

# **EXHIBIT A**

**August 8, 2018**

I.	Purchase Orders	\$	2,546,179.41
II.	Consultant Contracts (not to exceed \$500 each)	\$	0.00
III.	Miscellaneous Contracts	\$	0.00
IV.	Commercial Warrants	\$	2,806,103.19
V.	Revolving Cash Fund Business I (Month ending July 30, 2018)	\$	3.00
VI.	Revolving Cash Fund Business II (Month ending July 30, 2018)	\$	3.00
VII.	Purchasing Card Expenses June 2018	\$	22,672.48





Report ID: POX4010  
User ID: 141612  
Run Control: POX4010

PeopleSoft Purchasing  
PO LISTING BY PO DATE

Page No. 1  
Run Date 7/27/2018  
Run Time 18:05:08 PM

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
06/27/2018	0000004173		0	0	Lino Garcia	SC0875	SCHOOL SPECIALTY	Dispatched	N	P	USD	9,210.72
06/28/2018	0000004178		0	0	Michelle Mendoza Flores	SA1825	OLDCASTLE PRECAST INC	Dispatched	N	N	USD	1,000.00
07/01/2018	0000004049		0	0	Michelle Mendoza Flores	RG0200	RGC General Engineering, Inc.	Dispatched	N	N	USD	8,999.00
07/01/2018	0000004050		0	0	Michelle Mendoza Flores	RG0200	RGC General Engineering, Inc.	Dispatched	N	N	USD	19,536.00
07/01/2018	0000004051		0	0	Michelle Mendoza Flores	RG0200	RGC General Engineering, Inc.	Dispatched	N	N	USD	19,536.00
07/02/2018	0000003961		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	1,645.75
07/02/2018	0000003962		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	1,631.05
07/02/2018	0000003963		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	798.60
07/02/2018	0000003964		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	1,645.16
07/02/2018	0000003965		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	3,138.36
07/02/2018	0000004056		0	0	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	1,607.52
07/02/2018	0000004062		0	0	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	1,733.04
07/02/2018	0000004063		0	0	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	1,645.56
07/02/2018	0000004065		0	0	Jennifer Sandoval	XE0120	XEROX FINANCIAL SERVICES	Dispatched	N	N	USD	6,348.00
07/02/2018	0000004066		0	0	Jennifer Sandoval	XE0100	XEROX CORPORATION	Dispatched	N	N	USD	2,779.64
07/02/2018	0000004067		0	0	Jennifer Sandoval	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	1,766.88
07/02/2018	0000004068		0	0	Jennifer Sandoval	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	2,499.84

PO Dates Included : 06/27/2018 Thru: 07/26/2018

Business Unit: 02300

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07/02/2018	0000004069		0	0	Jennifer Sandoval	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	2,879.76
07/02/2018	0000004070		0	0	Jennifer Sandoval	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	4,140.00
07/02/2018	0000004072		0	0	Jennifer Sandoval	LA0525	LANSOLUTIONS LLC	Dispatched	N	N	USD	2,056.00
07/02/2018	0000004079		0	0	Jennifer Sandoval	MY0100	MYSTERY SCIENCE INC.	Dispatched	N	N	USD	499.00
07/02/2018	0000004080		0	0	Jennifer Sandoval	TI0040	TIME FOR KIDS	Dispatched	N	N	USD	1,227.60
07/02/2018	0000004081		0	0	Jennifer Sandoval	ST0900	STUDIES WEEKLY	Dispatched	N	N	USD	489.60
07/02/2018	0000004082		0	0	Jennifer Sandoval	NA1385	NATIONAL GEOGRAPHIC EXPLORER	Dispatched	N	N	USD	612.75
07/02/2018	0000004167		0	0	Lino Garcia	SO2075	SOUTHWEST SCHOOL&OFFICE SUPPLY	Dispatched	N	P	USD	24,021.56
07/02/2018	0000004175		0	0	Lino Garcia	PR0100	P&R PAPER SUPPLY COMPANY INC	Dispatched	N	R	USD	1,026.72
07/02/2018	0000004176		0	0	Lino Garcia	SU0125	SUPPLYMASTER, INC.	Dispatched	N	R	USD	3,340.80
07/03/2018	0000004182		0	0	Adriana Orendain	DA0110	D'Amico Printing & Graphics, Inc.	Dispatched	N	N	USD	186.00
07/03/2018	0000004183		0	0	Adriana Orendain	DA0110	D'Amico Printing & Graphics, Inc.	Dispatched	N	N	USD	77.50
07/03/2018	0000004184		0	0	Michelle Mendoza Flores	CA1414	CALIFORNIA ELECTRIC SUPPLY	Dispatched	N	N	USD	1,000.00
07/03/2018	0000004185		0	0	Michelle Mendoza Flores	DI0273	DISCOUNT TIRE (CAS-06)	Dispatched	N	N	USD	1,000.00
07/03/2018	0000004186		0	0	Michelle Mendoza Flores	DO0400	DOOR-MAN	Dispatched	N	N	USD	500.00
07/03/2018	0000004187		0	0	Michelle Mendoza Flores	EW0100	EWING	Dispatched	N	N	USD	1,000.00
07/03/2018	0000004188		0	0	Michelle Mendoza Flores	FA0100	FASTSIGNS	Dispatched	N	N	USD	500.00

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

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07/03/2018	0000004189		0	0	Michelle Mendoza Flores	VA0050	VALLEY INDUSTRIAL SPECIALTIES	Dispatched	N	N	USD	17,000.00
07/03/2018	0000004190		0	0	Michelle Mendoza Flores	FA0050	FASTENAL COMPANY	Dispatched	N	N	USD	1,000.00
07/06/2018	0000003982		0	0	Jennifer Sandoval	UL0100	ULTIMATE OFFICE	Dispatched	N	N	USD	495.62
07/06/2018	0000003991		0	0	Jennifer Sandoval	CU0200	CURRICULUM ASSOCIATES	Dispatched	N	R	USD	1,430.00
07/06/2018	0000003996		0	0	Jennifer Sandoval	GO0550	GOPHER SPORT	Dispatched	N	P	USD	629.60
07/06/2018	0000003998		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	P	USD	640.13
07/06/2018	0000003999		0	0	Jennifer Sandoval	DI0270	DISCOUNT SCHOOL SUPPLY	Dispatched	N	N	USD	556.88
07/06/2018	0000004004		0	0	Jennifer Sandoval	GO0550	GOPHER SPORT	Dispatched	N	P	USD	582.90
07/06/2018	0000004005		0	0	Jennifer Sandoval	GO0550	GOPHER SPORT	Dispatched	N	R	USD	582.90
07/06/2018	0000004006		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	218.05
07/06/2018	0000004007		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	218.05
07/06/2018	0000004008		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	P	USD	49.95
07/06/2018	0000004010		0	0	Jennifer Sandoval	CU0200	CURRICULUM ASSOCIATES	Dispatched	N	N	USD	250.00
07/06/2018	0000004014		0	0	Jennifer Sandoval	HA0080	HANDWRITING WITHOUT TEARS	Dispatched	N	N	USD	2,483.25
07/06/2018	0000004015		0	0	Jennifer Sandoval	MA0400	MARSHMEDIA	Dispatched	N	N	USD	139.90
07/06/2018	0000004016		0	0	Jennifer Sandoval	SU0600	SUPERIOR TEXT	Dispatched	N	N	USD	16,261.80
07/06/2018	0000004021		0	0	Jennifer Sandoval	VO0300	VOYAGER SOPRIS LEARNING	Dispatched	N	R	USD	4,331.30

