used for Positive Behavior Interventions and Supports
RUAN,SONIA	OFFICE DEPOT #5125	85.44	Office Supplies- Three boxes of expandable pocket folders

RUAN,SONIA	AMAZON.COM*MO5QA7ZC2 A	442.16	Office Supplies- Two 6-tier metal locker sets for Campus Student Supervisors to store their personal belongings
RUAN,SONIA	OFFICE DEPOT #5125	8.69	Office Supplies- One pack of 8-tab label dividers
RUAN,SONIA	OFFICE DEPOT #5125	27.18	Office Supplies- Self-inking signature stamp
RUAN,SONIA	AMZN MKTP US*MO30T9Z82	107.83	Attendance Incentives- Pack of 6,000 wrist bands
RUAN,SONIA	OFFICE DEPOT #5125	11.70	Office Supplies- Four packs of 8 sets of insertable tab dividers
RUAN,SONIA	OFFICE DEPOT #5125	27.44	Office Supplies- One pack of construction paper and one roll of mounting tape for Positive Behavior Interventions and Supports
RUAN,SONIA	OFFICE DEPOT #5125	8.36	Office Supplies- One pack of hot pink construction paper for Positive Behavior Interventions and Supports
RUAN,SONIA	LITTLE CAESARS 1250-00	71.78	Student Incentives- Pizza Party for Winning Classrooms of Enrollment Package Contest
RUAN,SONIA	SSI*SCHOOL SPECIALTY	216.32	Playground Equipment- Two pro style steel soccer goals
RUAN,SONIA	OFFICE DEPOT #5125	78.16	Office Supplies- Three wireless mice, 1 pack of 12 Sharpie markers, 2 packs of 5 Sharpie Markers, and 9 packs of quad filler paper
RUAN,SONIA	WAL-MART #2291	317.28	Attendance Incentives for Kindergarten- Building blocks, soccer balls, crayons, jump ropes, pencil boxes, chalk, and other assorted prizes
RUAN,SONIA	OTC BRANDS, INC.	102.52	Twelve packs of 6 dozen Friendship Rope Bracelets for Student Council fundraiser
RUAN,SONIA	AMZN MKTP US*MO9SG28F2	364.66	Supplies for the American Reading Company Foundation Skills Toolkits- ChromaLabel Moving Buddy Kit, 2-5 packs of plastic wallet folder envelopes, shipping labels 2 packs of clear plastic envelopes, 2 packs of 4 view binders, colorful binder clips, and 4 packs of 4 assorted plastic 3 ring binders
RUAN,SONIA	KONICA MINOLTA USA	49.60	Office Supplies- One Ink Toner Cartridge
RUAN,SONIA Total		1,982.30	
RUIZ,RAYMOND	PAPERCLIP MEDIA INC	488.00	Subscription Renewal- The Parent Institute Newsletter for parents
RUIZ,RAYMOND	HOBBY-LOBBY #739	108.73	Two floral arrangements for the front office waiting room
RUIZ,RAYMOND	MARZANO RESEARCH LAB	84.72	Instructional Materials- Two copies of "A Handbook for Developing and Using Proficiency Scales in the Classrooms" for both administrators
RUIZ,RAYMOND	LEARNING A-Z, LLC	489.80	Learning Materials- One year, one educator subscriptions to each: Raz-Plus, ELL Edition, Science A-Z, Writing A-Z, and Vocabulary A-Z
RUIZ,RAYMOND	VONS #2359	25.57	Healthy Snacks and Refreshments for Williams Visit - Fruit bars, granola bars, pastries, and juice
RUIZ,RAYMOND	WINCHELL S DONUTS #948	12.99	Snacks for Williams Visit- Donuts
RUIZ,RAYMOND	BIG 5 SPORTING GOODS 0	513.84	Playground Equipment - PBIS structured recess
RUIZ,RAYMOND	IMAGESTUFF.COM	683.50	Attendance Incentives- Sixteen hundred Brag Tags and 350 wristbands
RUIZ,RAYMOND Total		2,407.15	
SANCHEZ,STEVEN	IKEA.COM 331943834	192.22	Classroom Furniture- Two large shelf units with cubbies for rooms 20 and 21
SANCHEZ,STEVEN	AMZN MKTP US*MA35U1W71	65.59	Classroom Supplies- Standing white magnetic dry erase board
SANCHEZ,STEVEN	AMZN MKTP US*MA37N7S80	82.26	Classroom Supplies- Costzon Kids Art Easel
SANCHEZ,STEVEN	OFFICE DEPOT #5125	77.85	Library Supplies- Ink Toner Cartridge
SANCHEZ,STEVEN	AMZN MKTP US*MA3L54IH0	27.16	Classroom Supplies- Three rolls of easel paper
SANCHEZ,STEVEN	WAL-MART #5023	21.25	Office Supplies- Two rolls of masking tape for dreams poster
SANCHEZ,STEVEN	TM *TICKETMASTER TICKET	175.00	Registration- Ten tickets to Salute to Teachers Luncheon
SANCHEZ,STEVEN Total		641.33	
SEGURA,LETICIA	OFFICE DEPOT #0963	91.35	Classroom Supplies- Twenty-one journals for teachers
SEGURA,LETICIA	HOBBY-LOBBY #739	36.47	Garden Supplies- Five wood numbers to attach to our raised garden bed frames for separation by grade level

SEGURA,LETICIA Total		127.82	
VICARIO,LUZ S	NATIONAL CITY TROPHY	<u>519.28</u>	Student Incentives- Five hundred fifty recognition medals for students who met and exceeded English Language and Math performance on the 2018 - 2019 CAASPP Assessments
VICARIO,LUZ S Total		519.28	
VINE,BRYAN	THE HOME DEPOT #1032	57.87	Maker Space Supplies- Glue Guns, Glue Sticks and Tomato Cage
VINE,BRYAN	DOLLAR TREE	32.83	Learning Materials- Student Composition Books
VINE,BRYAN	AMZN MKTP US*MA5UP5VR0	24.99	Fire Retardant Spray for Classrooms.
VINE,BRYAN	AMZN MKTP US*MA59A5X20	26.09	Office Supplies- Badge Holders and Lanyards
VINE,BRYAN	AMZN MKTP US*MO1YD8CH2	48.05	Classroom Supplies- Ink Toner Cartridge
VINE,BRYAN	AMZN MKTP US*MA8WU1U11	124.35	Classroom Supplies- Four Ink Toner Cartridges
VINE,BRYAN	AMZN MKTP US*MA17L4610	10.49	Playground Supplies- Twenty-Four Plastic Whistles with lanyard
VINE,BRYAN	AMAZON.COM*MO2SC2CX2	43.92	Classroom Supplies- Ink Toner Cartridge
VINE,BRYAN	AMZN MKTP US*MO8SC8CF2	116.88	Classroom Supplies- Three Ink Toner Cartridges
VINE,BRYAN	AMZN MKTP US*MO2XL1CS2	43.89	Classroom Supplies- Ink Toner Cartridge
VINE,BRYAN	AMAZON.COM*MA9S06YG0	79.14	Classroom Supplies- Two Ink Toner Cartridges
VINE,BRYAN	AMZN MKTP US*MO7Y534W0	51.15	Student Incentives- Hair barrettes, cat ear headbands, unicorn headbands and hair scarfs
VINE,BRYAN	AMZN MKTP US*MO5YD8JZ0	<u>15.59</u>	Office Supplies- Metal Badge clips for Badge Holders
VINE,BRYAN Total		675.24	
YOUNG,MEGHANN	AMAZON.COM*MO90B6OW2	<u>413.02</u>	Office Supplies- Two Ink Toner Cartridges printer in workroom
YOUNG,MEGHANN Total		413.02	

Grand Total 25,119.63

EXHIBIT B

October 9, 2019



California Department of Education
The Inclusive Early Education and Expansion Program
Request for Applications

Application Due Date:
October 18, 2019

Application Administered by:
Early Learning and Care Division
California Department of Education
1430 N Street, Suite 6208
Sacramento, CA 95814

Application Submitted by:
National Elementary School District
Early Childhood Education Programs
1500 N Avenue
National City, CA 91950

Section A
Letter of Intent

In order to submit an application for the IEEEP Grant, a Letter of Intent **must** be received electronically by the California Department of Education, Early Learning and Care Division's email box IEEEP@cde.ca.gov no later than **5:00 p.m. on June 28, 2019.**

National Elementary School District submitted their letter of intent on June 26, 2019.

Section B
Local Educational Agency Application Information

Local Educational Agency: *National Elementary School District*
Address: *1500 N Avenue, National City, CA 91950*
County: *San Diego*
Zip codes of LEA service area(s): *91950*

Superintendent or Designee's Name: *Dr. Leighangela Brady*
Superintendent's Phone Number: *619-336-7700*
Superintendent's Email Address: *lbrady@nsd.us*

Director of Special Education Name: *Meghann O'Connor*
Director of Special Education's Phone Number: *619-336-7740*
Director of Special Education's Email Address: *moconnor@nsd.us*

Director of Early Childhood Education Name: *Charmaine Lawson*
Director of Early Childhood Education Phone Number: *619-336-8670*
Director of Early Childhood Education Email Address: *clawson@nsd.us*

IEEEP Program Lead Name: *Charmaine Lawson*
IEEEP Program Lead's Phone Number: *619-336-8670*
IEEEP Program Lead's Email Address: *clawson@nsd.us*

Fiscal Lead Name: *Christopher Carson*
Fiscal Lead's Phone Number: *619-336-7715*
Fiscal Lead's Email: *ccarson@nsd.net*

Superintendent Signature:

Date:

Section C

Local Collaborative Community Partners

Provide contact information for the following partners:

1. Local Special Education Expert, e.g., Special Education Local Planning Area, County Office of Education, Special Education Faculty

- a. Name *Tina Shirley*
- b. Title *Coordinator, Special Education*
- c. Organization *San Diego County Office of Education*

d. Authorized Signature

- a. Name *Russell Coronado*
- b. Title *Executive Director*
- c. Organization *South County SELPA San Diego*

d. Authorized Signature

- a. Name *Ryan Estrellado*
- b. Title *Coordinator*
- c. Organization *South County Regional Center Liaison*

d. Authorized Signature

2. Local community partners with expertise in inclusive ELC programs environments

- a. Name *Buffie Boyer*
- b. Title *Director, Head Start*
- c. Organization *Episcopal Community Services*

d. Authorized Signature

- a. Name *Donna Santini*
- b. Title *Program Manager*
- c. Organization *HOPE*

d. Authorized Signature

3. If applying as a consortium, list all of the local ELC subsidized providers who will be a part of the consortium (LEA consortium providers):

While National Elementary School District is not applying as a consortium, National Elementary is working in conjunction with other San Diego county school districts on the grant and with the support of the San Diego County Office of Education.

Section D Data Tables

Table 1.

Report all children ages birth to five by disability category based on 2017–2018 data in your LEA service area.

Disability Category	Total # of children by disability category
Autism (AUT)	# 35
Deaf-blindness (DB)	n/a
Deafness (D)	# 1
Emotional disturbance (ED)	n/a
Hard of hearing (HH)	# 3
Intellectual disabilities (ID)	# 4
Multiple disabilities (MD)	# 1
Orthopedic impairment (OI)	# 2
Other health impairment (OHI)	# 8
Specific learning disability(SLD)	n/a
Speech and language impairment (SLI)	# 55
Traumatic brain injury (TBI)	n/a
Visual impairment (VI)	n/a
Developmental delay (DD) NOTE: Birth to 3 only	n/a District does not serve 0-3
Total number of children with disabilities Birth to 5	# 109 (3-5 years old)
Total number of children Birth to 5 in LEA service area	# 109 (3-5 years old)

Table 2.

The Office of Special Education Programs defines inclusion as 10 or more hours per week in ELC settings with same-age peers and receiving the majority of special education supports within those settings. Of the children identified in Table 1 report children by ELC settings.

ELC Settings	Total # of children with an IEP or IFSP by setting who are enrolled ten or more hours per week in the following settings	Using the disability codes from Table 1, identify types of disability category by setting (example: For CSPP, AUT, SLI, ID)
California State Preschool Program (CSPP)	# 55	AUT, HH, ID, MD, OHI, OI, SLI
Early Head Start	Not available - district does not serve 0-3	
General Child Care and Development (CCTR)	n/a	
Head Start	# 55 (duplicated from CSPP)	AUT, HH, ID, MD, OHI, OI, SLI
Family Child Care Homes Education Network	Data is not collected in our county and is not readily available	
Private Child Care Centers	Data is not collected in our county and is not readily available	
Local Educational Agency Self-Contained Special Education Preschool Classroom	# 58	AUT, DEAF, HH, ID, MD, OHI, OI, SLI
Vouchers (CalWORKs Stages 1, 2, 3; California Alternative Payment Program; and California Migrant Alternative Payment Program)	Data is not collected in our county and is not readily available	
Tribal Child Care and Development Fund Centers (CCDF)	Data is not collected in our county and is not readily available	
Other:	n/a	
Total:	# 109	AUT, DEAF, HH, ID, MD, OHI, OI, SLI

Table 3.

Given the baseline number in Table 1, project the increasing number of children with disabilities enrolled in inclusive early learning and care (ELC) settings.

ELC Settings	2019–20	2020–21	2021–22	2022–23
California State Preschool Program (CSPP)	# 5 SAI	# 13 SAI	# 21 SAI	# 29 SAI
Early Head Start	n/a	n/a	n/a	n/a
General Child Care and Development (CCTR)	n/a	n/a	n/a	n/a
Head Start	# 29	# 34	# 39	# 44
Family Child Care Homes Education Network	n/a	n/a	n/a	n/a
Private Child Care Centers	n/a	n/a	n/a	n/a
Local Educational Agency Self-Contained Special Education Preschool Classroom *	# 72	# 64	# 56	# 48
Vouchers (CalWORKs Stages 1, 2, 3; California Alternative Payment Program; and California Migrant Alternative Payment Program)	n/a	n/a	n/a	n/a
Tribal Child Care and Development Fund Centers (CCDF)	n/a	n/a	n/a	n/a
Other:	n/a	n/a	n/a	n/a
Total:	# 5 SAI	# 13 SAI	# 21 SAI	# 29 SAI

* Number should be decreasing over time.

n/a – data not available for LEAs.

Section E

Inclusive Early Education Expansion Program

Application Narrative

When responding to the application narrative, please include a description of how the LEA, or its consortium providers acting on its behalf, plan to utilize local public and private partners to provide inclusive ELC on behalf of the LEA, in order to expand access and opportunities for children with disabilities and children receiving subsidized care.

Planning: Describe the composition of your local site leadership team, which may include, but is not limited to, principals, special education and ELC instructors, public and private child care agencies, Tribal child care programs, QCC, and Inclusive Early Learning and Care Coordination Program (IELCCP) grantee and describe how this team will conduct local planning to implement the IEEEP.

Describe your current challenges and successes in serving children with disabilities in inclusive ELC settings.

National Elementary School District (NSD) has begun work with county leadership and within the district in support of inclusionary practices.

NSD has worked with the San Diego County Office of Education and local National City partners such as Regional Center, the local SELPA, HOPE Infant, and Head Start to understand and support the IELCCP grant within San Diego County. The goal of this group has been to identify the needs of children regardless of where they attend and to facilitate access to services and a smooth transition into the district.

NSD has also worked with other districts within the county to implement inclusionary practices within preschool. Along with county support, NSD participates in a professional community of practice with other LEAs within San Diego to discuss programs, training, and support for children. NSD participates in the county Teaching Pyramid leadership collaborative.

National has also worked within the district to understand and support the state's expectations of inclusive education K-8. Preschool general education staff has been trained in Teaching Pyramid practices and the elementary staffs have been training in Positive Behavioral Interventions and Supports (PBIS) to align the social emotional support of children preschool through elementary school.

As NSD continues to further the practices to support children NSD would continue to work with the county LEAs, local providers, and the county office of education as well as develop a local site leadership team.

Local / District Leadership Team

The local site leadership team may include, but is not limited to the following representatives; Early Childhood Education Director, Special Education Director, Early Childhood Special Education Teacher, Early Childhood Education Teacher, Response to Intervention (RtI) support staff, preschool coach, District union representative, principal, special education support staff, parents, Maintenance/Operations Director, San Diego County Office of Education coordinator (IELCCP grantee), local Head Start representatives, local community-based preschools within service area, Family Child Care representative, YMCA CRS, First 5 San Diego, and San Diego Regional Center.

A key activity that will take place within the first six months of the grant period is the development of an Early Childhood Inclusion Strategic Plan. The Strategic Plan will build on what is outlined in the IEEEP application and will be used as a framework for the implementation of the plan over the grant period. As part of the work of the IEEEP Grant, the stakeholders will ensure to promote the definition of inclusion the National Association for the Education of Young Children (NAEYC) / Division for Early Childhood (DEC) Joint Definition of Early Childhood Inclusion.

The definition of early childhood inclusion provided in the position statement is not designed as a litmus test for determining whether a program can be considered inclusive, but rather is a guide for identifying the key components of high quality inclusive programs. That definition is as follows (NAEYC / DEC, 2009, p.2):

“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”

NSD has been providing Inclusion Programs in preschool for approximately 12 years in alignment with the definition for NAEYC / DEC. As the country has seen changes in systems of support the NSD had applied and was granted the Scale Up (MTSS) Statewide (SUMS) grant in cohort 1. The alignment between the inclusionary practices in the preschool programs into school aged programs are augmented by the funding provided through the SUMS initiatives. These initiatives help provide for seamless programming and a variety of leveled multi-disciplinary supports encompassed within the tiered structure. The idea of equity and equality being paramount to the implementation of the inclusionary mindset throughout all programming.

As the grant is implemented, it will help the preschool programs adopt the philosophical and structural content of the Multi-Tiered Systems of Support (MTSS) (Part B) as it aligns with the NAEYC / DEC Joint Definition of Early Childhood Inclusion (Part C). The National Elementary School District's work related to MTSS has promoted growth in Behavior Supports, Social Emotional Learning, Academics, Parent Involvement, and Community Engagement. The MTSS model promoting equity and equality in a systems approach in the implementation and development of systems that support "all students".

