

EXHIBIT A

July 8, 2020

I. Purchase Orders	\$	303,828.26
II. Consultant Contracts (not to exceed \$500 each)	\$	0.00
III. Miscellaneous Contracts	\$	0.00
IV. Commercial Warrants	\$	591,038.58
V. Revolving Cash Fund Business I (June 30, 2020)	\$	3.00
VI. Revolving Cash Fund Business II (June 30, 2020)	\$	3.00
VII. Purchasing Card Expenses May 2020	\$	9,767.25

PO BOARD REPORT

May 1, 2020 - May 31, 2020

PO Date	PO No.	Supplier	Purchase Description	Total by Account
5/11/2020	0000007727	RUBBER DUCK DESIGN	ADMIN/JG/6th certificate seals	\$394.76
5/4/2020	0000007880	GRAINGER	Wheeled Battery Charger	\$534.03
5/5/2020	0000007881	FOLLETT LIBRARY RESOURCES	RN/librarybooks/Follet	\$3,394.69
5/7/2020	0000007882	VALLEY INDUSTRIAL SPECIALTIES	Triple Water Fountain - M&O	\$3,886.86
5/7/2020	0000007883	WAXIE SANITARY SUPPLY	May 2020 Custodial Supplies	\$16,240.45
5/7/2020	0000007884	GRAINGER	Folding Chair Dollys	\$698.44
5/7/2020	0000007885	Guerra Construction	ET - Classroom Cabinet Install	\$25,700.00
5/7/2020	0000007886	Guerra Construction	ET - Skylight Install	\$7,888.00
5/7/2020	0000007887	WATKINS ENVIRONMENTAL	CN - Asbestos Removal & Disp.	\$4,200.00
5/11/2020	0000007888	CANCELED		\$0.00
5/11/2020	0000007889	CANCELED		\$0.00
5/11/2020	0000007890	PC PARTS PLUS, DBA CHROMEBOOKPARTS.C	TechDeptChromebooksCovid19OrLC	\$6,305.10
5/11/2020	0000007891	POSITIVE PROMOTIONS	ADMIN/JG/6TH GR PERFECT PINS	\$194.06
5/11/2020	0000007892	AMAZON.COM	TechDeptCOVID-19RushOrder-LCEd	\$5,001.41
5/11/2020	0000007893	AMAZON.COM	DO Pedregal/BrotherInk/Amazon	\$135.93
5/11/2020	0000007894	CANCELED		\$0.00
5/12/2020	0000007895	GRAINGER	Maintenance Supplies - Open	\$1,087.50
5/12/2020	0000007896	OLDCASTLE PRECAST INC	Maintenance Supplies - Open	\$1,131.63
5/13/2020	0000007897	Troxell Communications, Inc.	Stock GS1162	\$63,494.78
5/13/2020	0000007898	SUPPLYMASTER, INC.	Stock GS1161	\$9,722.25
5/13/2020	0000007899	OFFICE DEPOT	Stock GS1950	\$16,197.66
5/14/2020	0000007900	Tri-Co Floors	JO - Hardwood strip and wax	\$8,323.00
5/14/2020	0000007901	Tri-Co Floors	OW - HVT Tile	\$3,257.00
5/14/2020	0000007902	LAKESHORE LEARNING MATERIALS	LP P1 PS/B.Prieto/Lakeshore	\$161.96
5/14/2020	0000007903	LAKESHORE LEARNING MATERIALS	PW P1 PS/B.Prieto/Lakeshore	\$335.95
5/14/2020	0000007904	C I SOLUTIONS	Trans. Dept.(New BusPassPrint.	\$4,308.02
5/18/2020	0000007905	T-Mobile for Government	Wendy-Data Plan	\$2,300.00
5/18/2020	0000007906	T-Mobile for Government	Wendy-Data Plan	\$2,300.00
5/19/2020	0000007907	NATIONAL CITY TROPHY	OW_Castaneda_NCTrophy	\$521.73
5/19/2020	0000007908	NATIONAL CITY TROPHY	KM_6th Grade Ribbons_NCTrophy	\$293.63

5/19/2020	0000007909	LAKESHORE LEARNING MATERIALS	OW P3_CMedina_Lakeshore	\$1,161.24
5/19/2020	0000007910	LAKESHORE LEARNING MATERIALS	JO_CMedina_Lakeshore	\$853.43
5/19/2020	0000007911	LAKESHORE LEARNING MATERIALS	ET K4_CMedina_Lakeshore	\$394.87
5/19/2020	0000007912	LAKESHORE LEARNING MATERIALS	LA PS Center_CMedina_Lakeshore	\$239.17
5/19/2020	0000007913	LAKESHORE LEARNING MATERIALS	Central P1_CMedina_Lakeshore	\$121.43
5/19/2020	0000007914	LAKESHORE LEARNING MATERIALS	HomeBase_CMedina_Lakeshore	\$388.05
5/19/2020	0000007915	LAKESHORE LEARNING MATERIALS	ET Rm25_CMedina_Lakeshore	\$1,292.57
5/19/2020	0000007916	Discount School Supply	CNP1_CMedina_SchoolSupply	\$111.79
5/19/2020	0000007917	Discount School Supply	PW PS_CMedina_SchoolSupply	\$97.16
5/19/2020	0000007918	NATIONAL CITY TROPHY	Admin/VC/NCTrophy	\$108.21
5/21/2020	0000007919	LAKESHORE LEARNING MATERIALS	Central P2_CMedina_Lakeshore	\$399.79
5/21/2020	0000007920	SOUTHLAND TECHNOLOGY	DO-Pedregal_Laptop_Southland	\$1,575.39
5/21/2020	0000007921	Discount School Supply	LA PSC_Medi_DiscountSchoolSply	\$430.02
5/21/2020	0000007922	LAKESHORE LEARNING MATERIALS	PS Ctr Rm P2_BPrieto_Lakeshore	\$322.75
5/21/2020	0000007923	LAKESHORE LEARNING MATERIALS	KM Rm 16_BPrieto_Lakeshore	\$284.73
5/21/2020	0000007924	LAKESHORE LEARNING MATERIALS	PSC P1_BPrieto_Lakeshore	\$32.61
5/21/2020	0000007925	LAKESHORE LEARNING MATERIALS	OW P2_BPrieto_Lakeshore	\$552.45
5/21/2020	0000007926	OFFICE DEPOT	PS office_CMedina_OfficeDepot	\$2,478.90
5/21/2020	0000007927	Natus Medical Inc.	PSCtr_Foam Ears Tips_Natus Med	\$1,313.16
5/21/2020	0000007928	NATIONAL CITY TROPHY	ADMIN/JG/MEDAL ENGRAVED RAA	\$10.82
5/21/2020	0000007929	BROOKES PUBLISHING CO.	PSCtr_BPrieto_BrookesPublish	\$9,210.43
5/21/2020	0000007930	KODO KIDS	PSCnt_BPrieto_Kodo Kids	\$7,163.68
5/21/2020	0000007931	LAKESHORE LEARNING MATERIALS	PSCtr_Charmaine_Lakeshore	\$964.61
5/21/2020	0000007932	Division for Early Childhood	PSCtr_Inclusion books_Division	\$4,226.13
5/22/2020	0000007933	SOUTHLAND TECHNOLOGY	Pre-School(20 Teachers)	\$34,202.25
5/22/2020	0000007934	SOUTHLAND TECHNOLOGY	Preschool-Tech.(20 Teachers)	\$36,521.24
5/22/2020	0000007935	SOUTHLAND TECHNOLOGY	Preschool (Charmaine)	\$1,118.31
5/26/2020	0000007936	WAXIE SANITARY SUPPLY	Jon H.(Thermometers)	\$9,243.75
5/26/2020	0000007937	AMAZON.COM	PScenter/BPrieto/Amazon	\$1,000.48

TOTAL FOR PERIOD

\$303,828.26

CONSULTANT CONTRACTS
Under \$500

None

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 2020-05-29

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000136 - San Diego County Dental FBC	14679841	586.79	SDCDFBC Classified May 20	586.79		586.79	0100	0000000			9910099			
0000000136 - San Diego County Dental FBC	14679842	1,357.07	SDCDFBC Certificate d May 20	1,357.07		1,357.07	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14679843	13.07	SDCVSP Classified May 2020	13.07		13.07	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14679844	78.42	SDCVSP Certificate d May 2020	78.42		78.42	0100	0000000			9910099			
0000000379 - Andrea Carrillo	14679845	69.93	AC043020	69.93		69.93	0100	9010999	1110	1000	5900300	700		
0000000528 - Antonia Lopez	14679846	55.68	AL043020	55.68		55.68	0100	9010999	1110	1000	5900300	700		
0000000529 - Sarah Megahed	14679847	67.26	SM043020	67.26		67.26	0100	9010999	1110	1000	5900300	700		
0000000530 - Lissa Navarro	14679848	165.00	LN050720	165.00		165.00	0100	9010999	1110	1000	5900300	700		
AP0056 - Apple Inc.	14679849	147.00	AC13966508	49.00	0000007824	49.00	0100	0980200	1110	1000	5600050	020		
AP0056 - Apple Inc.	14679849	147.00	AC13966509	49.00	0000007824	49.00	0100	0980200	1110	1000	5600050	020		
AP0056 - Apple Inc.	14679849	147.00	AC14250427	49.00	0000007824	49.00	0100	0980200	1110	1000	5600050	020		
AS0100 - A&S FLOORING	14679850	63,035.10	CT3626 A-213474	6,147.90		6,147.90	0100	8150100	0000	8500	6200200	057		
AS0100 - A&S FLOORING	14679850	63,035.10	CT3626 A-213475	22,477.80		22,477.80	0100	8150100	0000	8500	6200200	057		
AS0100 - A&S FLOORING	14679850	63,035.10	CT3626 A-213476	21,963.60		21,963.60	0100	8150100	0000	8500	6200200	057		
AS0100 - A&S FLOORING	14679850	63,035.10	CT3626 A-213477	12,445.80		12,445.80	0100	8150100	0000	8500	6200200	057		
BR0350 - BREAKOUT, INC	14679851	50.00	26114	50.00	0000007342	50.00	0100	0000100	1110	1000	4200000	100		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		120.00	0100	0000665	0000	8100	5600100	000		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	111		

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	14679852	390.00	MT850 55360	390.00		15.00	0100	0000665	0000	8100	5600100	222		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		15.00	0100	0000665	0000	8100	5600100	225		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	333		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	444		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	555		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	666		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	777		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	888		
CH1200 - CHULA VISTA ALARM INC	14679852	390.00	MT850 55360	390.00		30.00	0100	0000665	0000	8100	5600100	999		
CO1400 - COMPREHENSIVE DRUG TESTING	14679853	353.50	47815	268.50		268.50	0100	0000620	0000	7200	4300000	030		
CO1400 - COMPREHENSIVE DRUG TESTING	14679853	353.50	47970	85.00		85.00	0100	0000620	0000	7200	4300000	030		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14679854	106.56	09-0221873	89.16	00000076 67	89.16	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14679854	106.56	09-0221989	17.40	00000076 67	17.40	0100	8150100	0000	8100	4300000	057		
FI0550 - FISHER WIRELESS SERVICES INC	14679855	349.86	068231	349.86	00000065 58	349.86	0100	0982000	0000	3600	5900200	038		
FR0200 - FRUTH GROUP	14679856	567.30	401688	153.84	00000064 67	153.84	0100	1100699	1110	1000	5600200	111		
FR0200 - FRUTH GROUP	14679856	567.30	401687	153.84	00000064 69	65.79	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14679856	567.30	401687	153.84	00000064 69	88.05	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14679856	567.30	401689	153.84	00000064 68	153.84	0100	1100699	1110	1000	5600200	555		
FR0200 - FRUTH GROUP	14679856	567.30	401686	105.78	00000064 70	9.89	0100	0980000	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14679856	567.30	401686	105.78	00000064 70	42.99	0100	0980000	1110	1000	4400000	900		

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
FR0200 - FRUTH GROUP	14679856	567.30	401686	105.78	0000006470	9.90	0100	3010100	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14679856	567.30	401686	105.78	0000006470	43.00	0100	3010100	1110	1000	4400000	900		
GR0200 - GRAINGER	14679857	534.03	9521940917	534.03	0000007880	534.03	0100	0000660	0000	8100	4300000	057		
HA1525 - HAWTHORNE POWER SYSTEMS	14679858	303.81	SS100120398	303.81	0000007737	20.66	0100	0983000	5001	3600	5600150	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14679858	303.81	SS100120398	303.81	0000007737	283.15	0100	0983000	5001	3600	5600150	038		
KO161 - Konica Minolta Premier Finance	14679859	1,917.58	5010417758	1,792.54	0000006792	237.08	0100	1100699	1110	1000	5600200	666		
KO161 - Konica Minolta Premier Finance	14679859	1,917.58	5010417758	1,792.54	0000007604	1,555.46	0100	1100699	1110	1000	5600200	666		
KO161 - Konica Minolta Premier Finance	14679859	1,917.58	5010456474	125.04	0000007390	125.04	0100	1100699	1110	1000	5600200	555		
NA0925 - NATIONAL CITY TROPHY	14679860	521.73	72874	521.73	0000007907	169.65	0100	0000560	1110	1000	4300000	700		
NA0925 - NATIONAL CITY TROPHY	14679860	521.73	72874	521.73	0000007907	352.08	0100	0000560	1110	1000	4300000	700		
RE0475 - RSD - NATIONAL CITY	14679861	180.55	61158383-00	180.55	0000007573	180.55	0100	8150100	0000	8100	4300000	057		
SA0150 - Safety-Kleen Systems, Inc.	14679862	301.17	82856808	301.17	0000006132	301.17	0100	8150100	0000	8100	5600150	057		
SU0900 - Superior Vision Services	14679863	36.94	Superior Classified May 20	36.94		36.94	0100	0000000			9910099			
SU0900 - Superior Vision Services	14679864	18.47	Superior Certificate d May 20	18.47		18.47	0100	0000000			9910099			
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14679865	4.33	5222791	4.33		4.33	0100	0000737	8100	5000	5600200	021		
TO0115 - TOSHIBA FINANCIAL SERVICES	14679866	818.66	414733162	213.11	0000006078	213.11	0100	1100699	1110	1000	5600200	225		
TO0115 - TOSHIBA FINANCIAL SERVICES	14679866	818.66	414733162.	431.93	0000006247	431.93	0100	1100699	1110	1000	5600200	333		
TO0115 - TOSHIBA FINANCIAL SERVICES	14679866	818.66	414439398	173.62	0000006246	173.62	1300	5310000	0000	3700	4400380	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
UC0200 - University of CA, Irvine	14679867	100,991.00	CT3505 2347880	100,991.00		100,991.00	0100	0980110	1110	1000	5800100	000		
UN0800 - UNITED REFRIGERATION INC.	14679868	412.04	73448959-00	412.04		108.75	0100	8150100	0000	8100	4300000	057		
UN0800 - UNITED REFRIGERATION INC.	14679868	412.04	73448959-00	412.04	0000006911	303.29	0100	8150100	0000	8100	4300000	057		
VE0200 - Veba	14679869	273.00	Veba Cobra Classified May 20	273.00		273.00	0100	0000000			9910099			
VE0200 - Veba	14679870	1,691.00	VebaCobra Certificate d May 20	1,691.00		1,691.00	0100	0000000			9910099			
WE1100 - WESTAIR GASES & EQUIPMENT	14679871	75.73	11056478	75.73	0000007851	75.73	0100	8150100	0000	8100	4300000	057		
XE0100 - XEROX CORPORATION	14679872	267.87	010342855	267.87	0000006241	89.28	0100	0000421	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14679872	267.87	010342855	267.87	0000006241	89.31	0100	0980000	0000	2100	5600200	020		
XE0100 - XEROX CORPORATION	14679872	267.87	010342855	267.87	0000006241	89.28	0100	0000616	0000	7100	5600200	010		

Business Unit Total: \$175,740.45

0100	\$ 175,566.83
1300	\$ 173.62
TOTAL:	\$ 175,740.45

02300: National School District

2020-06-02

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000244 - Erik Vinland	14680796	262.23	EV031620	262.23		262.23	0100	6500000	5001	2100	5200000	022		
0000000376 - Ravyn Reid	14680797	109.42	RR060120	109.42		109.42	0100	6500000	5770	1190	4300000	022		
0000000437 - Frank Lopez	14680798	176.68	FL Mileage 9/19 - 3/13	176.68		176.68	0100	3310000	5770	1110	5200500	022		
0000000531 - Jessie Nord	14680799	55.17	JN052620	55.17		55.17	0100	6500000	5750	1110	4300000	022		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14680800	565.55	1056242	565.55	0000006408	565.55	1300	5310000	0000	3700	4300000	000		
AP0053 - APPLE COMPUTER	14680801	4,581.44	AC05440301	108.70	0000007749	108.70	0100	0926003	1110	1000	4300000	800		
AP0053 - APPLE COMPUTER	14680801	4,581.44	AC02180333	549.00	0000007788	549.00	0100	3010100	1110	1000	4400380	200		
AP0053 - APPLE COMPUTER	14680801	4,581.44	AC05369058	3,923.74	0000007788	12.00	0100	3010100	1110	1000	4400380	200		
AP0053 - APPLE COMPUTER	14680801	4,581.44	AC05369058	3,923.74	0000007788	3,911.74	0100	3010100	1110	1000	4400380	200		
C&0100 - C&C Glass	14680802	490.36	1-122344	490.36	0000007817	490.36	0100	8150100	0000	8100	4300000	057		
CH0800 - RADY CHILDREN'S HOSPITAL	14680803	23,712.93	CT3451N0021	23,712.93		2,096.34	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14680803	23,712.93	CT3451N0021	23,712.93		21,616.59	0100	0000500	1110	3140	5800000	022		
ED4500 - EDUPOINT EDUCATIONAL SYSTEMS	14680804	16,354.00	CT372716669	16,354.00		16,354.00	0100	0000019	0000	7200	5800710	020		
FR0200 - FRUTH GROUP	14680805	783.00	396286	783.00	7600	282.75	0100	9010999	1110	1000	4300000	600		
FR0200 - FRUTH GROUP	14680805	783.00	396286	783.00	7600	500.25	0100	9010999	1110	1000	4300000	600		
GO0301 - GOLD STAR FOODS	14680806	1,243.40	6410 May 2020	1,243.40	0000006410	1,243.40	1300	5310000	0000	3700	4700000	000		
HA1015 - HARCOURT OUTLINES	14680807	974.16	INV029775	974.16	0000007724	212.91	0100	9010999	1110	1000	4300000	215		
HA1015 - HARCOURT OUTLINES	14680807	974.16	INV029775	974.16	0000007724	761.25	0100	9010999	1110	1000	4300000	215		
HA1525 - HAWTHORNE	14680808	364.58	SS100120448	182.29	0000007736	12.42	0100	0982000	0000	3600	5600100	038		