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

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07/06/2018	0000004023		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	R	USD	1,728.69
07/06/2018	0000004024		0	0	Jennifer Sandoval	WI0475	WILLY'S ELECTRONIC SUPPLY CO	Dispatched	N	N	USD	2,725.00
07/06/2018	0000004026		0	0	Jennifer Sandoval	TE0175	TECHNOLOGY INTEGRATION GROUP	Dispatched	N	N	USD	6,000.00
07/06/2018	0000004028		0	0	Jennifer Sandoval	GI0050	GIGAKOM	Dispatched	N	N	USD	13,000.00
07/06/2018	0000004029		0	0	Jennifer Sandoval	LA0525	LANSOLUTIONS LLC	Dispatched	N	N	USD	5,000.00
07/06/2018	0000004036		0	0	Jennifer Sandoval	CA3100	CAROLINA BIOLOGICAL SUPPLY	Dispatched	N	N	USD	449.95
07/06/2018	0000004045		0	0	Jennifer Sandoval	LE0750	LEARNING HEADQUARTERS	Dispatched	N	N	USD	129.00
07/06/2018	0000004047		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	22.95
07/06/2018	0000004071		0	0	Jennifer Sandoval	AC0300	ACSA	Dispatched	N	N	USD	8,092.00
07/06/2018	0000004076		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	R	USD	418.08
07/06/2018	0000004077		0	0	Jennifer Sandoval	SC0305	SCHOLASTIC NEWS & MAGAZINES	Dispatched	N	N	USD	791.49
07/06/2018	0000004078		0	0	Jennifer Sandoval	SC0305	SCHOLASTIC NEWS & MAGAZINES	Dispatched	N	N	USD	2,737.00
07/06/2018	0000004090		0	0	Jennifer Sandoval	SC0305	SCHOLASTIC NEWS & MAGAZINES	Dispatched	N	N	USD	280.17
07/06/2018	0000004092		0	0	Jennifer Sandoval	SC0875	SCHOOL SPECIALTY	Dispatched	N	N	USD	869.22
07/06/2018	0000004093		0	0	Jennifer Sandoval	DI0270	DISCOUNT SCHOOL SUPPLY	Dispatched	N	R	USD	386.94
07/06/2018	0000004103		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	R	USD	85.32
07/06/2018	0000004104		0	0	Jennifer Sandoval	FS0300	FULL SOURCE	Dispatched	N	N	USD	96.36



Report ID: POX4010  
User ID: 141612  
Run Control: POX4010

PeopleSoft Purchasing  
PO LISTING BY PO DATE

Page No. 5  
Run Date 7/27/2018  
Run Time 18:05:08 PM

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/06/2018	0000004106		0	0	Jennifer Sandoval	CU0100	CULVER-NEWLIN	Dispatched	N	N	USD	616.00
07/06/2018	0000004107		0	0	Jennifer Sandoval	SA0140	SAFETY DEPOT	Dispatched	N	R	USD	39.96
07/06/2018	0000004108		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	2,270.50
07/06/2018	0000004112		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	N	USD	389.85
07/06/2018	0000004113		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	78.47
07/06/2018	0000004119		0	0	Jennifer Sandoval	EC0101	ECONOMY RESTAURANT EQUIPMENT	Dispatched	N	N	USD	14,651.00
07/06/2018	0000004122		0	0	Jennifer Sandoval	MY0100	MYSTERY SCIENCE INC.	Dispatched	N	N	USD	499.00
07/06/2018	0000004126		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	R	USD	82.48
07/06/2018	0000004142		0	0	Jennifer Sandoval	VO0300	VOYAGER SOPRIS LEARNING	Dispatched	N	N	USD	9,757.50
07/06/2018	0000004143		0	0	Jennifer Sandoval	AB0200	ABDO PUBLISHING	Dispatched	N	N	USD	3,011.04
07/06/2018	0000004144		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	2,311.03
07/06/2018	0000004145		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	2,116.89
07/06/2018	0000004146		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	1,602.47
07/06/2018	0000004147		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	2,183.84
07/06/2018	0000004148		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	1,908.55
07/06/2018	0000004149		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	2,028.78
07/06/2018	0000004150		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	1,570.54



Report ID: POX4010  
User ID: 141612  
Run Control: POX4010

PeopleSoft Purchasing  
PO LISTING BY PO DATE

Page No. 6  
Run Date 7/27/2018  
Run Time 18:05:08 PM

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/06/2018	0000004151		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	1,611.85
07/06/2018	0000004152		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	2,856.49
07/06/2018	0000004153		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	717.83
07/06/2018	0000004154		0	0	Jennifer Sandoval	BR0400	BRAINSTORM LIBRARY	Dispatched	N	N	USD	2,493.75
07/06/2018	0000004155		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	R	USD	177.35
07/06/2018	0000004157		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	82.82
07/06/2018	0000004159		0	0	Jennifer Sandoval	LA0500	LAKESHORE LEARNING MATERIALS	Dispatched	N	R	USD	479.00
07/06/2018	0000004161		0	0	Jennifer Sandoval	SC0304	SCHOLASTIC BOOK CLUBS	Dispatched	N	N	USD	163.00
07/06/2018	0000004163		0	0	Jennifer Sandoval	LA0500	LAKESHORE LEARNING MATERIALS	Dispatched	N	N	USD	149.95
07/06/2018	0000004165		0	0	Jennifer Sandoval	GB0010	General Binding Company	Dispatched	N	R	USD	154.50
07/06/2018	0000004166		0	0	Adriana Orendain	SA0710	SAN DIEGO COUNTY OFFICE OF EDUCATION	Dispatched	N	R	USD	3,250.00
07/06/2018	0000004168		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	49.95
07/06/2018	0000004171		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	77.96
07/06/2018	0000004172		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	29.99
07/06/2018	0000004177		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	21.99
07/06/2018	0000004193		0	0	Jennifer Sandoval	SC0850	SCHOOL SERVICES OF CALIFORNIA,	Dispatched	N	N	USD	235.00
07/06/2018	0000004194		0	0	Jennifer Sandoval	SA1155	SAN DIEGO FREIGHTLINER	Dispatched	N	N	USD	178.28