This common definition of Early Childhood Inclusion and the National School District's implementation of MTSS structure will serve as the foundation for the development of a model Early Childhood Inclusion Strategic Plan. The definition and philosophy of inclusion, vision, history of inclusion will be defined as it relates to the programming and student programs within the National School District. In addition, the professional development plan to support general education and special education staff to implement evidence-based inclusive practices will be embedded into the strategic plan. The leadership team will include recommendations and desired outcomes regarding the implementation of the plan to increase and improve inclusive ELC programs with preliminary alignment to MTSS programming as students become school aged.

Local Planning to Implement the IEEEP

Local Planning will happen on a monthly basis during the first six months in relation to the roll out of the focus areas of the grant from July 2020-December 2020. The first step will be to convene the leadership team, and confirm the timeline for the first six months and then the following years once the grant is received and any additional information is provided. The initial six month timeline is outline in the following table.

<i>July 2020</i>	<i>August 2020</i>	<i>September 2020</i>	<i>October 2020</i>	<i>November 2020</i>	<i>December 2020</i>
<i>Inclusion Grant Implementation Planning/ Timeline</i>	<i>Equipment Playground Facilities (sites/time-line)</i>	<i>Inclusion Certification Online Program (Content, Teaming) Plan County Level Questions/ Topics for support</i>	<i>Classroom Adaptation Furniture (sites/time-line)</i>	<i>Classroom UDL/ Adaptation Materials Sensory-OT/APE Supports</i>	<i>Review of current roll out and areas of need/ timeline/ alignment to County Plan</i>

County Level Team to Support County Efforts

- *Build on the coordination efforts initiated through the IELCCP as they move forward in conducting local planning to implement the IEEEP and establish inclusive programs for children with disabilities.*
- *Meet regularly throughout the contract period to develop a strategic plan, monitor the plan and activities of the IEEEP, and evaluate implementation of the IEEEP.*
- *Within the first six months of the grant period develop Early Childhood Inclusion Strategic Plan.*
 - *The Strategic Plan will be used with Board approval and in alignment with National School District to guide implementation of the strategic or action to implement the plans around inclusion within the specific service areas.*
 - *Recommendations outlined in the strategic plan regarding the implementation increase and improve inclusive ELC programs.*

Current Challenges

Through the work of the current programming at the National School District, overall challenges to inclusion identified in our District include but are not limited to funding, regulatory complexities and requirements, staffing of current programming with qualified staff, contract limitations, facilities that support inclusive environments, adequate training for current and new staff, subs, and family child care providers, time for communication and collaboration between general education and special education, shared vision and beliefs regarding inclusion and special needs, lack of resources needed to support Universal Design for Learning (UDL), higher needs of incoming children, apprehension and understanding regarding children with feeding tubes, special diets, and diabetes, Incidental Medical Services (IMS), classroom environment and trained staff to support significant physical and medical needs, funding and fiscal constraints, transportation, and sustainability.

National City is a city located in the South Bay region of the San Diego metropolitan area, in southwestern San Diego County, California. National City is the second-oldest urban city in San Diego County and is approximately 11 miles from the U.S. and Mexico border. The National School District (NSD) is made up of ten elementary schools that serve the preschool through sixth grade population within nine square mile city limits. There are approximately 15,502 households, out of which 7,402 (47.7%) have children under the age of 18 living within them.

The current enrollment district wide is 5,232 and preschool enrollment is at 334. The student ethnic breakdown is as follows: 83% Hispanic and Latino of Any Race; 7% Filipino, Not-Hispanic; 3% Asian Not-Hispanic; 2% African American, Not Hispanic; 2% White, Not Hispanic; 2% Two or More Races, Not Hispanic; and >1% ethnicity not reported. Students with disabilities make up approximately 14% of the student population. Approximately 40.9% of the student population were born outside of the United States.

National City is an economically disadvantaged community that has a per capita income of \$18,894.00 which is approximately 31% of the US per capita income of \$60,200.00. There are 22.7% of families living below the poverty line. There are 11% of the student population that identifies as Homeless, 60% are English Language Learners, .4% students reside in the Foster care system and 84% of the students of NSD are on Free and Reduced/Priced Meals.

The diverse community with their variety of profound needs that present themselves within the school environment commence prior to students being school aged and through high school. Along with the needs of these students as outlined previously, are the issues that present themselves within poverty. Cultural biases with parents of students with disabilities also present themselves as an issue that would benefit from the development of inclusionary practices, providing "all" parents to understand and celebrate the differences of their children. One of the philosophical challenges comes from managing the needs of students, providing support to the District to ensure that students receive opportunities that support equality and equity. The access to quality programming that creates inclusive environments from the earliest programs through school aged students using the MTSS as a structure to provide support in the varied domains to promote quality programming to the students of the National School District.

Current Successes

The LEA has structures in place to ensure that students are supported according to their developmental and cognitive functioning levels. National School District early childhood programs have supported inclusionary practices for well over twelve years using models such as inclusion programming, co-teaching, and mainstreaming. While the practices are not systematic across the District as the majority of students are not rostered within general education classrooms, the intent has always been to understand each child, their needs, and provide the support to participate in the least restrictive environment.

There is ongoing planning between the preschool and the special education preschool programs in regards to developing inclusionary environments that promote integration, quality learning environments and are supportive of the students that are designated to participate. The goal of the IEEEP Grant would be to completely integrate Special Education and General Education students together for the maximum extent possible.

There has been a focus on providing a limited amount of professional development on how to support special education and general education staff on how to integrate students successfully within the National School District. The Director of Preschool and Director of Special Education plan together to provide designated spots with extra classroom support at two sites within the school district. The goal and direction that the IEEEP Grant would provide would be a more intense and standardized practice of

looking at how we can integrate more of the current practices within classroom environments.

The Director of Preschool and Director of Special Education carefully monitor program enrollment to ensure that there is ongoing feedback to Human Resources to provide correct staffing ratios for students based on their needs. General Education Staff and Special Education Staff are working in a supportive team model with appropriate tangible and physical supports fully utilizing designated support providers to ensure student success.

NSD is a participant in the Quality Preschool Initiative and rated a “five” rating at all eight sites with Quality Counts matrix. There is an infrastructure at eight sites to support children in Response to Intervention. Preschool has dedicated staff to support children within a general education environment. National enrolls all children with an IEP and offers a Home Base program to all children on an IEP with approved Head Start participation. The Home Base program offers eight visits to the home to help model and support parents one on one with what their child is working on. The Home Base program also offers eight opportunities for socialization events throughout the year. There are four built in field trips and four special days planned at the main campus to bring parents and their children together.

Successful participation with the Inclusive Early Learning and Care Coordination Program (IELCCP) will support the agency integration and provide a platform for the Inclusion Certification program. The National School District has participated in being an instrumental part of the partner LEAs and the San Diego County Office of Education in the development of the IELCCP Grant as well as discussions and planning provided through the writing of the IEEEP Grant moving forward. Within a the county community of practice collaborative, NSD has visited with other directors and programs to see what each LEA has in place in order to continue to expand the offerings for National City families.

Access: Describe how you and/or consortium providers plan to increase the number of children with disabilities enrolled from your current enrollment in ELC settings to expansion to new ELC settings. Using Table 3, project the increase in enrollment for students with disabilities from year to year.

National School District leadership team would review the current data for children on an IEP and determine the strengths and needs of what is already in place. The team would also create a gap analysis of what areas are still in need. With the identified needs, the team would include in the strategic plan what training, staffing, and support would be needed based on the data and make a multi-year plan for implementation.

The leadership team would also need to understand the enrollment at current community providers and the needs of their current children. A study of the community would need to be conducted by the coordinator and gather feedback of the needs of the community partners to determine next steps of support for inclusion in their current environment, including what to access in the “Community Resource Room.”

Describe how you plan to increase the number of children with **severe disabilities** enrolled in ELC settings.

In order to support severe disabilities in the ELC setting, the facilities need to have accessible equipment for indoors and outdoors. Staff would need to be trained on the specific needs of children and plan for staff, children, and parents developed to support the medical and educational needs. The goal would be to increase over time inclusive environments for all children, including children with severe disabilities. In order to achieve this, a matrix of types of inclusive practices would be developed and children would be able to access programs that meet their needs identified in their IEP.

Describe how you plan to provide individualized and appropriate supports to enable children with disabilities to meet high expectations within the ELC settings.

Cross training between special education and general education would need to take place. The professional development model and expectations would need to be created as part of the strategic planning process by the grant generated coordinator and implementation supported through the grant generated coach for consistency of the preschool learning foundations expectations for three and four year olds. Current special and general education staff would work side by side to both meet the expectations and the needs of each child.

Describe how the LEA will ensure that the Individuals with Disabilities Education Act supports and services are made available in expanded and new ELC settings for both Part C infant and toddlers and Part B preschoolers.

The goal of National School District is to support all children with disabilities in the 91950 zip code starting at the age of three. In order to do this, an in depth understanding of the current practices would be needed. While NSD understands the current practices within the district preschool program and wants to expand these, the coordinator would also need to understand the needs within the local providers and work to develop a full continuum of support and service for both within and outside the LEA setting. This might include district provided programming and the understanding and support of a non-LEA setting.

NSD would be implement a professional development plan developed and involving collaboration with the Regional Center and HOPE Program. There would also be built in time trimester meetings for Regional, HOPE, LEA staff to discuss future students and planning for transition. There would be targeted funding allocated to provide professional development opportunities to the Regional, HOPE, community partners such as Head Start and Family Child Care, and National School District staff to create seamless transition into a school setting. A shared understanding of how to support the inclusion of students with severe disabilities with a focus on developing normed standards of transition for students with severe disabilities into inclusive environments would be developed. Support would be provided by through professional development (internally and externally) as well as coaching (internally and consulting externally).

The Early Education Coordinator would lead the consortium participants for the facilitation of program development.

Partnership: Describe how you plan to strengthen the partnerships with your local community partners to increase the access to enroll children representing a **broad range** of disability categories in those settings.

Describe how you plan to support the partnerships with your local community partners to increase access to enroll children with **severe disabilities** in those settings.

Local and community partners such as Head Start, Hope, Regional Center, and the San Diego County Office of Education have been asked to participate in the support of this grant and to attend professional development alongside NSD teachers and staff. There are approximately 50 staff from the 91950 zip code serving children in a non LEA setting that would participate with NSD in professional development. Episcopal Community Services (ECS) Head Start, HOPE, and Regional Center began conversations in development of the IELCCP county grant and continue to discuss next steps in supporting children enrolled in respective programs.

National School District has also worked with other LEAs in the county on a community of practice which would be folded into partnerships. Through the IELCCP Grant there has been development of Inclusion Certificate program that is in alignment with that which is offered to school aged students' educators. The preschool Inclusion Grant would benefit LEA and ELCs in their staff development of the following areas, but not limited to: Universal Design for Learning (UDL), behavior, social emotional learning, adaptability, modification/accommodation strategies, content/research related to the success of inclusion, instructional techniques, logistics, strategies that promote access and participation that are built into programming, etc.

Professional development areas to be provided to ELC and LEA staff that encompass best practices offered through the support of the San Diego County Office of Education (SDCOE) in partnership with programs such as but not limited to: QPI, CPIN, ECE Professional Learning, First 5 California, and Student Services Department and Special Education Department. Stakeholder information to be assessed through SDCOE County programs and local measures to aide in the provision of quality targeted professional development and determine areas of need related to the development, and bridging of programs for students with disabilities to their typically developing peers.

Through building a professional network of educators in support of creating inclusive environments with the ELC and LEA as well of support provided through the SDCOE partnerships development of programming for students with disabilities and students within general education programs would be more easily facilitated. Creating opportunities that support agencies, educational entities and SDCOE programs aide in the creation of greater communication, level of shared expertise, and would support higher quality of inclusionary practices including shared professional learning.

A Memorandum of Understanding (MOU) will be developed within the consortium and or LEA to promote the in kind services through the use of LEA facilities with the length of the agreement to be updated annually based on Grant's need. This MOU will be demonstrative of the mutual release of liability and confidentiality of non LEA and LEA entities. Depending on the individualized needs of students MOU will cover the provision of materials equipment and support in the development of materials to maintain and create inclusive environments. These programs and their participation in professional development the materials provided by the National School District will count as in kind.

The National School District will ensure that all students that are transitioning from Part C to Part B will have a clearly defined transition plan that can be transferred, augmented or connected to the ELC settings through agency and district level planning. These two entities would have program planning worked into trimester meetings to discuss students that are pending enrollment as they enroll to attend both programs. Staffing and IEP program meetings would provide to include the ELC to participate in a transition meeting with LEA staff and parents either within or outside of the IFSP or IEP meeting. Areas that would be discussed would be professional development opportunities, transition services between Regional Center, HOPE Infant, adaptive programming for promotion of seamless inclusionary services. ELC staff would have access to professional development opportunities; partner school visits/walk throughs, equipment that can be moved with students from site to site as needed. They would have access to IEPs for team collaboration in the creation, adaptation, modification, accommodation of embedded instruction for students with disabilities. Partnership facilitation will be memorialized with a MOU outlining the responsibilities of each institution. Areas to be covered, liability, provision of professional development opportunities, partnership agreements for meetings, equipment exchange agreements, indemnification related to staff participating/observing/working, during trainings or interagency activities, etc.

HOPE, Regional and ECSs transition planning would entail trimester meetings that support communication with home base, HOPE teachers, Pre School and Special Education teachers to ensure that communication and program are calibrated to ensure students are connected to service provision, proper supports, modifications, adapted materials and that there is continuity within the program related to IFSP to IEP transition.

There would be meetings set and communication trimester with agencies, LEA and providers to meet with managers to ensure that programs are reviewed and optimum development is engaged. Documentation and interagency development of support documentation for agencies, state programs, ELCs, LEAs (manual, program outlines, assurances to program provision, parent resources, staff contacts, hours, program locations, etc.)

Sustainability: Describe your plan to sustain the number of inclusive ELC spaces of your agency and your partners, beyond the grant period.

Describe your plan to use state and local resources, including in-kind contributions, to contribute 33 percent of the total award amount granted, to increase and improve inclusive ELC settings.

Describe how your expansion of inclusive ELC environments will coordinate with the public K–12 system to create a developmental and educational continuum of support in your community and how this coordination will be sustained after the grant period.

Describe your current participation in QCC. Please include your rating (if available), any goals, and participation in local meetings, trainings, and coaching; if you are currently not participating in QCC activities, how do you plan to work with your local QCC to expand inclusive practices in ELC settings and staff development plans and how this participation will be sustained after the grant period?

The National School District would support in the “branding” Inclusion Programs with parents, general and special education staff and schoolwide activities as they relate to spreading best practices throughout the school community with the participation of all stakeholders. Allocated and proposed coordinator through the grant would serve as the liaison for the NSD to support outreach and program development within the ECS systems, HOPE Program, Family Childcares, and Regional Program.

Daily activities within the specified week to spread inclusionary practices and understanding within the school site would be developed. As the sites become more culturally aware of inclusionary practices, tentative planning for school aged professional development activities to promote continuation of inclusion programming grades through K-6 with participation in the San Diego County Office of Education Inclusion Certification program. Individualized Education Plans could be written by transition teams to include inclusionary activities, core curriculum inclusion, and gradual updating of educational environments to support the growth of the inclusion programming. Staff would be provided with access and review to inclusionary tools, such as CARA’s Kit as a preliminary tool for a model. A review of Inclusionary practices through presentation could be completed in targeted professional development sessions at site levels such as The Preschool Inclusion Toolbox.

Within the developed county collaborative NSD could participate in LEA “walk-throughs” with partner school districts for perspective and collegial feedback. The collaborative can also support one another’s learning of best practices, areas of need, expertise, current trends, program feedback. Partner LEAs could meet once a trimester over time for meeting and discussion of best practices, and cross pollination of ideas across LEAs.

The goal of students with all disabilities will be increased into general education settings based on specified needs as outlined in the IFSP and/or IEP would be monitored

continually. Adaptive supports to be provided in conjunction with the team associated with the student to ensure that the educational space is inclusive in nature.

Training and purchased materials are investments to support sustainability over time. The Inclusion Certification would support conversations to increase the integration of students with severe disabilities. Ergonomic and adaptive planning using equipment through designated instructional support will be included in the IEEEP Grant through the following:

- Sensory Materials and Programming in all classrooms*
- Adaptive playground equipment installation*
- Ergonomic furniture for classrooms installation*
- Inclusion Certification for Teachers, Specialists, Support Staff, Instructional Aides, Coaches*
- Adaptive Physical Education equipment*
- Integrated and differentiated curriculum for “all” students*
- Professional development on Universal Design for Learning*
- Facilities adaptations*
- SDCOE Coaching opportunities*

Student programming that supports may include but would not be limited to the promotion of educational inclusivity through individualized activities that ensure that students and teachers in the general education and special education programs are prepared. Professional Development opportunities which may involve content area preparation from Speech/Language Pathologists, Occupational Therapists, Adapted Physical Education Specialist, Teachers, School Nurses to ensure that all staff understand the technical needs of this population and are prepared with specialized plans. It is also important to ensure that students are aware and understand the differences present in a variety of populations and are respectful of varied cultures and specified individualized needs.

The National School District values the partnerships that they engage with ELC and Head Start. Through the life of the IEEEP Grant, there will be professional development opportunities provided at the National School District and through the consortium to support equal educational development in a side by side model taking into consideration and use of resources provided through programs not limited to the following: Quality Program Indicators (QPI), Ca Preschool Instructional Network (CPIN), HOPE Program, First 5, etc.. These opportunities will be planned out with consortium stakeholders, LEAs and ELCs ensure that professional development opportunities are geared towards inclusion, problem solving, IDEA compliance, quality assurances and benefit of “all” students. The partnerships will provide the opportunity to build on professional collegiality and cross pollination of specialized educational support within programs. LEA and ELC to work together planning the provision of a venue quarterly to meet and discuss the allotment of spaces for students in conjunction with the LEA for inclusion of students that are severely handicapped based on program option(s), parent agreement, team recommendations and individualized needs of students.