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
POWER SYSTEMS														
HA1525 - HAWTHORNE POWER SYSTEMS	14680808	364.58	SS100120448	182.29	0000007736	169.87	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14680808	364.58	SS100120449	182.29	0000007737	12.42	0100	0983000	5001	3600	5600150	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14680808	364.58	SS100120449	182.29	0000007737	169.87	0100	0983000	5001	3600	5600150	038		
LA0500 - LAKESHORE LEARNING MATERIALS	14680809	187.80	5134750520	25.85	0000007903	25.85	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14680809	187.80	5134500520	161.95	0000007902	14.13	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14680809	187.80	5134500520	161.95	0000007902	17.39	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14680809	187.80	5134500520	161.95	0000007902	43.45	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14680809	187.80	5134500520	161.95	0000007902	86.98	1200	6105100	0001	1000	4300000	000		
MO1420 - More Direct	14680810	3,201.60	6435067	83.11	0000007521	83.11	0100	0000460	0000	2700	4300000	215		
MO1420 - More Direct	14680810	3,201.60	6434787	471.14	0000007528	29.96	0100	0000100	1110	1000	4300000	400		
MO1420 - More Direct	14680810	3,201.60	6434787	471.14	0000007528	58.19	0100	0000100	1110	1000	4300000	400		
MO1420 - More Direct	14680810	3,201.60	6434787	471.14	0000007528	58.19	0100	0000100	1110	1000	4300000	400		
MO1420 - More Direct	14680810	3,201.60	6434787	471.14	0000007528	116.38	0100	0000100	1110	1000	4300000	400		
MO1420 - More Direct	14680810	3,201.60	6434787	471.14	0000007528	208.42	0100	0000100	1110	1000	4300000	400		
MO1420 - More Direct	14680810	3,201.60	6435110	534.94	0000007601	114.60	0100	0980330	0000	3110	4300000	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
MO1420 - More Direct	14680810	3,201.60	6435110	534.94	0000007601	140.11	0100	0980330	0000	3110	4300000	000		
MO1420 - More Direct	14680810	3,201.60	6435110	534.94	0000007601	140.11	0100	0980330	0000	3110	4300000	000		
MO1420 - More Direct	14680810	3,201.60	6435110	534.94	0000007601	140.12	0100	0980330	0000	3110	4300000	000		
MO1420 - More Direct	14680810	3,201.60	6434146	1,467.96	0000007636	308.49	0100	0000624	0000	7200	4300000	020		
MO1420 - More Direct	14680810	3,201.60	6434146	1,467.96	0000007636	308.49	0100	0000624	0000	7200	4300000	020		
MO1420 - More Direct	14680810	3,201.60	6434146	1,467.96	0000007636	308.49	0100	0000624	0000	7200	4300000	020		
MO1420 - More Direct	14680810	3,201.60	6434146	1,467.96	0000007636	542.49	0100	0000624	0000	7200	4300000	020		
MO1420 - More Direct	14680810	3,201.60	6434788	376.98	0000007764	376.98	0100	6500000	5750	1110	4300000	022		
MO1420 - More Direct	14680810	3,201.60	5434789	267.47	0000007778	57.30	0100	9010999	1110	1000	4300000	700		
MO1420 - More Direct	14680810	3,201.60	5434789	267.47	0000007778	70.05	0100	9010999	1110	1000	4300000	700		
MO1420 - More Direct	14680810	3,201.60	5434789	267.47	0000007778	70.06	0100	9010999	1110	1000	4300000	700		
MO1420 - More Direct	14680810	3,201.60	5434789	267.47	0000007778	70.06	0100	9010999	1110	1000	4300000	700		
OF0075 - OFFICE DEPOT	14680811	16,197.66	496459337001	16,197.66	0000007899	16,197.66	0100	0000626	0000	7200	4300990	000		
PR0050 - PRACTICAL, INC.	14680812	38.64	CT1294344930	38.64		38.64	0100	5640568	0000	3140	5800490	022		
RU0010 - RUBBER DUCK DESIGN	14680813	363.00	3812	363.00	7727	363.00	0100	0000615	0000	7100	4300000	010		
SA0400 - SAN DIEGO CENTER FOR CHILDREN	14680814	4,188.36	CT3641NAT0420	4,188.36		4,188.36	0100	6500000	5770	1180	5800500	022		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT10210455736814	6,724.90		86.32	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT10210455736814	6,724.90		16.81	0100	0000665	0000	8100	5500100	111		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT10210455736814	6,724.90		45.81	0100	0000665	0000	8100	5500100	333		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT10210455736814	6,724.90		1,732.57	0100	0000665	0000	8100	5500100	666		

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	14680815	6,724.90	MT102 1045 573 681 4	6,724.90		3,673.14	0100	0000665	0000	8100	5500100	777		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT102 1045 573 681 4	6,724.90		19.17	0100	0000665	0000	8100	5500100	888		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT102 1045 573 681 4	6,724.90		54.04	0100	0000665	0000	8100	5500100	999		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680815	6,724.90	MT102 1045 573 681 4	6,724.90		1,097.04	0100	9010377	0001	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		6,430.26	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		4,370.41	0100	0000665	0000	8100	5500100	111		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		4,271.11	0100	0000665	0000	8100	5500100	333		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		2,240.76	0100	0000665	0000	8100	5500100	666		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		2,853.33	0100	0000665	0000	8100	5500100	888		
SA1200 - SAN DIEGO GAS & ELECTRIC	14680816	24,196.13	MT102 5919 266 448 2	24,196.13		4,030.26	0100	0000665	0000	8100	5500100	999		
SO0100 - SC Commerical, LLC.	14680817	858.31	1639819-IN	858.31	00000077 13	858.31	0100	0000660	0000	8100	4300560	057		
SU0125 - SUPPLYMASTER, INC.	14680818	9,722.25	72983	9,722.25	00000078 98	9,722.25	0100	0000626	0000	7200	4300990	000		
TR0615 - Troxell Communications, Inc.	14680819	63,494.78	233421	63,494.78	00000078 97	63,494.78	0100	0000626	0000	7200	4300990	000		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14680820	332.38	A274346	332.38	00000076 65	332.38	0100	8150100	0000	8100	4300000	057		

Business Unit Total: \$179,178.73

0100	\$ 177,181.98
1200	\$ 187.80
1300	\$ 1,808.95
TOTAL:	\$ 179,178.73

02300: National School District

2020-06-05

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	14681504	629.75	45275	629.75		629.75	0100	0000623	0000	7200	5800000	000		
0000000091 - Julia Romero	14681505	26.00	JR050620	26.00		26.00	0100	6500000	5770	1190	5800000	022		
AB0150 - ABC SCHOOL EQUIPMENT, INC.	14681506	14,199.00	PJI-029453	14,199.00	0000007814	14,199.00	0100	8150100	0000	8100	5600150	057		
AM0100 - AMAZON.COM	14681507	292.71	436654563934	97.85		97.85	0100	9010999	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14681507	292.71	ADJ437467456489	-97.85		-97.85	0100	9010999	1110	1000	4300000	215		
AM0100 - AMAZON.COM	14681507	292.71	To Close PO #7461	0.00		-4.56	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14681507	292.71	To Close PO #7461	0.00	0000007461	4.56	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14681507	292.71	957449379888	292.71	0000007657	24.84	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14681507	292.71	957449379888	292.71	0000007657	34.35	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14681507	292.71	957449379888	292.71	0000007657	61.77	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14681507	292.71	957449379888	292.71	0000007657	171.75	0100	0980000	1110	1000	4300000	800		
AT0500 - AT&T INFORMATION SYSTEMS	14681508	442.35	MT201000014674197	442.35		442.35	0100	0000665	0000	8100	5900100	000		
BA0700 - Banyan Tree Educational Services	14681509	3,484.60	CT367611432	3,484.60		3,484.60	0100	6500000	5770	1110	5800000	022		
BC0100 - BCK Programs, LLC.	14681510	3,463.75	CT35421088	3,463.75		3,463.75	0100	0000779	0000	7200	5800000	000		
C&0100 - C&C Glass	14681511	485.56	1-122471	485.56	0000007817	485.56	0100	8150100	0000	8100	4300000	057		
CH0800 - RADY CHILDREN'S HOSPITAL	14681512	2,279.83	CT3451N0022	2,279.83		2,279.83	1200	5210000	0001	3140	5800000	000		
DE0220 - KING BUSINESS SERVICES, INC.	14681513	1,328.50	154958	1,328.50	0000007468	85.00	0100	0000660	0000	8100	5600150	057		
DE0220 - KING BUSINESS SERVICES, INC.	14681513	1,328.50	154958	1,328.50		1,243.50	0100	0000660	0000	8100	5600150	057		

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
DI0020 - DIAMOND JACK ENTERPRISES INC	14681514	2,237.35	6627 May 2020	2,237.35		2,237.35	1300	5310000	0000	3700	4700000	000		
ED0300 - EDCO DISPOSAL CORPORATION	14681515	260.65	17-FR 288860	260.65	00000064 22	260.65	6200	0000000	0000	8100	5500400	062		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-1 17-F3 102933 053120	711.36		711.36	0100	0000665	0000	8100	5500400	000		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		2,957.00	0100	0000665	0000	8100	5500400	000		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	111		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		45.00	0100	0000665	0000	8100	5500400	222		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		45.00	0100	0000665	0000	8100	5500400	225		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	333		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	444		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	555		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	666		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		30.00	0100	0000665	0000	8100	5500400	777		
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934	3,302.00		30.00	0100	0000665	0000	8100	5500400	888		

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
			053130											
ED0300 - EDCO DISPOSAL CORPORATION	14681516	4,013.36	MT401-2 17-F3 102934 053130	3,302.00		45.00	0100	0000665	0000	8100	5500400	999		
GA0020 - GALASSO'S BAKERY	14681517	687.85	6409 May 2020	687.85	00000064 09	687.85	1300	5310000	0000	3700	4700000	000		
GR0888 - GREENBRIER LAWN & TREE EXPERT	14681518	11,300.00	20-05216	11,300.00	00000078 70	11,300.00	0100	8150100	0000	8100	5600150	057		
HO0230 - HOLLANDIA DAIRY	14681519	6,347.30	6415 May 2020	6,347.30	00000064 15	6,347.30	1300	5310000	0000	3700	4700000	000		
KO161 - Konica Minolta Premier Finance	14681520	180.04	41515220 6	180.04	00000065 37	180.04	0100	1100699	1110	1000	5600200	777		
KO161 - Konica Minolta Premier Finance	14681521	362.40	50104946 03	184.04	00000066 26	184.04	0100	1100699	1110	1000	5600200	555		
KO161 - Konica Minolta Premier Finance	14681521	362.40	50105138 38	178.36	00000073 83	178.36	0100	0000623	0000	7200	5600200	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14681522	309.87	51345105 20	309.87	00000079 03	54.35	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14681522	309.87	51345105 20	309.87	00000079 03	54.36	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14681522	309.87	51345105 20	309.87	00000079 03	54.36	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14681522	309.87	51345105 20	309.87	00000079 03	59.80	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14681522	309.87	51345105 20	309.87	00000079 03	87.00	1200	6105100	0001	1000	4300000	000		
MA0800 - Catherine Dolores Maynard	14681523	1,275.00	CT3645 1120-05	1,275.00		1,275.00	0100	3010100	1110	1000	5800000	020		
OP0130 - OPTIMUM FLOORCARE	14681524	36.21	465262	36.21	00000078 44	36.21	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
OR0500 - ORKIN EXTERMINATING INC	14681525	1,885.05	27021289 060220	418.00	00000064 17	418.00	1300	5310000	0000	3700	5600000	000		
OR0500 - ORKIN EXTERMINATING INC	14681525	1,885.05	27096642 060220	1,467.05	00000065 07	1,467.05	0100	0000660	0000	8100	5500600	057		
PE1250 - PERMA-BOUND	14681526	476.49	1850653-01 PO #7314	409.34		409.34	0100	0927003	1110	1000	4200000	300		
PE1250 - PERMA-BOUND	14681526	476.49	1850653-02 PO #7319	67.15		67.15	0100	0927003	1110	1000	4200000	300		
RA0400 - RAYNE WATER SYSTEMS	14681527	212.50	MT310 029671 052720	142.50		142.50	0100	0000665	0000	8100	5600100	000		
RA0400 - RAYNE WATER SYSTEMS	14681527	212.50	MT312 208477 052720	70.00		70.00	0100	0000460	0000	2700	5600100	400		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14681528	359.20	PINV0711 172	359.20	00000071 68	359.20	0100	0000660	0000	8100	4300000	057		
TO0112 - TOSHIBA FINANCIAL SERVICES	14681529	511.13	50105192 06	511.13	00000062 49	511.13	0100	1100699	1110	1000	5600200	999		
TO0115 - TOSHIBA FINANCIAL SERVICES	14681530	328.96	41515985 4	166.65	00000062 69	166.65	0100	1100699	1110	1000	5600200	222		
TO0115 - TOSHIBA FINANCIAL SERVICES	14681530	328.96	41516218 9	162.31	00000071 06	162.31	0100	0000660	0000	8100	5600200	057		
TR0111 - Tri-Co Floors	14681531	3,257.00	151301	3,257.00	00000079 01	3,257.00	0100	8150100	0000	8100	5600150	057		
US0230 - US BANK EQUIPMENT FINANCE	14681532	2,587.50	41485884 5	2,587.50	00000064 23	2,587.50	6200	0000000	0000	2700	5600200	062		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14681533	409.60	A274473	409.60		108.75	0100	8150100	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14681533	409.60	A274473	409.60	00000076 65	300.85	0100	8150100	0000	8100	4300000	057		
XE0100 - XEROX CORPORATION	14681534	234.25	01048112	234.25		234.25	0100	0980000	1110	1000	5600200	700		

Business Unit Total: \$63,903.76

0100	\$ 48,775.41
1200	\$ 2,589.70
1300	\$ 9,690.50
6200	\$ 2,848.15
TOTAL:	\$ 63,903.76

02300: National School District

2020-06-08

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PR0050 - PRACTICAL, INC.	14682513	572.87	CT1294 344971	572.87		572.87	0100	5640568	0000	3140	5800490	022		
SA0280 - SAMBASAFETY	14682514	47.80	INV00367 554	47.80	00000066 32	47.80	0100	0982000	0000	3600	5600100	038		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14682515	6,328.00	SBCS NCCFRC May 2020	6,328.00		6,328.00	0100	0000737	8100	5000	5800100	021		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		1,422.84	0100	0000665	0000	8100	5500500	000		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	111		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	222		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	225		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		119.52	0100	0000665	0000	8100	5500500	333		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	444		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	555		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	666		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	777		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		152.76	0100	0000665	0000	8100	5500500	888		
UN0900 - UNIFIRST CORPORATION	14682516	2,608.72	MT502 May 2020	2,608.72		114.20	0100	0000665	0000	8100	5500500	999		

Business Unit Total: \$9,557.39

0100	\$ 9,557.39
TOTAL:	\$ 9,557.39

COMMERCIAL WARRANT REGISTER

National

Warrant Date 6/11/2020

2300

Vendor Number	Vendor Name	Warrant Number	Warrant Amount	Invoice Amount	Invoice Number	Fund	Resource	Goal	Function	Object	Site
000000048	Miriam Couret De Reyes	14683157		\$44.28		1200	5210000	0001	2700	5200500	000
000000048	Miriam Couret De Reyes	14683157	\$44.28								
000000050	Yolanda Araujo	14683158		\$530.59		1200	5210000	0001	2700	5200500	000
000000050	Yolanda Araujo	14683158	\$530.59								
000000127	Lida Ramos	14683159		\$19.32		0100	3310000	5750	1130	4300000	022
				\$80.92		0100	3310000	5750	1130	5900300	022
000000127	Lida Ramos	14683159	\$100.24								
000000261	Linda Tapia	14683160		\$451.25		1200	5210000	0001	2700	5200500	000
000000261	Linda Tapia	14683160	\$451.25								
000000388	Kara Morales	14683161		\$27.65		0100	0000460	0000	2700	4300000	600
000000388	Kara Morales	14683161	\$27.65								
AM0100	AMAZON.COM	14683162		\$21.02		0100	0000560	1110	1000	4300000	215
				\$71.67		0100	0000560	1110	1000	4300000	215
				\$52.20		0100	0000560	1110	1000	4300000	215
				\$46.44		0100	0000560	1110	1000	4300000	215
				\$40.52		0100	0000560	1110	1000	4300000	215
				\$71.62		0100	0000560	1110	1000	4300000	215
				\$111.47		0100	0000560	1110	1000	4300000	215
				\$50.33		0100	0000560	1110	1000	4300000	215
				\$51.94		0100	0000560	1110	1000	4300000	215
				\$72.36		0100	0000560	1110	1000	4300000	215
				\$131.84		0100	0000560	1110	1000	4300000	215
				\$43.12		0100	0000560	1110	1000	4300000	215
AM0100	AMAZON.COM	14683162	\$764.53								
AS0140	ASELTINE SCHOOL	14683163		\$8,389.76		0100	6500000	5770	1180	5800500	022

COMMERCIAL WARRANT REGISTER

National

Warrant Date **6/11/2020**
2300

Vendor Number	Vendor Name	Warrant Number	Warrant Amount	Invoice Amount	Invoice Number	Fund	Resource	Goal	Function	Object	Site
AS0140	ASELTINE SCHOOL	14683163	\$8,389.76								
AS0551	ASCD	14683164		\$316.73		0100	0980000	1110	1000	4200000	800
				\$14.00		0100	0980000	1110	1000	4200000	800
AS0551	ASCD	14683164	\$330.73								
AT0500	AT&T INFORMATION SYSTEMS	14683165		\$74.91		0100	0000665	0000	8100	5900100	000
AT0500	AT&T INFORMATION SYSTEMS	14683165	\$74.91								
DE0550	Maria DaVenza Tillmans	14683166		\$270.00		0100	3010100	1110	1000	5800000	200
DE0550	Maria DaVenza Tillmans	14683166	\$270.00								
DI0600	DIXIELINE LUMBER & HOME CENTER	14683167		\$174.78		0100	8150100	0000	8100	4300000	057
				\$39.05		0100	8150100	0000	8100	4300000	057
DI0600	DIXIELINE LUMBER & HOME CENTE	14683167	\$213.83								
FR0602	Quadient Finance USA	14683168		\$1,000.00		0100	0000623	0000	7200	4300000	000
FR0602	Quadient Finance USA	14683168	\$1,000.00								
HO0350	THE HOME DEPOT	14683169		\$97.96		0100	8150100	0000	8100	4300000	057
				\$33.63		0100	8150100	0000	8100	4300000	057
				\$489.38		0100	8150100	0000	8100	4300000	057
				\$255.24		0100	8150100	0000	8100	4300000	057
HO0350	THE HOME DEPOT	14683169	\$876.21								
IN0500	INTEGRITY CHARTER SCHOOL	14683170		\$130.00		6200	0000000	0000	8100	5500000	062
				\$602.00		6200	0000100	1110	1000	4300300	062
				\$787.50		6200	0000100	1110	1000	5800000	062
				\$745.00		6200	0000460	0000	2700	4300300	062
				\$116.37		6200	0000460	0000	2700	5800700	062
				\$97.92		6200	0000460	0000	2700	5800710	062
				\$550.00		6200	0000460	0000	7191	5800800	062
				\$2,515.92		6200	0981102	1110	1000	4100000	062

COMMERCIAL WARRANT REGISTER

National

Warrant Date 6/11/2020

2300

Vendor Number	Vendor Name	Warrant Number	Warrant Amount	Invoice Amount	Invoice Number	Fund	Resource	Goal	Function	Object	Site
				\$827.50		6200	0981102	1110	1000	4300000	062
				\$11.61		6200	0981106	1110	1000	4200000	062
				\$48.93		6200	0981110	0000	8100	5500000	062
				\$776.57		6200	0981110	0000	8100	5600150	062
				\$237.05		6200	0981112	1110	1000	4400380	062
				\$1,740.68		6200	0981202	1110	1000	4100000	062
				\$55.43		6200	0981203	1110	1000	4300000	062
				\$1,990.00		6200	0981206	1110	1000	4300300	062
				\$434.99		6200	0981206	1110	1000	4400380	062
				\$97.72		6200	1100000	1110	1000	4300350	062
				\$39.96		6200	3010100	0000	2700	4300400	062
				\$1,783.07		6200	3010100	1110	1000	4100000	062
				\$2,500.00		6200	3010100	1110	1000	5800000	062
				\$325.54		6200	4127000	1110	1000	4300000	062
				\$37.28		6200	6300000	1110	1000	4300000	062
				\$126.62		6200	7388000	1110	1000	4300000	062
IN0500	INTEGRITY CHARTER SCHOOL	14683170	\$16,577.66								
J10400	JIVE COMMUNICATIONS, INC.	14683171		\$10,071.32		0100	0000665	0000	8100	5900100	000
J10400	JIVE COMMUNICATIONS, INC.	14683171	\$10,071.32								
KO0160	KONICA MINOLTA BUSINESS SOLUTI	14683172		\$565.13		1200	9024977	7110	2700	5600200	028
				\$502.84		1200	9024977	7110	2700	5600200	028
KO0160	KONICA MINOLTA BUSINESS SOLUTI	14683172	\$1,067.97								
NA0925	NATIONAL CITY TROPHY	14683173		\$9.95		0100	0000615	0000	7100	4300350	010
NA0925	NATIONAL CITY TROPHY	14683173	\$9.95								
OL0250	Olivewood Gardens & Learning Center	14683174		\$1,400.00		0100	3010800	8100	5000	4300000	500
OL0250	Olivewood Gardens & Learning Center	14683174	\$1,400.00								
OR0090	Orange County Department of Education	14683175		\$134.00		0100	5640568	0000	2100	5800000	022
OR0090	Orange County Department of Education	14683175	\$134.00								