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

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07/06/2018	0000004196		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	3,780.00
07/06/2018	0000004197		0	0	Jennifer Sandoval	CO1317	CDW	Dispatched	N	N	USD	932.40
07/06/2018	0000004199		0	0	Michelle Mendoza Flores	WA1175	WAXIE SANITARY SUPPLY	Dispatched	N	N	USD	30,000.00
07/06/2018	0000004200		0	0	Michelle Mendoza Flores	VA0050	VALLEY INDUSTRIAL SPECIALTIES	Dispatched	N	N	USD	3,000.00
07/06/2018	0000004201		0	0	Michelle Mendoza Flores	SO1175	SOUTH BAY FENCE INC	Dispatched	N	N	USD	500.00
07/06/2018	0000004202		0	0	Michelle Mendoza Flores	MI1200	MISSION JANITORIAL SUPPLIES	Dispatched	N	N	USD	500.00
07/06/2018	0000004203		0	0	Michelle Mendoza Flores	MI0300	MIRAMAR BOBCAT, INC.	Dispatched	N	N	USD	500.00
07/06/2018	0000004204		0	0	Michelle Mendoza Flores	ME1000	HANDY METAL MART	Dispatched	N	N	USD	500.00
07/09/2018	0000004205		0	0	Michelle Mendoza Flores	BA0760	Baker Distribution Company	Dispatched	N	N	USD	250.00
07/09/2018	0000004206		0	0	Michelle Mendoza Flores	HU0500	HUNTER'S NURSERY, INC.	Dispatched	N	N	USD	3,000.00
07/10/2018	0000004210		0	0	Jennifer Sandoval	DU0300	School Dude	Dispatched	N	N	USD	725.00
07/10/2018	0000004212		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	P	USD	249.80
07/10/2018	0000004213		0	0	Adriana Orendain	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	3,614.40
07/10/2018	0000004215		0	0	Adriana Orendain	UL0080	ULINE	Dispatched	N	N	USD	638.75
07/10/2018	0000004216		0	0	Jennifer Sandoval	PR0160	PREMIER AGENDAS, INC.	Dispatched	N	N	USD	909.51
07/10/2018	0000004217		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	1,176.00
07/10/2018	0000004218		0	1	Jennifer Sandoval	TE0175	TECHNOLOGY INTEGRATION GROUP	Dispatched	N	N	USD	57,112.80

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

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07/10/2018	0000004219		0	0	Jennifer Sandoval	LA0525	LANSOLUTIONS LLC	Dispatched	N	R	USD	1,036.00
07/10/2018	0000004221		0	0	Jennifer Sandoval	ST0500	STORE SMART	Dispatched	N	N	USD	2,861.34
07/11/2018	0000004222		0	0	Adriana Orendain	WO0700	WORTHINGTON DIRECT	Dispatched	N	N	USD	885.41
07/11/2018	0000004223		0	0	Jennifer Sandoval	JL0300	JL DARLING LLC	Dispatched	N	N	USD	3,387.50
07/12/2018	0000004228		0	0	Jennifer Sandoval	FR0602	NEOPOST USA INC	Dispatched	N	N	USD	10,034.80
07/12/2018	0000004229		0	0	Jennifer Sandoval	EC0101	ECONOMY RESTAURANT EQUIPMENT	Dispatched	N	N	USD	2,107.66
07/12/2018	0000004231		0	0	Jennifer Sandoval	SC0850	SCHOOL SERVICES OF CALIFORNIA,	Dispatched	N	N	USD	235.00
07/12/2018	0000004232		0	0	Jennifer Sandoval	UC0100	UCSD/CRLP	Dispatched	N	N	USD	750.00
07/12/2018	0000004234		0	0	Michelle Mendoza Flores	DI0150	DIALCOM SYSTEMS GROUP, INC.	Dispatched	N	N	USD	11,300.00
07/12/2018	0000004235		0	0	Michelle Mendoza Flores	RO0675	ROMAN'S TRUCK BODY & PAINT	Dispatched	N	N	USD	992.50
07/12/2018	0000004239		0	0	Michelle Mendoza Flores	DE0220	KING BUSINESS SERVICES, INC.	Dispatched	N	N	USD	500.00
07/12/2018	0000004240		0	0	Michelle Mendoza Flores	FO0500	FORDYCE CONSTRUCTION	Dispatched	N	N	USD	5,900.00
07/12/2018	0000004242		0	0	Adriana Orendain	DA0110	D'Amico Printing & Graphics, Inc.	Dispatched	N	N	USD	77.50
07/12/2018	0000004243		0	0	Adriana Orendain	DA0110	D'Amico Printing & Graphics, Inc.	Dispatched	N	N	USD	77.50
07/13/2018	0000004244		0	0	Lino Garcia	AD0100	ADAMS SPECIALTY & PRINTING CO	Dispatched	N	R	USD	78.00
07/13/2018	0000004245		0	0	Lino Garcia	SC0875	SCHOOL SPECIALTY	Dispatched	N	N	USD	1,980.00
07/13/2018	0000004246		0	0	Jennifer Sandoval	DE0300	DEFEROSWAG LLC	Dispatched	N	N	USD	5,488.50



PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

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07/13/2018	0000004247		0	0	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	2,078.04
07/13/2018	0000004248		0	0	Adriana Orendain	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	2,556.00
07/13/2018	0000004249		0	0	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	2,670.36
07/13/2018	0000004251		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	2,115.90
07/13/2018	0000004252		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	13.99
07/13/2018	0000004253		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	N	USD	2,385.92
07/13/2018	0000004254		0	0	Lino Garcia	OF0075	OFFICE DEPOT	Dispatched	N	P	USD	5,355.00
07/13/2018	0000004255		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	N	USD	399.00
07/13/2018	0000004256		0	0	Lino Garcia	SO2075	SOUTHWEST SCHOOL&OFFICE SUPPLY	Dispatched	N	N	USD	6,464.00
07/17/2018	0000004257		0	0	Jennifer Sandoval	LA0500	LAKESHORE LEARNING MATERIALS	Dispatched	N	R	USD	219.96
07/17/2018	0000004258		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,785.36
07/17/2018	0000004259		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,808.51
07/17/2018	0000004260		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,709.25
07/17/2018	0000004261		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,559.06
07/17/2018	0000004262		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,561.46
07/17/2018	0000004263		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	1,423.42
07/17/2018	0000004264		0	0	Jennifer Sandoval	BO0600	BOUND TO STAY BOUND BOOKS	Dispatched	N	N	USD	70.76

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/17/2018	0000004265		0	0	Jennifer Sandoval	SA1960	SAN DIEGO REFRIGERATION	Dispatched	N	N	USD	811.03
07/17/2018	0000004266		0	0	Jennifer Sandoval	SC0305	SCHOLASTIC NEWS & MAGAZINES	Dispatched	N	N	USD	2,365.75
07/17/2018	0000004267		0	0	Jennifer Sandoval	NA1385	NATIONAL GEOGRAPHIC EXPLORER	Dispatched	N	N	USD	612.75
07/17/2018	0000004268		0	0	Jennifer Sandoval	ST2000	STEMSCOPES CA ACCELERATE LEARNING INC.	Dispatched	N	N	USD	26,767.36
07/17/2018	0000004269		0	0	Jennifer Sandoval	SA0702	SDCOE-Superintendent of Schools	Dispatched	N	N	USD	135.00
07/17/2018	0000004270		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	478.44
07/17/2018	0000004271		0	0	Jennifer Sandoval	NA1950	NATIONAL SCHOOL PRODUCTS	Dispatched	N	N	USD	507.00
07/17/2018	0000004274		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	199.48
07/17/2018	0000004275		0	0	Jennifer Sandoval	ID0400	IDENT-A-KID SERVICES OF	Dispatched	N	R	USD	82.50
07/17/2018	0000004276		0	0	Jennifer Sandoval	SC0875	SCHOOL SPECIALTY	Dispatched	N	N	USD	393.94
07/17/2018	0000004277		0	0	Jennifer Sandoval	MR0200	MRC / MR. COPY	Dispatched	N	N	USD	2,079.88
07/17/2018	0000004278		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	P	USD	720.00
07/17/2018	0000004279		0	1	Jennifer Sandoval	MO1420	MORE DIRECT INC	Dispatched	N	R	USD	563.98
07/17/2018	0000004280		0	0	Jennifer Sandoval	SA0702	SDCOE-Superintendent of Schools	Dispatched	N	N	USD	65.00
07/17/2018	0000004281		0	0	Jennifer Sandoval	SA0702	SDCOE-Superintendent of Schools	Dispatched	N	N	USD	65.00
07/17/2018	0000004282		0	0	Jennifer Sandoval	SA0702	SDCOE-Superintendent of Schools	Dispatched	N	N	USD	65.00
07/17/2018	0000004283		0	0	Adriana Orendain	SO0630	SOS SURVIVAL PRODUCTS	Dispatched	N	N	USD	255.00