Professional Learning Communities would be built across structures that look at the students and how they can be best supported within each program based on team decision and planning. The LEA, agency, ELC trimester meetings would potentially have a professional development section, case overview, and materials/instructional support section. These meetings would include the center managers, Home Base, HOPE teachers and specified LEA staff. Through these meetings there could be an updated adapted materials, instructional materials, support, needs check to update what would be necessary for the student progress reporting as well as adaptation to programming.

Through the Inclusion Certification Process, creating Inclusion teams that may include but will not be limited to the following participants: HOPE (home teachers), Head Start, ELC (managers, teachers), coaches, LEA staff, to participate and heterogeneously mix in teams to learn together throughout the Inclusion Certification Process. This will facilitate a program for all entities to come together with their specific areas of expertise, learn from each other and create a team approach that takes into consideration hybrid programming. As the teams solidify, the programming, collaboration and coaching aspects for students with severe disabilities as well as for students that are not as impacted would be developed.

There will be a prerequisite course calibration through the Inclusion Certificate program based on the levels of staff development and staff needs. This will ensure that there is a development of skills that is based on experience and skill level. Through the participation in the certificate program, the organic facilitation of partnerships based on course work, sharing of varied areas of expertise, staff involvement in curricular activities, common goals and professional connectivity will be developed.

Through the creation of networking, the ECS and LEA will determine with the HOPE Program and SDRC how specifically to place based on individualized needs students in a team method that supports inclusivity, takes into consideration the needs of the family, promotes quality programming and maximizes resources through Individualized Educational Planning at a heightened team level.

The in kind 33% would be provided through but not limited to a wide variety of services, labor, materials, professional development, and facility usage. The community partnerships the NSD has developed with Head Start, Hope, Regional Center, etc. will be strengthened through the IEEEP Grant by promoting more opportunities for the NSD and community partners to participate in professional development activities together, have scheduled meetings to discuss students as they transition into programs, provide funding for adapted classrooms within the NSD and support the development of adapting classrooms within community programs, promoting home base teacher alignment with IEEEP Grant outcomes, and provide opportunities for parents to more readily participate in IEEEP Grant learning opportunities. The National School will provide but will not be limited to the following as in kind to support the IEEEP Grant, venue for professional development, staff in kind of Director Special Education, Director of Preschool, Director of Maintenance/Operations (equipment installation, maintenance, repair), facilities and equipment usage.

As the IEEEP Grant is implemented and over a four year period, the MTSS structures will also be developing and refining structures to support the inclusion, equity and equality of programming for “all” students. Through the promotion of the inclusion program at the preschool level, the students will be participating in inclusion programming which is driven by student need as well as IEP team decision. Once these students enter into school aged programming their IEPs will drive the program culture, provision of services, environment they receive their services in and the adapted and embedded programming styles. The NSD is in the process of developing their inclusionary practices through the MTSS structures and will evolve as program demands are set forth.

Professional Development (optional, required only if applying for professional development):

If applying for professional development funding, describe the early childhood technical assistance and support resources you are **currently** accessing to support your ELC providers.

National Elementary School District (NSD) preschool currently has a contract with the San Diego County Office of Education for the Quality Preschool Initiative (QPI) to support and meet the county Quality Counts rating scale and for one-on-one coaching services for all general education preschool teachers.

NSD offers a high quality preschool at all eight sites within the district and is currently ranked a “five”, the highest rating, at each of the eight sites. NSD preschool staff participate in annual and monthly professional learning. The QPI contract allows us to access county trainers. All general education staff have been trained in DRDP (2015), the Environmental Rating Scale, CLASS, ASQ-3 and ASQ-SE, and Teaching Pyramid. This year all general education staff will go through Teaching Pyramid Module 3A and 3B as part of their annual training and meet monthly to discuss curriculum planning, individualization, home to school connections, and social emotional support.

On the Quality County California matrix, the following are in place:

- 1. Child Observation - NSD uses the DRDP twice a year and uploads the results into DRDP Online and uses the results to inform instruction.*
- 2. Developmental and Health Screenings - NSD administers the ASQ-3 and ASQ-SE to all children enrolled in a general education program upon entry and uses the screening results as part of the referral and intervention process. NSD also collects Physician's reports for all children and conducts their own vision and hearing screenings.*
- 3. Qualifications for Lead Teacher - NSD has almost all staff with either an Associate's or Bachelor's degree in ECE.*

4. *CLASS Assessments - NSD average scores based on county external reviews are 6.42 in Emotional Support, 5.75 in Classroom Organization, and 3.7 in Instructional Support.*
5. *Ratios and Group Size - NSD classrooms operate with a 1:8 ratio with no more than 24 in a class.*
6. *Program Environment - NSD average scores based on county external reviews is a 6.35 subscale.*
7. *Director Qualification - NSD's director has an administrative credential.*

Preschool staff have access to all San Diego County trainings offered through QPI and State Preschool CPIN. There is minimal to no charge to county participants. The county also offers an annual Early Years conference that staff have participated in through the years. In addition the San Diego YMCA CARES offers access to stipends for going back to school or professional development. Many teachers and instructional assistants use this source of funding to return to school or take free online or local professional development.

NSD is also a part of the IELCCP grant received by the San Diego County Office of Education (SDCOE). Through this grant and the work of SDCOE NSD staff will have access to the Early Childhood Inclusive Practices Certificate once it is built out.

How do you plan to ensure that all **new** ELC staff complete and provide evidence of attendance for the five required RFA trainings (Ages and Stages Questionnaire -Social-Emotional, Supporting Inclusive Practices, Adaptions and Accommodations, Universal Design for Learning, and Behavior and the use of Positive Behavioral Supports) within an 18-month period?

Upon receipt of the grant, the leadership team will participate in the strategic planning process to ensure that all components of the grant are mapped out for the first six months, eighteen months, and term of the grant.

The development of the Early Childhood Inclusive Practices Certificate will assist in ensuring the all new ELC staff are provided with the five required RFA trainings. The nine week certificate course will be available online to the community beginning in the spring of 2020 and prepares early childhood general education and special education staff, family child care providers, district coordinators and site administrators, and private and subsidized community-based providers to address the complexities of caring and educating children 0-5 with learning, social, and emotional needs, including those with severe disabilities.

Prior to the start of each cohort, participants will attend a prerequisite course that will provide a common framework and understanding as they enter the nine weeks. It will also provide participants with an in-person connection and camaraderie with other participants in order to begin to build networks of support. Content of the prerequisite course will include the history, theory, philosophy, and rationale for preschool inclusion. Presented for discussion will be the Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young

Children (NAEYC) and the US Departments of Health and of Education Joint statement on Inclusion along with the 2018 Dear Colleague letter on inclusion. The strengths of various program structures and funding systems in the county will be reviewed. Participants will also be provided with an overview of available program materials and tools including; Foundations and Curriculum Frameworks (Infant/Toddler and Preschool), Early Childhood Educator Competencies, Environment Rating Scales, Infant Toddler Environment Rating Scale, Inclusive Classroom Profile, Classroom Assessment Scoring System, Ages & Stages, Desired Results Developmental Profile and DEC Recommended Practices Monograph Series.

Two parallel tracks will be offered for the certificate course, one track for participants who have an AA or higher and one track for participants who have not yet obtained an AA. Each track will offer the same course topics with the content designed to meet the needs and educational level of participants with the examples, activities and language adjusted to best meet the needs of the participants while still providing the appropriate rigor. Participants will also have the option of purchasing three units of credit through a community college or university partner. Topics for the nine weeks include: Laws, terms, & disabilities; Supporting Inclusive Practices in Early Care & Education, Inclusive Instructional Practices-Part 1 and Part 2; Language & Communication; Addressing Behaviors in Early Care & Education-Part 1 and Part 2; and Nuts & Bolts of Inclusive Early Care & Education. Adaptations and Accommodations and Universal Design for Learning are embedded within the topic Inclusive Instructional Practices and covered over two weeks. Behavior and the use of Positive Behavioral Supports are embedded within the topic Addressing Behaviors in Early Care & Education and is covered over two weeks. Prior to enrollment of the first cohort, approval will be obtained from CDE to ensure the content meets with requirements of the required training content. As part of the registration participants will be provided with a copy of Inclusion Works, Building Blocks for Teaching Preschoolers with Special Needs 2nd Edition, and Creating Adaptations for Routines and Activities (CARA's) Kit.

Continuous cohorts will be provided over the course of the first 18-months of the grant and priority registration will be given to IEEEP grant recipients throughout the county. All QPI coaches will have the opportunity to complete the certificate program prior to the end of June 2020. In addition to the certificate course, SDCOE offers the following training through the QPI program which aligns with the IEEEP required and recommended training; Ages and Stages Questionnaires: Social-Emotional, Second Edition (ASQ: SE-2), Teaching Pyramid, and Strengthening Families. To further support professional development for the HOPE program and IEEEP grantees, SDCOE will also offer a workshop on Trauma Informed Care and Embedded Instruction Teaching Practices.

The inclusion of the best practices planning will be based in the participation in the Inclusion Certificate participation, cross collaboration within the LEA, ELC, SDRS and HOPE Agency will support the professional practices and conversations that are commonly promoted through a model aligned to Professional Learning Collaboration. The NSD proposal of a coordinator position will help to facilitate the trimester planning meetings, site visitations, "Community Resource Room" usage, as

well as parent outreach activities and home connection programming. These activities will be seeped in the theory of QPI requirements, best practices programming, standards based quality indicators and developmental milestone indicators.

NSD will utilize the ILEECP SDCOE developed courses and the Trainer of Trainer model and have the coordinator and/or coach trained in the five required trainings to further support the implementation in the National City, 91950, zip code. Either SDCOE or the NSD coordinator and/or coach will be able to offer the training to NSD community within an 18-month period.

There are currently 115 NSD staff who would need the training, 38 from the local Head Start, 10 from Hope Infant, and 2 from Family Child Care for a total of 165 participants that would need to have access to the five required trainings and CDE recommended trainings. The NSD coordinator and/or coach would reach out to work with all stakeholders to first support the five required trainings and then the CDE recommended trainings. NSD would continue to have all staff trained in the Teaching Pyramid model implemented with practice-based coaching as well as investigate the other offerings as part of the strategic planning process to select at least two other trainings to support the NSD community.

A grant supported coordinator would be hired to oversee all components of the grant, including training and outreach within the LEA and with the local community partners. In addition a grant supported coach would be hired to help train and support teachers one-on-one within NSD and providers with the training and implementation. Grant generated Professional Development funds would be used to pay for the coach, contractual support needed, and timecard NSD staff for extra hours outside their workday for the trainings, and sub release time within the day.

How will you support the staff to incorporate knowledge and competencies gained in trainings, including supporting parents' awareness of developmental milestones?

The grant supported coordinator and coach would be trainer of trainers and help support the required trainings and one-on-one support of all staff within NSD. Within the strategic plan the leadership team will outline inclusive practices throughout the funding period.

Trainings would be offered and open to the National City community partners - Head Start, Hope Infant, and Family Child Care providers. Program support for implementation would also be offered to community providers. The coach would support NSD staff one-on-one with reflective practice and within a PLC and would support identified community providers for replication.

Parent education, training, and information would be enhanced. As part of the strategic planning process, the leadership team with feedback from parents will consider what parent trainings to offer to families and information to be shared. NSD will also utilize the YMCA to conduct parent training to support developmental milestones. NSD will

develop supports for transition into and out of preschool that would be provided to parents at transition IEP meetings.

Facilities (optional, required only if applying for facilities):

If applying for funding to expand access for children with disabilities, including children with severe disabilities by modifying, updating, or renovating facilities, or building new classrooms, describe how you plan to 1) modify or update current LEA classrooms and LEA subsidized care facilities; 2) modify or update subsidized ELCD-contracted facilities; 3) add an additional classroom space on LEA sites only. (See Section H. IEEEE Facilities)

Describe modification for the outdoor environments to increase access and participation of children with disabilities, including children with severe disabilities.

National Elementary School District is not requesting funds for facilities.

Adaptive Equipment (optional, required only if applying for adaptive equipment):

If applying for adaptive equipment funding, what additions, adaptations, or modifications will you need to make to your current indoor and outdoor ELC equipment to increase accessibility for children with disabilities, including children with severe disabilities?

Describe your plan for adding general adaptive and universally designed materials (e.g. adaptive utensils, bowls, changing tables, chairs, writing instruments, puzzles, visual cues for daily routines, and sensory materials) not specified in the child's IEP/IFSP to the inclusive ELC programs.

The NSD would work with ELCs to create a needs assessment specific to needs in preschool environments as well as the individualized needs of students as the inclusion programs develop. Students that are on a continuum from mild to severe in developmental delay would be reviewed so that their needs would be taken into consideration and the adaptation of their environments as well as individualized needs were assessed and planned out for optimum inclusion. Through a needs assessment, the staff would be able to accommodate, adapt or modify based on but not limited to the following:

- *Sensory Materials and Programming in all classrooms*
- *Adaptive playground equipment installation*
- *Ergonomic furniture for classrooms installation*
- *Inclusion Certification for Teachers, Specialists, Support Staff, Instructional Aides, Coaches*
- *Adaptive Physical Education equipment*
- *Daily living adaptations for independence*
- *Integrated and differentiated curriculum for "all" students*

- Professional development on Universal Design for Learning
- Facilities adaptations
- Medical provision of services adaptations
- SDCOE Coaching opportunities

The leadership team would learn about the ergonomic planning for classrooms and outdoor learning areas to implement the core values of an inclusive classroom and outdoor setting to include but not limited to recommendations made in “Themes for Inclusive Classrooms”:

1. *Offering alternative seating arrangements is a great way to support children with disabilities. Depending on the needs of the individual child, you can have them sit near you or a peer buddy, in a quiet area of the classroom, or provide an alternative seating option that will help them focus in class.*
2. *Rearranging the layout of the classroom, especially in regards to classroom furniture, can also help children with special needs move more easily around the classroom.*
3. *Limiting visual clutter on walls can help reduce distractions for children with autism or ADHD.*
4. *Play soft music or provide white noise throughout the day to help with sensory stimulation.*
5. *Reducing the noise level in the classroom can help children with a visual or hearing impairment.*
6. *Changing the amount of lighting or brightening or dimming lights can help children with autism or a visual impairment.*
7. *Adapting furniture by lowering chairs or securing desks and creating slant boards throughout the classroom for writing support can help children with a physical disability or orthopedic impairment.*
8. *For children with a cognitive and/or developmental delay or an orthopedic impairment, consider using pegs to adapt handles on doors, shelving, coat racks, backpack areas, and puzzles.*
9. *Inaccessible areas such as: hard to reach items for some children but not others, platforms within the classroom or on climbing equipment? (Inaccessible areas leave a child excluded, frustrated and deny an opportunity for the child’s learning.)*
 - *Unstable areas such as: changes in the level of flooring or landscaping surfaces as well as bookcases, tables, stools and/or chairs that are not on level surfaces? (Children with developmental disabilities need secured furniture to pull on or lean upon.)*
 - *Adequate spacious areas such as: indoor and outdoor spaces that are uncluttered and wide and long enough so that children with mobility equipment have room to turn around in (approximately 4-5 feet)? (Children with slower physical development or sensory integration issues may benefit from increased personal space.)*
 - *Indoor and outdoor safety features such as: handrails at a child’s level in the bathroom by the toilet and sink and on all steps or ladders, soft flooring (and/or springy subfloors) to take the edge of falls*

Starting the first year of the grant, National School District would complete a priority inventory of all eight sites and the current playground structures with the intent of upgrading all eight playgrounds over the term of the grant to a more inclusive outside play environment. The intent of the new playgrounds would be to have easier access to large play equipment geared towards all children. Changing the play structures at all eight sites would be a large part of the grant. The new playground structures would allow for more integration of all levels of children for many years.

During the first year of implementation, all 17 classrooms will have “Sensory Corners” with equipment that will provide students with a place to have sensory breaks worked into their daily activities. These sensory interventions will be set up in conjunction with the District Occupational Therapist (OT). The District OT will provide training and support with the set up within preschool classrooms as the in kind service. This programming will promote fine motor development in addition to providing sensory input to all students. The list of materials is proposed but not limited to the items enclosed on this list. Equipment for sensory corners might include various shapes and sizes of balls, lighting, mats, weighted blankets or bean bags, balance blocks or boards, trampolines, cozy corners, and sensory manipulatives.

Also during the first year, NSD would support the creation of “Community Resource Room” at a centralized location for provision of individualized materials that promote inclusionary practices for social/emotional, behavioral, language, curricular and educational needs. The use of this resource room for providers could be used as an in kind support for ELC from the NSD LEA and would be managed by the Grant LEA coordinator for preschool. The “Community Resource Room” would also provide for the individualizing for student participation within inclusionary environments. There would be an alignment to best practices, support of student with individualized materials, accessibility and seamlessness across programming. Each year of the grant, this room would be restocked or added to with input from the providers, community members, and recommendations on individual IEPs.

During the second year of implementation, all 17 classrooms would receive identified indoor materials including but not limited to seating, furniture, changing tables, technology supports, or other identified materials through the planning process to support an inclusive classroom environment.

There may be but activities with ongoing review of curricular, technology and equipment needs associated with individualized student needs and adaptability for all students related to creating inclusive environments. The leadership team could review technology such as but not limited to TechMatrix, MERLOT, AbilityHub, Sounding Boards, Apps, Bookshare, Eduteacher, or others applications with assistive technology to determine if there is technology that may also assist with adaptive needs.

During the third and fourth year of implementation the NSD would support 8 Inclusion playgrounds and adapted physical education equipment to be included as part of the educational programming. Students will have access to equipment that supports the

development of large motor skills associated with balance, coordination and physical fluidity. These materials will promote a student's ability to participate in generalized skills that will be one of the principal cornerstones of physical activity within the preschool curriculum for all students. Adaptive Physical Education Teacher will provide in kind service by providing professional development sessions for preschool classrooms on how to use and maintain equipment. Identified outdoor materials for every site might include but not limited to outdoor sensory areas, sand tables, varying heights of basketball hoops, different size, shape and textures of balls, parachutes, mats for incline, obstacle courses or kits, balance boards, or bikes or scooters.