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Vendor Number	Vendor Name	Warrant Number	Warrant Amount	Invoice Amount	Invoice Number	Fund	Resource	Goal	Function	Object	Site
PA1120	PARKHOUSE TIRE - SAN DIEGO	14683176		\$199.71		0100	0983000	5001	3600	4300000	038
				\$849.67		0100	0983000	5001	3600	4300000	038
PA1120	PARKHOUSE TIRE - SAN DIEGO	14683176	\$1,049.38								
SA1200	SAN DIEGO GAS & ELECTRIC	14683177		\$12.61		0100	0000665	0000	8100	5500100	444
SA1200	SAN DIEGO GAS & ELECTRIC	14683177	\$12.61								
SA1200	SAN DIEGO GAS & ELECTRIC	14683178		\$37.09		0100	0000665	0000	8100	5500100	777
SA1200	SAN DIEGO GAS & ELECTRIC	14683178	\$37.09								
SA1200	SAN DIEGO GAS & ELECTRIC	14683179		\$10.87		0100	0000665	0000	8100	5500100	777
SA1200	SAN DIEGO GAS & ELECTRIC	14683179	\$10.87								
SC0850	SCHOOL SERVICES OF CALIFORNIA,	14683180		\$220.00		0100	0000623	0000	7200	5200000	000
				\$220.00		0100	0000623	0000	7200	5200000	000
				\$880.00		0100	0000623	0000	7200	5200000	000
SC0850	SCHOOL SERVICES OF CALIFORNIA,	14683180	\$1,320.00								
SC0875	School Specialty	14683181		\$205.67		0100	0000626	0000	7200	4300990	000
SC0875	School Specialty	14683181	\$205.67								
SO0100	SC Fuels	14683182		\$578.67		0100	0000660	0000	8100	4300560	057
SO0100	SC Fuels	14683182	\$578.67								
SO2900	SOUTHWEST MOBILE STORAGE,INC	14683183		\$212.06		0100	0000127	1110	1000	4300000	000
SO2900	SOUTHWEST MOBILE STORAGE,INC	14683183	\$212.06								
TO0115	TOSHIBA FINANCIAL SERVICES	14683184		\$130.86		0100	0000737	8100	5000	5600200	021
				\$189.30		0100	1100699	1110	1000	5600200	444
				\$162.30		0100	1100699	1110	1000	5600200	222
				\$189.29		0100	1100699	1110	1000	5600200	444

COMMERCIAL WARRANT REGISTER
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Warrant Date 6/11/2020
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Vendor Number	Vendor Name	Warrant Number	Warrant Amount	Invoice Amount	Invoice Number	Fund	Resource	Goal	Function	Object	Site
TO0115	TOSHIBA FINANCIAL SERVICES	14683184	\$671.75								
WA1057	WATKINS ENVIRONMENTAL	14683185		\$4,200.00		0100	0000660	0000	8100	5600150	057
WA1057	WATKINS ENVIRONMENTAL	14683185	\$4,200.00								
WI0475	WILLY'S ELECTRONIC SUPPLY CO	14683186		\$30.31		0100	8150100	0000	8100	4300000	057
WI0475	WILLY'S ELECTRONIC SUPPLY CO	14683186	\$30.31								
XE0120	XEROX FINANCIAL SERVICES	14683187		\$837.38		0100	0000625	0000	7200	5600200	020
XE0120	XEROX FINANCIAL SERVICES	14683187	\$837.38								
District Total:			\$51,500.67								

0100	\$ 32,828.92
1200	\$ 2,094.09
6200	\$ 16,577.66
TOTAL:	\$ 51,500.67

02300: National School District

2020-06-15

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funcnt	Object	Site	Op Unit	PY
0000000013 - Lorena Dambois	14684371	129.29	LD060920	129.29		129.29	1200	6105100	0001	1000	4300000	000		
0000000015 - Norma Luna	14684372	43.40	NL060920	43.40		43.40	1200	6105100	0001	1000	4300000	000		
0000000016 - Yadira Martinez	14684373	77.70	YM060920	77.70		77.70	1200	6105100	0001	1000	4300000	000		
0000000018 - Jeanette Pearson	14684374	29.10	JP060920	29.10		29.10	1200	6105100	0001	1000	4300000	000		
0000000109 - Leticia Hernandez	14684375	59.06	LH060920	59.06		59.06	1200	6105100	0001	1000	4300000	000		
0000000117 - Charmaine Lawson	14684376	132.40	CL060920	132.40		132.40	1200	6105100	0001	2700	4300000	000		
0000000204 - Diana Munoz	14684377	78.46	DM060920	78.46		78.46	1200	6105100	0001	1000	4300000	000		
0000000206 - Lirio Vanessa Ruffo	14684378	24.23	LVR060920	24.23		24.23	1200	5210000	0001	1000	4300000	000		
0000000391 - Ana Jones	14684379	7.55	AJ060920	7.55		7.55	1200	6105100	0001	1000	4300000	000		
0000000427 - Ana Garcia	14684380	65.95	AG060920	65.95		65.95	1200	6105100	0001	1000	4300000	000		
AU0500 - Natus Medical Inc.	14684381	1,326.44	10409983233	1,326.44	0000007927	1,326.44	1200	5210000	0001	3140	4400000	000		
DI0010 - Division for Early Childhood	14684382	3,886.10	408893	3,886.10	0000007932	386.10	1200	5210000	0001	1000	4200000	000		
DI0010 - Division for Early Childhood	14684382	3,886.10	408893	3,886.10	0000007932	3,500.00	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	8.57	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	8.57	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	10.17	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	10.95	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	12.85	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	18.62	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P39506060101	111.78	0000007916	20.35	1200	5210000	0001	1000	4300000	000		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
DI0270 - Discount School Supply	14684383	223.52	P3950606 0101	111.78	00000079 16	21.70	1200	5210000	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	4.01	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	4.01	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	4.01	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	4.01	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	4.01	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	11.24	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	29.63	1200	6105100	0001	1000	4300000	000		
DI0270 - Discount School Supply	14684383	223.52	P3949771 0101	111.74	00000079 17	50.82	1200	6105100	0001	1000	4300000	000		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14684384	189.33	09-0223200	160.49	00000076 67	160.49	0100	8150100	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14684384	189.33	09-0223201	28.84	00000076 67	28.84	0100	8150100	0000	8100	4300000	057		
FA0110 - FAGEN FRIEDMAN & FULFROST, LLP	14684385	47,604.32	CT3415 182955	47,604.32		47,604.32	0100	0000623	0000	7200	5800700	000		
KO0010 - KODO KIDS	14684386	7,104.94	SI-0028902	7,104.94	00000079 30	724.04	1200	5210000	0001	1000	4200000	000		
KO0010 - KODO KIDS	14684386	7,104.94	SI-0028902	7,104.94	00000079 30	1,265.18	1200	5210000	0001	1000	4300000	000		
KO0010 - KODO KIDS	14684386	7,104.94	SI-0028902	7,104.94	00000079 30	1,833.59	1200	5210000	0001	1000	4300000	000		
KO0010 - KODO KIDS	14684386	7,104.94	SI-0028902	7,104.94	00000079 30	3,282.13	1200	5210000	0001	1000	4300000	000		
KO161 - Konica Minolta Premier Finance	14684387	166.39	50106244 17	166.39	00000065 36	5.63	0100	1100699	1110	1000	5600200	888		
KO161 - Konica Minolta Premier Finance	14684387	166.39	50106244 17	166.39	00000065 36	16.88	0100	1100699	1110	1000	5600200	888		
KO161 - Konica Minolta Premier Finance	14684387	166.39	50106244 17	166.39		143.88	0100	1100699	1110	1000	5600200	888		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53324205 20	21.54	00000079 09	21.54	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	9.78	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	10.86	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	11.95	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	16.30	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	18.48	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	19.56	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	21.74	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	21.74	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	21.74	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	21.74	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	32.61	1200	5210000	0001	1000	4300000	000		

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PeopleSoft Accounts Payable
AP TRIAL PAYMENT REGISTER

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	32.61	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	32.61	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	43.49	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	43.49	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	54.36	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	54.36	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	140.29	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53322806 20	1,139.52	00000079 09	531.81	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641206 20	862.15	00000079 10	7.68	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641206 20	862.15	00000079 10	9.87	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641206 20	862.15	00000079 10	9.87	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641206 20	862.15	00000079 10	10.97	1200	5210000	0001	1000	4300000	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
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	10.97	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	10.97	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	12.06	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	14.27	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	17.56	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	18.66	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	27.46	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	27.46	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	32.92	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	32.95	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	32.95	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	38.44	1200	5210000	0001	1000	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
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	40.64	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	43.90	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	43.94	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	43.94	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	76.90	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	87.89	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364120620	862.15	0000007910	209.88	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364090620	390.23	0000007914	14.20	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364090620	390.23	0000007914	14.20	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364090620	390.23	0000007914	15.29	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364090620	390.23	0000007914	16.39	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	5364090620	390.23	0000007914	21.86	1200	5210000	0001	1000	4300000	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
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	21.86	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	21.86	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	25.14	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	27.33	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	27.33	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	27.33	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	27.33	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	27.33	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	32.80	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	32.80	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640906 20	390.23	00000079 14	37.18	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	9.19	1200	6105100	0001	1000	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
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	9.77	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	10.34	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	11.48	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	11.48	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	12.64	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	12.64	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	12.64	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	14.93	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	21.27	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	22.97	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	22.99	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	28.73	1200	6105100	0001	1000	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
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	45.95	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53640806 20	301.04	00000079 23	54.02	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	1.21	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	4.57	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	6.01	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	13.23	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	13.23	1200	5210000	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14684388	2,848.95	53641006 20	134.47	00000079 13	96.22	1200	5210000	0001	1000	4300000	000		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	-499.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	40.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	59.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	59.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	59.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	59.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	20020025 2	4,862.00	00000075 35	59.00	0100	9010999	1110	1000	4300000	600		

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
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	87.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	100.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	138.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	138.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	138.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	138.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	149.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	149.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	225.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	236.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	325.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	370.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	413.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	500.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	960.00	0100	9010999	1110	1000	4300000	600		
MA1400 - MASCOT JUNCTION, INC.	14684389	4,862.00	200200252	4,862.00	0000007535	960.00	0100	9010999	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		457.26	0100	0000624	0000	2100	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		190.05	0100	0000460	0000	2700	4300000	100		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		-7.06	0100	0000460	0000	2700	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		-7.06	0100	0000460	0000	2700	4300000	500		

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	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		733.04	0100	0000460	0000	2700	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		359.67	0100	0000460	0000	2700	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		223.33	0100	0000623	0000	7200	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		143.44	0100	0000624	0000	7200	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		699.93	0100	0000633	0000	7700	4300000	055		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		111.21	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		529.01	0100	0000100	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		57.00	0100	0000460	1110	1000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		164.40	0100	0000460	1110	1000	4300000	800		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		212.18	0100	0000560	1110	1000	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		86.18	0100	0000570	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		695.93	0100	0000570	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		-7.91	0100	3010100	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		739.21	0100	9010999	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		293.60	0100	6500000	5001	2100	4300000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		61.53	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
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		4.99	0100	6500000	5770	1190	4300000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		1,027.80	1200	5210000	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		574.25	1200	6105100	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		766.94	1200	5210000	0001	2700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		615.50	1300	5310000	0000	3700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		499.00	0100	3010100	1110	1000	4300300	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		358.88	0100	0000620	0000	7200	4300350	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		129.95	0100	6500000	5750	1110	5200000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14684390	9,767.25	MFCU P-Card May 2020	9,767.25		55.00	0100	0000460	0000	2700	5900300	800		
OF0075 - OFFICE DEPOT	14684391	372.31	50109452 5001	66.44	00000079 26	66.44	1200	5210000	0001	1000	4300000	000		
OF0075 - OFFICE DEPOT	14684391	372.31	50109452 7001	305.87	00000079 26	305.87	1200	5210000	0001	1000	4300000	000		
RA0500 - Rackspace US, Inc,	14684392	1,529.38	CT3712 B1-45688174	764.69		764.69	0100	9010999	0000	2420	5800000	020		
RA0500 - Rackspace US, Inc,	14684392	1,529.38	CT3712 B1-45276444	764.69		764.69	0100	9010999	0000	2420	5800000	020		
RE0475 - RSD - NATIONAL CITY	14684393	290.48	61158720-00	290.48	00000075 73	290.48	0100	8150100	0000	8100	4300000	057		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14684394	26,958.37	SBCS Pre4All May 2020	26,958.37		26,722.31	1200	5210000	0001	1000	5800100	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14684394	26,958.37	SBCS Pre4All May 2020	26,958.37		236.06	1200	9024977	7110	1000	5800100	028		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81752	1,086.34	00000076 83	0.00	0100	0000660	0000	8100	4400380	057		

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81752	1,086.34	0000007683	6.00	0100	0000660	0000	8100	4400380	057		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81752	1,086.34	0000007683	303.41	0100	0000660	0000	8100	4400380	057		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81752	1,086.34	0000007683	776.93	0100	0000660	0000	8100	4400380	057		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81753	776.93	0000007850	776.93	0100	0980000	1110	1000	4400380	900		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81797	1,118.32	0000007935	6.00	1200	5210000	0001	1000	4400000	000		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81797	1,118.32	0000007935	303.41	1200	5210000	0001	1000	4400000	000		
SO1330 - SOUTHLAND TECHNOLOGY	14684395	2,981.59	SI-81797	1,118.32	0000007935	808.91	1200	5210000	0001	1000	4400000	000		
TM0100 - T-Mobile for Government	14684396	152.95	969880122061320	152.95	0000007906	0.00	0100	0980200	1110	1000	4300000	020		
TM0100 - T-Mobile for Government	14684396	152.95	969880122061320	152.95	0000007906	152.95	0100	0980200	1110	1000	4300000	020		
UN0500 - UNION-TRIBUNE PUBLISHING	14684397	246.12	017365767	246.12	0000006746	246.12	0100	0000623	0000	7200	5800845	000		

Business Unit Total: \$111,157.58

0100	\$63,687.00
1200	\$46,855.08
1300	\$615.50
TOTAL:	\$111,157.58

REVOLVING CASH FUND - BUSINESS I
June 1, 2020 through June 30, 2020

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
6/30/2020	Bank Fee	Union Bank	Check Image Fee	3.00
TOTAL				\$3.00

REVOLVING CASH FUND - BUSINESS II
June 1, 2020 through June 30, 2020

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
6/30/2020	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
May 2020 - BOARD REPORT**

Account Name	Merchant Name	Amount	Expense Description
ARANCIBIA,DELIA	AMZN MKTP US*M78HC2PR1	86.18	Student Incentives - 100 large tote bags for 6th grade students promoting on June 3, 2020
ARANCIBIA,DELIA	JONES SCHOOL SUPPLY CO	126.89	Student Incentives - Forty medals and ribbons for students with good attendance
ARANCIBIA,DELIA	OTC BRANDS INC	167.86	Student Incentives - Eight keychains and six medals for students promoting on June 3, 2020
ARANCIBIA,DELIA	NAESP-PEAP	315.00	Student Incentives - Eighty Presidential award pins to recognize sixth grade students for academic achievement and good
ARANCIBIA,DELIA Total		695.93	
CASTANEDA,LINETTE G	NAESP-PEAP	57.00	Student Incentives - Twenty American Citizenship certificates for sixth grade students
CASTANEDA,LINETTE G Total		57.00	
CASTILLO,DAVID	BUYFIREALARMPARTS	111.21	Fire Alarm Supplies
CASTILLO,DAVID Total		111.21	
DENEGRI,ALFONSO	MYSTERY SCIENCE	499.00	One year membership for Mystery Science online learning software
DENEGRI,ALFONSO	TARGET.COM *	42.01	Reimbursed
DENEGRI,ALFONSO	AMZN MKTP US*M79KU7500	129.27	Student Incentives - 150 tote bags for sixth grade promotion materials distribution
DENEGRI,ALFONSO	AMAZON.COM*M73ZH48B2	12.76	Student Incentives - Two sheets of gold seals for sixth grade promotion certificates
DENEGRI,ALFONSO	AMZN MKTP US*M75QG5WK1	105.49	Student Incentives - 84 certificate holders for sixth grade promotion certificates
DENEGRI,ALFONSO	NATIONAL CITY TROPHY	70.14	Student Incentives - Two plaques for student recognition in sixth grade promotion
DENEGRI,ALFONSO Total		858.67	
HANSEN,JON	FEDEX OFFIC26900026971	600.30	One English and one Spanish banner for advertising food availability at El Toyon and Las Palmas
HANSEN,JON	PB/DIXIELINE #09	15.20	Two packs of zip ties to hang banners on chain link fences
HANSEN,JON Total		615.50	
HAYES,BEVERLY A	OFFICE DEPOT #5125	171.80	Office Supplies - Two ink toner cartridges
HAYES,BEVERLY A	OFFICE DEPOT #0963	176.70	Office Supplies - Two ink toner cartridges
HAYES,BEVERLY A Total		348.50	
HERNANDEZ,LETICIA	NATIONAL CITY TROPHY	358.88	Four retirement plaques for Rosalva Murphy, Rosie Gutierrez, Dewayne Pepin and Maria Narvaez.
HERNANDEZ,LETICIA Total		358.88	
KRAFT,SHARMILA	WALMART.COM	61.53	Distanct Learning Supplies - Ten stylus pens for students in SDC classes
KRAFT,SHARMILA	STAPLES DIRECT	149.76	Ink toner cartridge
KRAFT,SHARMILA	AMZN MKTP US*X948K1VL3	143.84	Ink toner cartridge
KRAFT,SHARMILA	BEHAVIOR DEVELOPMENT S	129.95	Registration - Patrick McGreevy and Troy Fry's Essential for Living 5-Part Webinar on May 13, 15, 19, 29 and June 2, 2020 - Heather Potter, SDC teacher
KRAFT,SHARMILA	APPLE.COM/BILL	4.99	Monthly fee for iTranslate Pro app for Terri Logan, Speech & Language Pathologist.
KRAFT,SHARMILA	CDW GOVT #XWP2323	108.76	Software license for Adobe Pro for Dr. Sharmila Kraft's laptop
KRAFT,SHARMILA	OFFICE DEPOT #0963	34.68	Ink toner cartridge
KRAFT,SHARMILA Total		633.51	
LAWSON,CHARMAINE	PAYPAL *BRANDU	1,027.80	One hundred custom face masks for all preschool staff
LAWSON,CHARMAINE	PAYPAL *BRANDU	574.25	One hundred custom face masks for all preschool staff
LAWSON,CHARMAINE	OFFICE DEPOT #818	55.15	Office Supplies - Two packs of bankers boxes for storage