Report ID: POX4010  
User ID: 141612  
Run Control: POX4010

PeopleSoft Purchasing  
PO LISTING BY PO DATE

Page No. 11  
Run Date 7/27/2018  
Run Time 18:05:08 PM

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/18/2018	0000004288		0	0	Jennifer Sandoval	BE1545	BEST WAY PRINTING	Dispatched	N	N	USD	938.00
07/18/2018	0000004289		0	0	Jennifer Sandoval	HA1525	HAWTHORNE POWER SYSTEMS	Dispatched	N	N	USD	5,500.00
07/18/2018	0000004290		0	0	Jennifer Sandoval	ED3018	EDUCATIONAL TESTING SERVICE	Dispatched	N	N	USD	680.24
07/19/2018	0000004292		0	0	Jennifer Sandoval	PA2000	PARTNERS IN LEARNING	Dispatched	N	N	USD	524.75
07/19/2018	0000004296		0	1	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	N	USD	720.00
07/19/2018	0000004298		0	0	Jennifer Sandoval	ID0400	IDENT-A-KID SERVICES OF	Dispatched	N	N	USD	82.50
07/19/2018	0000004300		0	0	Jennifer Sandoval	HA0080	HANDWRITING WITHOUT TEARS	Dispatched	N	N	USD	250.00
07/19/2018	0000004302		0	0	Jennifer Sandoval	LA0500	LAKESHORE LEARNING MATERIALS	Dispatched	N	N	USD	858.00
07/19/2018	0000004303		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	N	USD	256.00
07/19/2018	0000004304		0	0	Jennifer Sandoval	HA1525	HAWTHORNE POWER SYSTEMS	Dispatched	N	N	USD	5,500.00
07/19/2018	0000004306		0	0	Jennifer Sandoval	SA1155	SAN DIEGO FREIGHTLINER	Dispatched	N	N	USD	1,249.81
07/19/2018	0000004307		0	1	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	P	USD	112.52
07/19/2018	0000004309		0	0	Jennifer Sandoval	SY0170	MYBINDING	Dispatched	N	N	USD	259.20
07/19/2018	0000004315		0	0	Jennifer Sandoval	LI0350	LIGHTSPEED TECHNOLOGIES	Dispatched	N	N	USD	36.00
07/20/2018	0000004317		0	0	Jennifer Sandoval	MU0100	MULTICARD US-CALIFORNIA	Dispatched	N	N	USD	57.00
07/20/2018	0000004318		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	N	USD	992.00
07/23/2018	0000004322		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	N	USD	6,021.48

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/23/2018	0000004323		0	0	Jennifer Sandoval	MO1420	MORE DIRECT INC	Dispatched	N	N	USD	794.79
07/23/2018	0000004324		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	P	USD	445.02
07/23/2018	0000004325		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	12.98
07/23/2018	0000004326		0	0	Jennifer Sandoval	SA0280	SAMBASAFETY	Dispatched	N	N	USD	600.00
07/23/2018	0000004327		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	N	USD	34,800.00
07/23/2018	0000004328		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	N	USD	7,100.00
07/23/2018	0000004329		0	0	Jennifer Sandoval	EM0075	EMCOM ELECTRONIC SYSTEMS INC	Dispatched	N	N	USD	862.00
07/23/2018	0000004330		0	0	Jennifer Sandoval	ED0300	EDCO DISPOSAL CORPORATION	Dispatched	N	N	USD	2,915.00
07/23/2018	0000004331		0	0	Jennifer Sandoval	CO0500	COPY LINK	Dispatched	N	N	USD	4,375.00
07/23/2018	0000004332		0	0	Jennifer Sandoval	US0230	US BANK EQUIPMENT FINANCE	Dispatched	N	N	USD	5,090.00
07/23/2018	0000004333		0	0	Jennifer Sandoval	US0230	US BANK EQUIPMENT FINANCE	Dispatched	N	N	USD	6,500.00
07/23/2018	0000004334		0	0	Jennifer Sandoval	WA1175	WAXIE SANITARY SUPPLY	Dispatched	N	N	USD	7,500.00
07/23/2018	0000004335		0	0	Jennifer Sandoval	BO0800	BOYS & GIRLS CLUB	Dispatched	N	N	USD	61,200.00
07/23/2018	0000004336		0	0	Jennifer Sandoval	BO0800	BOYS & GIRLS CLUB	Dispatched	N	N	USD	150,000.00
07/23/2018	0000004337		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	N	USD	165.00
07/23/2018	0000004338		0	0	Jennifer Sandoval	MU0100	MULTICARD US-CALIFORNIA	Dispatched	N	N	USD	145.00
07/23/2018	0000004339		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	1,648.00

PO Dates Included : 06/27/2018 Thru: 07/26/2018  
 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/24/2018	0000004342		0	0	Jennifer Sandoval	KE0100	KELLY PAPER	Dispatched	N	R	USD	418.56
07/24/2018	0000004343		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	72.95
07/24/2018	0000004344		0	0	Jennifer Sandoval	RO0100	ROCHESTER 100 INC	Dispatched	N	N	USD	115.50
07/24/2018	0000004346		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	N	USD	304.92
07/24/2018	0000004347		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	229.99
07/24/2018	0000004351		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	N	USD	52.27
07/24/2018	0000004353		0	0	Jennifer Sandoval	AR0200	ARENSEN OFFICE FURNITURE	Dispatched	N	N	USD	1,614.44
07/25/2018	0000004361		0	0	Jennifer Sandoval	SC0955	PEARSON EDUCATION INC	Dispatched	N	N	USD	42,856.15
07/25/2018	0000004362		0	0	Jennifer Sandoval	WR0050	WRIGHT NATIONAL FLOOD	Dispatched	N	N	USD	5,711.00
07/25/2018	0000004363		0	0	Jennifer Sandoval	AL0250	ALL AMERICAN PLASTIC & PACKAGING	Dispatched	N	N	USD	120,000.00
07/25/2018	0000004364		0	0	Jennifer Sandoval	DI0020	DIAMOND JACK ENTERPRISES INC	Dispatched	N	N	USD	350,000.00
07/25/2018	0000004369		0	0	Jennifer Sandoval	UL0080	ULINE	Dispatched	N	N	USD	909.79
07/25/2018	0000004370		0	0	Jennifer Sandoval	GA0020	GALASSO'S BAKERY	Dispatched	N	N	USD	45,000.00
07/25/2018	0000004371		0	0	Jennifer Sandoval	GO0301	GOLD STAR FOODS	Dispatched	N	N	USD	700,000.00
07/25/2018	0000004372		0	0	Jennifer Sandoval	HO0230	HOLLANDIA DAIRY	Dispatched	N	N	USD	400,000.00
07/25/2018	0000004373		0	0	Jennifer Sandoval	ME0501	METRO REFRIGERATION	Dispatched	N	N	USD	3,000.00
07/25/2018	0000004374		0	0	Jennifer Sandoval	LI0800	LITTLE CAESARS PIZZA	Dispatched	N	N	USD	25,000.00