Evaluation: Describe how you plan to provide program data and participate in an overall program evaluation to ensure expanded access to ELC environments.

The National Elementary School District coordinator will submit reports at regular intervals to the IEEEP program monitor and reports to the IEEEP evaluator, or as directed by the CDE, at a frequency to be determined by CDE. The quarterly reports will include progress on local planning activities, increased participation of children with disabilities enrolled in inclusive settings as measured by Federal IDEA LRE indicators, collaboration with community-based child care settings, progress on the professional development plan, progress in purchasing and deployment of adaptive equipment, data collected, and sustainability.

Data will also be collected regarding the number of NSD employees who complete the certificate program and/or inclusion training, data from Head Start, HOPE, and other community partners regarding the number of children with severe disabilities enrolled in inclusive settings. Data for community partners will also be collected for usage of the Community Resource Room, training, and support provided by the coordinator and / or coach.

At the end of the contract period, NSD will compile information on the activities that were implemented over the course of the grant, data on the increased participation of children with disabilities enrolled in inclusive settings as measured by Federal IDEA LRE indicators, collaboration efforts, professional development opportunities, the number of participants who receive the Early Childhood Inclusive Practices certificate, how the data will be used to inform decisions, success of implementing the strategic plan and recommendations for sustainability.

Potential data collection systems could happen but would not be limited to data taken through surveys from the outcomes of collaboration through the IELCC Grant and IEEEP Grant to support, promote expansion and enhance programming. The Grants would provide the structures to increase support and collaboration between the various partners and the data collected could act in the provision of services within inclusive settings data from those who participate and complete the program could serve as indicators of success with the enrollment of students within the various inclusive settings. Data sources could be pulled from but are not limited to the following:

moderate to severe student enrollment participating in inclusive settings within the specified programs inside and outside of NSD, IEP and IFSP enrollment data, number of First Five CA data, HOPE enrollment data in ELCs and in the NSD, SELPA level data, Head Start and State funded community programs and an evaluation report at the end of the contract period for HOPE and Countywide.

The leadership team will strategically set percentages to be met for students to be integrated into Inclusionary Programs based on the annual roll out of the IEEEP Grant technical support, professional development of staff and equipment updates. The percentages of the students included at all levels into general education preschool programs would be incrementally increased as staff are provided professional development in the Inclusion Certificate Program: theoretical, technical support and implementation of programs. As equipment, facilities and targeted supports are placed into schools, there will be opportunities for "all" students to participate on a more equal level throughout the programming. As these strategic planning sections evolve special education students' enrollment will increase within the general education programs with a more clearly defined idea of how inclusionary practices will be implemented within the preschool classrooms within their sites. The eventual goal would be that "all" special education and general education students would be part of their home school community within an inclusive classrooms with appropriate supports as outlined through the strategic plan.

Section F Budget Narrative

Prepare a Budget Narrative that supports the funding request and demonstrates that the 33 percent matching requirement, cash or In-kind, has been met. Articulation of 33 percent match of the total request for funding in the Budget Narrative and Budget Summary will be used to screen applications. Budget Narratives that do not describe how the LEA meets the 33 percent requirement (cash or in-kind) may not be funded. Refer to Appendix B: Budget Narrative Guidance for further information.

Provide detail in the Budget Summary to match the Budget Narrative, providing full-time equivalents and resumes for key personnel and explanations of the functions provided by subcontractors for each year.

This Budget Narrative is to be divided into four parts, depending on your selected uses of the funds.

Part 1: (to be completed by all): Explain within the budget categories specific information about personnel responsible for management and oversight of the grant funds, including planning and partnership activities.

Management and Partnerships

National Elementary School District is requesting a manager to oversee the implementation of the IEEEEP grant. This manager would oversee the strategic planning process, the acquisition and training of the adaptive equipment, the needed support for the implementation of the adaptive equipment including new playground structures at all eight campuses at about \$250,000 per year, adaptive materials and supplies with a cost of about \$68,000 per year to be spent on equipment in each of the 17 classrooms and the eight shared outside areas, and the professional development both with the LEA and outside the LEA to Head Start, Hope Infant, and Family Child Cares within the National City, 91950, zip code.

The cost of the manager (coordinator) would be as follows:

FY 2019-20 Costs

- *Coordinator, Student Support Services/Preschool (salaried employee)
The coordinator would be a certificated manager with National School District Personnel \$8,766 monthly salary x 1 FT x 6 months (January-June) = \$52,596
Benefits \$52,596 x 27.27% + \$14,280 = \$28,623*

FY 2020-21 Costs

- *Coordinator, Student Support Services/Preschool (salaried employee)
The coordinator would be a certificated manager with National School District Personnel \$9,182 monthly salary x 1 FT x 12 months (July-June) = \$110,189
Benefits \$110,189 x 3% + 27.27% + \$14,280 = \$45,229*

FY 2021-22 Costs

- *Coordinator, Student Support Services/Preschool (salaried employee)*
The coordinator would be a certificated manager with National School District Personnel \$9,617 monthly salary x 1 FT x 12 months (July-June) = \$115,408
Benefits \$115,408 x 3% + 27.27% + \$14,280 = \$46,695

FY 2022-23 Costs

- *Coordinator, Student Support Services/Preschool (salaried employee)*
The coordinator would be a certificated manager with National School District Personnel \$10,074 monthly salary x 1 FT x 12 months (July-June) = \$120,899
Benefits \$120,899 x 3% + 27.27% + \$14,280 = \$48,238

Justification: The salary was estimated by the current salary schedule and the current steps within the classification for the term of the grant with a 3% increase to wages and benefits each year.

Needed supplies, office space, and travel would be paid through in kind support of the district and existing programs.

The current managers for Early Childhood Education (Director), Student Support Services (Director and Coordinator), and Facilities (Director) would serve as in kind contribution at an average calculation and then .25 FTE overall. The current managers support the current programs and facilities and would continue to support the programs and facilities.

Part 2: (if requesting funds for facilities) Explain within the budget categories specific information regarding construction or renovation and repair projects.

National Elementary School District is not requesting funds for facilities.

Part 3: (if requesting funds for instructional materials such as adaptive equipment) Explain within the budget categories specific information to support these intended purchases.

National Elementary School District (NSD) is requesting funds for adaptive equipment and supplies to support inclusive environments at all eight sites and seventeen classrooms within the LEA.

Playgrounds

NSD has begun a priority inventory of all eight sites and their playground structures. NSD would like to upgrade all eight playgrounds to create a more inclusive outside play environment where children can more easily access and utilize the outdoor playground. The estimated cost is one new playground per school. Playgrounds would be replaced in priority order as outlined below:

- 2019-2020 – Strategic planning process to determine the priority of replacement
- 2020-2021 – Replacement of three playgrounds at an average of \$125,000 each
- 2021-2022 – Replacement of three playgrounds at an average of \$125,000 each
- 2022-2023 – Replacement of two playgrounds at an average of \$125,000 each

The current facilities, grounds, and the support personnel to maintain them would be part of the district in kind support at an average per classroom per month. The district also received a bond to do other facility upgrades within the district, including preschool which would also support the in kind contribution.

Other Adaptive Equipment

In addition to new playground structures, NSD would like to enhance the indoor and outdoor space of each of the 17 preschool classrooms on eight sites.

NSD has begun work to identify needs for inclusive environments in and out of the classroom as well as materials for the “Community Resource Room” that would be available to community partners such as Hope Infant, Head Start, and Family Child Cares that serve children in their respective programs on an IEP in the 91950 zip code.

Adaptive Equipment would be purchased as follows:

- 2019-2020
 - Identified sensory materials for every classroom to have a “sensory corner” at an average of \$3,000 per classroom (x 17 classrooms) = \$51,000
 - Identified “Community Resource Room” materials to stock and have available for all community partners within and outside the LEA in the 91950 zip code for a total of \$25,000
- 2020-2021
 - Identified indoor materials for every classroom including but not limited to seating, furniture, changing tables, technology supports at an average of \$4,000 per classroom (x 17 classrooms) = \$68,000
 - Identified “Community Resource Room” materials to restock and have available for all community partners within and outside the LEA in the 91950 zip code for a total of \$5,000
- 2021-2022
 - Identified outdoor materials for every site including but not limited to outdoor sensory areas and sand tables at an average of \$8,000 per site (x 8 sites) = \$64,000
 - Identified “Community Resource Room” materials to restock and have available for all community partners within and outside the LEA in the 91950 zip code for a total of \$5,000

- 2022-2023
 - Identified outdoor materials for every site including but not limited to outdoor adaptive bikes, varying heights of basketball hoops, different size, shape and textures of balls, parachutes, mats for incline, obstacle courses or kits, balance boards, or bikes or scooters, and equipment at an average of \$8,000 per site (x 8 sites) = \$64,000
 - Identified “Community Resource Room” materials to restock and have available for all community partners within and outside the LEA in the 91950 zip code for a total of \$5,000

NSD preschool in kind contribution is the average annual allocation of \$1,500 per classroom that is spent on furniture, outdoor equipment, materials, and supplies. It would also include the use of time from the district occupational therapist and adaptive physical education teachers for training and support.

Part 4: (if requesting funds for professional development) Explain within the budget categories specific information to this use, including substitutes, if they will be provided, the purchase of training materials, and the type(s) of professional development. Guidance about the Budget Narrative may be found in Appendix B.

National Elementary School District (NSD) is requesting funds for professional development to support inclusive environments at all eight sites and seventeen classrooms within the LEA and outside the LEA to Head Start, Hope Infant, and Family Child Care within the National City, 91950, zip code.

There are currently 115 NSD staff who would need the training, 38 from the local Head Start, 10 from Hope Infant, and 2 from Family Child Care for a total of 165 participants that would need to have access to the five required trainings and CDE recommended trainings.

The NSD coordinator and/or coach would reach out to work with all stakeholders to support first the five required trainings and then the CDE recommended trainings. NSD would continue to have all staff trained in the Teaching Pyramid model implemented with practice-based coaching as well as investigate the other offerings as part of the strategic planning process to select at least two other trainings from the CDE recommended trainings as required to support the NSD community.

A grant supported coordinator would be hired to oversee all components of the grant, including training and outreach within the LEA and with the local community partners. In addition a grant supported coach would be hired to help train and support teachers one-on-one within NSD and providers with the training and implementation. Grant generated Professional Development funds would be used to pay for the coach, contractual support needed, and timecard NSD staff for extra hours outside their workday for the trainings, and sub release time within the day.

The cost of the manager (coordinator) is listed in part one of this section of the grant.

The cost of the professional development would be as follows:

FY 2019-20 Costs

- *Certificated Personnel for Training, Substitute, or Release*
 $\$34.00/\text{hour} \times 18 \text{ hours} = \$612.00 \times 71 \text{ certificated employees} = \$43,452$
- *Classified Personnel Training*
 $\$21.91/\text{hour} \times 18 \text{ hours} = \$394.38 \times 44 \text{ classified employees} = \$17,353$
- *Early Childhood Support Provider (salaried employee)*
The ECSP would be a classified manager with National School District Personnel
 $\$7,065 \text{ monthly salary} \times 1 \text{ FT} \times 6 \text{ months (January-June)} = \$42,340$
 $\text{Benefits } \$42,340 \times 29.892\% + \$14,368 = \$27,051$
- *Books and Supplies for Professional Development*
 $\$50 \text{ per } 165 \text{ trainees} = \$8,250$
- *Staff Travel*
 $\$1,000 \text{ annually}$
- *Contractual Services with YMCA, SDCOE, Strategic Planning*
 $\$5,000 \text{ annually}$
- *Other Professional Development Services – Tuition for SDCOE classes*
 $\$5,000 \text{ annually}$

FY 2020-21 Costs

- *Certificated Personnel for Training, Substitute, or Release*
 $\$34.00/\text{hour} \times 18 \text{ hours} = \$612.00 \times 71 \text{ certificated employees} = \$43,452$
- *Classified Personnel Training*
 $\$21.91/\text{hour} \times 18 \text{ hours} = \$394.38 \times 44 \text{ classified employees} = \$17,353$
- *Early Childhood Support Provider (salaried employee)*
The ECSP would be a classified manager with National School District Personnel
 $\$7,065 \text{ monthly salary} \times 1 \text{ FT} \times 12 \text{ months (July-June)} = \$84,780$
 $\text{Benefits } \$84,780 \times 29.892\% + \$14,368 = \$39,710$
- *Books and Supplies for Professional Development*
 $\$50 \text{ per } 165 \text{ trainees} = \$8,250$
- *Staff Travel*
 $\$1,000 \text{ annually}$
- *Contractual Services with YMCA, SDCOE, Strategic Planning*
 $\$8,000 \text{ annually}$
- *Other Professional Development Services – Tuition for SDCOE classes*
 $\$8,000 \text{ annually}$

FY 2021-22 Costs

- *Certificated Personnel for Training, Substitute, or Release*
 $\$34.00/\text{hour} \times 18 \text{ hours} = \$612.00 \times 71 \text{ certificated employees} = \$43,452$

- *Classified Personnel Training*
\$21.91/hour x 18 hours = \$394.38 x 44 classified employees = \$17,353
- *Early Childhood Support Provider (salaried employee)*
The ECSP would be a classified manager with National School District Personnel \$7,425 monthly salary x 1 FT x 12 months (July-June) = \$89,100
Benefits \$89,100 x 29.892% + \$14,368 = \$41,002
- *Books and Supplies for Professional Development*
\$50 per 165 trainees = \$8,250
- *Staff Travel*
\$1,000 annually
- *Contractual Services with YMCA, SDCOE, Strategic Planning*
\$8,000 annually
- *Other Professional Development Services – Tuition for SDCOE classes*
\$8,000 annually

FY 2022-23 Costs

- *Certificated Personnel for Training, Substitute, or Release*
\$34.00/hour x 18 hours = \$612.00 x 71 certificated employees = \$43,452
- *Classified Personnel Training*
\$21.91/hour x 18 hours = \$394.38 x 44 classified employees = \$17,353
- *Early Childhood Support Provider (salaried employee)*
The ECSP would be a classified manager with National School District Personnel \$7,798 monthly salary x 1 FT x 12 months (July-June) = \$93,576
Benefits \$93,576 x 29.892% + \$14,368 = \$42,339
- *Books and Supplies for Professional Development*
\$50 per 165 trainees = \$8,250
- *Staff Travel*
\$1,000 annually
- *Contractual Services with YMCA, SDCOE, Strategic Planning*
\$8,000 annually
- *Other Professional Development Services – Tuition for SDCOE classes*
\$8,000 annually

Justification: The salary was estimated by the current salary schedule and the current steps within the classification for the term of the grant with a 3% increase to wages and benefits each year.

Needed supplies, office space, and travel would be paid through in kind support of the district and existing programs. Employee benefits from training would be paid through in kind support. The current professional development hours paid for by QPI and State Preschool, and National School District, QPI coaching, and support from the Special Education and Early Education directors would serve as in kind contribution.

An indirect cost of 8.10% would be charged for each area of the grant and has been applied in Section G.

Section G Budget Summary

Submit an Excel spreadsheet using state accounting (e.g., 1000 for Certificated Personnel) and approved indirect rate. Applicants are to separate funding into four fiscal years and provide a total budget, in accordance with the California School Accounting Manual at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>. The Budget Summary should correlate to the Budget Narrative. Match includes any combination of cash and in-kind.

Budget Summary	2019-20 Grant	2019-20 Match	2020-21 Grant	2020-21 Match	2021-22 Grant	2021-22 Match	2022-23 Grant	2022-23 Match
Part 1. Management and Partnerships	Part 1							
Certificated Personnel (1000)	\$52,596	\$141,463	\$110,189	\$145,706	\$115,408	\$150,077	\$120,899	\$154,579
Classified Personnel (2000)								
Employee Benefits (3000)	\$28,623	\$52,857	\$45,229	\$54,014	\$46,695	\$55,857	\$48,238	\$56,434
Services and Other Operating Expenses (5000)								
Staff Travel								
Other:								
Part 2. Facilities	Part 2							
Facilities Modifications								
New Classroom Construction								
Part 3. Adaptive Equipment	Part 3							
Adaptive Equipment and Instructional Materials	\$76,000	\$102,900	\$448,000	\$102,900	\$444,000	\$102,900	\$444,000	\$102,900
Part 4. Professional Development	Part 4							
Certificated Personnel (1000)	\$43,452		\$43,452		\$43,452		\$43,452	
Classified Personnel (2000)	\$59,693		\$102,133		\$106,453		\$110,929	
Employee Benefits (3000)	\$27,051	\$17,025	\$39,710	\$17,025	\$41,002	\$17,025	\$42,339	
Books and Supplies for Professional Development (4000)	\$8,250		\$8,250		\$8,250		\$8,250	
Staff Travel	\$1,000		\$1,000		\$1,000		\$1,000	
Contractual Services (5810)	\$5,000		\$8,000		\$8,000		\$8,000	
Other Professional Development Services	\$5,000		\$8,000		\$8,000		\$8,000	
Subtotal subject to Indirect	\$306,665	\$314,245	\$813,963	\$319,645	\$822,260	\$325,859	\$835,107	\$313,913
Indirect Cost (7000)	\$24,840	\$25,454	\$65,931	\$25,891	\$66,603	\$26,395	\$67,644	\$25,427
Budget Total	\$331,505	\$339,699	\$879,894	\$345,536	\$888,863	\$352,254	\$902,751	\$339,340

Years	Grant Amount	Matching Amount	Total Investment	Match Percent of Total (33% or more)
2019-2020	\$331,505	\$339,699	\$671,204	102%
2020-2021	\$879,894	\$345,536	\$1,225,430	39%
2021-2022	\$888,863	\$352,254	\$1,241,117	40%
2022-2023	\$902,751	\$339,340	\$1,242,091	38%
Grand Total	\$3,003,013	\$1,376,829	\$4,379,842	46%

Section H IEEEP Facilities

To apply for IIEEP grant funds for facility renovations and site improvements, the LEA applicant, or the LEA's consortium provider(s) who provides direct subsidized services must either (1) own the land on which the renovations or repairs will occur or (2) have a lease on the property for ten or more years from the start of work on which the classroom(s) are being renovated or repaired. To be eligible to use funds to renovate or repair facilities, the CDE contractor must operate an ELCD CCTR, CSPP, CFCC, or CMIG program.