LAWSON,CHARMAINE	AMZN MKTP US*M768862W1	302.99	Office Supplies - Plastic sleeves, 10 bags for new laptops for staff, and a wireless mouse for laptop
LAWSON,CHARMAINE	AMZN MKTP US*M79KG8U1	408.80	Office Supplies - Nineteen laptop bags for staff's new laptops
LAWSON,CHARMAINE Total		2,368.99	
MELANESE,KATHERINE	AMAZON PRIME	-7.06	Refund for incorrect charge
MELANESE,KATHERINE	AMAZON PRIME	-7.06	Refund for incorrect charge
MELANESE,KATHERINE	AMZN MKTP US*M723V21U1	86.18	Office Supplies - 100 tote bags for student promotion materials distribution
MELANESE,KATHERINE	OFFICE DEPOT #0963	117.91	Student Incentives - Seventy certificate holders and one box of linen business paper for student promotions
MELANESE,KATHERINE Total		189.97	
O CONNOR,WENDY	PHONEACCESSORIES.COM	693.00	Distance Learning Supplies - 200 iPad chargers for students due to COVID-19
O CONNOR,WENDY		6.93	Foreign currency fee for the purchase of iPad chargers for students due to COVID-20
O CONNOR,WENDY	CDW GOVT #XVT8503	108.76	Software license for Adobe Acrobat Pro for Wendy O'Connor's macbook
O CONNOR,WENDY Total		808.69	
ORENDAIN,ADRIANA	IN *BEST WAY PRINTING	223.33	Office Supplies - Four boxes of window envelopes with the NSD logo for Business Services
ORENDAIN,ADRIANA Total		223.33	
RUAN,SONIA	AMZN MKTP US	-7.91	Refund - Classroom Materials - Happy Birthday Chart for the Resource Specialist classroom
RUAN,SONIA	OTC BRANDS INC	73.84	Promotion Supplies - Eight packs of dog tags and 1 box of bookmarks for Kinder promotion
RUAN,SONIA	STAPLES DIRECT	-8.78	Refund - Office Supplies- Mini 3 hole punch
RUAN,SONIA	VISTAPR*VISTAPRINT.COM	181.99	Office Supplies -Two banners to inform parents of New Student and Kindergarten registration
RUAN,SONIA	AMZN MKTP US*M770M70W0	72.56	Office Supplies - Office desk pad, wireless mouse, and laptop protector case
RUAN,SONIA	OFFICE DEPOT #5125	369.36	Office Supplies - Two 3-hole punches, 10 boxes of accordian file folders, permanent markers, address labels, legal size printing paper and one ream of colored paper
RUAN,SONIA	AMZN MKTP US*M777S71R0	86.18	Promotion Supplies- 100 large tote bags for students materials and supplies for promotion end of year awards and certificates
RUAN,SONIA	OTC BRANDS INC	376.20	Student Incentives - Twenty-eight dozen reading medals for students who met reading challenge
RUAN,SONIA	AMZN MKTP US*M71VF3EC2	198.99	Office Supplies - Two wireless mice, one protector case for impact teacher laptop, and 150 Large tote bags for students materials and supplies for promotion
RUAN,SONIA	TEACHERSPAYTEACHERS.CO	4.00	Student Incentives - Certificate templates for Transitional Kindergarten and Kindergarten promotions
RUAN,SONIA Total		1,346.43	
SANCHEZ,STEVEN	AMZN MKTP US*M781Y8TV2	86.98	Promotion Supplies - 100 tote bags for sixth grade promotion supplies
SANCHEZ,STEVEN	AMZN MKTP US*MY3299O71	103.07	Promotion Supplies - 100 tote bags for sixth grade promotion supplies
SANCHEZ,STEVEN Total		190.05	
SEGURA,LETICIA	ROCK THE HOUSE ENTERTA	99.50	Virtual photo booth for both sixth grade and kindergarten promotions
SEGURA,LETICIA	AMZN MKTP US*M77CM0K50	64.90	Office Supplies - Fifty tote bags for distributing Kindergarten promotion items
SEGURA,LETICIA	USPS PO 0552980950	55.00	Distance Learning Materials - One roll of 100 postage stamps for school mailings
SEGURA,LETICIA Total		219.40	
VINE,BRYAN	AMZN MKTP US*M70VA5ZU2	43.09	Promotion Supplies - Fifty tote bags for sixth grade promotion supplies
VINE,BRYAN	AMZN MKTP US*M74198ZF2	43.09	Promotion Supplies - Fifty tote bags for sixth grade promotion supplies
VINE,BRYAN	NAESP-PEAP	126.00	Student Incentives - Thirty-seven Presidential award pins to recognize sixth grade students for academic achievement and good citizenship
VINE,BRYAN Total		212.18	
YOUNG,MEGHANN	VISTAPR*VISTAPRINT.COM	147.34	Promotion Supplies - Two banners for sixth grade promotion
YOUNG,MEGHANN	COSTCO *PHOTO CENTER	131.67	Promotion Supplies - One hundred photo graduation cards for six grade students
YOUNG,MEGHANN	NAESP-PEAP	250.00	Student Incentives - Seventy Presidential award pins to recognize sixth grade students for academic achievement and good citizenship
YOUNG,MEGHANN Total		529.01	

Grand Total 9,767.25

EXHIBIT B

July 8, 2020

National SD

Board Policy

All Personnel

BP 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications ~~he/she~~ **the Superintendent or designee** believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44929.23 Reelection notice, districts with less than 250 ADA

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3 Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

Legal Reference continued: (see next page)

BP 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)

45117 Notice of layoff, classified employees

45169 Employee salary data, classified employees

45192 Industrial and accident leave

45195 Additional leave

46162 Notice of public hearing on block schedule

49013 Complaints regarding student fees

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49414 Epinephrine auto-injectors

49414.3 Administration of opioid antagonist

CIVIL CODE

1798.29 District records, breach of security

GOVERNMENT CODE

1126 Incompatible activities of employees

~~3100-3109 Oath or affirmation of allegiance~~

8355 Certification of drug-free workplace, including notification

12950 Sexual harassment

21029 Retirement credit for period of military service

54957 Complaints against employees; right to open session

54963 Unauthorized disclosure of confidential information

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillators; notification of use and locations

104420 Tobacco-free schools

120875 Information on AIDS, AIDS-related conditions, and hepatitis B

120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

1034 Lactation accommodation

2800.2 Notification of availability of continuation health coverage

2810.7 Notice to participate in flexible spending account

3550-3553 Notifications re: workers' compensation benefits

5401 Workers' compensation; claim form and notice of potential eligibility

PENAL CODE

11105 Access to criminal history information

11105.2 Subsequent arrest notification

11165.7 Child Abuse and Neglect Reporting Act; notification requirement

11166.5 Employment; statement of knowledge of duty to report child abuse or neglect

UNEMPLOYMENT INSURANCE CODE

2613 Disability insurance; notice of rights and benefits

CODE OF REGULATIONS, TITLE 2

11023 Nondiscrimination in employment

~~11024 Sexual harassment~~

11049 Notice of right to request pregnancy disability leave or transfer

11091 California Family Rights Act, designation notice

11096 *Notice of right to request family care leave*
CODE OF REGULATIONS, TITLE 5
4622 *Uniform complaint procedures*
80303 *Reports of change in employment status, alleged misconduct*

Legal Reference continued: (see next page)

BP 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 8
3204 *Employees exposed to bloodborne pathogens, access to exposure and medical records*
5191 *Chemical hygiene plan*
~~5193 *California bloodborne pathogens standard*~~
5194 *Hazard communication program*
CODE OF REGULATIONS, TITLE 13
1234 *Reports regarding school buses and bus drivers*
2480 *Vehicle idling, limitations*
UNITED STATES CODE, TITLE 38
4334 *Uniformed Services Employment and Reemployment Rights Act, notice requirement*
UNITED STATES CODE, TITLE 41
8101-8106 *Drug-Free Workplace Act*
CODE OF FEDERAL REGULATIONS, TITLE 29
825.300 *Family and Medical Leave Act; notice requirement*
CODE OF FEDERAL REGULATIONS, TITLE 34
84.205-84.210 *Drug-free workplace statement*
104.8 *Nondiscrimination*
106.9 *Dissemination of policy, nondiscrimination on basis of sex*
CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 *Asbestos inspections, response actions and post-response actions*
763.93 *Asbestos management plans*
CODE OF FEDERAL REGULATIONS, TITLE 49
382.113 *Controlled substance and alcohol use and testing notifications*
382.303 *Post-accident information, procedures, and instructions*
382.601 *Controlled substance and alcohol use and testing notifications*

(2/95 7/12) 5/20

Policy Reference UPDATE Service

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National SD Exhibit

All Personnel

E 4112.9(a)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR 11024	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR-BP 6112	Public hearing on alternative schedule in secondary grades
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	ARBP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
			E 4112.9(c) 4212.9 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 BP AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(cfRA); obligation to provide 30 days' notice of need for leave when possible
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time

certificated employees
within 30 days of hire

Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation E 4112.9(d) 4212.9 4312.9
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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15 of employee's second year of employment, in districts that grant permanent status after two years	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days

or, for charge of unsatisfactory performance, during instructional year

after notice

To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or

expulsion

To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
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III. To Classified Employees

To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
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E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying

least once per year thereafter

To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113 , 382.601	BP AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
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To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
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E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
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Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
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By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
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V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
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Prior to placing derogatory	Education Code	AR 4112.6	Notice of derogatory
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information in personnel file	44031	4212.6 4312.6	information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
			E 4112.9(h) 4212.9 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

E 4112.9(i)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

(3/17 3/20) 5/20

National SD Board Policy

Certificated Personnel

BP 4113(a)

ASSIGNMENT

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which ~~their~~ **they are qualified pursuant to their certification,** preparation, ~~certification,~~ professional experience, and aptitude ~~qualify them.~~

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers ~~to courses~~ based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare ~~him/her~~ **the teacher** to provide instruction in that subject.

ASSIGNMENT (continued)

When specifically authorized by law or regulation, the Superintendent or designee may, ~~with the teacher's consent,~~ assign a teacher, ~~with his/her consent,~~ to a position outside ~~the teacher's~~ **his/her** credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. **Such** ~~a~~ assignments ~~made pursuant to Education Code 44256, 44258.2, and 44263~~ shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

Vacancies and Misassignments

BP 4113(c)

ASSIGNMENT (continued)

~~The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.~~

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

ASSIGNMENT (continued)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

(cf. 0420.41 - Charter School Oversight)

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

(cf. 0510 - School Accountability Report Card)

Equitable Distribution of Qualified and Experienced Teachers

The Superintendent or designee shall ~~ensure that~~ **identify and address the equitable distribution of** highly qualified and experienced teachers ~~are equitably distributed~~ among

ASSIGNMENT (continued)

district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. ~~He/she~~ **The Superintendent or designee** shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4114 - Transfers)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)
(cf. 6171 - Title I Programs)

Legal Reference: (see next page)

BP 4113(f)

ASSIGNMENT (continued)

Legal Reference:

EDUCATION CODE

33126 School accountability report card
35035 Additional powers and duties of superintendent
35186 Complaint process
37616 Assignment of teachers to year-round schools
44225.6 Commission report to the legislature re: teachers
44250-44277 Credentials and assignments of teachers
44314 Subject matter programs, approved subjects
44824 Assignment of teachers to weekend classes
44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations
80020-80020.5 Additional assignment authorizations
80335 Performance of unauthorized professional services
80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan
6312 Local educational agency plans
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators
Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014
The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016
Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

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Policy Reference UPDATE Service

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National SD Administrative Regulation

Certificated Personnel

AR 4113(a)

ASSIGNMENT

Assignment to Departmentalized Classes Outside Credential Authorization

Any holder of a credential other than an emergency permit may be assigned, with **his/her** consent, to teach departmentalized classes in grades K-12 regardless of the designations on **his/her the** teaching credential, provided that **the teacher's their** subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
 - a. Observation by subject matter specialists
 - b. Oral interviews
 - c. Demonstration lessons
 - d. Presentation of curricular portfolios
 - e. Written examinations

ASSIGNMENT (continued)

2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

(cf. 4115 - Evaluation/Supervision)

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

(cf. 4140/4240/4340 - Bargaining Units)

Assignment to Elective Courses Outside Credential Authorization

A full-time teacher with special skills and preparation outside **his/her** the credential authorization may, with **his/her** **the teacher's** consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

ASSIGNMENT (continued)

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

Assignment to Special Schedules

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

(cf. 6117 - Year-Round Schedules)

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if **he/she the teacher** objects in writing that such assignment would conflict with **his/her** religious beliefs or practices. (Education Code 44824)

(cf. 6176 - Weekend/Saturday Classes)

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National SD Board Policy

All Personnel

BP 4119.42(a)

4219.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

4319.42

As part of its commitment to provide a safe and **healthful healthy** work environment, the Governing Board recognizes the importance of **developing an exposure control plan** protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace **to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).**

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.6 - School Health Services)

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall **receive training and** be offered the hepatitis B vaccination. **(8 CCR 5193; 29 CFR 1910.1030)**

~~The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))~~

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4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

Legal Reference: (see next page)

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Legal Reference:

GOVERNMENT CODE

3543.2 Scope of bargaining

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Frequently Asked Questions About the Bloodborne Pathogens Standard

A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001

Exposure Control Plan for Bloodborne Pathogens, 2001

WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

National SD

Administrative Regulation

All Personnel	AR 4119.42(a)
	4219.42
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	4319.42

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b); 29 CFR 1910.1030)

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (8 CCR 5193(b); 29 CFR 1910.1030)

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b); 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A *sharps injury* is any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b); 29 CFR 1910.1030)

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b); 29 CFR 1910.1030)

Engineered sharps injury protection is a physical attribute, such as a barrier, blunting, encapsulation, withdrawal, or other effective mechanism, built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b); 29 CFR 1910.1030)

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard, such as gloves, gowns, laboratory coats, face shields or masks. (8 CCR 5193)

Exposure Control Plan

The district's **written** exposure control plan **for bloodborne pathogens** shall contain at least the following components: (8 CCR 5193(e); **29 CFR 1910.1030**)

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials, **which** ~~The district's exposure determination~~ shall be made without regard to ~~the employees'~~ use of personal protective equipment and shall include a list of:
 - a. All job classifications in which all employees have occupational exposure
 - b. Job classifications in which some employees have occupational exposure
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #1b above

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.6 - School Health Services)

2. The schedule and method of implementing **each of the following in accordance with 8 CCR 5193 and this administrative regulation:**
 - a. Methods of compliance required by 8 CCR 5193(d) **and 29 CFR 1910.1030**, ~~such as~~ **including** universal precautions, general and specific engineering and work practice controls, and personal protective equipment

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

- b. Hepatitis B vaccination
- c. Bloodborne pathogen post-exposure evaluation and follow-up

- d. Communication of hazards to employees ~~including labels, signs,~~ **through** information and training

AR 4119.42(c)

4219.42

4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

- e. Recordkeeping, **including medical records, training records, and a log of sharps injuries**
3. The district's procedure for ~~evaluating~~ **documenting the route(s) of exposure and the circumstances surrounding under which** exposure incidents **occurred**
 4. An effective procedure for gathering information about each exposure incident involving a sharp, ~~as required for the log of sharps injuries~~
 5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents ~~documented in the sharps injury log~~
 6. An effective procedure for identifying currently available engineering controls and selecting such controls, as appropriate, for the procedures performed by employees in their work areas or departments
 7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in ~~a patient's~~ **an employee's** care determines, ~~in the reasonable exercise of clinical judgment,~~ that the use of an engineering control would jeopardize ~~an individual's~~ **the employee's** safety or the success of a medical, dental, or nursing procedure involving the ~~individual~~ **employee**
 8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193~~(e)~~; **29 CFR 1910.1030**)

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. **Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and, to the extent that sharps are used in the district, reflect progress in document consideration and implementation of appropriate commercially available**

~~implementing the use of~~ needleless systems and **needle devices and** sharps with engineered sharps injury protection

3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update

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4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e), **5193(c); 29 CFR 1910.1030**)

Preventive Measures

The Superintendent or designee shall use engineering **controls** and work practice controls, **as defined above**, to eliminate or minimize employee exposure **to bloodborne pathogens**, ~~and shall regularly examine and update controls~~ **Engineering controls and work practice controls shall be evaluated on a regular schedule and, as applicable, maintained, replaced, or updated** to ensure their effectiveness. (8 CCR 5193~~(d)~~; **29 CFR 1910.1030**)

Whenever potential occupational exposure continues to exist after institution of engineering and work practice controls, the district shall provide, at no cost to the employee, appropriate personal protective equipment. (8 CCR 5193; 29 CFR 1910.1030)

Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials, including, but not limited to, handwashing, proper use of personal protective equipment, and proper disposal or washing of contaminated garments or objects. (8 CCR 5193; 29 CFR 1910.1030)

Any use of needleless systems, needle devices, or non-needle sharps shall adhere to the specific requirements of 8 CCR 5193(d) and 29 CFR 1910.1030.

Pre-Exposure Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available

after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, ~~or~~ antibody testing has revealed that the employee is immune, or vaccination is contraindicated ~~by~~ **for** medical reasons. (8 CCR 5193~~(f)~~; **29 CFR 1910.1030**)

AR 4119.42(e)
4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193~~(f)~~; **29 CFR 1910.1030**)

The Superintendent or designee may exempt ~~designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193(f).~~ **from the pre-exposure hepatitis B vaccine designated first aid providers whose primary job assignment is not the rendering of first aid, provided that the district implements the procedures in its exposure control plan for providing hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials and provides appropriate follow-up for those who experience an exposure incident. (8 CCR 5193)**

Information and Training

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program ~~containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered~~ at the time of initial assignment to tasks where occupational exposure may take place, **and** at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. **The training shall be offered** during working hours and at no cost to the employee. (8 CCR 5193~~(g)~~; **29 CFR 1910.1030**)

The training shall address, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)

- 1. The exposure control standard contained in 8 CCR 5193 and 29 CFR 1910.1030**
- 2. The epidemiology and symptoms of bloodborne diseases**
- 3. Modes of transmission of bloodborne pathogens**

4. The district's exposure control plan and the means by which employees may obtain a copy of the written plan
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials

AR 4119.42(f)
4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

6. The use and limitations of methods to prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and personal protective equipment
7. The types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
8. The basis for selecting personal protective equipment
9. The hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine will be offered free of charge
10. Appropriate actions to take and persons to contact in an emergency or exposure incident involving blood or other potentially infectious materials
11. The post-exposure evaluation and follow-up that the district is required to provide for the employee following an exposure incident

Additional training shall be provided to affected employees whenever a change of tasks or procedures a change, such as the introduction or modification of tasks or procedures or the introduction of new engineering, administrative, or work practice controls, affects the employee's exposure. The additional training may be limited to addressing the new exposures created. (8 CCR 5193; 29 CFR 1910.1030)

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193~~(f)~~)

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4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. ~~The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district.~~ (8 CCR 5193~~(e)~~; **29 CFR 1910.1030**)

The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193~~(e)~~)

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193~~(e)~~; **29 CFR 1910.1030**)

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident
 - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during, or after the protective mechanism was activated

- g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

AR 4119.42(h)

4219.42

4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

- h. The employee's opinion about whether any other engineering, administrative, or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation, and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193(†); **29 CFR 1910.1030**)

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is **in-not** feasible or **is** prohibited by law
3. **With the consent of the exposed employee, p**Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C, and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional **responsible for the employee's hepatitis B vaccination** with a copy of 8 CCR 5193 **and 29 CFR 1910.1030**; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(†); **29 CFR 1910.1030**)

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location, and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Medical records for The district shall maintain a medical record of each employee with occupational exposure, including the employee's hepatitis B vaccination status, the results of any post-exposure medical examinations and follow-up procedures, a copy of the information provided to the health care professional, and a copy of the health care professional's written opinion. The medical record shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h); 29 CFR 1910.1030)

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place, and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h); 29 CFR 1910.1030)

1. **The medical records of each employee with occupational exposure** shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.

AR 4119.42(j)
4219.42
4319.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

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National SD

Exhibit

All Personnel	E 4119.42
	4219.42
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	4319.42

HEPATITIS B VACCINE DECLINATION

In accordance with 8 CCR 5193 and 29 CFR 1910.1030, the district makes the hepatitis B vaccine available to employees who may reasonably be expected to have contact with blood or other potentially infectious materials in the performance of their duties. Any employee who declines this vaccine is required to read and sign the following statement:

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Employee Name (Please print)

Signature

Employee Name (Please print)

Date

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National SD Board Policy

All Personnel

BP 4119.43(a)

4219.43

UNIVERSAL PRECAUTIONS

4319.43

In order to protect **all** employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (**CDE**) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health

BP 4119.43(b)

4219.43

4319.43

UNIVERSAL PRECAUTIONS (continued)

plan ~~benefits~~ of the employees. Information shall be distributed ~~at least~~ annually, or more frequently if there is new information supplied by ~~the California Department of Education~~ **CDE**. (Health and Safety Code 120875, 120880)

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

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan **for bloodborne pathogens** or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference: (see next page)

BP 4119.43(c)
4219.43
4319.43

UNIVERSAL PRECAUTIONS (continued)

Legal Reference:

GOVERNMENT CODE

3543.2 Scope of bargaining

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

LABOR CODE

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV Infected Persons in School Settings

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Hepatitis B Questions and Answers for the Public

WEB SITES

American Federation of Teachers: <https://www.aft.org>

Cal/OSHA California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

California Department of Public Health: <https://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

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Policy Reference UPDATE Service

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National SD

Administrative Regulation

All Personnel

AR 4119.43(a)

4219.43

UNIVERSAL PRECAUTIONS

4319.43

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193(b); **29 CFR 1910.1030**)

***Occupational exposure* means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)**

~~*Personal protective equipment* includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts, or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))~~

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

~~*Engineered sharps injury protection* is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))~~

Employee Information

~~The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of~~

UNIVERSAL PRECAUTIONS (continued)

hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

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

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Infection Control Practices

For the prevention of infectious disease, the district shall:

1. ~~The Superintendent or designee shall ensure that the worksite is e~~Effectively maintained ~~the worksite~~ in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. ~~(8 CCR 5193(d))~~

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

2. ~~When necessary for employees with~~ Where occupational exposure ~~to bloodborne pathogens,~~ remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment, ~~such as gloves, masks, and outer garments,~~ at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

3. ~~The Superintendent or designee shall p~~Provide handwashing facilities which are readily accessible to employees, ~~or, if not feasible,~~ When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. ~~(8 CCR 5193(d))~~

~~For the prevention of infectious disease, employees shall routinely:~~ (8 CCR 5193(d)) **Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:**

UNIVERSAL PRECAUTIONS (continued)

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.