PO Dates Included : 06/27/2018 Thru: 07/26/2018

Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
07/25/2018	0000004375		0	0	Jennifer Sandoval	IN0300	INDUSTRIAL ELECTRIC	Dispatched	N	N	USD	500.00
07/25/2018	0000004376		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	N	USD	5,000.00
07/25/2018	0000004377		0	0	Jennifer Sandoval	OR0500	ORKIN EXTERMINATING INC	Dispatched	N	N	USD	7,248.00
07/25/2018	0000004378		0	0	Jennifer Sandoval	PR0100	P&R PAPER SUPPLY COMPANY INC	Dispatched	N	N	USD	35,000.00
07/25/2018	0000004379		0	0	Jennifer Sandoval	SO1227	SO-CAL TRUCK STOP	Dispatched	N	N	USD	500.00
07/25/2018	0000004380		0	0	Jennifer Sandoval	BR0210	BRAINPOP	Dispatched	N	N	USD	2,395.00
07/25/2018	0000004381		0	0	Jennifer Sandoval	MC0300	MCGRAW-HILL	Dispatched	N	N	USD	6,205.00
07/25/2018	0000004382		0	0	Jennifer Sandoval	RE0840	RENAISSANCE LEARNING	Dispatched	N	N	USD	6,227.00
07/25/2018	0000004383		0	0	Jennifer Sandoval	SD0002	SDSU FOUNDATION	Dispatched	N	N	USD	20,000.00

### CONSULTANT CONTRACTS

Under \$500

Contract #	Vendor	Cost	Services	Date	Location
CT3515	Community Research Foundation, Inc. Db: Nueva Vista Family Service	No Cost	Provide Mental Health Services	18-19 School Year	All Sites

### MISCELLANEOUS CONTRACTS

None

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 16  
Run Date 6/25/2018  
Run Time 13:59:04 PM

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
02300: National School District				2018-06-25										
Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO0100 - THE SOCO GROUP, INC.	14423659	508.84	0544706-IN	508.84	0000004000	508.84	0100	0000660	0000	8100	4300560	057		

Business Unit Total: \$508.84

0100 \$508.84

TOTAL: \$508.84

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.

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

Columns 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.



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 52  
Run Date 6/26/2018  
Run Time 14:11:59 PM

## 02300: National School District

2018-06-26

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM3100 - AMERI-MEX PLUMBING INC	14424289	527.19	6570	527.19		27.19	0100	0000660	0000	8100	5600150	057		
AM3100 - AMERI-MEX PLUMBING INC	14424289	527.19	6570	527.19	0000004060	500.00	0100	0000660	0000	8100	5600150	057		
CI0060 - CINTAS FIRE PROTECTION &	14424290	532.00	020D515052	532.00	0000004055	532.00	0100	0000660	0000	8100	5600150	057		
HA1525 - HAWTHORNE POWER SYSTEMS	14424291	499.50	SS100111516	166.50	0000002441	166.50	0100	0982000	0000	3600	4400000	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14424291	499.50	SS100111515	166.50	0000002442	166.50	0100	0983000	5001	3600	4400000	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14424291	499.50	SS100111517	166.50	0000002442	166.50	0100	0983000	5001	3600	4400000	038		
K-01200 - K-12 SPECIALTIES INC	14424292	416.90	72807	416.90	0000002865	416.90	0100	0000644	0000	8100	4300000	056		
ME1000 - HANDY METAL MART	14424293	630.00	451240	630.00	0000003972	630.00	0100	0000660	0000	8100	4300000	057		
MI1030 - MIRACLE PLAYGROUND SALES	14424294	1,697.49	800081	1,697.49	0000004054	1,697.49	0100	0000660	0000	8100	4300000	057		
MY0100 - MYSTERY SCIENCE INC.	14424295	499.00	30156	499.00		499.00	0100	3010100	1110	1000	4300000	500		
RE0475 - RSD - NATIONAL CITY	14424296	391.32	61139296-00	218.18	0000003971	218.18	0100	0000660	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14424296	391.32	61139297-00	113.38	0000003971	113.38	0100	0000660	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14424296	391.32	61139551-00	59.76	0000003971	59.76	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14424297	678.29	1-385420	347.34		75.46	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14424297	678.29	1-385420	347.34	0000003759	271.88	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14424297	678.29	1-385686	330.95	0000004085	330.95	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$5,871.69

0100 \$5,871.69

TOTAL: \$5,871.69

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 37  
Run Date 6/27/2018  
Run Time 13:59:15 PM