National Elementary School District is not requesting funds for facilities.

EXHIBIT C

October 9, 2019

National SD

Board Policy

Business and Noninstructional Operations

BP 3100(a)

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with **and reflects** the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. **The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)**

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget **at a public meeting held after the date of the public hearing but** on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, **and the LCFF budget overview for parents/guardians.** The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, **52062**)

~~At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)~~

The budget that is **presented at the public hearing as well as the budget** formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (**SPI**). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file **the adopted district budget** with the County Superintendent of Schools ~~the adopted district budget and supporting data~~. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to ~~his/her~~ **the County Superintendent's** recommendations at a **regular** public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

Budget Criteria and Standards

The ~~Superintendent or designee shall develop a~~ district budget **shall be developed** in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, ~~local control funding formula~~ **LCFF** revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, ~~unrestricted general~~ fund balance, and reserves. In addition, ~~he/she~~ **the Superintendent or designee** shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, ~~33128.3~~, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased **inged** or improved **inged** services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. *Unduplicated students* are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent ~~may~~ **shall have discretion to** further delegate the authority to assign funds ~~at his/her discretion~~.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year **that following the fiscal year in which** the district is notified by the **Superintendent of Public Instruction SPI** that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, **unless the requirement is waived in accordance with Education Code 42127.01**. (Education Code ~~41202,~~ 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

~~When the~~ **The** Superintendent or designee **shall annually** presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, ~~the Board shall disclose, as~~ **As** a

separate agenda item at the same meeting, **the Board shall disclose** whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
41202 Determination of minimum level of education funding
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-~~42141~~ **42142** Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit
21710-21716 California Employer's Pension Prefunding Trust Program

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-~~15496~~-**15497** Local control funding formula, **supplemental and concentration grant** expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, **December 2015**
~~September 2006~~

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: ~~Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009~~ **Fund Balance Guidelines for the General Fund, September 2015**

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting ~~by Employers~~ for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, ~~March~~ **February** 2009

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Management Resources continued: (see next page)

Management Resources: (continued)

WEB SITES (continued)

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

(10/15 12/17) 3/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3100(a)

BUDGET

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9130 - Board Committees)

The committee's duties may include, but **are** not necessarily **be**-limited to:

1. Making recommendations regarding budget priorities **which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans**

2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location **and** dates, **and times** at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may ~~appear and object to~~ **appear and object to** the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than ~~his/her~~ disapproval of the district's ~~local control and accountability plan (LCAP)~~ or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee **selected and** convened by the County Superintendent with the approval of the Board **and SPI**

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent **as he/she to develops and adopts,** by December 31, a fiscal plan and budget that will allow the district to meet its **current fiscal year and multiyear** financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

(12/14 10/15) 3/19

National SD Board Policy

Business and Noninstructional Operations

BP 3250(a)

TRANSPORTATION FEES

~~Because~~ **Whenever** the cost of providing student transportation exceeds funding provided by the state, the Governing Board ~~finds it necessary to~~ **may** charge fees for home-to-school student transportation **and other transportation services as expressly authorized by law.**

(cf. 3260 - Fees and Charges)

(cf. 3540 - Transportation)

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval. ~~Fees shall be determined on the basis of operating costs in accordance with law.~~

The transportation fee shall be waived for students with demonstrated financial need in accordance with Education Code 39807.5. Eligibility for free transportation based on ~~indigency~~ **financial need** shall be ~~based on~~ **determined in accordance with** the income eligibility scales used for the free and reduced-price lunch program ~~and/or proof of receipt of Temporary Assistance to Needy Families (TANF).~~

(cf. 3553 - Free and Reduced Price Meals)

In addition, no ~~No~~ charge shall be made for any transportation of **a** ~~students~~ **with a disability** whose individualized education program **includes transportation as a related service necessary to receive a free appropriate public education** ~~requires transportation or whose parents/guardians are determined indigent pursuant to administrative regulations.~~ **(Education Code 39807.5)**

~~(cf. 3540 - Transportation)~~

~~(cf. 3541.2 - Transportation for Students with Disabilities)~~

~~(cf. 6159 - Individualized Education Program)~~

The ~~Governing~~ Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Legal Reference: (see next page)

TRANSPORTATION FEES (continued)

BP 3250(c)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation program, especially:

10913 Fees for uses of school buses for community recreation purposes

35330 Excursions or field trips

39800-39860 Transportation, especially:

39801.5 Transportation fees for adults

39807.5 Payment of transportation cost; amount of payment

39809.5 Excess fees; adjustments

39837 Fees for summer employment transportation

41850 Home-to-school and special education transportation

49014 Public School Fair Debt Collection Act

49557-49558 Applications for free and reduced-price meals

~~49558 Confidentiality of applications and records~~

56026 Individuals with exceptional needs

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

CODE OF FEDERAL REGULATIONS, TITLE 7

~~245.8(a) Nondiscrimination practices for children eligible to receive free and reduced price meals and free milk~~

COURT DECISIONS

Arcadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992)

Hartzell v. Connell, 35 Cal.3d 899 (1984)

Management Resources:

CDE MANAGEMENT ADVISORIES

~~0619.92 Fees for Pupil Transportation (#92-05)~~

CDE PROGRAM ADVISORIES

~~0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(12/92 10/97) 5/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3250(a)

TRANSPORTATION FEES

Fee Schedule and Collection

Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39807.5)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home to school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Governing Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Bus passes and tickets shall be sold at all district schools and at the district office. No money shall be collected on school buses.

Fees for Additional Services

In addition to charging fees for home to school transportation provided in accordance with Education Code 39800, **When approved by the Governing Board,** the district **shall may**

TRANSPORTATION FEES (continued)

AR 3250(b)

charge **transportation** fees for students traveling to and from **school. (Education Code 39807.5)** ~~their places of employment during the summer in connection with a summer employment program for youth. (Education Code 39837)~~

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

With Board approval, the ~~The~~ district may also charge **transportation** fees for:

3.1. Participants in a cCommunity recreation program offered pursuant to ~~as provided in~~ Education Code ~~39835~~ **10900-10914.5** (Education Code 10913, **39835**)

~~3. Community recreation as provided in Education Code 39835 (Education Code 10913)~~

(cf. 3541 - Transportation Routes and Services)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code **10913, 39801.5, 39809.5, 39837**)

Exemption from Fees

Eligibility for free transportation based on indigency shall be based on the income eligibility scales used for the free and reduced price lunch program and/or proof of receipt of Temporary Assistance to Needy Families (TANF).

(cf. 3553—Free and Reduced Price Meals)

Upon enrollment and at the beginning of the each school year, and whenever a new student is enrolled, parents/guardians shall receive information about free transportation income eligibility standards, and application procedures for a waiver of the transportation fee and appeal procedures. All applications and related records related to eligibility for free transportation shall be confidential and used only for the purposes of determining a student's eligibility for a fee waiver, directly connected with the free transportation program.

(cf. 5145.6 - Parental Notifications)

All applications and records related to eligibility for free transportation shall be confidential and used only for purposes directly connected with the free transportation program.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.

(12/92 10/97) 5/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

National SD

Board Policy

Business and Noninstructional Operations

BP 3260(a)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to ~~them~~ **students** at no cost.

No student shall be required to pay a fee, deposit, or other charge for ~~his/her~~ participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of ~~district~~ students' families and their ability to pay.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

~~*(cf. 3515.4 - Recovery for Property Loss or Damage)*~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

FEES AND CHARGES (continued)

The prohibition against student fees shall not ~~restrict~~ **prevent** the district from soliciting for donations, ~~participating in~~ **conducting** fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. ~~It~~ **The district** also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

FEES AND CHARGES (continued)

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

- 1. Denying full credit for any class assignment**
- 2. Denying full and equal participation in any classroom activity**
- 3. Denying access to the library or other on-campus educational facilities**
- 4. Denying or withholding grades or transcripts**
- 5. Denying or withholding a diploma**
- 6. Limiting or barring participation in an extracurricular activity, club, or sport**
- 7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony**

Legal Reference: (see next page)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

- 8239 *Preschool and wraparound child care services*
 - 8250 *Child care and development services for children with disabilities*
 - 8263 *Child care eligibility*
 - 8422 *21st Century High School After School Safety and Enrichment for Teens programs*
 - 8482.6 *After School Education and Safety programs*
 - 8760-8774 *Outdoor science, ~~and~~ conservation, **and forestry** programs*
 - 17453.1 *District sale or lease of Internet appliances or personal computers to ~~students or parents~~ **of students***
 - 17551 *Property fabricated by students*
 - 19910-19911 *Offenses against libraries*
 - 32033 *Eye protective devices*
 - 32221 *Insurance for athletic team member*
 - 32390 *Fingerprinting program*
 - 35330-35332 *Excursions and field trips*
 - 35335 *School camp programs*
 - 38080-38086.1 *Cafeteria establishment and use*
 - 38120 *Use of school band equipment on excursions to foreign countries*
 - 39801.5 *Transportation for adults*
 - 39807.5 *Payment of transportation costs*
 - 39837 *Transportation of students to places of summer employment*
 - 48050 *Residents of adjoining states*
 - 48052 *Tuition for foreign residents*
 - 48904 *Liability of parent or guardian*
 - 49010-49013 *Student fees*
 - 49014 *Public School Fair Debt Collection Act***
 - 49065 *Charge for copies*
 - 49066 *Grades, effect of physical education class apparel*
 - 49091.14 *Prospectus of school curriculum*
 - 49557.5 *Unpaid school meal fees***
 - 51810-51815 *Community service classes*
 - 52612 *Tuition for adult classes*
 - 52613 *Nonimmigrant foreign nationals*
 - 56504 *School records; students with disabilities*
 - 60410 *Students in classes for adults*
- GOVERNMENT CODE
- 6253 *Request for copy; fee*
- CALIFORNIA CONSTITUTION
- Article 9, Section 5 *Common school system*
- CODE OF REGULATIONS, TITLE 5
- 350 *Fees not permitted*
 - 4600-4687 *Uniform complaint procedures*
- UNITED STATES CODE, TITLE 8
- 1184 ***Foreign Nonimmigrant*** students

Legal Reference continued: (see next page)

BP 3260(e)

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Driving School Assn of CA v. San Mateo Union HSD (1993) (1992) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, : Damage to School Property **Deposits and Other Charges**, Fiscal Management Advisory **16-01**, September 16, 2016 **17-01**, July 28, 2017

Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony, Addendum to Fiscal Management Advisory 12-02, October 4, 2013

Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(4/14 3/17) 3/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3260(a)

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

FEES AND CHARGES (continued)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement **to the district** for the direct cost of materials **provided by the district to a student for the fabrication of nonperishable personal property the student used by students to fabricate property they** will take home for **his/her their** own possession and use, such as wood shop, art, or sewing projects kept by **the students** (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, **the district provides a waiver based on financial need, and an** exemptions **are is** made for **indigent and disabled students any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education** (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)

(cf. 6163.4 - Student Use of Technology)

FEES AND CHARGES (continued)

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)

(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Funds)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. ~~As allowed in~~ **In accordance with** law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that ~~he/she~~ **the student** fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

FEES AND CHARGES (continued)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is **exempted from fees by law** ~~for severely disabled children and the student is eligible to enroll in it~~ (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

FEES AND CHARGES (continued)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

(4/14 3/17) 3/19

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3311.1(a)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. **The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:**

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES
(continued)

AR 3311.1(b)

- (1) ~~The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work. b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to a~~All contractors on ~~the district's~~ a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due.
 - (2) ~~In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to a~~All construction trade journals identified pursuant to Public Contract Code 22036.
- ~~e.~~ b. The district shall review the informal bids **that were submitted** and award the contract, except that:
- (1) If all bids received through the informal process are in excess of \$175,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$187,500 or less and the Board determines the district's cost estimate is reasonable.
 - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
- a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES
(continued)

AR 3311.1(c)

- (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
- (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

- (1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
- (2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.
- (3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

(12/16) 12/18

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3320(a)

CLAIMS AND ACTIONS AGAINST THE DISTRICT

Unless otherwise provided by law, prior to filing a lawsuit against the district for money or damages, a written claim shall be filed in accordance with the following administrative regulation.

Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to childhood sexual abuse or any other cause of action which is specifically excepted from the Government Claims Act by Government Code 905 and for which governed by a statute or regulation provides a claims presentation procedure, including childhood sexual abuse, and other causes of action specifically excepted from the Government Claims Act by Government Code 905 shall be filed in accordance with the applicable governing statute or regulation. (Government Code 905, 935)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. In accordance with the **Governing** Board's authority pursuant to Government Code 935, claims for money or damages which relate to any cause of action specifically excepted from the Government Claims Act by Government Code 905 **but and** which are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 935)
3. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the **Governing** Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
4. Claims for money or damages relating to any other cause of action shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)

Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case **of \$25,000 or less.**
7. The signature of the claimant or the person acting on ~~his/her~~ **the claimant's** behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

For claims under items #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason ~~he/she~~ **the person** failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

(7/18 10/18) 7/19

National SD

Board Policy

Business and Noninstructional Operations

BP 3510(a)

GREEN SCHOOL OPERATIONS

The Governing Board believes ~~that all citizens have~~ **everyone has** a responsibility to be **a** stewards of the environment and desires to integrate environmental accountability into all district **programs and** operations. The Superintendent or designee shall **develop strategies to** promote **district use of "green"** school **principles and** practices ~~that in order to~~ conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and **the** community.

In developing such strategies and assessing the environmental conditions in district facilities and operations, the The Superintendent or designee ~~may~~ **shall** involve ~~district and site administrators and operations and maintenance staff at all levels and with varying job responsibilities, including administrators, certificated staff, and classified staff.~~ **As appropriate, the Superintendent or designee may also consult with health professionals; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; health professionals; and/or others with expertise as appropriate. in the assessment of current district operations and the development of strategies to improve the environmental impact of district operations.**

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to **long-term potential cost savings, the initial costs, feasibility of implementation, long-term potential cost savings,** quality and performance of the product or service, health impacts, ~~and~~ environmental considerations, **and potential educational value.**

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Such District strategies may include, but **are** not ~~be~~ limited to:

GREEN SCHOOL OPERATIONS (continued)

1. Reducing energy and water consumption, and exploring using renewable and clean energy technologies **and alternatives when available**

(cf. 3511 - Energy and Water Management)

2. Establishing recycling programs in district facilities

(cf. 3511.1 - Integrated Waste Management)

3. Reducing the consumption of disposable materials, by reusing materials and by using electronic rather than paper communications when feasible

4. ~~Purchasing and u~~Using environmentally preferable products and services whenever practical, including, but not limited to, products that:

- a. Minimize environmental impacts, toxins, pollutants, odors, and hazards
- b. Contain postconsumer recycled content
- c. Are durable and long-lasting
- d. Conserve energy and water
- e. ~~Produce a low amount of~~ **Reduce** waste

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

~~*(cf. 3514.2 - Integrated Pest Management)*~~

(cf. 5141.23 - Asthma Management)

5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals

6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies

(cf. 4231 - Staff Development)

7. **Using effective, least toxic pest management practices for the control and management of pests**

GREEN SCHOOL OPERATIONS (continued)

(cf. 3514.2 - Integrated Pest Management)

- 7.8.** ~~Focusing on green building standards, sustainability, and student health in facilities construction and modernization projects, including decisions about site selection, building design, and landscaping and grounds.~~ **Ensuring that any construction of new facilities complies with green building standards pursuant to 24 CCR 101.1-703.1, and focusing on sustainability and student health in the design and implementation of facilities modernization projects**

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

- 8.9.** Reducing vehicle ~~traffic~~ **emissions** by:

- a.** **E**ncouraging students **to** walk or bicycle to school or **to** use district or public transportation

(cf. 3541 - Transportation Routes and Services)

(cf. 5142.2 - Safe Routes to School Program)

GREEN SCHOOL OPERATIONS (continued)

- b. Using reduced or zero emission school buses and vehicles and providing accompanying infrastructure such as charging stations**

(cf. 3540 - Transportation)

- c. Limiting unnecessary idling of school buses in accordance with 13 CCR 2480**
- d. Limiting unnecessary idling of personal vehicles by encouraging parents/guardians, through signage or other means of communication, to turn off their vehicles when parked on and around school grounds**

9.10. Moving towards implementing green school practices in the district's food service programs by:

- a. Providing fresh, locally sourced, unprocessed, organic food, including plant-based options, when available in the district's food services program**
- b. Reducing food packaging and using packaging that is recyclable and/or biodegradable**
- c. Utilizing reusable products**
- d. Encouraging zero-waste lunches when food is brought from home**
- e. Maintaining a system for food waste, such as composting**
- f. Providing sharing tables where unused cafeteria food items may, in accordance with Health and Safety Code 114079, be returned for student use or donated to a food bank or other nonprofit charitable organization**

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

10.11. Integrating green school practices and activities into the educational program by providing instruction to students on the importance of the environment, and involving students in the implementation and evaluation of green school activities and projects as appropriate, and utilizing green school activities and projects as learning tools

GREEN SCHOOL OPERATIONS (continued)

(cf. 6142.5 - Environmental Education)

Legal Reference:

EDUCATION CODE

8700-8707 Environmental education

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

17608-17614 Healthy Schools Act of 2000

32370-32376 Recycling paper

33541 Environmental education

101012 Kindergarten–University Public Education Facilities Bond Act of 2006, allocations through 12th grade school facilities program