2.1. Use personal protective equipment as appropriate.

a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

e. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

3.2. Wash hands and other skin surfaces thoroughly with soap and running water:

a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials

b. Immediately after removing gloves or other personal protective equipment

UNIVERSAL PRECAUTIONS (continued)

3. When handwashing facilities are not available, ~~the employee shall~~ use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure **to bloodborne pathogens.**
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective ~~patient handling~~ techniques ~~and other methods~~ designed to minimize the risk of a sharps injury in all procedures involving the use of sharps **in patient care.**

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

- a. ~~Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.~~
- b. ~~Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.~~
- c. ~~Disposable sharps shall not be reused.~~
8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

UNIVERSAL PRECAUTIONS (continued)

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.
- b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

National SD

Board Policy

All Personnel

BP 4151(a)

4251

EMPLOYEE COMPENSATION

4351

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

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

(cf. 4000 - Concepts and Roles)

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

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

BP 4151(b)
4251
4351

EMPLOYEE COMPENSATION (continued)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

BP 4151(c)
4251
4351

EMPLOYEE COMPENSATION (continued)

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, **teachers, school administrators, and other** employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in **in positions established by the Board as** executive, administrative, or professional **shall be exempt from overtime rules** capacity and are paid a monthly salary that is at least twice the state minimum wage for full-time employment. (Labor Code 510, 515; **Education Code 45128, 45130**; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

(cf. 4300 - Administrative and Supervisory Personnel)

EMPLOYEE COMPENSATION (continued)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within ~~a reasonable period~~ **12 calendar months** after making the request if the use of the compensatory time does not unduly disrupt district operations. (**Education Code 45129**; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45127-45133.5 Classified employees; work week; overtime provisions

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

Legal Reference continued: (see next page)

EMPLOYEE COMPENSATION (continued)

Legal Reference: (continued)

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

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

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

(10/16 12/19) 5/20

Policy Reference UPDATE Service

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EXHIBIT C

July 8, 2020

Chairperson
Tyrone Matthews, Esq.



President and CEO
Rudolph A. Johnson, III

HEAD START SERVICES AGREEMENT
Contract No. 20-007012-HS

This Head Start Services Agreement (“Agreement”) is entered into effective July 1, 2020, by and between The Neighborhood House Association (“NHA”), a California non-profit public benefit corporation with primary offices located at 5660 Copley Drive, San Diego, CA 92111, and National School District (“NATIONAL SCHOOL DISTRICT” or “NSD”), a California school district with primary offices located at 1500 “N” Avenue, National City, CA 91950. NHA and NATIONAL SCHOOL DISTRICT are collectively referred to herein as the (“Parties”).

RECITALS

WHEREAS, NHA is contracted through the Federal Department of Health & Human Services to provide Head Start services including comprehensive health, social and early childhood development services in communities located throughout San Diego County;

WHEREAS, NATIONAL SCHOOL DISTRICT is a school district registered with the State of California and City of San Diego to provide educational instruction to children 3 to 5 years of age and their families, at certain preschool centers identified in EXHIBIT “A”, attached hereto and incorporated herein by this reference, (the “Sites”); and

WHEREAS, the Parties share a common vision for the education and well-being of families and communities and desire to establish a collaborative working relationship, with NATIONAL SCHOOL DISTRICT performing as a subcontracted vendor, to provide health and social services to Head Start eligible children and their families, while maximizing identified funding sources to provide additional services at the Sites.

NOW THEREFORE, in consideration of the mutual covenants and conditions herein, including the foregoing Recitals which shall be incorporated herein by this reference, the Parties agree as follows:

- 1.0** **Term**. This Agreement shall be effective July 1, 2020 (“Effective Date”) and automatically expire on June 30, 2021, unless terminated earlier in accordance with the terms and provisions set forth herein (“Term”). Provided NATIONAL SCHOOL DISTRICT fully performs as required herein, it is the intent of the Parties to consider renewal of this Agreement beyond the initial Term.
- 2.0** **Scope Of Work**. NATIONAL SCHOOL DISTRICT agrees to operate a Head Start compliant program, which shall consist of Part Day and Combination Program Options. NATIONAL SCHOOL DISTRICT’s Head Start program shall provide comprehensive early childhood care and education services, during the school year, at the Sites (hereinafter the “Services”) for children whose families meet the Federal Income guidelines and other eligibility requirements of the Head Start Act, as amended, 42 USC 9801 et. seq. (the “Head Start Act”) and applicable provisions of the Federal Head Start Program Performance Standards contained in 45 CFR 1301 through 1305 and 2 CFR Part 200 as amended; in addition to applicable provisions of the California Child Care Licensing regulations, (hereinafter collectively referred to as

“Regulations”) as such Regulations may be amended from time to time. In addition, NATIONAL SCHOOL DISTRICT agrees to perform the following Services:

2.1 Program Services. NATIONAL SCHOOL DISTRICT shall:

- A. Provide Center-Based Head Start Services and Combination Head Start Services for a maximum of one hundred sixty eight (168) children and their families, as set forth in EXHIBIT “A” (Program Options & Sites). No less than 3.5 hours of Center-Based Services shall be provided per day, for a minimum of thirty-five (35) weeks, or one hundred seventy-five (175) days per year.
- B. Comply with special safety and health protocols adopted and furnished by NHA, as may be modified from time to time, including:
 - i. Supervised and safe transitions for children
 - ii. Zoning supervision of children
 - iii. Staff transitions for supervision of children
 - iv. Safe arrivals and exit Gatekeeper procedures
 - v. Safe and healthy facilities and environments
 - vi. Use of safety vests and/or site specific identifiable clothing (which will be provided by NHA, upon request) for all children while on field trips
 - vii. Use of door dingers
 - viii. Raise gates and latches to appropriate heights as approved by NHA
 - ix. Other outdoor and classroom transition protocols
 - x. Active shooter response
 - xi. Quarterly monitoring of supervision protocols, unless Corrective Action Plan requires more frequent monitoring.
- C. Provide health, mental health, social support services to children and families enrolled.

2.2 Facilities Services. NATIONAL SCHOOL DISTRICT shall:

- A. Provide Program Services only in facilities that have a current license from the State of California, Department of Social Services, Community Care Licensing Division (“CDSS/CCL”).
- B. Provide NHA with copies of appropriate licenses prior to commencement of Program Service and maintain such licenses for the term of this Agreement.
- C. Notify NHA in writing of any changes in license status of any facility used for Program Services in the performance of this Agreement within 48 hours of such occurrence.
- D. Notify NHA of any reportable license incidents/accidents that occur at the Sites within 48 hours and provide NHA a copy of the incident report that is filed with CDSS/CCL.
- E. Maintain for the term of this Agreement a current Child Care License (“CCL”) for each Site issued by the California Department of Social Services, Community Care Licensing and shall provide NHA with a copy of the license and shall notify NHA in writing of any changes in the status of license. NATIONAL SCHOOL DISTRICT shall provide NHA with a copy of all CCL site visit reports within 48 hours after receipt from CCL.

2.3 Additional Performance Services. NATIONAL SCHOOL DISTRICT shall complete each of the following within the time schedule established by NHA:

- A. Utilize an approach to Child Development and Early Childhood Education that is developmentally and linguistically appropriate and recognizes the individual development rates amongst children. This approach should also be inclusive of children with disabilities.
- B. Keep the necessary records to maintain compliance with the Head Start Program Performance Standards, e.g., enrollment, attendance, educational screenings, etc.
- C. Offer each parent's participation in the Family Partnership Agreement process, which includes the Strengths and Needs tool, for the purpose of establishing family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. The completion of the Family Partnership Agreement will be done by NATIONAL SCHOOL DISTRICT staff.
- D. Use its best efforts to promote participation in the Head Start governance process to parents with pre-school age children between the ages of three (3) and five (5) years old, e.g., notification of center committee meetings.
- E. Conduct regular fire and bus evacuation drills. Recorded documentation shall be made available to the NHA staff.
- F. Ensure at least ten percent (10%) of the children enrolled are identified as special needs as defined in the Head Start Act, 42 USC 9801. If NATIONAL SCHOOL DISTRICT has not obtained at least 9% children with special needs by January 31, 2021, it must submit a waiver to NHA detailing reasons why the requirement was not met and describe a plan of action to address the issue. NATIONAL SCHOOL DISTRICT shall adhere to all Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR 1302 Subpart F) and provide appropriate accommodations.
- G. Provide educational, center-based Services to the participants of the Head Start Program by offering a minimum of thirty-two (32) weeks of class operation during the term of this Agreement. Number of days for subsequent years will be determined by NATIONAL SCHOOL DISTRICT in accordance with the Head Start Program Performance Standards.
 - i. Combination Option. NATIONAL SCHOOL DISTRICT shall ensure that it performs at least ninety-six (96) class sessions and one (1) home visit per month, per eight (8) month program session, for each family enrolled in the combination option Head Start Program. Home visits shall last a minimum of ninety (90) minutes each.
- H. Ensure that when it is determined that an enrollment vacancy exists no more than thirty (30) calendar days will elapse before the vacancy is filled.
- I. Follow the Head Start Program Performance Standard 45 CFR 1302.16 for monitoring the Average Daily Attendance (ADA). When the monthly ADA rate in all program options falls below 85% of the enrollment, NATIONAL SCHOOL DISTRICT will analyze the causes of absenteeism and take appropriate action as prescribed in 45 CFR 1302.16, Attendance. NATIONAL SCHOOL DISTRICT will submit an analysis to NHA when the monthly ADA falls below 85%.
- J. Within the first forty-five (45) days, review health, dental, and vision screenings, nutrition and growth measurements, and conduct screenings of all children that will identify any developmental, behavioral, language, social, cognitive, perceptual and emotional concerns. NATIONAL SCHOOL DISTRICT agrees to notify the child's parent/guardian and NHA when an observable known or suspected health or developmental problem

arises. Both Parties will work collaboratively to arrange for further testing by a licensed professional or follow up.

- K. Work directly with the NATIONAL SCHOOL DISTRICT Child Development Student Support Services Team to coordinate health and social services to participating children and families to avoid duplication of services.
- L. Conduct ongoing child assessment with the following additional assessments: Desired Results Developmental Profile (DRDP) on enrolled children three (3) times per year.
- M. Hold two (2) parent teacher conferences annually for each child with the goal of enhancing the parent's role as the primary educator of their children.
- N. NATIONAL SCHOOL DISTRICT staff must hold not less than two (2) home visits per each program year for children enrolled in the center based options. Visits to the homes of each enrolled child must be held: (i) unless the parent/guardian expressly objects in writing to such visits; or (ii) in cases where a visit to the home presents significant safety hazards for staff.
- O. Recruit, select and employ the number of classroom teachers and aides and shall also recruit, select and maintain an adequate number of volunteers to provide assistance in the Head Start classroom.
- P. Provide a child development education program not to exceed 24 Head Start eligible children per classroom (average age of 4 years old otherwise not to exceed 17 children whose average age is 3 years old) that meets the Federal Head Start Program Performance Standards and related regulations.
- Q. Provide social and supportive services necessary to maintain compliance with the Head Start Program Performance Standards that includes family partnership, referrals to community partners, and case management services by NATIONAL SCHOOL DISTRICT staff.
- R. Ensure that each member of its teaching staff performing Services hereunder has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases pose a significant risk to the health or safety of others in the Head Start or Early Head Start program that cannot be eliminated or reduced by reasonable accommodation.
- S. Within the first ninety (90) days of class operation will determine each child's health status to ensure that children have an ongoing source of continuous accessible health care.
- T. Throughout the term of this Agreement, NATIONAL SCHOOL DISTRICT shall ensure that it (i) maintains at least thirty-five (35) square feet of space per child; (ii) meets State DOE Title V State Preschool staffing requirements with a paid staff ratio of one (1) adult for every eight (8) children; (iii) meets Head Start classroom teacher credentialing requirements prescribed in this Agreement and in Section 648A of the Improving Head Start for School Readiness Act; (iv) ensures that its classrooms serve predominately four (4) or five (5) year-old children throughout the term of this Agreement.
- U. Attached hereto as **EXHIBIT "B"** and incorporated herein by reference are additional assurances related to the qualification and development of the NATIONAL SCHOOL DISTRICT staff referenced in Section 2.3(O) above, performing Services hereunder. NATIONAL SCHOOL DISTRICT will ensure that all teaching staff assigned to Head

Start collaborative Sites meet the requirements referenced in EXHIBIT B, unless an approved staff qualification requirement waiver has been obtained.

- V. NATIONAL SCHOOL DISTRICT to provide the appropriate staff for each school site to provide services to identified students.
- W. Adhere to NHA's "Required Reporting Schedule," attached hereto as **EXHIBIT "C"**, and made a part hereof. NATIONAL SCHOOL DISTRICT shall provide the NHA staff members identified in EXHIBIT C with the records described, within the mandated timeframes.
- X. Use ERSEA eligibility criteria data to determine which families will be enrolled; recruit and enroll Federal Head Start income eligible children; design services for children and families.
- Y. Provide documentation of non-Federal share to NHA with each Claim for Reimbursement, described in Section 6.3 below.
- Z. Provide NHA's Project Manager with a Quarterly Personnel Report which shall include the number of new NATIONAL SCHOOL DISTRICT employees assigned to perform the Services pursuant to this Agreement and those NATIONAL SCHOOL DISTRICT employees relieved from performing the Services hereunder. The NATIONAL SCHOOL DISTRICT employees referenced in the Quarterly Personnel Report shall be only those employees that are compensated predominately with Head Start funds (i.e. in the amount of 51% or more).
- AA. Allow NHA to perform, at its expense, two (2), on-site CLASS™ (Classroom Assessment Scoring System) assessments: one (1) pre and one (1) post assessment. Both assessments are intended to measure the quality of teacher-child interactions at NATIONAL SCHOOL DISTRICT's Head Start centers. Particular emphasis will be placed on measuring Emotional Support, Classroom Organization and Instructional Support.
- BB. Ensure that each member of its teaching staff attend Head Start specific, Professional Development Training (common subject matter includes, but is not limited to, education, monitoring protocols, health and safety protocols, kindergarten readiness and CLASS understanding). Such trainings may be hosted by NHA or NATIONAL SCHOOL DISTRICT.

3.0 NHA SUPPORT. NHA agrees to:

- A. Conduct fiscal and programmatic reviews during its on-going monitoring process as required by the Administration for Children and Families.
- B. Provide technical assistance, as needed, upon written request from the NATIONAL SCHOOL DISTRICT and as determined by NHA as part of NHA's responsibilities under this Agreement.
- C. Provide NATIONAL SCHOOL DISTRICT with forms to include in the enrollment packets that include parental confidentiality statements indicating NHA's written permission to share its information pertaining to program enrollment eligibility with the NATIONAL SCHOOL DISTRICT.
- D. Provide support to NATIONAL SCHOOL DISTRICT staff on the educational curricula, required to meet the specified requirements of the Head Start Program Standards, through the participation in periodic meetings and trainings that include staff from NHA and NATIONAL SCHOOL DISTRICT.

- E. Provide Head Start related information to be distributed to families of students at each of the school sites (e.g. flyers, community resource listings, meeting notices, etc.).
- F. Provide copies of the Head Start Program Performance Standards to the NATIONAL SCHOOL DISTRICT.
- G. Provide training opportunities for NATIONAL SCHOOL DISTRICT staff to acquire knowledge related to the implementation of the Head Start Program Performance Standards.
- H. Follow NATIONAL SCHOOL DISTRICT State preschools calendars for the operation of the Head Start program at NATIONAL SCHOOL DISTRICT Sites.
- I. Assist NATIONAL SCHOOL DISTRICT with two (2) educational field trips. NHA will provide transportation services for one (1) field trip for each individual site during the program year at no cost to NATIONAL SCHOOL DISTRICT. NHA will reimburse NATIONAL SCHOOL DISTRICT for participating parent, child, and teacher admission costs to one (1) field trip.
- J. Perform ongoing Quality Assurance monitoring of enrollment, which is designed to ensure that all vacancies are filled timely. NATIONAL SCHOOL DISTRICT shall ensure that any enrollment vacancies are filled within thirty (30) calendar days.
- K. Provide NATIONAL SCHOOL DISTRICT with data entry support, including entering PROMIS data on an ongoing basis.

4.0 Joint Responsibilities. Both Parties agree to:

- A. Work collaboratively to comply with their respective confidentiality guidelines with respect to the release of student/family information collected as a result of their participation in the Program. Further, upon signed parent release of information, both NATIONAL SCHOOL DISTRICT and NHA will have access to family information.
- B. NHA and the NATIONAL SCHOOL DISTRICT shall provide to appropriate state and federal agencies pertinent documentation required to sustain, or expand funding resources for the Program.
- C. NHA and the NATIONAL SCHOOL DISTRICT shall co-monitor the Program, for licensing and compliance to determine if Head Start Program Performance Standards have been met. Such monitoring shall be accomplished through periodic site visits. Monitoring visits may occur during instructional time with the least degree of interruption to classroom activities.
- D. NHA and the NATIONAL SCHOOL DISTRICT will conduct a Program Self-Assessment, Program Information Reports, and On-going Monitoring functions to comply with the Head Start Program Performance Standards. Monitoring reports will be shared with the ECE Director.
- E. The Parties agree to jointly update the study design to evaluate the continuing developmental progress toward school readiness during the school 2020 - 2021 year.
- F. The Parties agree to jointly facilitate data collection activities related to the evaluation (e.g., electronic enrollment records, survey distribution and collection, assessment administration, and collection of electronic data results.)
- G. Use NHA's Community Assessment data to determine which families will be enrolled; recruit and enroll Federal Head Start income eligible children; design services for children and families.
- H. Not enroll children whose family income exceeds Federal Income Guidelines without prior written approval from NHA. NATIONAL SCHOOL DISTRICT must submit a Request for Advance Approval (RAA) for special consideration to NHA.

- I. The Parties will work collaboratively to meet the timelines/timeframes established in the Head Start Program Performance Standards including, but not limited to those shown in EXHIBIT “D,” attached and incorporated herein.

5.0 NHA Additional Services. Any services not specified in this Agreement, which NHA shall not be obligated to do, an additional fee payable to NHA shall be negotiated in good faith between the Parties. Any additional services and/or fees to be added to this Agreement shall be set forth in a written amendment and executed by the Parties. The fees payable to obtain any Additional Services, shall be based on NHA’s then current rates, to be negotiated.

6.0 Payment Limit. NHA's maximum reimbursement to NATIONAL SCHOOL DISTRICT under this Agreement shall be allocated as specified in EXHIBIT “E” attached hereto and incorporated herein by this reference. If the stated amount on EXHIBIT “E” is increased or decreased, the revised allocation will be specified by a revised EXHIBIT “E” signed by both Parties and amended into the Agreement.

6.1 Payment Basis. Subject to the Payment Limit, payments to NATIONAL SCHOOL DISTRICT for all services provided by NATIONAL SCHOOL DISTRICT under this Agreement shall only be for costs that are allowable costs that are actually incurred in the performance of NATIONAL SCHOOL DISTRICT's obligations under this Agreement.