## 02300: National School District

2018-06-27

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	4.12	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	4.12	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	4.12	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	5.00	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	7.07	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	7.80	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	8.62	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	8.91	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	10.03	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	10.58	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	16.32	1200	6105100	0001	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14425026	103.20	D2552554 0102	103.20	00000039 25	16.51	1200	6105100	0001	1000	4300000	000		
EW0100 - EWING	14425027	594.79	5575126	508.27	00000040 88	508.27	0100	0000660	0000	8100	4300000	057		
EW0100 - EWING	14425027	594.79	5575127	86.52		16.16	0100	0000660	0000	8100	4300000	057		
EW0100 - EWING	14425027	594.79	5575127	86.52	00000040 88	70.36	0100	0000660	0000	8100	4300000	057		
FI0550 - FISHER WIRELESS SERVICES INC	14425028	349.86	058716	349.86	00000024 40	90.00	0100	0982000	0000	3600	4400000	038		
FI0550 - FISHER WIRELESS SERVICES INC	14425028	349.86	058716	349.86		259.86	0100	0982000	0000	3600	4400000	038		
FR0200 - FRUTH GROUP	14425029	153.84	278408	153.84	00000036 28	65.79	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14425029	153.84	278408	153.84	00000036 28	88.05	0100	1100699	1110	1000	5600200	444		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 38  
Run Date 6/27/2018  
Run Time 13:59:15 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
FR0200 - FRUTH GROUP	14425029	153.84	To Close PO #436	0.00		-72.00	0100	0980000	1110	1000	4300000	700		
FR0200 - FRUTH GROUP	14425029	153.84	To Close PO #436	0.00	0000000436	72.00	0100	0980000	1110	1000	4300000	700		
IN0250 - INNOVATIVE INDUSTRIES INC	14425030	2,456.00	48542	2,456.00	00000003911	320.21	0100	0000660	0000	8100	5600150	057		
IN0250 - INNOVATIVE INDUSTRIES INC	14425030	2,456.00	48542	2,456.00	00000003911	625.47	0100	0000660	0000	8100	5600150	057		
IN0250 - INNOVATIVE INDUSTRIES INC	14425030	2,456.00	48542	2,456.00	00000003911	1,510.32	0100	0000660	0000	8100	5600150	057		
KO161 - Konica Minolta Premier Finance	14425031	237.08	68488697	237.08		237.08	0100	1100699	1110	1000	5600200	666		
ME1000 - HANDY METAL MART	14425032	139.20	451607	139.20	00000003972	139.20	0100	0000660	0000	8100	4300000	057		
MR0200 - MRC / MR. COPY	14425033	810.11	CT3050 IN887384	810.11		810.11	0100	0000424	0000	2420	5800100	024		
OF0075 - OFFICE DEPOT	14425034	872.18	153579422	872.18	00000003938	166.39	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14425034	872.18	153579422	872.18	00000003938	705.79	0100	0000127	1110	1000	4400000	000		
OP0130 - OPTIMUM FLOORCARE	14425035	760.05	439966	410.05	00000004020	410.05	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14425035	760.05	439967	350.00	00000004020	350.00	0100	0000644	0000	8100	4300000	056		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	43.13	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	49.30	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	90.07	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	107.84	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	141.12	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24243	594.15	00000003296	162.69	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24244	247.49	00000003297	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24244	247.49	00000003297	233.06	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24245	544.22	00000003298	14.43	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 39  
Run Date 6/27/2018  
Run Time 13:59:15 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24245	544.22	0000003298	116.75	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24245	544.22	0000003298	137.68	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24245	544.22	0000003298	137.68	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24245	544.22	0000003298	137.68	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	45.89	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	70.06	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24246	474.57	0000003317	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24247	508.64	0000003320	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24247	508.64	0000003320	75.31	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24247	508.64	0000003320	418.90	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	35.04	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	45.89	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	68.84	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	91.79	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	91.79	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24248	585.69	0000003321	123.18	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 40  
Run Date 6/27/2018  
Run Time 13:59:15 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	41.11	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	45.89	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	58.38	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	104.27	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	137.68	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24249	659.43	0000003323	142.94	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	35.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	45.89	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	70.86	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	91.79	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	104.27	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	114.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24250	619.56	0000003340	142.16	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24251	510.33	0000003475	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24251	510.33	0000003475	66.56	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24251	510.33	0000003475	143.11	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24251	510.33	0000003475	143.11	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24251	510.33	0000003475	143.12	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 41  
Run Date 6/27/2018  
Run Time 13:59:15 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24252	328.46	0000003476	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24252	328.46	0000003476	314.03	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24253	132.16	0000003477	14.43	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	24253	132.16	0000003477	117.73	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	To Close PO # 1169	0.00	0000001169	0.00	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	To Close PO # 1169	0.00	0000001169	0.00	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	To Close PO # 1169	0.00	0000001169	0.00	0100	0000660	0000	8100	4300000	057		
PA0030 - PACWEST AIR FILTER LLC	14425036	5,204.70	To Close PO # 1169	0.00	0000001169	0.00	0100	0000660	0000	8100	4300000	057		
SA0702 - SDCOE-Superintendent of Schools	14425037	2,000.00	CT2831 099-019940	2,000.00		2,000.00	0100	3010100	0000	2700	5800000	020		
SD0300 - SD Remodeling	14425038	2,455.51	CT3468 App. 4	2,455.51		2,455.51	0100	8150100	0000	8100	5600150	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14425039	893.06	2704-8	893.06	0000004013	893.06	0100	0000660	0000	8100	4300000	057		
ST0100 - STANDARD ELECTRONICS	14425040	16,041.71	30562	16,041.71		1,290.71	0100	0000779	0000	8500	6500000	777		
ST0100 - STANDARD ELECTRONICS	14425040	16,041.71	30562	16,041.71	0000003751	14,751.00	0100	0000779	0000	8500	6500000	777		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14425041	1,945.31	14591591	1,830.75	0000002802	616.30	0100	1100699	1110	1000	5600200	999		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14425041	1,945.31	14591591	1,830.75		1,214.45	0100	1100699	1110	1000	5600200	999		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14425041	1,945.31	1492559	114.56	0000003284	114.56	1200	5210000	0001	1000	4300000	000		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14425041	1,945.31	To Close PO #740	0.00	0000000740	0.00	0100	1100699	1110	1000	5600200	777		
TO0115 - TOSHIBA FINANCIAL SERVICES	14425042	226.54	359770526	226.54	0000002230	226.54	0100	0000737	8100	5000	5600200	021		
TO0115 - TOSHIBA FINANCIAL SERVICES	14425042	226.54	To Close PO #736	0.00	0000000736	0.00	0100	1100699	1110	1000	5600200	444		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 42  
Run Date 6/27/2018  
Run Time 13:59:15 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253774	1,201.29	0000004087	1,201.29	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253732	46.59	0000004027	46.59	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253657	668.11	0000004027	668.11	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253891	161.41	0000004027	161.41	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253977	254.40		108.25	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14425043	2,331.80	A253977	254.40	0000004027	146.15	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$37,574.94

0100	\$ 37,357.18
1200	\$ 217.76
<b>TOTAL:</b>	<b>\$ 37,574.94</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 48  
Run Date 6/28/2018  
Run Time 13:39:04 PM