FOOD AND AGRICULTURAL CODE

13180-13188 Healthy Schools Act of 2000

HEALTH AND SAFETY CODE

114079 General food safety requirements; unused or returned food

PUBLIC CONTRACT CODE

12400-12404 Environmentally preferable purchasing

PUBLIC RESOURCES CODE

25410-25424~~2~~ Energy conservation assistance

40050-40063 Integrated waste management act

42630-42647 Schoolsite source reduction and recycling **assistance program**

CODE OF REGULATIONS, TITLE 2

1859.70.4 Funding for high performance incentive grants

1859.71.6 Additional grant for high performance incentive, new construction

1859.77.4 Additional grants for high performance incentive, site and modernization

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 13

2480 Limitation to school bus idling and idling at schools

CODE OF REGULATIONS, TITLE 24

101.1-703.1 Green building standards

Management Resources:

CSBA PUBLICATIONS

Green Schools: An Overview of Key Policy Issues, Policy Brief, August 2009

CALIFORNIA DEPARTMENT OF GENERAL SERVICES PUBLICATIONS

Environmentally Preferable Purchasing Best Practices Manual

CALIFORNIA AIR RESOURCES BOARD PUBLICATIONS

School Bus Fleet Webinar, April 20, 2018

COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS

CHPS Best Practices Manual, 2006

GLOBAL GREEN USA PUBLICATIONS

Healthier, Wealthier, Wiser: A Report on National Green Schools

GREEN SCHOOLS INITIATIVE PUBLICATIONS

Green Schools Buying Guide

Management Resources continued: (see next page)

GREEN SCHOOL OPERATIONS (continued)

Management Resources: (continued)

HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS

The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008

WEB SITES

CSBA: <http://www.csba.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of General Services, Green California: <http://www.green.ca.gov>

California Energy Commission: <http://www.energy.ca.gov>

Collaborative for High Performance Schools: <http://www.chps.net>

Global Green USA: <http://www.globalgreen.org>

Green Schools Initiative: <http://www.greenschools.net>

Healthy Schools Campaign: <http://www.healthyschoolscampaign.org/programs/gcs>

U.S. Environmental Protection Agency: <http://www.epa.gov>

U.S. Green Building Council, LEED Green Building Rating System: <http://www.usgbc.org>

(7/09) 5/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Board Policy

Business and Noninstructional Operations

BP 3511(a)

ENERGY AND WATER MANAGEMENT

The Governing Board recognizes the ~~importance of minimizing the district's use of natural resources, providing a high quality environment that promotes health and productivity, and effectively managing the district's fiscal resources.~~ **environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff.** ~~To that end,~~ **To support district goals for energy and water management,** the Superintendent or designee shall develop a resource management program which **may** include strategies for implementing effective and sustainable resource **use** practices, exploring **the use of** renewable and clean energy technologies **and/or sources,** reducing energy and water consumption, ~~minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices,~~ and promoting conservation principles **in the educational program.**

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3512 - Equipment)

(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians ~~about~~ **regarding** the district's **resource management** program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, ~~such as~~ **and may establish** a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities, **monitor** ~~and~~ operations, and make recommendations for maintenance and ~~capital expenditures~~ **repairs** which may help the district reach its conservation and management goals **and improve efficiency.**

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. **The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.**

(cf. 1330.1 - Joint Use Agreements)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall ~~periodically~~ **regularly** report to the Board on the district's progress in meeting its conservation and **resource** management goals.

Storm Water Management

~~The Board desires to ensure that, to~~ **To** the maximum extent practicable, the district **shall** reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. ~~When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the~~

The Superintendent or designee shall ensure that the district complies with **storm water discharge standards specified by any** applicable General Permit requirements **coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34)**

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall develop a storm water management **plan that complies with the provisions of the applicable permit** and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. ~~The district's plan shall~~ **and** describes best management practices, **design strategies**, measurable goals, and timetables for implementation, ~~in the following areas: and shall submit t~~ **The plan and a resolution authorizing the its** implementation ~~of the plan~~ **shall be submitted** to the Board for approval. **(40 CFR 122.34)**

1. ~~Public education and outreach on storm water impacts~~
2. ~~Public participation, such as participation in adoption and implementation of the plan~~
3. ~~Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges~~
4. ~~Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls~~

5. ~~Post construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures~~
6. ~~Pollution prevention and good housekeeping, such as evaluating waste disposal, material storage, and equipment cleaning procedures and spill prevention, including at bus maintenance facilities~~

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

~~The Superintendent or designee shall regularly report to the Board on the status of the district's implementation efforts.~~

Emergency Interruption of Services

The Superintendent or designee shall develop a plan **to minimize disruption to the educational program** ~~describing actions to be taken~~ in the event of power outages or other emergency interruption of utility services, ~~both during and after school operations~~. The plan shall ~~address~~ **include actions to be taken** ~~procedures to help ensure~~ **facilitate** student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

Legal Reference: (see next page)

*Legal Reference:*EDUCATION CODE**17213.1 School sites****17280 Construction of school buildings****35275 Coordination of new facilities with recreation and park authorities**

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

GOVERNMENT CODE**53097 Local agencies**PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE**189.3 Recommendations for best design and use practices****13383 Compliance with the federal Water Pollution Control Act**

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23**490-495 Model Water Efficient Landscape Ordinance**

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES PUBLICATIONS

0118.01 California's Energy Challenge

0706.90 Water Conservation Advisory, 90-09

Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018**A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015**0222.90 Average Daily Attendance Credit During Periods of Emergency, **Management Advisory 90-01, rev. February 10, 2005**CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS**Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016**U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS**National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005**WEB SITESCSBA: <http://www.csba.org>Alliance to Save Energy: <http://www.ase.org>California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>**California Department of Water Resources: <https://water.ca.gov>****California Division of State Architect: <https://www.dgs.ca.gov/DSA>**California Energy Commission: <http://www.energy.ca.gov>California State Water Resources Control Board: <http://www.swrcb.ca.gov>**California Stormwater Quality Association: <https://www.casqa.org/resources>****Collaborative for High Performance Schools (CHPS): <https://chps.net>****Green School Yards America: <http://www.greenschoolyards.org>****U.S. Environmental Protection Agency: <http://www.epa.gov>**

(3/01 7/07) 5/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3511(a)

ENERGY AND WATER MANAGEMENT

Resource Management Program

In the development of the district's **energy and water** resource management program, the Superintendent or designee shall analyze ~~and review~~ the **efficiency and environmental impact of, and consider strategies for improving, the following district systems:**

1. **L**ighting;
2. **H**eating, ventilation, and air conditioning **systems**;
3. **W**ater heaters;
4. **E**lectrical equipment and appliances;
5. **W**ater use and irrigation, **including drains, faucets, and pipes**
6. **Grounds management** ~~and solid waste and recycling systems~~

(cf. 7111 - Evaluating Existing Buildings)

~~The following district operations shall be incorporated into~~ **In addition,** the district's resource management program **may include strategies to address the following:**

1. Educational programs **that focus on environmental literacy and incorporate the Next Generation Science Standards**

(cf. 6142.5 - Environmental Education)

(cf. 6142.93 - Science Instruction)

2. **Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures**

(cf. 5141.7 - Sun Safety)

- ~~2.3.~~ Classroom and building management and maintenance
- ~~3.4.~~ Food services and ~~equipment maintenance~~ **food waste reduction**

(cf. 3551 - Food Service Operations/Cafeteria Fund)

4.5. Landscaping practices, including establishing drought-tolerant habitats

5.6. Transportation services and maintenance

(cf. 3540 - Transportation)

6.7. Inclusion of best practices for water management in new construction projects

(cf. 7110 - Facilities Master Plan)

7.8. Administrative operations that focus on cost reduction and conservation

(cf. 3400 - Management of District Assets/Accounts)

~~8. Use of facilities by outside groups~~

~~*(cf. 1330 - Use of School Facilities)*~~

~~*(cf. 3512 - Equipment)*~~

~~*(cf. 7111 - Evaluating Existing Buildings)*~~

9. Regular equipment maintenance and repair

(cf. 3512 - Equipment)

~~The Superintendent or designee may solicit input from staff, students, and parents/guardians about the district's program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, such as a reward program to recognize outstanding accomplishments.~~

Storm Water Management

The Superintendent or designee shall implement a storm water management plan that complies with applicable state and federal law and local ordinances. The plan shall include best practices designed to reduce waste, pollution, environmental degradation, and damage to school facilities and infrastructure by:

1. Incorporating water capture and filtration systems for storm water when necessary

2. **Emphasizing school practices and school design that reduce runoff and human pollutants, such as plastics, oils, grease, metals, and pesticides**
3. **Preserving, creating, and enhancing natural areas and greenspace that aid in storm water and dry weather capture**
4. **Minimizing impervious surface area and controlling runoff from impervious surfaces**
5. **Utilizing, when possible, soils that promote infiltration**
6. **Incorporating storm water design signage features and learning opportunities for public education**

Emergency Interruption of Services

~~The Superintendent or designee shall develop a plan to address actions to be taken in the event of power outages or other emergency interruption of utility services, both during and after school operations. The plan shall address procedures to help ensure student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and utility service providers.~~ **The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.**

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 3516 - Emergencies and Disaster Preparedness Plan)~~

~~(cf. 3516.5 - Emergency Schedules)~~

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

(cf. 1100 - Communication with the Public)

(cf. 3516.5 - Emergency Schedules)

(3/01 7/07) 5/19

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3514(a)

ENVIRONMENTAL SAFETY

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 3517 - Facilities Inspection)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the ~~Superintendent or designee shall ensure that the~~ following strategies ~~are~~ **shall be** implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified

in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew **and prevent accidents due to unsafe conditions**. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. ~~The Superintendent or designee shall install a~~ carbon monoxide detector or alarm **shall be installed** in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, **unless otherwise exempted by state law or regulations**. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, **school buses**, or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee may **coordinate with the local air resources control board and** monitor local health advisories and outdoor air quality alerts, **including to obtain** forecasts of ozone levels, particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever **these measures a forecast** indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

ENVIRONMENTAL SAFETY (continued)

AR 3514(d)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any **school bus that is** diesel-fueled, dual-fueled, or alternative diesel-fueled ~~school bus with~~ **and has** a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ~~avoid the presence of~~ **ensure that drinking water consumed at school does not contain** dirt, mold, **lead**, or other impurities or **contaminants that may cause serious** health concerns.

ENVIRONMENTAL SAFETY (continued)

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate **the concern any potential problem** to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water **or on-site water filtration**, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to **shut down and** make inoperable any fountains or faucets where excess lead levels may exist. ~~(Health and Safety Code 116277)~~

Prevention of Lead Exposure

In addition to ~~keeping school facilities as dust free and clean as possible~~ **testing for the presence of lead in drinking water in district schools**, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. **School facilities shall be kept as dust-free and clean as possible.**

ENVIRONMENTAL SAFETY (continued)

2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
- 2.3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
- 3.4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
- 4.5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.
5. ~~Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.~~

Any action to abate existing lead hazards, ~~excluding containment or cleaning,~~ shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Prevention of Mercury Exposure

The Superintendent or designee shall identify any **mercury-containing** products ~~containing mercury~~ that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

ENVIRONMENTAL SAFETY (continued)

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing **building** materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

ENVIRONMENTAL SAFETY (continued)

1. School facilities shall be inspected for asbestos-containing **building** materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing **building** materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

ENVIRONMENTAL SAFETY (continued)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, **763.90**)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing **building** materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing **building** materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

(8/13 5/18) 5/19

National SD

Board Policy

Business and Noninstructional Operations

BP 3515.4(a)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. ~~To discourage such acts,~~ **When district property is damaged due to the willful misconduct of a student or other person,** the district shall seek reimbursement of damages, within the limitations specified in law, ~~from any individual, or from the parent/guardian of any a minor child or from any other responsible individual, who has committed theft or has willfully damaged district or employee property.~~

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

(cf. 4158/4258/4358 - Employee Security)

~~*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*~~

(cf. 5131 - Conduct)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Rewards

When district or law enforcement officials have not been able to identify the person(s) responsible for the theft or vandalism of district property, the Board may authorize a reward for the identification and apprehension of the responsible person(s). The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

OPTION 1: The Board authorizes the Superintendent or designee to offer a reward in any amount ~~he/she deems~~ **deemed** appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Legal Reference: (see next page)

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent/guardian for willful misconduct

49014 Public School Fair Debt Collection Act

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage

53069.6 Actions to recover damages

54951 Local agency, definition

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Judicial Council of California: <http://www.courts.ca.gov>

(10/97 7/09) 3/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3515.4(a)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Reports by Staff

District employees shall report any damage to or loss of school property to the principal Superintendent or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official.

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism and Graffiti)

Investigation

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate. If it is determined that the damage has been committed by any district student, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate Motivated Behavior)

Recovery of Damages

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult with the district's legal counsel and/or insurance administrator carrier, as appropriate.

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from **his/her the** parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

~~If it is determined that the damage has been committed by any district student,~~ **In addition,** the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

Payment of Reward

When authorized according to Board policy, the Superintendent or designee shall pay the a reward to the party who provides information sufficient to identify and apprehend the person(s) subsequently determined to be responsible for the damage or loss. If more than one person provides information, the reward shall be divided among them as appropriate.

(10/97 7/09) 3/19

National SD

Board Policy

Business and Noninstructional Operations

BP 3540(a)

TRANSPORTATION

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. **In determining t**he extent to which the district **will** provide **for** transportation services, **the Board shall weigh shall depend upon** student and community needs **and against the cost of providing such services a continuing assessment of financial resources.**

(cf. 3100 - Budget)

(cf. ~~3250 - Transportation Fees~~)

(cf. 3541 - Transportation Routes and Services)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict ~~Agreements~~ Attendance)

(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board **the most** economical, **environmentally sustainable**, and appropriate means of providing transportation services.

(cf. 3510 - Green School Operations)

~~To provide transportation services, the Governing~~ **The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)**

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

TRANSPORTATION (continued)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

(cf. 3250 - Transportation Fees)

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student **pursuant to —(Education Code 35350) or the evacuation of students as necessary for their safety.**

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5131.1 - Bus Conduct)

TRANSPORTATION (continued)

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators and parents/guardians.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

Legal Reference: (see next page)

TRANSPORTATION (continued)

Legal Reference:

EDUCATION CODE

35330 *Excursions and field trips*

35350 *Authority to transport pupils*

39800-39860 *Transportation, especially:*

39800 *Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"*

39801 *Contract with County Superintendent of Schools to provide transportation*

39802-39803 *Bids and contracts for transportation services*

39806 *Payments to parents in lieu of transportation*

39807 *Food and lodging payments in lieu of transportation*

39807.5 *Transportation fees*

39808 *District transportation of private school students*

41850-41854 *Allowances for transportation*

41860-41862 *Supplemental allowances for transportation*

45125.1 *Criminal background checks for contractors*

52311 *Regional occupational centers, transportation*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

PENAL CODE

637.7 *Electronic tracking devices*

VEHICLE CODE

2807 *School bus inspection*

CODE OF REGULATIONS, TITLE 5

14100-14103 *Use of school buses and school pupil activity buses*

15240-15343 *Allowances for student transportation, especially:*

15253-15272 *District records related to transportation*

VEHICLE CODE

~~2807 *School bus inspection*~~

CODE OF REGULATIONS, TITLE 13

2025 *Retrofitting of diesel school buses*

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

(6/92 10/97) 5/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3540

TRANSPORTATION

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

Means of Transportation

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

approved: March 11, 1998 National City, California

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3543(a)

TRANSPORTATION SAFETY AND EMERGENCIES

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. ~~or, if~~ **If** no defect or deficiency **was is** discovered or reported, **the driver** shall so indicate **on the report**. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus **designed for carrying more than 16 passengers and the driver, and was** manufactured on or after July 1, 2005 ~~which is designed for carrying more than 16 passengers and the driver~~

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

2. Is a Type 2 school bus or student activity bus **designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004** ~~which meets one of the following criteria:~~
 - a. ~~Is designed for carrying 16 or fewer passengers and the driver~~
 - b. ~~Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver~~

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.
6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

- 8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.**

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. ~~Determining if~~ **Determination of whether** students in grades prekindergarten through 6 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, **if applicable**, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference: (see next page)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)*Legal Reference:*EDUCATION CODE39830-39843 *Transportation, school buses*39860 *Contract for transportation; requirement that student not be left unattended*51202 *Instruction in personal and public health and safety*PENAL CODE241.3 *Assault against school bus driver*243.3 *Battery against school bus driver*VEHICLE CODE415 *Definition of motor vehicle*545-546 *Definition of school bus and student activity bus*22112 *Loading and unloading passengers*23123.5 *Use of wireless telephone or communications device while driving; exceptions*23125 *Use of wireless telephone prohibited while driving school bus*27316-27316.5 *Passenger restraint systems*28160 *Child safety alert system*34500 *California Highway Patrol responsibility to regulate safe operation of school buses*34501.5 *California Highway Patrol responsibility to adopt rules re: safe operation of school buses*34501.6 *School buses; reduced visibility*34508 *California Highway Patrol responsibility to adopt rules re: equipment and bus operations*CODE OF REGULATIONS, TITLE 514100-14105 *School buses and student activity buses*CODE OF REGULATIONS, TITLE 131200-~~1293~~-1294 *Motor carrier safety*2480 *Airborne toxic control measure; limitation on bus idling*CODE OF REGULATIONS, TITLE 19574-575.3 *Inspection and maintenance of fire extinguishers*CODE OF FEDERAL REGULATIONS, TITLE 49571.1-571.500 *Motor vehicle standards, including school buses**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSPassenger Restraints Frequently Asked QuestionsWEB SITESAmerican School Bus Council: <http://www.americanschoolbuscouncil.org>California Association of School Business Officials: <http://www.casbo.org>American School Bus Council: <http://www.americanschoolbuscouncil.org>California Association of School Transportation Officials: <http://www.castoways.org>California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tm>California Highway Patrol: <http://www.chp.ca.gov>National Transportation Safety Board: <http://www.nts.gov>U.S. Department of Transportation, National Highway Traffic Safety Administration:<http://www.nhtsa.dot.gov>

(11/12 12/16) 12/18

Policy Reference UPDATE ServiceCopyright 2018 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Board Policy