6.2 Allowable Costs. NATIONAL SCHOOL DISTRICT's allowable costs are only those which are determined in accordance with:

- A. Department of Health and Human Services Administration of Grants Federal Regulations 45 CFR Part 75 including any amendments thereto and the applicable Subparts listed hereunder and any other documents regarding principles for determining and allocating the allowable costs of providing the Services and any standards set forth for determining the allowability of selected items of costs of providing the Services. Attached hereto as **EXHIBIT “F”**, and included for illustrative purposes only, is a non-exhaustive listing of common budget items and budget changes requiring prior written approval from NATIONAL SCHOOL DISTRICT
- B. 2 CFR Part 200 including any amendments to the circular published in the Federal Register by OMB is to be used for determining allowable costs of activities conducted by state and local governmental agencies.
- C. Pursuant to Section 653 of the Head Start Act, NATIONAL SCHOOL DISTRICT shall, within ten (10) days prior to the effective date of this Agreement, execute the Employee Compensation Cap Certification, attached hereto as EXHIBIT “G”, with respect to its Head Start personnel allocated to this Agreement.
- D. Alteration or Renovation of Facilities. Alteration and/or renovation of facilities is allowable under this Agreement if such alteration and/or renovation have received the prior written approval of NHA in the annual budget. Approval for renovation of facilities leased by NATIONAL SCHOOL DISTRICT shall require NATIONAL SCHOOL DISTRICT to share the relevant terms and conditions governing NATIONAL SCHOOL DISTRICT’s use of such facilities, including but not limited to the length of lease term, permitted uses and any restrictions prohibiting specific types of alterations or renovations. If such approval was not granted in the annual budget and cost exceeds \$5,000.00, NATIONAL SCHOOL DISTRICT shall obtain the prior written approval of NHA (see EXHIBIT “F” for guidance related to common budget items and budget changes requiring prior written approval.

6.3 Payment Demands. NATIONAL SCHOOL DISTRICT shall submit written demands. Said demands shall be made on Claim for Reimbursement for Services furnished and in the manner

and form prescribed by NHA. NATIONAL SCHOOL DISTRICT shall submit said requests for payment no later than 30 days from the end of the month in which the Agreement services upon which such request is based were actually rendered. Upon receipt of the invoice, NHA shall deliver payment, no later than 30 days after this Order is approved by the Board of Education, to:

National School District
c/o Chris Carson, Assistant Superintendent of Business Services
1500 "N" Avenue
National City, CA 91950

- 6.4 Right to Withhold.** NHA has the right to withhold payment to NATIONAL SCHOOL DISTRICT when, in the opinion of NHA expressed in writing to NATIONAL SCHOOL DISTRICT within seven (7) calendar days, (a) NATIONAL SCHOOL DISTRICT's performance, in whole or in part, either has not been carried out or is insufficiently documented (b) NATIONAL SCHOOL DISTRICT has failed to sufficiently itemize or document its request(s) for payment as outlined in the Service Plan.
- 6.5 Cost Report and Settlement.** No later than sixty (60) days following the termination of this Agreement, NATIONAL SCHOOL DISTRICT shall submit to NHA a cost report in the form required by NHA, showing the allowable costs that have actually been incurred by NATIONAL SCHOOL DISTRICT under this Agreement. If said cost report shows that the allowable costs that have actually been incurred by NATIONAL SCHOOL DISTRICT under this Agreement exceed the payments made by NHA, subject nevertheless to the payment limit of this Agreement NHA will remit any such excess amount to NATIONAL SCHOOL DISTRICT, provided that the payments made, together with any such excess amount, may not exceed the Agreement payment limit. If said cost report shows that the payments made by NHA exceed the allowable costs that have actually been incurred by NATIONAL SCHOOL DISTRICT under this Agreement, NATIONAL SCHOOL DISTRICT shall remit any such excess amount to NHA
- 6.6 Claim Funds.** Approved claims shall be paid only from funds granted to NHA by ACF pursuant to the Head Start program, and NATIONAL SCHOOL DISTRICT hereby waives any claim it may have against any other funds of NHA. This Agreement is valid and enforceable only if sufficient funds are made available to NHA by ACF for the purpose of conducting the program identified in this Agreement. Any expenditures or obligations by NATIONAL SCHOOL DISTRICT made prior to the commencement date of the term of NHA'S agreement with the ACF will not be accepted by NHA for reimbursement unless approved in writing by NHA
- 6.7 Unit of Services.** For the purposes of payment, one unit of service is defined as one month of part day, center based Federal Head Start services for one child slot, not to exceed twelve (12) months during the term of this Agreement. The dollar amount specified as a unit of service shall be determined from Reasonable and Allowable Costs as defined in Section 6.2 above.
- 6.8 Separate Accounting.** NATIONAL SCHOOL DISTRICT shall keep a separate accounting for the funds provided under this Agreement, and no part of any funds advanced shall be inappropriately commingled with other funds of NATIONAL SCHOOL DISTRICT. All Head Start funds must be deposited in a FDIC bank account. NHA shall have a lien upon all funds in said account which shall be paramount to all other liens, including, but not limited to, liens of other governmental agencies or by the direction of a trustee in bankruptcy.
- 6.9 Notice of Federal Interest.** In the event NATIONAL SCHOOL DISTRICT uses Head Start grant funds to lease property or to complete a major renovation of the leased premises, NATIONAL SCHOOL DISTRICT agrees not to sublease, assign, or otherwise transfer the leased property, or use the property for any non-grant purpose, without the express written approval of the responsible HHS official. NATIONAL SCHOOL DISTRICT further agrees to:

- A. Provide NHA's Project Manager, referenced in Section 8.0 below, with notice of any default by NATIONAL SCHOOL DISTRICT under the Lease, on the date of the discovery of such default;
- B. Provide NHA's Project Manager, referenced in Section 8.0 below, with notice of that the Lessor has notified NATIONAL SCHOOL DISTRICT of its intent to exercise the remedy of cancellation, termination, and/or other remedies, on the day that NATIONAL SCHOOL DISTRICT receives such notice from the Lessor; and
- C. Notify all potential sellers, purchasers, transferors, transferees, mortgagees, creditors, and any other persons or entities who have or may seek to obtain an interest of any kind in the real property for which the Federal government has a beneficial ownership interest and other interests ("Federal Interest") in said property, as defined in and/or regulated by the Head Start Act, 42 U.S.C. §9831 et seq., 45 CFR Parts 75, 1303 Subpart E, as amended, and relevant decisions of the United States courts.

In accordance with the terms of the Federal grant, the Head Start Act, 42 U.S.C. §9831 et seq., 45 CFR Parts 75, and 1303 Subpart E, and relevant decisions of the United States courts, the restrictions on the property include, among others, the following:

The property may not be used for any purpose inconsistent with that authorized by the Head Start Act and applicable regulations.

The property may not be encumbered, used as collateral, sold or otherwise transferred to another party without the written permission of the responsible HHS official.

The grant conditions and requirements cannot be altered or nullified through a transfer of ownership.

6.10 Debarment, Suspension, Termination and/or Revocation. NATIONAL SCHOOL DISTRICT hereby certifies to the best of its knowledge that neither it, any of its principals, nor any subcontractor to be used in the performance of this Agreement:

- A. Is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- B. Has, within a three (3) year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, California or local) transaction or contract under a public transaction; violation of federal or California antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- C. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, California or local) with commission of any of the offenses enumerated in subsection 2 of this section 35; and,
- D. Has within a three (3) year period preceding this Agreement had one or more public (federal, California or local) transactions terminated for cause or default.
- E. If unable to certify to the best of its knowledge the statements set forth above, NATIONAL SCHOOL DISTRICT and/or any of its principals shall attach to this Agreement an account

of the circumstances and any explanations therefore.

F. NATIONAL SCHOOL DISTRICT further agrees to request this certification from any subcontractors that perform services under this Agreement.

6.11 Final Report and Settlement. NATIONAL SCHOOL DISTRICT shall adhere to NHA's "Year End Closing Schedule", attached hereto as EXHIBIT "H", and made a part hereof. If said report shows that the payments made by NHA exceed the allowable costs that have actually been incurred by NATIONAL SCHOOL DISTRICT under this Agreement, NATIONAL SCHOOL DISTRICT agrees to remit any such excess amount to NHA within thirty (30) days.

7.0 Indemnification. To the extent permitted by law NATIONAL SCHOOL DISTRICT shall indemnify, hold harmless and defend NHA and its officers, directors, agents and employees from and against any and all liabilities, obligations, damages, costs, losses, and expenses (including reasonable attorneys' fees), in litigation commenced by or against NATIONAL SCHOOL DISTRICT and all claims, demands, actions or judgments or damages to or loss of property or profits resulting in whole or in part from any act, omission, negligence, fault or violation of law or ordinance, associated with NATIONAL SCHOOL DISTRICT's operation of its Head Start program, including the Sites and any transactions arising out of or related to this Agreement. Such indemnification by NATIONAL SCHOOL DISTRICT shall apply unless such damage or injury results from the negligence or willful misconduct of NHA its officers, directors, agents or employees.

7.1 Insurance. NATIONAL SCHOOL DISTRICT shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, in addition to the insurance NATIONAL SCHOOL DISTRICT deems proper to operate its own business, the insurance set forth herein. All insurance policies shall be issued by an insurance company authorized by law to conduct business in the State of California, subject to NHA's approval. Prior to commencement of this Agreement, NATIONAL SCHOOL DISTRICT may self-insure and shall provide NHA original insurance policy documentation, including certificates evidencing the required coverage.

7.2 Liability Insurance. NATIONAL SCHOOL DISTRICT shall provide comprehensive liability insurance with minimum combined single limit coverage of \$2,000,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Deductible shall be subject to approval by NHA. NATIONAL SCHOOL DISTRICT shall name NHA and its officers and employees as additional insureds on an endorsement as to all service performed by NATIONAL SCHOOL DISTRICT under this agreement. Said policies shall constitute primary insurance as to NHA, the State and Federal Governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) shall not be required to contribute to any loss covered under the NATIONAL SCHOOL DISTRICT's insurance policy or policies.

7.3 Workers' Compensation. NATIONAL SCHOOL DISTRICT shall provide workers' compensation insurance coverage for its employees.

7.4 Certificate of Insurance. NATIONAL SCHOOL DISTRICT shall provide NHA with (a) certificate(s) of insurance and endorsement(s) evidencing liability, and worker's compensation insurances as a pre-requisite to signing this Agreement. If the NATIONAL SCHOOL DISTRICT should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Agreement, then the NATIONAL SCHOOL DISTRICT shall provide (a) current certificate(s) of insurance.

The insurance policies provided by the NATIONAL SCHOOL DISTRICT shall include a provision for thirty (30) days written notice to NHA before cancellation or material changes of the

above specific coverage.

7.5 Employee Dishonesty Bond. NATIONAL SCHOOL DISTRICT shall provide an Employee Dishonesty Bond with a minimum limit of \$50,000.

8.0 Project Managers. The Parties' respective designated representatives shall be the day-to-day contact persons during the performance of services provided under this Agreement. NATIONAL SCHOOL DISTRICT's Project Manager shall be its **Director, Early Childhood Education**, 1500 "N" Avenue, National City, CA 91950. NHA's Project Manager shall be its **Associate Vice President, Lily Cosico-Berge**. All submittals required of NATIONAL SCHOOL DISTRICT shall be delivered to NHA's Project Manager. NHA's Project Manager may not: (a) award, renew, terminate or cancel this Agreement; (b) agree to, or sign any modifications to this Agreement; (c) obligate NHA for work or services outside the scope of this Agreement; or (d) negotiate changes in price or cost of Services provided by NHA.

9.0 Termination. This Agreement shall automatically expire on June 30, 2021, unless terminated earlier as provided below.

9.1 Written Notice. This Agreement may be terminated by either Party, at their sole discretion, upon written notice upon 90-day prior written notification, thereof other, and may be canceled immediately by written mutual consent. NHA retains the right to terminate this Agreement immediately upon NATIONAL SCHOOL DISTRICT's failure to safeguard the health and safety of children, parents and staff; to safeguard Federal assets; knowingly violates laws or regulations of the Head Start program; or in any other way jeopardizes the welfare of the Head Start program.

9.2 Failure to Perform. NHA, upon written notice to NATIONAL SCHOOL DISTRICT, may immediately terminate this Agreement should the NATIONAL SCHOOL DISTRICT fail to perform properly any of its obligations hereunder. The cost to NHA of completing NATIONAL SCHOOL DISTRICT's performance shall be deducted from any sum due the NATIONAL SCHOOL DISTRICT under this Agreement, without prejudice to NHA's rights otherwise to recover its damages.

9.3. Cessation of Funding. Notwithstanding the above, in the event that Federal, State, or other non-NHA funding for this Agreement ceases, NHA will notify NATIONAL SCHOOL DISTRICT of the date of the termination of this Agreement.

9.4 Rights and Obligations of the Parties Upon Termination. On the effective date of termination of this Agreement, NATIONAL SCHOOL DISTRICT shall surrender possession of any property or premises belonging to NHA that is in NATIONAL SCHOOL DISTRICT's possession or control. NATIONAL SCHOOL DISTRICT shall, at its sole expense, move out and remove all of its property from any NHA premises. Any property remaining on any NHA premises for more than ten (10) business days following the effective termination date will be deemed abandoned and NHA may dispose of it by any means it deems reasonable. In addition, if NATIONAL SCHOOL DISTRICT ceases to operate the program under this Agreement, NATIONAL SCHOOL DISTRICT agrees to return to NHA within thirty (30) days after the termination of this Agreement all equipment and supplies purchased with Federal Head Start funds and all records pertaining to this program, including, but not limited to the following documents: enrollment/registration forms, health histories, family needs assessments, Individual Education Plans (IEP's), developmental histories, child observations, and assessments.

10. GENERAL PROVISIONS

10.1 Independent Contractor Status; No Agency Relationship. NHA and NATIONAL SCHOOL DISTRICT are and shall remain independent entities. Neither NATIONAL SCHOOL DISTRICT nor its agents or employees shall act as officers, agents, or employees of NHA. NATIONAL

SCHOOL DISTRICT has no authority to assume or create any commitment or obligation on behalf of NHA or, to bind NHA in any manner. The Parties intend that NHA, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of its work and the manner in which it is performed. Accordingly, NATIONAL SCHOOL DISTRICT shall be solely responsible for (i) all of its hiring/firing decisions; (ii) supervising its workers and working conditions; (iii) all taxes and applicable withholdings; (iv) wages and hours; and (v) other similar statutory obligations with respect to amounts paid by NHA to NATIONAL SCHOOL DISTRICT. Nothing contained herein shall be construed to prohibit NATIONAL SCHOOL DISTRICT from contracting with any other person, firm or entity to perform services similar to or the same as those referenced in this Agreement. Further, nothing contained herein shall be construed to prohibit or restrict NATIONAL SCHOOL DISTRICT from obtaining services from other parties that may be required in the operation of its own business.

10.2 Force Majeure. The obligation of any Party to perform any acts herein shall be suspended during the period such performance is prevented by acts of God; war; riot; invasion; fire; accident; strike or walkout; government interference, regulation, appropriation, or rationing; or by inability to secure goods because of the foregoing conditions. The obligation to perform shall resume immediately upon cessation of the force majeure condition(s).

10.3 Notices. Any notice required by this Agreement must be in writing and shall be deemed to have been sufficiently communicated when (1) personally delivered or (2) on the second (2nd) business day after mailing by overnight delivery, postage prepaid:

to NHA addressed:

President & CEO
The Neighborhood House Association
5660 Copley Drive
San Diego, California 92111

with copies to:

Legal Department
The Neighborhood House Association
5660 Copley Drive
San Diego, California 92111

Associate VP, Lily Cosico-Berge
The Neighborhood House Association
5660 Copley Drive
San Diego, California 92111

**or to NATIONAL SCHOOL DISTRICT
addressed:**

Early Childhood Education Programs
1500 "N" Avenue
National City, CA 91950

with copy to:

National School District
Leighangela Brady, Ed.D.
1500 "N" Avenue
National City, CA 91950

10.4 Confidential Information. All information furnished or disclosed to NATIONAL SCHOOL DISTRICT by NHA in connection with this Agreement which is identified as confidential is received in confidence, shall remain the property of NHA and shall not be disclosed to any third-party without NHA's prior written consent. NATIONAL SCHOOL DISTRICT shall not use any such information for any purpose other than to perform this Agreement.

10.5 Compliance with Law. NATIONAL SCHOOL DISTRICT shall be subject to and comply with all Federal, State and local laws and regulations applicable with respect to its performance under this Agreement, including but not limited to, nondiscrimination, licensing, employment and purchasing practices, and wages, hours and conditions of employment, which include but are not limited to (i) Head Start salary cap and compensation regulations found at 42 USC 9848, Section 653; (ii) OMB cost allocation rules applicable to NHA as a Head Start non-profit Agency; and (iii) acknowledgement that any funds provided by NHA to NATIONAL SCHOOL DISTRICT are to be treated and accounted for as federal funds pursuant to a federal Head Start grant award..

10.6 Inspection. NATIONAL SCHOOL DISTRICT's performance, place of business and records pertaining to this Agreement are subject to monitoring, inspection, review and audit by authorized representatives of NHA, the State of California, and the United States Government.

10.8 Reporting Requirements. Pursuant to Government Code Section 7550, NATIONAL SCHOOL DISTRICT shall include in all documents or written reports completed and submitted to NHA in accordance with this Agreement, a separate section listing the numbers and dollar amounts of all Agreements and sub Agreements relating to the preparation of each such document or written report. This section shall apply only if the payment limit under this Agreement exceeds \$5,000.

10.7 Records. NATIONAL SCHOOL DISTRICT shall keep and make available for inspection and copying by authorized representatives of the NHA, the State of California, and the United States Government, the NATIONAL SCHOOL DISTRICT's regular business records and such additional records pertaining to this Agreement as may be required by NHA.

A. Retention of Records. The NATIONAL SCHOOL DISTRICT shall retain all documents pertaining to this Agreement for five years from the date of submission of NATIONAL SCHOOL DISTRICT's final payment demand of final Cost Report; for any further period that is required by law; and until all Federal/State audits are complete and exceptions resolved for this Agreement's funding period. Upon request, NATIONAL SCHOOL DISTRICT shall make these records available to authorized representatives of NHA, the State of California, and the United States Government.

B. Access to Books and Records of NATIONAL SCHOOL DISTRICT and Subcontractors. Pursuant to Section 1861(v)(l) of the Social Security Act, and any regulations promulgated thereunder, NATIONAL SCHOOL DISTRICT shall, upon written request and until the expiration of four years after the furnishing of services pursuant to this Agreement, make available to the Secretary of Health and Human Services or to the Comptroller General, or any of their duly authorized representatives, this Agreement and books, documents, and records of NATIONAL SCHOOL DISTRICT that are necessary to certify the nature and extent of all costs and charges here under.

Further, if NATIONAL SCHOOL DISTRICT carries out any of the duties of this Agreement through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that upon written request and until the expiration of the four years after the furnishing of services pursuant to such subcontract, the subcontractor shall make available, to NHA, to the Secretary or to the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor that are necessary to verify the nature and extent of all costs and charges thereunder.

This requirement is in addition to any and all other terms regarding the maintenance or retention of records under this Agreement and is binding on the heirs, successors, assigns and representatives of NATIONAL SCHOOL DISTRICT.

C. Additional Funding. Within ten (10) days following the full execution of this Agreement, NATIONAL SCHOOL DISTRICT shall furnish a writing certifying each of its present funding sources and amounts. NATIONAL SCHOOL DISTRICT shall notify NHA, in writing, within ten (10) days of receipt of any additional funding that materially affects the cost and/or quality of the program. Upon receipt of such

written notification, the NHA may reduce payment to NATIONAL SCHOOL DISTRICT hereunder upon redetermination of the appropriateness of the reimbursement of costs under this Agreement.

10.9 Required Audit. If NATIONAL SCHOOL DISTRICT is funded by \$750,000 or more in federal grant funds in any fiscal year from any source, NATIONAL SCHOOL DISTRICT shall provide to NHA, on or before March 1st of each year, a copy of the yearly audit, which conforms to the requirements, set forth in 2 CFR Part 200. NATIONAL SCHOOL DISTRICT will report any audit findings immediately to NHA (Fiscal Department).

10.10 ERPA/HIPPA Confidentiality Certification. NATIONAL SCHOOL DISTRICT certifies the following:

- A. NATIONAL SCHOOL DISTRICT is familiar with the Family Educational Rights and Privacy Act.
- B. NATIONAL SCHOOL DISTRICT is familiar with Health Insurance Portability and Accountability Act.
- C. NATIONAL SCHOOL DISTRICT is solely responsible for complying with the above laws.
- D. NATIONAL SCHOOL DISTRICT is solely responsible for ensuring that all NATIONAL SCHOOL DISTRICT employees and subcontractors comply with the above laws.