## 02300: National School District

2018-06-28

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0158789	19.50	0000003895	19.50	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0158804	38.52	0000003895	38.52	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0158749	162.04	0000004059	162.04	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0158916	134.83	0000004059	134.83	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0158944	132.45	0000004059	132.45	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0159022	193.29	0000004059	193.29	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14426075	774.84	09-0159080	94.21	0000004059	94.21	0100	0000660	0000	8100	4300000	057		
EX0310 - EXPRESS PIPE & SUPPLY CO, INC	14426076	335.07	S104386366.001	335.07	0000003585	335.07	0100	0000660	0000	8100	4300000	057		
EX0310 - EXPRESS PIPE & SUPPLY CO, INC	14426076	335.07	To Close PO #1994	0.00	0000001994	0.00	0100	0000660	0000	8100	4300000	057		
FR0200 - FRUTH GROUP	14426077	188.56	277485	188.56	0000004124	188.56	0100	0980000	1110	1000	4300000	800		
FR0200 - FRUTH GROUP	14426077	188.56	To Close PO #754	0.00	0000000754	0.00	0100	1100699	1110	1000	5600200	333		
GO0550 - GOPHER SPORT	14426078	2,610.19	9466421	2,610.19	0000003880	145.05	0100	0000127	1110	1000	4400000	000		
GO0550 - GOPHER SPORT	14426078	2,610.19	9466421	2,610.19	0000003880	2,465.14	0100	0000127	1110	1000	4400000	000		
GR0210 - GRAMCO SCHOOL SUPPLIES, INC.	14426079	311.25	173105	311.25	0000003330	84.66	0100	0000626	0000	7200	4300990	000		
GR0210 - GRAMCO SCHOOL SUPPLIES, INC.	14426079	311.25	173105	311.25	0000003330	99.60	0100	0000626	0000	7200	4300990	000		
GR0210 - GRAMCO SCHOOL SUPPLIES, INC.	14426079	311.25	173105	311.25	0000003330	126.99	0100	0000626	0000	7200	4300990	000		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 49  
Run Date 6/28/2018  
Run Time 13:39:04 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KE0150 - KEENAN & ASSOCIATES	14426080	1,906.74	17882	1,906.74		1,906.74	0100	0000667	0000	7200	5450100	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	14.84	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	16.08	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE	14426081	535.44	1002020618	535.44	0000003924	18.55	1200	6105100	0001	1000	4300000	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 50  
Run Date 6/28/2018  
Run Time 13:39:04 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
LEARNING MATERIALS														
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	21.03	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	24.70	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	34.64	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	37.00	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	37.11	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	37.11	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	61.86	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14426081	535.44	1002020618	535.44	0000003924	98.96	1200	6105100	0001	1000	4300000	000		
MI1200 - MISSION JANITORIAL SUPPLIES	14426082	126.20	609734-00	66.91	0000002861	66.91	0100	0000644	0000	8100	4300000	056		
MI1200 - MISSION JANITORIAL SUPPLIES	14426082	126.20	609734-01	59.29	0000002861	59.29	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14426083	96.02	440163	96.02	0000004020	96.02	0100	0000644	0000	8100	4300000	056		
PI0625 - PIPS C/O KEENAN - SETECH	14426084	79,253.67	MT850213850	79,253.67		79,253.67	0100	00000000			9910360			
PO0290 - POWAY UNIFIED SCHOOL DISTRICT	14426085	1,154.72	21627	1,154.72	0000004134	1,154.72	0100	0982000	0000	3600	5800650	038		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 51  
Run Date 6/28/2018  
Run Time 13:39:04 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RO0100 - ROCHESTER 100 INC	14426086	255.00	P92261	255.00	0000004123	63.00	0100	0980000	1110	1000	4300000	800		
RO0100 - ROCHESTER 100 INC	14426086	255.00	P92261	255.00	0000004123	192.00	0100	0980000	1110	1000	4300000	800		
SA1200 - SAN DIEGO GAS & ELECTRIC	14426087	9,307.57	MT102 1045 573 691 4 062118	9,307.57		8,083.69	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14426087	9,307.57	MT102 1045 573 691 4 062118	9,307.57		1,223.88	0100	9010377	0001	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14426088	35,568.71	MT102 5919 266 448 2 062118	35,568.71		35,568.71	0100	0000665	0000	8100	5500100	000		
SC0326 - SCHOLASTIC EDUCATION	14426089	10.00	24262949	10.00	0000003835	10.00	0100	0980000	1110	1000	4200000	800		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14426090	431.15	3529-8	275.64	0000003717	275.64	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14426090	431.15	4135-6	155.51	0000003717	155.51	0100	0000660	0000	8100	4300000	057		
SO1330 - SOUTHLAND TECHNOLOGY	14426091	190.91	SI-76633	190.91		85.91	0100	3010100	1110	1000	5600050	100		
SO1330 - SOUTHLAND TECHNOLOGY	14426091	190.91	SI-76633	190.91		105.00	0100	3010100	1110	1000	5600050	100		
ST0100 - STANDARD ELECTRONICS	14426092	250.50	30540R	250.50		250.50	0100	0000779	0000	8500	6500000	777		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14426093	3,224.23	14619283	3,224.23		1,049.24	0100	1100699	1110	1000	5600200	333		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14426093	3,224.23	14619283	3,224.23	0000002873	2,174.99	0100	1100699	1110	1000	5600200	333		
TO0115 - TOSHIBA FINANCIAL SERVICES	14426094	243.00	500-0358915-000	243.00		243.00	0100	0000421	0000	2100	5600200	020		
UN0900 - UNIFIRST CORPORATION	14426095	235.12	3601567144	235.12		235.12	0100	0000665	0000	8100	5500500	000		
VI0400 - VIRCO MANUFACTURING COMPANY	14426096	844.64	91814901	844.64	0000003956	844.64	0100	0000127	1110	1000	4400000	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 52  
Run Date 6/28/2018  
Run Time 13:39:04 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BE1500 - BEST SMOG STATION	Z0000426418	0.00	To Close PO #2968	0.00	0000002968	0.00	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$137,853.53

0100	\$ 137,318.09
1200	\$ 535.44
<b>TOTAL:</b>	<b>\$ 137,853.53</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 45  
Run Date 6/29/2018  
Run Time 14:00:39 PM

02300: National School District

2018-06-29

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000111 - Virginia Fogerson	14427444	135.92	VF Mileage 0118-0618	135.92		135.92	0100	0000623	0000	7200	5200500	000		
0000000311 - Nathan Bland	14427445	10.25	NB Mileage 6/18	10.25		10.25	0100	0980270	1110	1000	5200500	000		

Business Unit Total: \$146.17

0100	\$146.17
TOTAL:	\$146.17

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 23  
Run Date 7/6/2018  
Run Time 13:46:01 PM