Business and Noninstructional Operations

BP 3551(a)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food service personnel director(s) possess the required qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards. and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the **California Department of Education (CDE)**. (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with **BP/AR 3553 - Free and Reduced Price Meals**, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public **pursuant to Education Code 49557.5**.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees **or a student who is enrolled in the free or reduced-price meal program** is not overtly identified, **by the use of special tokens, tickets, or other means and is not** shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code **49557**, 49557.5)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

~~Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. *Domestic commodity or product* means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086.1 Cafeteria, establishment and use
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services; restrictions
49490-49493 School breakfast and lunch programs
49500-49505 School meals
~~49554 Contract for services~~
49550-49564.5 Meals for needy students, **especially:**
49550.5 Universal breakfast
~~49554 Contract for services~~
49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders
20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs
1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition
200.~~318317~~-200.326 Procurement standards
200.400-200.475 Cost principles
200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

Management Resources: (see next page)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia School Accounting ManualFood Distribution Program Administrative ManualProfessional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin, SNP-10-2019, April 2019Paid Lunch Equity Requirement and Calculation Tool, NSD Management Bulletin, SNP-12-2018, May 2018Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, and Additional Guidance on the Handling of Unpaid Meal Charges, NSD Management Bulletin, SNP-03-2018, February 2018Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin, USDA SNP 06-2015, May 2015Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013Paid Lunch Equity Requirement, NSD Management Bulletin, USDA SNP 16-2012, October 2012Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, 00-111, July 2000U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONSFAQs About School MealsCompliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016 May 2017Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014WEB SITESCalifornia Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California School Nutrition Association: <http://www.calsna.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

(5/17 3/18) 7/19

Policy Reference UPDATE ServiceCopyright 2019 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

Business and Noninstructional Operations

AR 3551(a)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, ~~shall not require a student to pay a bill that appears to be the result of identity theft,~~ and shall open a new account **as appropriate** ~~with a new account number~~ for a student whose **account** appears to **have been misused** ~~be the subject of identity theft.~~

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

(cf. 3510 - Green School Operations)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, ~~38091~~ **38093**)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

With CDE approval, the district may use cafeteria funds to supplement the provision of universal breakfast. On or before July 1 of each year, the district shall submit to CDE a Board-signed application certifying that breakfast will be provided to all students at no charge and that any cost above the amount provided in federal reimbursement will be covered by the district with nonfederal funds. (Education Code 49550.5)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate **as approved by CDE** or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. ~~(2 CFR 220.14)~~ **(7 CFR 210.14, 220.7)**

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

~~The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)~~

- ~~1. _____ Are sanitary and free from rodent, bird, insect, and other animal infestation~~
- ~~2. _____ Safeguard foods against theft, spoilage, and other loss~~
- ~~3. _____ Maintain foods at proper storage temperatures~~
- ~~4. _____ Store foods off the floor in a manner to allow for adequate ventilation~~
- ~~5. _____ Take other protective measures as may be necessary~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212 - Appointments and Conditions of Employment)

(5/17 3/18) 7/19

National SD Board Policy

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide ~~district employees, interns, volunteers, and job applicants~~ a safe, positive environment where ~~they~~ **all district employees** are assured of full and equal employment access and opportunities, protection from harassment ~~or and~~ intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. **For purposes of this policy, employees include** ~~This policy shall apply to all district employees and, to the extent required by law, to job applicants, interns, volunteers, and job applicants~~ **and persons who contracted with the district to provide services, as applicable.**

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, ~~religious creed,~~ color,

NONDISCRIMINATION IN EMPLOYMENT (continued)

ancestry, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has

NONDISCRIMINATION IN EMPLOYMENT (continued)

the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including **his/her** religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement;

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

- c. ~~Disability discrimination based on a district r~~Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. ~~Disability discrimination based on the district's f~~ailure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee; **who has requested such accommodations in order** to determine **the** effective reasonable accommodations, **if any, to be provided to the employee** ~~for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition~~

(cf. 4032 - Reasonable Accommodation)

NONDISCRIMINATION IN EMPLOYMENT (continued)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; **2 CCR 11028**)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, **including harassment of an employee by a**

NONDISCRIMINATION IN EMPLOYMENT (continued)

nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. ~~He/she shall provide,~~ **including providing** training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

~~In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.~~

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, **especially:**

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, **especially:**

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11027-11028 National origin and ancestry discrimination

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

Transgender Rights in the Workplace

Workplace Harassment Guide for California Employers

Your Rights and Obligations as a Pregnant Employee

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

EEOC Compliance Manual

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

(5/16 12/16) 3/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

National SD

Administrative Regulation

All Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an **employee, job applicant, intern, volunteer, or job applicant person contracted to provide services to the district** shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Human Resources

(position title)

1500 N Avenue, National City, 91950

(address)

619-336-7722

(telephone number)

(email)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

- 1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)**

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- 1.2.** Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4111/4211/4311 - Recruitment and Selection)

NONDISCRIMINATION IN EMPLOYMENT (continued)

- 2.3.** Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
- a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending the policy via email with an acknowledgment return form
 - c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

- 3.4.** Provide to employees a handbook ~~that~~ **which** contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to ~~anyone who feels that he/she has~~ **employees who believe they have** been the victim of any discriminatory or harassing behavior
- 4.5.** Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

NONDISCRIMINATION IN EMPLOYMENT (continued)

~~Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024. (2 CCR 11023)~~

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

NONDISCRIMINATION IN EMPLOYMENT (continued)

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform his/her a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. **The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.**

The complainant may file a written complaint in accordance with this procedure, ~~or, if he/she is an employee, or~~ may first attempt to resolve the situation informally with his/her **the employee's** supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. ~~He/she~~ **The coordinator** shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

NONDISCRIMINATION IN EMPLOYMENT (continued)

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, **he/she shall begin** the investigation **shall begin** immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out **his/her the** investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator **also** shall **also** determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of **his/her the** findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report **also** shall **also** include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. **The report shall be presented to the Superintendent or designee.**

~~The report~~ **A summary of the findings** shall be presented to the complainant, **and** the person accused, ~~and the Superintendent or designee.~~

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an

NONDISCRIMINATION IN EMPLOYMENT (continued)

appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15 12/16) 3/19

Policy Reference UPDATE Service

Copyright 2019 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

National SD

Administrative Regulation

Certificated Personnel

AR 4117.7(a)
4317.7

EMPLOYMENT STATUS REPORTS

The Superintendent shall report to the Commission on Teacher Credentialing (CTC) any change in the employment status of a certificated employee who, while working in a position requiring a credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending: (Education Code 44030.5, 44242.5; 5 CCR 80303)

1. Is dismissed or nonreelected

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

2. Resigns

(cf. 4117.2/4217.2/4317.2 - Resignation)

3. Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

4. Retires

5. Is otherwise terminated by a decision not to employ or reemploy

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

EMPLOYMENT STATUS REPORTS (continued)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)
(cf. 4117.3 - Personnel Reduction)

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by **the** CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Additional Reports of Employee Misconduct

The Superintendent or designee shall submit a report to **the** CTC, using a form provided by **the** CTC and attaching all relevant documents, whenever:

EMPLOYMENT STATUS REPORTS (continued)

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940 **or violation or attempted violation of Penal Code 187 (murder)**. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to **the** CTC. In addition, **he/she the Superintendent or designee** shall report to **the** CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

As appropriate, the Superintendent or designee also shall notify **the** CTC of any of the following:

EMPLOYMENT STATUS REPORTS (continued)

1. A complaint filed with the district regarding a certificated employee's alleged sexual misconduct (Education Code 44242.5)

(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)

The notice to **the** CTC shall contain all of the following information: (5 CCR 80304)

- a. Name of the employee alleged to have engaged in the sexual misconduct
- b. Name, age, and address of each victim of the alleged sexual misconduct
- c. A summary of all information known to the district regarding the alleged sexual misconduct
- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5145.7 - Sexual Harassment)

2. An employee's knowing and willful use of school records of student data in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the certificated employee or in which the certificated employee is an employee (Education Code 44242.5, 44421.1)

(cf. 5125 - Student Records)

3. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44242.5, 44421.5)
4. An employee's subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44242.5, 44439)

Legal Reference: (see next page)

EMPLOYMENT STATUS REPORTS (continued)

Legal Reference:

EDUCATION CODE

- 44009 Conviction of specified crimes
- 44010 Sex offense, definitions
- 44011 Controlled substance offense, definitions
- 44030.5 Employment status reports
- 44225 Powers and duties of ~~the~~ CTC
- 44242.5 Reports and review of alleged misconduct
- 44420-44440 Adverse actions by CTC against credential holder
- 44932 Causes for dismissal
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence
- 44940.5 Compulsory leave of absence
- 44955-44958 Reduction in force

PENAL CODE

187 Murder

CODE OF REGULATIONS, TITLE 5

- 80303 Reports of change in employment status, alleged misconduct
- 80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2013-2019

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

(11/08 4/14) 7/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691
All rights reserved.

National SD Board Policy

All Personnel

BP 4119.22(a)

4219.22

DRESS AND GROOMING

4319.22

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4112.21/4212.21/4312.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

~~*(cf. 5132 - Dress and Grooming)*~~

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Legal Reference: (see next page)

DRESS AND GROOMING (continued)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

Transgender Rights in the Workplace

WEB SITES

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

(9/91 7/04) 5/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

National SD Board Policy

All Personnel

BP 4119.24(a)

4219.24

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

4319.24

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

(cf. 5145.7 - Sexual Harassment)

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

(cf. 4040 - Employee Use of Technology)

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
8. Addressing a student in an overly familiar manner, such as by using a term of endearment
9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
11. Transporting a student in a personal vehicle without prior authorization
12. Encouraging students to confide their personal or family problems and/or relationships
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students

Legal Reference: (see next page)

BP 4119.24(d)
4219.24
4319.24

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

Legal Reference

EDUCATION CODE

44030.5 *Employment status reports*

44050 *Employee code of conduct; employee interactions with students*

44242.5 *Reports and review of alleged misconduct*

44940 *Sex offenses and narcotic offenses; compulsory leave of absence*

48980 *Parental notifications*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of change in employment status, alleged misconduct*

80304 *Notice of sexual misconduct*

National SD

Administrative Regulation

Certificated Personnel

AR 4161.1(a)
4361.1

PERSONAL ILLNESS/INJURY LEAVE

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who **is are** entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if **he/she is they are** eligible. (Education Code 44978; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

PERSONAL ILLNESS/INJURY LEAVE (continued)

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of ~~or~~ **and** in the course of employment; quarantine which results from contact **in the course of employment** with other persons having a contagious disease ~~during the employee's performance of his/her duties~~; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity (Education Code 44981)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

PERSONAL ILLNESS/INJURY LEAVE (continued)

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or **his/her employee's** family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or **his/her the employee's** child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave ~~he/she would~~ **that would be** accrued during six months at ~~his/her~~ **the employee's** **then** current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of **his/her** termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

PERSONAL ILLNESS/INJURY LEAVE (continued)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, **he/she the employee** may request that the district transfer **his/her any** accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time **he/she works worked**. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of **his/her the** disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives **his/her the**

PERSONAL ILLNESS/INJURY LEAVE (continued)

disability rating decision, **he/she the employee** shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the district of **his/her the** need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which **he/she the employee** intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

AR 4161.1(f)

4361.1

PERSONAL ILLNESS/INJURY LEAVE (continued)

OPTION 1:

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent from his/her duties for an additional period of up to five school months, the employee shall receive his/her the district shall deduct from the employee's regular salary minus for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to ~~resume his/her duties~~ **return to work** after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, ~~he/she~~ **the employee** shall be returned to employment in a position for which ~~he/she~~ **the employee** is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period **of** up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

PERSONAL ILLNESS/INJURY LEAVE (continued)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay **of at least 50 percent of the employee's regular salary** for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

AR 4161.1(i)
4361.1

PERSONAL ILLNESS/INJURY LEAVE (continued)

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to **his/her the employee's** immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on **the medical condition of the employee**. ~~The report shall include a statement as to~~ the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and **shall** not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from **his/her a** physician stating that **he/she the employee** is able to return to duty and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Healthy Workplaces, Healthy Families Act Requirements

PERSONAL ILLNESS/INJURY LEAVE (continued)

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The **amount number** of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against **him/her the employee**
 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
- (cf. 4112.9/4212.9/4312.9 - Employee Notifications)*
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference: (see next page)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Legal Reference:

EDUCATION CODE

- 44964 *Power to grant leave of absence in case of illness, accident, or quarantine*
- 44965 *Granting of leaves of absence for pregnancy and childbirth*
- 44976 *Transfer of leave rights when school is transferred to another district*
- 44977 *Salary deduction during absence from duties up to five months after sick leave is exhausted*
- 44977.5 *Differential pay during parental leave up to 12 weeks after sick leave is exhausted*
- 44978 *Provisions for sick leave of certificated employees*
- 44978.1 *Inability to return to duty; placement in another position or on reemployment list*
- 44978.2 *Leave for military service connected disability*
- 44979 *Transfer of accumulated sick leave to another district*
- 44980 *Transfer of accumulated sick leave to a county office of education*
- 44981 *Leave of absence for personal necessity*
- 44983 *Exception to sick leave when district adopts specific rule*
- 44984 *Industrial accident or illness*
- 44986 *Leave of absence for disability allowance applicant*

GOVERNMENT CODE

- 12945.1-12945.2 *California Family Rights Act*
- 12945.6 *Parental leave*

LABOR CODE

- 220 *Sections inapplicable to public employees*
- 230 *Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off*
- 230.1 *Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off*
- 233 *Illness of child, parent, spouse or domestic partner*
- 234 *Absence control policy*
- 245-249 *Healthy Workplaces, Healthy Families Act of 2014*

CODE OF REGULATIONS, TITLE 5

- 5601 *Transfer of accumulated sick leave*

UNITED STATES CODE, TITLE 29

- 2601-2654 *Family and Medical Leave Act of 1993, as amended*

UNITED STATES CODE, TITLE 42

- 2000ff-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

CODE OF FEDERAL REGULATIONS, TITLE 29

- 825.100-825.702 *Family and Medical Leave Act of 1993*
- 1635.1-1635.12 *Genetic Information Nondiscrimination Act of 2008*

COURT DECISIONS

- Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th 406*

(3/17 3/18) 3/19

National SD

Administrative Regulation

Classified Personnel

AR 4200(a)

CLASSIFIED PERSONNEL

Exemption from Classified Service

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

OPTION 1: Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes ~~are exempt from~~ **shall not be part of** the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time

CLASSIFIED PERSONNEL (continued)

4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district **pursuant to Education Code 51760-51769.5 that, and which** is financed by state or federal funds

OPTION 2: Merit System Districts

Individuals hired solely for the following purposes **are exempt from shall not be part of** the classified service: (Education Code 45256, **45258**)

- ~~1. Part-time playground positions (noon duty aides), when the employees are not otherwise employed in classified positions in the district~~
- 2. 1.** Apprentices
- 3. 2.** Professional experts employed **by the Governing Board or the personnel commission** on a temporary basis for a specific project
- 4. 3.** Full-time students employed part time
- 5. 4.** Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-**51769.5 that et seq. and which** is financed by state or federal funds

CLASSIFIED PERSONNEL (continued)

~~6. Positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 work days or 720 hours in a fiscal year, provided the authorized duties are not those normally assigned to a class of positions in the classified service, are approved by the personnel commission in advance of employment, and a regular classified district employee does not receive a concurrent appointment to such a position~~

Restricted Positions

Persons employed in restricted positions **pursuant to Education Code 45105 or 45108** shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. ~~They~~ **Such persons** shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and ~~only upon the subsequent satisfactory completion of~~ **satisfactorily completing** the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

(11/02 12/17) 12/18

Policy Reference UPDATE Service

Copyright 2018 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

National SD Board Policy

Classified Personnel

BP 4218(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, and administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4000 - Concepts and Roles)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing. A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

(cf. 4216 - Probationary/Permanent Status)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Permanent classified employees shall be subject to ~~personnel~~ **disciplinary** action (~~suspension without pay, demotion, reduction of pay step in class, dismissal~~) only for cause **as specified in the accompanying administrative regulation**. ~~The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~ **(Education Code 45113)**

Procedures for Disciplinary Proceedings

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may request a Board hearing on the matter.

~~If the employee fails to file a notice of appeal~~ **request a hearing** within the time specified **in the notice**, ~~in these rules, he/she shall be~~ **the employee is** deemed to have waived ~~his/her~~ **the** right to ~~appeal~~ **do so**, and the Board may order the recommended ~~personnel~~ **disciplinary** action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board, ~~All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California.) except in those cases where the Board determines to hear the appeal itself.~~ **except that, if the matter involves an allegation of egregious misconduct as defined in**

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. (Education Code 45113, 45312)

(cf. 3515.3 - District Police/Security Department)

In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of legal counsel and witnesses. The parties ~~employee~~ shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf. 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by legal counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 11500 shall not apply to any such hearing before the Board or a hearing officer.

The Board may use the services of its legal counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. The Board or the hearing officer may review and consider the records of any prior personnel action proceedings against the employee in which a personnel disciplinary action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing. Neither the Board nor a hearing officer shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

At any time before an employee's appeal a matter is finally submitted to the Board or to a hearing officer for decision, the complainant the Superintendent or designee may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel disciplinary action. If the amended or supplemental recommendation presents includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her a defense. Any new causes or allegations shall be deemed

controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

BP 4218(d)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

~~If the appeal is heard~~ **Following the hearing** by the Board, the Board shall affirm, modify, or revoke—**reject** the recommended personnel **disciplinary** action **recommended by the Superintendent or designee**. The decision of the Board shall be in writing and shall contain findings of fact and the personnel **disciplinary** action approved, if any. The decision of the Board shall be final.

~~If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within 10 days after the proposed decision is filed by the Board. The Board may:~~

~~(1) — Adopt the proposed decision in its entirety.~~

~~(2) — Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.~~

~~(3) — Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.~~

~~(4) — Reject the proposed decision in its entirety.~~

~~d. — If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provided in item "7c" above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.~~

~~e. — In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.~~

8. — Hearing Decision

The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.