10.11 Fingerprint/TB Clearance Annual Certification/Immunizations. The Parties certify during the term of this Agreement that:

- A. NATIONAL SCHOOL DISTRICT shall be responsible for ensuring that its employees, volunteers, contractors and/or agents working with any minor pursuant to this Agreement have been fingerprinted at a fingerprint clearance facility recognized by the State of California, in a manner consistent with California Education Code requirements regarding fingerprint (Ed. Code §45122.1 et seq.) and tuberculosis (Ed. Code §49406 et seq.)
- B. Neither NATIONAL SCHOOL DISTRICT/NHA nor any of its employees have been convicted of a felony as defined in the Education Code Section 45122.1.
- C. Neither NATIONAL SCHOOL DISTRICT/NHA nor any of its employees have active tuberculosis.
- D. NHA employees at the Sites have received fingerprint clearance in accordance with State Licensing Regulations.
- E. The Parties shall comply with California Health and Safety Code 1596.7995 requiring immunizations against influenza, pertussis, and measles, for employees and volunteers working at day care centers.

10.12 Binding on Successors and Assigns. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and each of their respective successors and assigns, subject to the limitations on assignment and subcontracting set forth herein.

10.13 Assignment and Subcontracting. NATIONAL SCHOOL DISTRICT shall not assign or transfer any interest in this Agreement, whether by assignment or novation, without the prior written consent of NHA; and any purported assignment by NATIONAL SCHOOL DISTRICT, without prior written consent, shall be null and void and constitute a material breach.

- 10.14 Modifications and Amendments.** No amendment or modification of this Agreement shall be valid or binding unless made in writing and signed on behalf of each Party by a duly authorized representative.
- 10.15 Headings.** All section and paragraph headings are for reference and convenience only and do not alter, amend, explain, interpret or otherwise affect the terms and conditions of this Agreement.
- 10.16 Applicable Law.** This Agreement is made and entered into in the State of California and its interpretation and enforcement and the construction of its terms shall be governed by California law.
- 10.17 Attorney Fees.** If legal action, including arbitration or action for declaratory relief, is brought by either Party to interpret or enforce any provisions of this Agreement, the prevailing Party shall be entitled to an award of reasonable attorneys' fees and other costs incurred, the award of which may be determined in the same action or a separate action brought for that purpose.
- 10.18 Additional Assurances.** Attached hereto as **EXHIBIT "11"** and **EXHIBIT "12"** (which are both incorporated herein by this reference) are additional Assurances governing this Agreement between NHA and NATIONAL SCHOOL DISTRICT for Head Start Services rendered to NHA. The Parties to this Agreement shall abide by all of the terms and conditions set forth in the Assurances. Additionally, each provision and clause required by law to be inserted in this Agreement shall be deemed to have been so inserted and this Agreement shall be read and enforced as though each such provision were included. If through mistake or otherwise any such provision is not inserted or is not correctly inserted, this Agreement shall be amended.
- 10.19 Entire Agreement.** This Agreement represents the sole and entire agreement between NHA and NATIONAL SCHOOL DISTRICT, and supersedes all prior negotiations, representations, agreements, arrangements or understandings, either oral or written, between or among the Parties hereto, relating to the subject matter of this Agreement.
- 10.20 Partial Invalidity.** If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- 10.21 No Waiver of Breach or Default.** NHA's failure to strictly and/or promptly enforce any of its rights, including but not limited to declaring a default, requiring cure of default, and/or terminating this Agreement, shall not operate as a waiver of the default or breach of NHA's rights, or to defeat or affect in any way the rights of either party, with respect to any such continuing or subsequent default or breach. No waiver shall be inferred from or implied by anything done or omitted by either party, except an express written waiver. All rights and remedies of either Party with respect to default and breach shall be cumulative and not alternative. Each Party expressly reserves the right to enforce any and all rights it has herein at any such time as the Party, in its sole discretion, deems appropriate.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their names and on their behalf by the duly authorized representatives, effective the date first above written.

National School District

The Neighborhood House Association

By _____
Leighangela Brady, Ed.D.
Its: Superintendent
Date:

By _____
Rudolph A. Johnson, III
Its: President and CEO
Date:

Approved as to form and legality:

Dwight D. Smith
General Manager/General Counsel
The Neighborhood House Association

EXHIBIT “A”- Program Approach & Sites

[Attach Program Approach Form]

EXHIBIT “B”

STAFF QUALIFICATION & DEVELOPMENT ASSURANCES

National School District (NSD) hereby assures and certifies to The Neighborhood House Association (NHA) that it will comply with the regulations, policies, guidelines and requirements, including 42 U.S.C. 9843a (as amended), as they relate to the qualifications and development of the NATIONAL SCHOOL DISTRICT personnel referenced in Section 2.3(BB) above, assigned by NATIONAL SCHOOL DISTRICT to perform direct services to Head Start children on its behalf.

1. Professional Requirement. Each Head Start classroom in a center-based program shall be assigned at least one (1) teacher who has demonstrated competency to perform functions that include--

(A) planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning;

(B) establishing and maintaining a safe, healthy learning environment;

(C) supporting the social and emotional development of children; and

(D) encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.

2. Education Requirements.

(A) HEAD START TEACHERS- NATIONAL SCHOOL DISTRICT shall ensure that at least 50 percent of Head Start teachers in center-based programs have –

(i) A baccalaureate or advanced degree in early childhood education; or

(ii) A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

(B) ADDITIONAL STAFF- NATIONAL SCHOOL DISTRICT shall ensure that all –

(i) Head Start education coordinators, including those that serve as curriculum specialists, in center-based programs--

(1) have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and

(2) have –

(a) a baccalaureate or advanced degree in early childhood education; or

- (b) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; and

(3) Head Start teaching assistants in center-based programs have –

- (a) At least a child development associate credential;
- (b) Enrolled in a program leading to an associate or baccalaureate degree; or
- (c) Enrolled in a child development associate credential program to be completed within 2 years.

(ii) Head Start Health Coordinators

- (a) Have a baccalaureate degree, preferably related to one or more of the disciplines they oversee

(iii) Head Start mental health coordinators and consultants

- (a) are licensed or certified mental health professionals.
- (b) have knowledge of and experience in serving young children and their families.

(iv) Head start nutrition coordinators or consultants

- (a) are registered dietitians or nutritionists with appropriate qualifications.

(C) PROGRESS-

(i) IMPLEMENTATION- NATIONAL SCHOOL DISTRICT shall—

- (a) Describe continuing progress each year toward achieving the goals described in subparagraphs (A) and (B); and
- (b) Annually submit to GRANTEE a report indicating the number and percentage of classroom personnel described in subparagraphs (A) and (B) in center-based programs with child development associate credentials or associate, baccalaureate, or advanced degrees.

(D) ALTERNATIVE CREDENTIALING AND DEGREE REQUIREMENTS- The NATIONAL SCHOOL DISTRICT shall ensure that, for center-based programs, each Head Start classroom that does not have a teacher who meets the qualifications described in clause (i) or (ii) of paragraph 5F(A) and (B) is assigned one teacher who has the following:

- (i) An associate degree in early childhood education;

- (ii) An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or
- (iii) A baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.

NATIONAL SCHOOL DISTRICT hereby assures and certifies to The Neighborhood House Association (NHA) that it will comply with the regulations, policies, guidelines and requirements set forth in Section 3 and 4.

3. Teacher In-Service Requirement. NATIONAL SCHOOL DISTRICT teachers performing Head Start Services hereunder shall attend not less than fifteen (15) clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated for effectiveness by NATIONAL SCHOOL DISTRICT and NHA Project Managers.

4. Professional Development Plans. NATIONAL SCHOOL DISTRICT shall prepare professional development plans for all of its employees performing direct services to children. NATIONAL SCHOOL DISTRICT shall ensure that such plans are (i) regularly evaluated for their impact on teacher and staff effectiveness and (ii) optimized for high performance in CLASS™ (Classroom Assessment Scoring System) – the observation based assessment standard used to measure quality of teacher-child interactions in Head Start (and similar center-based preschool programs), with particular emphasis on Emotional Support, Classroom Organization and Instructional Support.

EXHIBIT “C”

Required Reporting Schedule

<u>Item</u>	<u>Submitted by</u>	<u>Submit to</u>	<u>Due Date</u>
Organization Chart	NSD	Associate Vice President, Lily Cosico-Berge	July 2020
Licensing Certificate	NSD	Associate Vice President, Lily Cosico-Berge	July 2020
Daily Classroom Schedules	NSD	Associate Vice President, Lily Cosico-Berge	July 2020 with quarterly updates
Standard Operating Procedures	Joint Responsibility	Associate Vice President, Lily Cosico-Berge	30 days after the start of the school year
Mock Child File	Joint Responsibility	Associate Vice President, Lily Cosico-Berge	30 days after the start of the school year
Self-Assessment Findings	Joint Responsibility	Associate Vice President, Lily Cosico-Berge	March 1, 2021
Quarterly update, 5-Year Goals and Objectives Program Plan for the FY 55 grant (July 2020 - June 2021)	Joint Responsibility	Associate Vice President, Lily Cosico-Berge	Quarterly
Criminal record check (CRC) tracking document	NSD	Associate Vice President, Lily Cosico-Berge	Quarterly
USDA inspection	NSD	Associate Vice President, Lily Cosico-Berge	Annually
Fire Prevention Inspection	NSD	Associate Vice President, Lily Cosico-Berge	Annually
Detailed FY 2021 - 2022 Program Budget (Policy Council and Board Approval, 3 originals)	NSD	Associate Vice President, Lisa Gillespie	February 15, 2021
Budget modifications	NSD	Associate Vice President, Lisa Gillespie	March 29, 2020
Copy of Annual Audit Report	NSD	Fiscal	Within 30 days of Board receiving audit report
In-Kind Report	NSD	Fiscal, Miki Wada	With each reimbursement claim
Full Grant Application FY 2021 - 2022 Program Narrative (Policy Committee and Board Approval)	NSD	Governance and Program Planning	February 22, 2021
Content area data/PIR data	Joint Responsibility	PROMIS	Ongoing throughout the year
Pre-service Training Schedule	NSD	Training, Research & Professional Development	July 2020

<u>Item</u>	<u>Submitted by</u>	<u>Submit to</u>	<u>Due Date</u>
Training Plan (training events, staff development days)	NSD	Training, Research & Professional Development	July 2020
School Readiness Action Plan	NSD	Training, Research & Professional Development	July 2020
Child outcomes - DRDPtech Program reports (child demographics including ELL, child developmental level ratings by measure, by classroom)	Joint Responsibility	Training, Research & Professional Development	3 times per year (Fall 2020, Winter 2021, Spring 2021)
Professional training hours for teaching staff and home visitors staff and home visitors exception report (less than 15 hrs.) by position	NSD	Training, Research & Professional Development	Nov 2020, April 2021
Professional development plans for teaching staff and home visitors - exception report (by position)	NSD	Training, Research & Professional Development	Nov 2020, March 2021
CLASS pre & post program reports (by domains and dimensions)	Joint Responsibility	Training, Research & Professional Development	Pre-assessment by Dec 2020 Post-assessment by June 2021
Curriculum Fidelity Survey	Joint Responsibility	Training, Research & Professional Development	March 2021
DRDP results Parent Survey	Joint Responsibility	Training, Research & Professional Development	April 2021

EXHIBIT “D”

HEAD START PROGRAM PERFORMANCE STANDARDS

45 CFR Chapter XIII

SUBCHAPTER B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAMS

EXCERPTS RELATED TO SPECIFIC TIMELINES/TIMEFRAMES

HEAD START PROGRAM PERFORMANCE STANDARDS

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EXCERPTS RELATED TO SPECIFIC TIMELINES/TIMEFRAMES

Citation	Text	Timelines/Timeframes
PART 1302 – PROGRAM OPERATIONS		
Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<p>§1302.12 Determining, verifying, and documenting eligibility. (k) <u>Records.</u> (m) <u>Training on Eligibility.</u></p>	<p>[...](k) <u>Records.</u> [...] (3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.</p> <p>(m) <u>Training on Eligibility.</u>[...] (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.</p> <p>(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.</p>	<p>For as long as children are enrolled, and for one year after they no longer receive services or are no longer enrolled</p> <p>Within 90 days of hiring new staff</p> <p>Within 180 days of beginning of term</p>
<p>§1302.14 Selection process. (a) <u>Selection criteria.</u> (c) <u>Waiting lists.</u></p>	<p>(a) Selection criteria. (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child’s age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 <i>et seq.</i>) and, other relevant family or child risk factors. [...]</p> <p>(c) <u>Waiting lists.</u> A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program’s selection criteria.</p>	<p>Annually</p> <p>At the beginning of each enrollment year and maintain during the year</p>
<p>§1302.15 Enrollment. (a) <u>Funded enrollment.</u> (c) <u>Reserved slots.</u></p>	<p>(a) <u>Funded enrollment.</u> A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. [...]</p> <p>(c) <u>Reserved slots.</u> If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program’s funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section. [...]</p>	<p>Within 30 days</p> <p>Within 30 days</p>

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Citation	Text	Timelines/Timeframes
<p>§1302.16 Attendance. (a) <u>Promoting regular attendance</u> (c) <u>Supporting attendance of homeless children.</u></p>	<p>(a) <u>Promoting regular attendance.</u> A program must track attendance for each child. [...]</p> <p>(2) A program must implement strategies to promote attendance. At a minimum, a program must:[...]</p> <p>(iv) Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary. [...]</p> <p>(c) <u>Supporting attendance of homeless children.</u> (1) If a program determines a child is eligible under §1302.12(c)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.</p>	<p>Within the first 60 days of program operation and ongoing</p> <p>Up to 90 days or as long as allowed under state licensing agreements</p>
<p>Subpart C – Education and Child Development Program Services</p>		
<p>§1302.33 Child screenings and assessment. (a) <u>Screening.</u></p>	<p>(a) <u>Screening.</u> (1) In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program. [...]</p>	<p>Within 45 calendar days of when child first attends program or receives home visit in home-based option</p> <p>Within 30 calendar days of when child first attends program operating for 90 days or less (MSHS)</p>
<p>§1302.34 Parent and family engagement in education and child development services. (b) <u>Engaging parents and family members.</u></p>	<p>[...] (b) <u>Engaging parents and family members.</u> A program must offer opportunities for parents and family members to be involved in the program’s education services and implement policies to ensure:[...]</p> <p>(3) Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child’s education and developmental progress and activities in the program; [...]</p>	<p>As needed, but no less than two times per program year</p>

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Citation	Text	Timelines/Timeframes
<p>§1302.42 Child health status and care. (a) <u>Source of health care.</u> (b) <u>Ensuring up-to-date child health status.</u> (c) <u>Ongoing care.</u></p>	<p><u>(a) Source of health care.</u> (1) A program, within 30 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child’s ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage. [...]</p> <p><u>(b) Ensuring up-to-date child health status.</u> (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3), a program must: [...]</p> <p>(2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.</p> <p>(3) If a program operates for 90 days or less, it has 30 days from the date the child first attends the program to satisfy paragraphs (b)(1) and (2) of this section. [...]</p> <p><u>(c) Ongoing care.</u> (1) A program must help parents continue to follow recommended schedules of well-child and oral health care. [...]</p>	<p>Within 30 days after child first attends program or receives home visit in home-based program</p> <p>Within 90 calendar days after child first attends program or receives home visit in home-based option</p> <p>Within 45 calendar days after child first attends program or receives home visit in home-based option</p> <p>Within 30 days from the date the child first attends program operating for 90 days or less (MSHS)</p>
<p>§1302.47 Safety practices. (b) (4) <u>Safety Training</u></p>	<p>(4) <u>Safety training.</u> (i) <u>Staff with regular child contact.</u> All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: [...]</p> <p>(ii) <u>Staff without regular child contact.</u> All staff with no regular responsibility for or contact with children have initial orientation training within three months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program’s emergency and disaster preparedness procedures. [...]</p>	<p>Within 3 months of hire and ongoing training</p> <p>Within 3 months of hire and ongoing training</p>

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Citation	Text	Timelines/Timeframes
Subpart G—Transition Services		
§1302.70 Transitions from Early Head Start. b) <u>Timing for transitions.</u>	[...](b) <u>Timing for transitions.</u> To ensure the most appropriate placement and service following participation in Early Head Start, such programs must, at least six months prior to each child’s third birthday, implement transition planning for each child and family: [...]	6 months prior to child’s third birthday
§1302.72 Transitions between programs. (b)	[...] (b) A program that serves children whose families have decided to transition them to other early education programs, including public pre-kindergarten, in the year prior to kindergarten entry must undertake strategies and activities described in §1302.71(b) and (c)(1) and (2), as practicable and appropriate. [...]	In the year prior to kindergarten entry
Subpart H – Services to Enrolled Pregnant Women		
§1302.80 Enrolled pregnant women. (a) (d)	(a) Within 30 days of enrollment, a program must determine whether each enrolled pregnant woman has an ongoing source of continuous, accessible health care – provided by a health care professional that maintains her ongoing health record and is not primarily a source of emergency or urgent care – and, as appropriate, health insurance coverage. [...] (d) A program must provide a newborn visit with each mother and baby to offer support and identify family needs. A program must schedule the newborn visit within two weeks after the infant's birth.	Within 30 days of enrollment Schedule within 2 weeks of infant’s birth
Subpart I – Human Resources Management		
§1302.90 Personnel policies. (b) <u>Background checks and selection procedures.</u>	[...] (b) <u>Background checks and selection procedures.</u> (1) Before an employee is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State or tribal criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. (2) A program has 90 days after an employee is hired to complete the background check process by obtaining:	Before hiring 90 days after hiring

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	<p>(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,</p> <p>(ii) Child abuse and neglect state registry check, if available. [...]</p> <p>(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety. [...]</p>	<p>At least once every 5 years</p>
<p>§1302.91 Staff qualifications and competency requirements. (b) <u>Early Head Start or Head Start director.</u> (c) <u>Fiscal officer.</u> (d) <u>Child and family services management staff qualification requirements.</u> (e) <u>Child and family services staff.</u></p>	<p>[...] (b) <u>Early Head Start or Head Start director.</u> A program must ensure an Early Head Start or Head Start director hired after November 7, 2016 has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.</p> <p>(c) <u>Fiscal officer.</u> A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.</p> <p>(d) <u>Child and family services management staff qualification requirements.</u></p> <p>(1) <u>Family, health, and disabilities management.</u> A program must ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee. [...]</p> <p>(e) <u>Child and family services staff.</u> [...]</p> <p>(3) <u>Head Start assistant teachers qualification requirements.</u> As prescribed in section 648A(a)(2)(B)(ii) of the Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or,</p>	<p>If hired after November 7, 2016</p> <p>If hired after November 7, 2016</p> <p>If hired after November 7, 2016</p> <p>Within two years of time of hire</p>

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Citation	Text	Timelines/Timeframes
	<p>are enrolled in a CDA credential program to be completed within two years of the time of hire.</p> <p>(4) <u>Family child care provider qualification requirements.</u></p> <p>(i) A program must ensure family child care providers have previous early child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate’s or baccalaureate degree program in child development or early childhood education prior to beginning service provision, and for the credential acquire it within eighteen months of beginning to provide services.</p> <p>(ii) By August 1, 2018, a child development specialist, as required for family child care in §1302.23(e), must have, at a minimum, a baccalaureate degree in child development, early childhood education, or a related field.</p> <p>[...]7) <u>Family services staff qualification requirements.</u> A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016 have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.</p>	<p>Enrolled prior to beginning service and acquire credential within 18 months of beginning to provide service</p> <p>By August 1, 2018</p> <p>Within 18 months of hire if hired after November 7, 2016</p>
<p>§1302.92 Training and professional development.</p>	<p>[...] (b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system must include:</p> <p>(1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act. [...]</p>	<p>Per year</p>
<p>Subpart J—Program Management and Quality Improvement</p>		
<p>§1302.101 Management system. (b) <u>Coordinated approaches.</u></p>	<p>[...] (b) <u>Coordinated approaches.</u> At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure: [...]</p>	<p>Beginning of each program year and ongoing</p>