BP 4218(e)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow this decision. **Within 10 working days of the Board's final decision, a** copy of the decision shall be delivered to the appellant or his/her employee and/or designated representative personally or by registered mail. **The decision of the Board shall be final.**

In cases involving an allegation of egregious misconduct, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

Legal Reference:

EDUCATION CODE

35161 Delegation of powers and duties

44009 Conviction of specified crimes

44010 Sex offense

44011 "Controlled substance offense" defined

44031 Personnel file

44940 Leave of absence; employee charged with mandatory or optional leave of absence offense

44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security; reports

44990-44994 Testimony of minor witnesses at dismissal or suspension hearings

45101 Definitions (including "disciplinary action," "cause")

45109 Fixing of duties

45113 Rules and regulations for classified service in districts not incorporating the merit system

45123 Employment after conviction of sex or narcotics offense

45124 Dismissal of sexual psychopath

45202 Transfer of accumulated sick leave and other benefits following dismissal

45240-45320 Merit system, classified employees

CODE OF CIVIL PROCEDURE

1286.2 Grounds for vacating decision of arbitrator

GOVERNMENT CODE

11500-11529 Administrative adjudication

12900-12996 Fair Employment and Housing Act

54957 Brown Act open meeting laws; closed session

HEALTH AND SAFETY CODE

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

11364 Opium

11370.1 Possession of controlled substances with a firearm

Legal Reference continued: (see next page)

BP 4218(f)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Legal Reference: (continued)

PENAL CODE

187 Murder

667.5 Sex offenders

830.32 Peace officers employed by district

1192.7 Violent or serious felony

11165.2-11165.6 Child abuse or neglect, definitions

VEHICLE CODE

1808.8 School bus drivers; dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

COURT DECISIONS

California School Employees Association v. Bonita Unified School District, (2008) No. B200141

California School Employees v. Livingston Union School District, (2007) 149 Cal.App 4th 391

CSEA v. Foothill Community College District, (1975) 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr-839 (1975)

National SD

Administrative Regulation

Classified Personnel

AR 4218(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Termination of Probationary Employment

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

Causes for Disciplinary Action

1. Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee: **A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:**

AR 4218(b)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

- k.1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6**

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)

3. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee. ~~against any student or other employee~~

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

4. Violation of or refusal to obey state or federal law or regulation, district, Board or departmental rule, policy, or district or school procedure.

5. Falsifying Falsification of any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.

6. Unsatisfactory performance Incompetency.

~~e. Inefficiency.~~

7. Unprofessional conduct

8. Dishonesty.

9. Neglect of duty or absence without leave.

10. Insubordination.

~~f. Dishonesty.~~

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

g.11. ~~Drinking alcoholic beverages~~ **Use of alcohol or a controlled substance** while on duty or in such close time proximity thereto as to ~~cause any detrimental effect upon~~ **affect** the employee's **performance** ~~or upon employees associated with him/her.~~

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

(cf. 4159/4259/4359 - Employee Assistance Program)

h. ~~Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.~~

i. ~~Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.~~

j. ~~Absence without leave.~~

k. ~~Immoral conduct~~

l. ~~Discourteous treatment of the public, students, or other employees.~~

m. ~~Improper political activity.~~

n. ~~Willful disobedience.~~

o.12. ~~Destruction or misuse of district property.~~

(cf. 4040 - Employee Use of Technology)

p. ~~Violation of district, Board or departmental rule, policy, or procedure.~~

q.13. Failure to ~~possess or keep in effect~~ **fulfill any ongoing condition of employment including, but not limited to, maintenance of** any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointment and Conditions of Employment)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

r. ~~Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.~~

s.14. A physical or mental **disability condition** which precludes the employee from the proper performance of **his/her** duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law **regulating the retirement of employees.**

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)

t. ~~Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.~~

u.15. Unlawful ~~r~~**Retaliation** against any ~~other district officer or employee or member of the public person~~ who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on **or directly related to** the job ~~or directly related thereto.~~

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

16. Violation of Education Code 45303 or Government Code 1028 (advocacy of communism)

v.17. Any other ~~failure of good behavior either during or outside of duty hours~~ **misconduct** which is of such nature that it causes discredit **or injury** to the district or ~~his/her~~ the **employee's position** ~~employment.~~

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf. 5145.2 - Freedom of Speech/Expression)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Except as defined in item "s" above, no personnel **No disciplinary** action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. **(Education Code 45113)**

(cf. 4216 - Probationary/Permanent Status)

2. — Initiation and Notification of Charges

The Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.

In all cases involving a personnel action, the person initiating the action **The Superintendent or designee** shall file a written **any** recommendation of personnel **for a disciplinary** action **in writing** with the **Governing** Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The **recommendation notice** shall, **in ordinary and concise language**, ~~include:~~ **inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)**

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

- a. — ~~A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).~~
- b. — ~~A statement of the cause or causes for the personnel action, as set forth above.~~
- c. — ~~A statement of the specific acts or omissions upon which the causes are based. If a violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be stated in the recommendation.~~

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

d. — A statement of the employee's right to appeal the recommendation and the manner and time within which the appeal must be filed.

e. — A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.

3. — Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal, or waiver thereof. If the Superintendent or designee determines that a permanent classified employee should be dismissed and that his/her continuing in active duty status would present an unreasonable risk of harm to students, staff, or property while proceedings are pending, the Superintendent or designee may order the employee immediately suspended from duty without pay in conjunction with the recommendation of personnel action. This suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Except in cases of emergency when the employee must be removed from the premises immediately, the Superintendent or designee shall give the employee written notice of the proposed recommendation of dismissal at least five calendar days before the effective date of any order of suspension issued in conjunction with a recommendation involving dismissal. This notice shall state that immediate suspension without pay is being considered, the reasons for the proposed dismissal and proposed immediate suspension without pay, materials upon which the proposed action is based, and the employee's right to respond to the Superintendent or designee orally or in writing before the final recommendation and order are issued.

4. — Time Limit of Suspension

Except for a suspension imposed under #3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.

5. — Right to Appeal Request for Hearing

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Within ~~five calendar days after receiving~~ **the time specified in the notice of** the recommendation of ~~personnel disciplinary action described above,~~ the employee may ~~appeal~~ **request a hearing on the charges** by signing and filing the card or paper included with the ~~recommendation notice.~~ **(Education Code 45113)**

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of ~~appeal~~ **the request for a hearing.** ~~A notice of appeal is filed only by delivering the~~ **The notice of appeal request shall be delivered** to the office of the Superintendent or designee during normal work hours of that office. ~~A notice of appeal may be~~ **If** mailed to the office of the Superintendent or designee, ~~it but~~ must be received or postmarked no later than the time limit ~~stated herein~~ **specified by the district.** In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any ~~appeal of the recommendation of~~ **request for a hearing on the** dismissal shall also constitute ~~an appeal of a request to hear~~ the suspension order, and the necessity of the **suspension** order shall be an issue in the ~~appeal~~ hearing.

~~If the employee fails to file a notice of appeal within the time specified, in these rules, he/she shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.~~

3. — Employment Status Pending a Hearing Appeal or Waiver

~~Except as provided herein, any~~ **A classified** employee against whom a recommendation of ~~personnel disciplinary action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal, or waiver thereof.~~ **pending any hearing on the charges, unless** ~~If~~ the Superintendent or designee determines

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

~~that a permanent classified employee should be dismissed and that his/her continuing the~~ **employee's continuance** in active duty status would present an unreasonable risk of harm to students, staff, or property. ~~while proceedings are pending, the~~ **The** Superintendent or designee may, **in writing,** order the employee immediately suspended from duty without pay ~~in conjunction with the recommendation of personnel action.~~ This suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served

upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

6. Amended/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action. If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

7. Hearing Procedures

a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 1150 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal itself. In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.

AR 4218(i)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within 10 days after the proposed decision is filed by the Board. The Board may:

~~(1) — Adopt the proposed decision in its entirety.~~

~~(2) — Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.~~

~~(3) — Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.~~

~~(4) — Reject the proposed decision in its entirety.~~

~~d. — If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provided in item "7c" above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.~~

~~e. — In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.~~

~~8. — Hearing Decision~~

~~The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.~~

~~The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow this decision.~~

AR 4218(j)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

~~A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the Board shall be final.~~

4. Time Limit of Suspension

Except for a suspension imposed under #3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.

OPTION 1 – Nonmerit System Districts

9. Compulsory Dismissal

Note: This section applies to districts that have not adopted the merit system. Pursuant to Education Code 45123, these districts may not employ or continue to employ anyone who has been convicted of any sex offense as described below. In addition, these districts may not employ anyone who has been convicted of a controlled substance offense as described below unless the Board determines from the evidence it requires that the person has been rehabilitated for at least five years.

The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. However, the district may employ a person convicted of a controlled substance offense if the Board determines from the evidence it requires that the person has been rehabilitated for at least five years. If any such conviction is reversed and the person acquitted or charges dismissed except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)

The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended and upheld, an employee will not be reemployed or compensated for the time he/she was suspended unless otherwise required by law. An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.

OPTION 2 – Merit System Districts

9. Compulsory Leave of Absence

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

~~Employees charged with a "mandatory leave of absence offense" as defined in Education Code 44940 shall be placed immediately on compulsory leave of absence for not more than 10 days after entry of judgment in the criminal proceedings, unless the leave is extended as provided below. (Education Code 45304)~~

~~Employees charged with an optional leave of absence offense as defined in Education Code 44940 may be placed immediately on compulsory leave of absence under the terms and conditions stated below. (Education Code 45304)~~

~~Despite the disposition of criminal charges, the Board reserves the right to dismiss an employee for the facts upon which the criminal charges were based. An employee ultimately found guilty by the Personnel Commission to have committed the acts upon which the original charges were based may be dismissed. If so dismissed, the employee is not entitled to compensation during the time of his/her suspension, unless otherwise required by law. An employee shall be given notice of the possibility of being dismissed without pay during the compulsory suspension if he/she is ultimately found guilty of the acts leading to the criminal charges, despite the disposition of the charges by the court.~~

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

- 1. Any sex offense as defined in Education Code 44010**
- 2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)**
- 3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056**

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

10. Extension of Compulsory Leave

~~The Board may extend an employee's compulsory leave of absence by giving him/her notice, within 10 days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5)~~

(3/90 6/94) 7/19

National SD Board Policy

Classified Personnel

BP 4218.1(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

The Governing Board expects all employees to perform their jobs satisfactorily and exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, any applicable collective bargaining agreement, Board policy and administrative regulation, and the rules of the personnel commission.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

(cf. 4216 - Probationary/Permanent Status)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Any classified employee designated as a permanent employee shall be subject to disciplinary action only for cause as specified in administrative regulation. (Education Code 45302)

Procedures for Disciplinary Proceedings

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may request a hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee shall be deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, the hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The parties shall be notified of the time and place of the hearing.

The matter shall be heard by the Board in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf. 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel. The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

An employee may appeal the Board's decision to the personnel commission in accordance with Education Code 45305-45307. The decision of the personnel commission shall be final. (Education Code 45306)

However, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. The ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45312)

Legal Reference:

EDUCATION CODE

35161 *Delegation of powers and duties*

44009 *Conviction of specified crimes*

44010 *Sex offense*

44011 *"Controlled substance offense" defined*

44031 *Personnel file*

44940 *Leave of absence; employee charged with mandatory or optional leave of absence offense*

44940.5 *Compulsory leave of absence*

44990-44994 *Testimony of minor witnesses at dismissal or suspension hearings*

45101 *Definitions (including "disciplinary action," "cause")*

45109 *Fixing of duties*

45123 *Employment after conviction of sex or narcotics offense*

45124 *Dismissal of sexual psychopath*

45202 *Transfer of accumulated sick leave and other benefits following dismissal*

45240-45320 *Merit system, classified employees, especially:*

45302-45307 *Suspension, dismissal, or other disciplinary action; classified employees*

Legal Reference continued: (see next page)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Legal Reference: (continued)

CODE OF CIVIL PROCEDURE

1286.2 *Grounds for vacating decision of arbitrator*

GOVERNMENT CODE

11500-11529 *Administrative adjudication*

12900-12996 *Fair Employment and Housing Act*

54957 *Brown Act open meeting laws; closed session*

HEALTH AND SAFETY CODE

11054 *Schedule I; substances included*

11055 *Schedule II, substances included*

11056 *Schedule III, substances included*

11357-11361 *Marijuana*

11363 *Peyote*

11364 *Opium*

11370.1 *Possession of controlled substances with a firearm*

PENAL CODE

187 *Murder*

667.5 *Sex offenders*

830.32 *Peace officers employed by district*

1192.7 *Violent or serious felony*

11165.2-11165.6 *Child abuse or neglect, definitions*

VEHICLE CODE

1808.8 *School bus drivers; dismissal for safety-related cause*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

COURT DECISIONS

California School Employees Association v. Bonita Unified School District, (2008) No. B200141

California School Employees v. Livingston Union School District, (2007) 149 Cal.App 4th 391

CSEA v. Foothill Community College District, (1975) 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr 830

Management Resources:

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION PUBLICATIONS

Merit Rules and Regulations: CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems, 2014

WEB SITES

California School Personnel Commissioners Association: <https://meritsystem.org>

National SD

Administrative Regulation

Classified Personnel

AR 4218.1(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

Causes for Disciplinary Action

A permanent classified employee may be subject to suspension without pay for up to 30 days, demotion, involuntary reassignment, or dismissal for one or more of the causes designated by the personnel commission. (Education Code 45302, 45304)

Initiation and Notification of Charges

The Superintendent or designee shall file any recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. (Education Code 45116)

In addition, the notice shall advise the employee of the right to appeal and the timeline and procedure for doing so.

Request for Hearing

AR 4218.1(b)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Within the time period specified in the notice of the recommendation of disciplinary action, which shall be no more than five working days, a permanent classified employee may submit to the Superintendent or designee a request for a hearing on the charges.

In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any Board hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay—and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44940, 45304)

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols. (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings.

AR 4218.1(c)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal. (Education Code 44940, 44940.5)

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.

Appeal to the Personnel Commission

Any permanent classified employee who has been suspended, demoted, or dismissed may appeal to the personnel commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges. (Education Code 45305)

Upon request of the employee, the personnel commission or a hearing officer designated by the personnel commission shall conduct a hearing. The employee shall be entitled to appear in person at the hearing and may be represented by legal counsel. (Education Code 45306)

The decision of the personnel commission shall be final. The district shall notify the personnel commission in writing when it has fully complied with the decision. (Education Code 45306, 45307)

National SD

Administrative Regulation

Classified Personnel

AR 4261.1(a)

PERSONAL ILLNESS/INJURY LEAVE

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, **any** part-time employees **whose work hours are so few as to entitle him/her** **who are entitled** to less than 24 hours of paid sick leave per fiscal year **due to the amount of time worked** shall be granted sick leave pursuant to Labor Code 246, if **he/she is they are** eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

PERSONAL ILLNESS/INJURY LEAVE (continued)

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact **in the course of employment** with other persons having a contagious disease ~~during the employee's performance of his/her duties~~ (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical ~~or~~ **and** dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

PERSONAL ILLNESS/INJURY LEAVE (continued)

7. Need of the employee or **his/her the employee's** family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or **his/her the employee's** child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave ~~he/she would~~ **that would be** accrued during six months at **his/her the employee's then** current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, **or the proportionate amount to which the employee may be entitled,** until **he/she the first day of the month after the employee** has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of **his/her** termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

PERSONAL ILLNESS/INJURY LEAVE (continued)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if **he/she the employee** accepts employment in another district, county office of education, or community college district within one year of the termination of employment, **he/she the employee** may request that the district transfer **his/her any** accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time **he/she works worked**. (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of **his/her the** disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives **his/her the** disability rating decision, **he/she the employee** shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

PERSONAL ILLNESS/INJURY LEAVE (continued)

The Superintendent or designee may require verification, in accordance with the section “Verification Requirements” below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of **his/her the** need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which **he/she the employee** intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

AR 4261.1(f)

PERSONAL ILLNESS/INJURY LEAVE (continued)

OPTION 2:

AR 4261.1(g)

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or **accident injury**, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at **least** 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Parental Leave

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period **of** up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

AR 4261.1(h)

PERSONAL ILLNESS/INJURY LEAVE (continued)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay **of at least 50 percent of the employee's regular salary** for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to ~~resume his/her duties~~ **return to work** after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes **medically** able, ~~to resume the duties of his/her position, he/she~~ **the employee** shall be offered reemployment in the first vacancy in the classification of ~~his/her~~ **the employee's** previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to ~~his/her~~ seniority. (Education Code 45195)

Verification Requirements

AR 4261.1(i)

PERSONAL ILLNESS/INJURY LEAVE (continued)

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to ~~his/her~~ **the employee's** immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district

on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from **his/her** a physician stating that **he/she** **the employee** is able to return to work and stipulating any **recommended necessary** restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

AR 4261.1(j)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Short-Term and Substitute Employees

OPTION 1:

Except for a retired annuitant who is not reinstated to the retirement system, **any** short-term or substitute employees who works for 30 or more days within a year of **his/her** **their** employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

AR 4261.1(k)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Any short-term or substitute employees may begin to use accrued paid sick days on the 90th day of **his/her** **their** employment, after which **he/she** **they** may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. **His/her The employee's** own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or **his/her the employee's** child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days

AR 4261.1(l)

PERSONAL ILLNESS/INJURY LEAVE (continued)

- b. The **amount number** of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against **him/her the employee**
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference: (see next page)

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops. Cal. Atty. Gen. 111 (1970)

AR 4261.1(m)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45191.5 Leave for military service connected disability

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted

45202 Transfer of accumulated sick leave and other benefits

GOVERNMENT CODE

12945.1-12945.2 California Family Rights Act

12945.6 Parental leave

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

UNITED STATES CODE, TITLE 42

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

COURT DECISIONS

(3/17 3/18) 3/19

Policy Reference UPDATE Service

Copyright 2019 by California School Boards Association, West Sacramento, California 95691

All rights reserved.