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<p>§1302.102 Achieving program goals. (c) <u>Using data for continuous improvement.</u> (d) <u>Reporting</u></p>	<p>(c) <u>Using data for continuous improvement.</u> [...]</p> <p>(2) This process must: [...]</p> <p>(ii) Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating less than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,</p> <p>(iii) For programs operating fewer than 90 days, ensures child assessment data is aggregated and analyzed at least twice during the program operating period, including for subgroups, such as dual language learners and children with disabilities, as appropriate, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; [...]</p> <p>(d) <u>Reporting.</u></p> <p>(1) A program must submit:</p> <p>(i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;</p> <p>(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:[...]</p> <p>(2) Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program’s most recent community assessment, as described in §1302.11(b), consistent with privacy protections in subpart C of part 1303[...]</p>	<p>At least three times a year</p> <p>For programs operating fewer than 90 days a year, at least twice during the program operating period</p> <p>At least semi-annually</p> <p>Immediately or as soon as practicable</p> <p>Annually</p>

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Citation	Text	Timelines/Timeframes
PART 1303 - FINANCIAL AND ADMINISTRATIVE REQUIREMENTS		
Subpart C – Protections for the Privacy of Child Records		
§1303.22 Disclosures with, and without, parental consent. (d) <u>Written agreements.</u>	[...] (d) <u>Written agreements.</u> When a program establishes a written agreement with a third party, the procedures to protect such PII must require the program to annually review and, if necessary, update the agreement. If the third party violates the agreement, then the program may: [...]	Annually
§1303.23 Parental rights. (a) <u>Inspect record.</u>	(a) <u>Inspect record.</u> [...] (2) If the parent requests to inspect child records, the program must make the child records available within a reasonable time, but no more than 45 days after receipt of request.	No more than 45 days after
Subpart E – Facilities		
§1303.41 Approval of previously purchased facilities.	If a grantee purchased a facility after December 31, 1986, and seeks to use grant funds to continue to pay purchase costs for the facility or to refinance current indebtedness and use grant funds to service the resulting debt, the grantee may apply for funds to meet those costs. The grantee must submit an application that conforms to requirements in this part and in the Act to the responsible HHS official. If the responsible HHS official approves the grantee’s application, Head Start funds may be used to pay ongoing purchase costs, which include principal and interest on approved loans.	After December 31, 1986
§1303.49 Protection of federal interest in mortgage agreements.	(a) Any mortgage agreement or other security instrument that is secured by real property or a modular unit constructed or purchased in whole or in part with federal funds or subject to renovation with federal funds must: [...] (3) Include a clause that requires any action to foreclose the mortgage agreement or security agreement be suspended for 60 days after the responsible HHS official receives the default notice to allow the responsible HHS official reasonable time to respond; [...]	Suspended foreclosure action for 60 days
§1303.50 Third party leases and occupancy arrangements. (a)	(a) After November 7, 2016, if a grantee receives federal funds to purchase, construct or renovate a facility on real property the grantee does not own or to purchase or renovate a modular unit on real property the grantee does not own, the grantee must have a lease or other occupancy agreement of at least 30 years for purchase or construction of a facility and at least 15 years for a major renovation or placement of a modular unit. [...]	After November 7, 2016 ...for at least 30 years ...for at least 15 years

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<p>§1303.52 Insurance, bonding, and maintenance. (b) <u>Insurance coverage</u></p>	<p>[...] (b) <u>Insurance coverage</u>.</p> <p>(3) A grantee must submit to the responsible HHS official, within 10 days after coverage begins, proof of insurance coverage required under paragraphs (a) and (b).</p>	<p>Within 10 days after coverage begins</p>
<p>§1303.53 Copies of documents.</p>	<p>A grantee must submit to the responsible HHS official, within 10 days after filing or execution, copies of deeds, leases, loan instruments, mortgage agreements, notices of federal interest, and other legal documents related to the use of Head Start funds for purchase, construction, major renovation, or the discharge of any debt secured by the facility.</p>	<p>Within 10 days after filing or execution</p>
<p>§1303.56 Inspection of work.</p>	<p>The grantee must submit to the responsible HHS official a final facility inspection report by a licensed engineer or architect within 30 calendar days after the project is completed. The inspection report must certify that the facility complies with local building codes, applicable child care licensing requirements, is structurally sound and safe for use as a Head Start facility, complies with the access requirements of the Americans with Disabilities Act, section 504 of the Rehabilitation Act, and the Flood Disaster Protection Act of 1973, and complies with National Historic Preservation Act of 1966.</p>	<p>Within 30 calendar days after project is completed</p>
<p>Subpart F – Transportation</p>		
<p>§1303.72 Vehicle operation. (c) <u>Driver application review</u>. (d) <u>Driver training</u>.</p>	<p>(c) <u>Driver application review</u>. In addition to the applicant review process prescribed §1302.90(b), a program, with the exception of transportation services to children served under a home-based option, must ensure the applicant review process for drivers includes, at minimum: [...]</p> <p>(4) After a conditional employment offer to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.</p> <p>(d) <u>Driver training</u>.</p> <p>(1) A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year. [...]</p> <p>(3) A program must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.</p>	<p>After conditional employment offer and before the applicant begins work as a driver</p> <p>Training prior to transporting any enrolled child and receives refresher training each year</p> <p>Annual evaluation</p>
<p align="center">NOTE: Text not excerpted from PART 1304 - FEDERAL ADMINISTRATIVE PROCEDURES</p>		

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EXHIBIT “E” – PAYMENT & BUDGET

For Services performed by NATIONAL SCHOOL DISTRICT pursuant to this Agreement, NHA agrees to reimburse NATIONAL SCHOOL DISTRICT in an amount not to exceed One Million One Hundred Seventy-Five Thousand One Hundred Sixty-Seven Dollars (\$1,175,167.00), as follows:

A) Head Start Center Based Option:

134 Funded Enrollment = \$937,335

B) Head Start Combination Option:

34 Funded Enrollment = \$237,832

C) NATIONAL SCHOOL DISTRICT will invoice NHA on a monthly basis. Such amounts reimbursed shall cover program operation costs related to (i) Personnel; (ii) Fringe; (iii) Supplies and Materials; (iv) Equipment; (v) Training and Staff Development; (vi) Travel; (vii) Printing and Publications; (viii) Meals for Parent Meetings; and (ix) such other allowable costs associated with NATIONAL SCHOOL DISTRICT’s performance of the Services.

E) Between January 1, 2021 and January 31, 2021, NHA will review NATIONAL SCHOOL DISTRICT’s monthly enrollment for the previous months and determine whether the maximum funded enrollment will be amended. If amended, the reimbursable amount for each program option will be adjusted by \$6,995.04 per Funded Enrollment.

EXHIBIT “E” – Continued

[Attach budget information]

EXHIBIT “F”
Common Budget Changes Requiring Prior Approval

<u>2 CFR Part 200 Subpart A – Acronyms and Definitions</u>	<u>References</u>
<p>§200.2 Acquisition cost. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.</p>	(1)
<p>§200.13 Capital expenditures. Capital expenditures means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.</p>	
<p>§200.33 Equipment. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.</p>	(2)
<p><u>2 CFR 200 Subpart E – Cost Principles</u></p>	
<p>General Provisions for Selected Items of Cost</p>	
<p>§200.439 Equipment and other capital expenditures.</p>	
<p>(a) See §§200.13 Capital expenditures, 200.33 Equipment, 200.89 Special purpose equipment, 200.48 General purpose equipment, 200.2 Acquisition cost, and 200.12 Capital assets.</p>	
<p>(b) The following rules of allowability must apply to equipment and other capital expenditures:</p>	
<p>(1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.</p>	(3a)
<p>(2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.</p>	(3b)
<p>(3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity. See §200.436 Depreciation, for rules on the allowability of depreciation on buildings, capital improvements, and equipment. See also §200.465 Rental costs of real property and equipment.</p>	(4)

<p>§200.452 Maintenance and repair costs. Costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including Federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life must be treated as capital expenditures (see §200.439 Equipment and other capital expenditures). These costs are only allowable to the extent not paid through rental or other agreements.</p>	(5)
<p><u>45 CFR Part 1305.2 - Definitions</u></p>	
<p>Construction means new buildings, and excludes renovations, alterations, additions, or work of any kind to existing buildings.</p>	(6)
<p>Minor renovation means improvements to facility which do not meet the definition of major renovation.</p>	(7)
<p>Major renovation means any individual or collection renovation that has a cost equal to or exceeding \$250,000. It excludes minor renovations and repairs except when they are included in a purchase application.</p>	(8)
<p>Modular unit means a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property.</p>	
<p>Purchase means to buy an existing facility, including outright purchase, down payment or through payments made in satisfaction of a mortgage or other loan agreement, whether principal, interest or an allocated portion principal and/or interest. The use of grant funds to make a payment under a capital lease agreement, as defined in the cost principles, is a purchase subject to these provisions. Purchase also refers to an approved use of Head Start funds to continue paying the cost of purchasing facilities or refinance an existing loan or mortgage beginning in 1987</p>	
<p><u>The Davis Bacon and Related Acts (DBRA)</u></p>	
<p>The Davis-Bacon and Related Acts (DBRA) are administered by the Wage and Hour Division. These Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.</p>	

Neighborhood House Association
Budget Items and Budget Changes Requiring Prior Approval

Equipment and Facilities Projects						
Object Class Category	Description - See definitions on page one.	Grantee Approval Required	ACF Approval Required	Definition Reference	Prior Approval Reference	Davis/Bacon Required
D. Equipment	• Equipment purchases that equal or exceed:	\$ 5,000	\$ 5,000	(1)/(2)	(3a)/(3b)	see note
Note: Davis Bacon applies if contractor or subcontractor is used for installation costs greater than \$2000 that are included in the acquisition cost of the asset.						
G. Construction/ Renovation	• Construction or purchase of facilities with Federal funds Major renovations that exceed \$200,000; adjusted for CPI after 2003; or structural changes (change to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or extension of an existing facility to increase its floor area)	All	All	(1)/(6)/(8)	(3a)	Yes
	•	All	All	(1)/(8)	(3a)	Yes
Items submitted and approved on Schedules D & G & H of grant application and budget revisions satisfies prior approval requirement.						
H. Other	• Minor Renovations (<i>Incidental alterations and renovations</i>)	\$ 5,000	\$ 5,000	(1)/(7)	(4)	Yes
	• Maintenance and Repair	\$ 5,000	No	(5)		No
Refer to references and definitions on Page 1						

Post award approval must be in writing and signed by an authorized official.

The Davis-Bacon and Related Acts (DBRA)

The Davis-Bacon and Related Acts (DBRA) are administered by the Wage and Hour Division. These Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

**Neighborhood House Association
Budget Items and Budget Changes Requiring Prior Approval**

Examples of Equipment and Facilities Projects			
Object Class Category	Description ----- See definitions on page one.	Grantee Approval Required	ACF Approval Required
D. Equipment	♦ Equipment purchases that equal or exceed:	\$ 5,000	\$ 5,000
	e.g.		
	Playground Structure \$32,000 (does not include the ground preparation)	Yes	Yes
	Copier \$40,000	Yes	Yes
	Air Conditioner Installed \$26,000	Yes	Yes
	Security Camera Installed \$15,000	Yes	Yes
	Smartboard \$9,000	Yes	Yes
	Computer Hardware \$6,000	Yes	Yes
	Shade Structure Installed \$15,000	Yes	Yes
G. Construction/ Renovation	♦ Construction or purchase of facilities with Federal funds	All	All
	♦ Major renovations that exceed \$200,000; adjusted for CPI after 2003; or structural changes	All	All
	e.g.		
	Roof that includes structural change \$75,000		
	Change existing warehouse to offices, meeting rooms and cubicles		
	Change existing room to install a bathroom		
H. Other	♦ Minor Renovations (<i>Incidental alterations and renovations</i>)	\$ 5,000	\$ 5,000
	e.g.		
	Artificial Turf \$26,000	Yes	Yes
	Artificial Turf \$45,000, installed at two sites @ \$22.5k	Yes	Yes
	Prepare ground & install new playground surface & equip \$20,000	Yes	Yes
	Replace Flooring \$29,000	Yes	Yes
	Drainage system \$6,000	Yes	Yes
	Replace Carpet \$6,000	Yes	Yes
	♦ Maintenance and Repairs	\$ 5,000	No
	e.g.		
	Reseal Parking Lot \$70,000	Yes	No
	Paint Exterior \$20,000	Yes	No
Repair Artificial Turf \$7,000	Yes	No	
Paint Interior \$30,000	Yes	No	
Replace Carpet \$4,500	No	No	

Neighborhood House Association Budget Items and Budget Changes Requiring Prior Approval

§200.308 Revision of budget and program plans.

(a) The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process. It may include either the Federal and non-Federal share (see §200.43 Federal share) or only the Federal share, depending upon Federal awarding agency requirements. It must be related to performance for program evaluation purposes whenever appropriate.

(b) Recipients are required to report deviations from budget or project scope or objective, and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.

(c) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

- (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (2) Change in a key person specified in the application or the Federal award.
- (3) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- (4) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with Subpart E—Cost Principles of this part or 45 CFR part 75 Appendix IX, “Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals,” or 48 CFR part 31, “Contract Cost Principles and Procedures,” as applicable.
- (5) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
- (6) Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
- (7) Changes in the approved cost-sharing or matching provided by the non-Federal entity. No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. See also §§200.102 Exceptions and 200.407 Prior written approval (prior approval).
- (8) The need arises for additional Federal funds to complete the project.

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Is it true that I am required to submit a budget revision requesting prior approval if I transfer 10 percent or more from one budget category to another?

No. A grantee is required to submit a budget revision requesting prior approval when the cumulative transfers among direct cost budget categories would exceed 25 percent of the total approved budget (which includes direct and indirect costs, whether chargeable to Federal funds or required matching or cost sharing) for that budget period or \$250,000, whichever is less.

EXHIBIT “G”
Employee Compensation Cap

Abstract

Funds awarded under Head Start/Early Head Start grants cannot be used to pay the compensation of an individual either as a direct cost or any proration as an indirect cost, at a rate in excess of Executive Level II. The rate of compensation for an Executive Level II employee is \$197,300 per year. Every Head Start grantee and delegate is responsible for assuring its compliance with Section 653 of the Head Start Act. This provision applies to the compensation of any staff employed by a Head Start program, with the exception of health, medical, life insurance, disability, retirement or any other employee welfare or pension benefit, who is paid, in whole or in part, with Head Start funds.

Signature

Date:

Assistant Superintendent of Business Services

Title

National School District

Organization



EXHIBIT “H”

Neighborhood House Association

Year End Closing Schedule
Fiscal Year Ending June 30, 2021

Partner Agencies

REPORTS, EXPENDITURES, JOURNALS, ETC.

Reports/Transactions Needed by Grantee	Preliminary Closing	Final Closing
Reimbursement Reports (all cash disbursements through 06/30/21).	7/15/21	8/31/21
A complete and current inventory report of equipment over \$5,000.00	7/15/21	8/31/21
Submit Non-federal Contribution (In-kind)	7/15/21	8/31/21
Reports/Transactions due to Grantee	Preliminary Closing	Final Closing
<p style="text-align: center;"><u>REPORT ALL OBLIGATED EXPENSES FOR FY 2020 - 2021</u> <i>*See definition of Obligated Expenses*</i></p> <p style="text-align: center;">Agencies must disclose and report all obligated expenses for Fiscal Year 2020 - 2021 by July 15th, 2021.</p> <p style="text-align: center;"><u>Any obligations not disclosed by July 15th, 2021 will be disallowed.</u></p>	7/15/20	
Obligated A/P Invoices and Receiving Reports (all goods and services received on or before 06/30/21.	7/15/21	8/31/21
Obligated Payroll and Payroll Journals to include Fringe Benefits and Accrued Leave incurred through 06/30/2021	7/15/21	8/31/21

<p>Non-payroll Journals and Accruals:</p> <ol style="list-style-type: none"> 1) Staff Mileage 2) Utility bills (Estimated on a daily pro-rated basis) 3) Leased Payments (Office machinery/equipment) 4) Consultants or contract services received, but not yet billed 5) All other unpaid obligations for goods and services received, but not yet billed. 	7/15/21	8/31/21
<p>Claim for Reimbursement:</p> <ol style="list-style-type: none"> 1) Final Claim for Reimbursement report is due <u>by August 31, 2021</u> Any expenses not resubmitted will become the obligation of your agency. 	7/15/21	8/31/21

Special Problems – Problems with closeout procedures shall be handled individually on a case-by-case basis. Refer all problems directly to NHA Fiscal for resolution.

Clarifying Definitions -

<p>Obligation -</p>	<p>Are accrued expenditures that are recognized in the period in which the account liability is incurred; that is, the period in which the goods or services are received.</p> <p><u>Partner Agencies must disclose and report all obligations by July 15, 2021.</u></p>
<p>Liquidation –</p>	<p>Are payments of obligations or expenditures incurred in the concluding fiscal year but paid after June 30, as an accrual (expenditure offset by payable). Liquidation of the accrual (payable offset by cash) is recorded in the ensuing fiscal year when paid.</p> <p><u>Final Claim for Reimbursement is due by August 31, 2021.</u></p>

EXHIBIT “I” ASSURANCES

NATIONAL SCHOOL DISTRICT hereby assures and certifies to The Neighborhood House Association (NHA) that it will comply with the regulations, policies, guidelines and requirements, including 2 CFR Part 200, 45 CFR Part 75, and E.O. 12372 as they relate to the application, acceptance and use of federal funds for federally assisted project(s). To the extent applicable, NATIONAL SCHOOL DISTRICT assures and certifies to NHA that:

1. It possesses legal authority to enter into this Agreement; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant’s governing body, authorizing the execution of this Agreement, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative of the NATIONAL SCHOOL DISTRICT to act in connection with the Agreement and to provide such additional information as may be required.
2. It, and any subcontractor hired to perform hereunder, will comply with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246, relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
3. It, and any subcontractor hired to perform hereunder, will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501 – 1508; and 7324 – 7328), which limits the political activity of the employee.
4. It, and any subcontractor hired to perform hereunder, will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It, and any subcontractor hired to perform hereunder, will comply with the Copeland “Anti-Kickback” Act (18 U.S.C. § 874), as supplemented by the Department of Labor Regulations (29 C.F.R. Part 3, “Contractors and subcontractors on public building or public work financed in whole or in part by loans or grants from the United States”).
6. It, and any subcontractor hired to perform hereunder, will fully comply with all Federal statutes relating to the prohibition against forced child labor and severe forms of trafficking in persons. These include but are not limited to the Trafficking Victims Protection Act of 2000 (22 U.S.C. §§ 7104, et seq.) which authorizes the termination of grants, contracts and/or cooperative agreements, without penalty to the Federal awarding agency/department, if NATIONAL SCHOOL DISTRICT or any of its subcontractors (i) engages in severe forms of trafficking in persons; (ii) has procured a commercial sex act during the effective period of the contract; and/or (iii) uses forced labor in its performance of this Agreement.
7. It, and any subcontractor hired to perform hereunder, will fully comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) which prohibits discrimination on the bases of race, color or national

origin; Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act; and any other Federal and State law and regulations hereinafter enacted which may apply to the application.

8. To the extent applicable, if NATIONAL SCHOOL DISTRICT, including any subcontractor it hires to perform on its behalf hereunder, is awarded construction contracts of more than \$2,000, NATIONAL SCHOOL DISTRICT agrees to comply with the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor Regulations (29 CFR Part 5, “Labor standards provisions applicable to contracts governing federally financed and assisted construction”), including the requirement that the correct scale of wages to be paid be posted by the Contractor in a prominent and easily accessible location at the HHS funded worksite.

9. Regarding all negotiated contracts, excluding those for less than \$2,500, NHA, the Federal Awarding Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

10. To the extent applicable, if NATIONAL SCHOOL DISTRICT awards construction contracts (or other contracts involving the employment of mechanics or laborers) in excess of \$100,000, NATIONAL SCHOOL DISTRICT shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. §§ 327-333, as supplemented by Department of Labor regulations, 29 CFR part 5.

11. Contracts and subgrants of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.

12. It, and any subcontractor hired to perform on its behalf hereunder, will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

EXHIBIT "I2"

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

SF 424B ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM=s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally*

assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b) Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

- (2) *The grantee's policy of maintaining a drug-free workplace;*
- (3) *Any available drug counseling, rehabilitation, employee assistance programs; and*
- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;

(b) have not within a 3-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Certification Regarding Lobbying for Contracts, Grants, Loans and/or Cooperative Agreements

The undersigned certifies to the best of its knowledge and belief that:

1. No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000, for each such failure.

Signature

Date:

Assistant Superintendent of Business Services

Title

National School District

Organization