## 02300: National School District

2018-07-06

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000080 - Document Tracking Services	14429154	4,593.00	CT3300 9195003	4,593.00		4,593.00	0100	0000624	0000	2100	5800100	020		
0000000136 - San Diego County Dental FBC	14429155	204.64	SDCDFBC Classified June 2018	204.64		204.64	0100	0000000			9910099			
0000000136 - San Diego County Dental FBC	14429156	1,500.83	SDCDFBC Certificate d June 2018	1,500.83		1,500.83	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14429157	13.33	SDCVSPC Classified June 2018	13.33		13.33	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14429158	106.64	SDCVSPC Certificate d June 2018	106.64		106.64	0100	0000000			9910099			
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14429159	4,796.16	1256228	4,796.16		432.89	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14429159	4,796.16	1256228	4,796.16	00000024 45	4,363.27	1300	5310000	0000	3700	4300000	000		
AM3200 - AMPLIFIED IT, LLC	14429160	20,580.00	CT3375 9754	20,580.00		20,580.00	0100	0000633	0000	7700	5800000	055		
BI0700 - BI-RITE CARTON COMPANY INC	14429161	826.50	50407	826.50	00000039 87	826.50	0100	0000626	0000	7200	4300000	000		
CH0800 - RADY CHILDREN'S HOSPITAL	14429162	56,349.53	CT0417 1056	56,349.53		29,255.58	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14429162	56,349.53	CT0417 1056	56,349.53		27,093.95	0100	0000500	1110	3140	5800000	022		
CH1200 - CHULA VISTA ALARM INC	14429163	390.00	MT850 47292	390.00		390.00	0100	0000665	0000	8100	5600100	000		
CI0025 - CITIZENS BUSINESS BANK	14429164	600,135.00	15-16.35	600,135.00		600,135.00	0100	0980200	0000	9100	7438201	000		
CO1400 - COMPREHENSIVE DRUG TESTING	14429165	242.40	45314	242.40	00000026 52	242.40	0100	0000620	0000	7200	4300000	030		
DE0220 - KING BUSINESS SERVICES, INC.	14429166	1,164.46	144275	1,164.46	00000036 95	1,164.46	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 24  
Run Date 7/6/2018  
Run Time 13:46:01 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
ED0300 - EDCO DISPOSAL CORPORATION	14429167	3,534.70	MT401 17-F3 102933 063018	232.70		232.70	0100	0000665	0000	8100	5500400	000		
ED0300 - EDCO DISPOSAL CORPORATION	14429167	3,534.70	MT401 17-F3 102934 063018	3,302.00		3,302.00	0100	0000665	0000	8100	5500400	000		
GO0301 - GOLD STAR FOODS	14429168	154.40	2432701	154.40	00000024 48	154.40	1300	5310000	0000	3700	4700000	000		
IN0390 - INTERPRETERS UNLIMITED	14429169	230.00	CT3030 146536	230.00		230.00	0100	6500000	5770	1110	5800000	022		
KO161 - Konica Minolta Premier Finance	14429170	180.05	36040404 0	180.05	00000035 39	180.05	0100	1100699	1110	1000	5600200	777		
LA0525 - LANSOLUTIONS LLC	14429171	1,421.25	18579	1,421.25	00000004 59	1,421.25	0100	0000633	0000	7700	5800000	055		
NA0076 - NAPA AUTO PARTS	14429172	80.36	3930-196998	80.36	00000038 96	80.36	0100	0000660	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14429173	442.66	440327	154.70	00000040 20	154.70	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14429173	442.66	440329	105.93	00000040 20	105.93	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14429173	442.66	440481	80.00	00000040 20	80.00	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14429173	442.66	440482	102.03	00000040 20	102.03	0100	0000644	0000	8100	4300000	056		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14429174	1,091.44	1256024	945.58		421.00	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14429174	1,091.44	1256024	945.58	00000024 55	524.58	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14429174	1,091.44	20157090-00	84.20	00000024 55	84.20	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14429174	1,091.44	20156974-01	61.66	00000024 55	61.66	1300	5310000	0000	3700	4300000	000		
RC0400 - RCP BLOCK & BRICK, INC.	14429175	480.04	31468033	190.37	00000040 34	190.37	0100	0000660	0000	8100	4300000	057		
RC0400 - RCP BLOCK & BRICK, INC.	14429175	480.04	31468035	289.67	00000040 34	289.67	0100	0000660	0000	8100	4300000	057		
SA0777 - San Diego Recorder/ County Clerk	14429176	50.00	Fish & Wildlife Admin Fee	50.00		50.00	0100	0000623	0000	7200	5800710	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 25  
Run Date 7/6/2018  
Run Time 13:46:01 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SE0250 - 701 NATIONAL CITY BLVD FUND	14429177	26,522.50	071418	26,522.50		26,522.50	6200	0000000	0000	8700	5600400	062		
SO0100 - THE SOCO GROUP, INC.	14429178	910.77	0547406-IN	910.77	0000004000	910.77	0100	0000660	0000	8100	4300560	057		
SU0900 - Superior Vision Services	14429179	18.12	Superior Cobra June 2018	18.12		18.12	0100	0000000			9910099			
UN0500 - UNION-TRIBUNE PUBLISHING	14429180	1,275.80	003604905	1,275.80	0000004064	1,275.80	0100	0000623	0000	7200	5800845	000		
VE0200 - Veba	14429181	2,287.00	Veba Cobra June 2018	2,287.00		2,287.00	0100	0000000			9910099			
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14429182	114.77	1-386110	17.29	0000004085	17.29	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14429182	114.77	1-386626	97.48	0000004085	97.48	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$729,696.35

0100	\$ 697,131.85
1300	\$ 6,042.00
6200	\$ 26,522.50
<b>TOTAL:</b>	<b>\$ 729,696.35</b>



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 10  
Run Date 7/9/2018  
Run Time 13:43:58 PM

02300: National School District

2018-07-09

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0400 - RAYNE WATER SYSTEMS	14429402	235.00	MT310 029671 062718	167.00		167.00	0100	0000665	0000	8100	5600100	000		
RA0400 - RAYNE WATER SYSTEMS	14429402	235.00	MT312 208477 062718	68.00		68.00	0100	0000665	0000	8100	5600100	000		

Business Unit Total: \$235.00

0100	\$ 235.00
<b>TOTAL:</b>	<b>\$ 235.00</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 12  
Run Date 7/10/2018  
Run Time 13:31:06 PM

## 02300: National School District

2018-07-10

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BC0100 - BCK Programs, LLC.	14429594	5,950.00	CT3456 1177	5,950.00		5,950.00	0100	0000779	0000	7200	5800000	000		
DA0700 - Dale Scott & CO. Inc.	14429595	7,756.00	CT3277 201706	2,756.00		2,756.00	0100	0000667	0000	7200	5450100	000		
DA0700 - Dale Scott & CO. Inc.	14429595	7,756.00	CT3277 201898	5,000.00		5,000.00	0100	0000623	0000	7200	5800000	000		
DE0220 - KING BUSINESS SERVICES, INC.	14429596	192.50	144570	192.50	00000036 95	192.50	0100	0000660	0000	8100	4300000	057		
DE1015 - DEPARTMENT OF JUSTICE	14429597	844.00	311669	844.00		245.00	0100	0000620	0000	7200	5800710	030		
DE1015 - DEPARTMENT OF JUSTICE	14429597	844.00	311669	844.00	00000026 77	599.00	0100	0000620	0000	7200	5800710	030		
FR0200 - FRUTH GROUP	14429598	153.84	280756	153.84	00000032 11	65.79	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14429598	153.84	280756	153.84	00000032 11	88.05	0100	0980000	1110	1000	5600200	600		
FR0602 - NEOPOST USA INC	14429599	1,034.80	7900 0110 3954 0938 062618	1,034.80	00000026 03	1,034.80	0100	0000623	0000	7200	4300000	000		
GR0200 - GRAINGER	14429600	22.08	98328460 19	22.08	00000039 44	22.08	0100	0000660	0000	8100	4300000	057		
GR0200 - GRAINGER	14429600	22.08	To Close PO #1594	0.00	00000015 94	0.00	0100	0000660	0000	8100	4300000	057		
GR0200 - GRAINGER	14429600	22.08	To Close PO #1594	0.00	00000015 94	0.00	0100	0000660	0000	8100	4300000	057		
HA1525 - HAWTHORNE POWER SYSTEMS	14429601	333.00	SS100111 748	166.50	00000024 41	166.50	0100	0982000	0000	3600	4400000	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14429601	333.00	SS100111 749	166.50	00000024 42	166.50	0100	0983000	5001	3600	4400000	038		
JI0400 - JIVE COMMUNICATIONS, INC.	14429602	8,043.09	CT3365 IN2000088 170	7,360.90		7,360.90	0100	0000665	0000	8100	5900100	000		
JI0400 - JIVE COMMUNICATIONS, INC.	14429602	8,043.09	CT3365 IN2000090 436	682.19		682.19	0100	0000665	0000	8100	5900100	000		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	25260576 3	525.13	00000026 84	42.62	0100	1100699	1110	1000	5600200	555		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 13  
Run Date 7/10/2018  
Run Time 13:31:06 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252605763	525.13	0000002684	482.51	0100	1100699	1110	1000	5600200	555		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252606297	1,135.42		1,135.42	0100	0000626	0000	7200	5600200	000		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252653227	145.68	0000002108	145.68	0100	1100699	1110	1000	5600200	555		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252653228	467.74	0000002958	467.74	0100	1100699	1110	1000	5600200	555		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252725514	5,271.29	0000003490	2,214.29	0100	0000625	0000	7200	5600200	020		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252725514	5,271.29	0000003490	3,057.00	0100	0000625	0000	7200	5600200	020		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	252753051	243.44	0000003660	243.44	0100	1100699	1110	1000	5600200	888		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14429603	7,788.70	To Close PO #311	0.00	0000000311	0.00	0100	0000626	0000	7200	5600200	000		
OR0500 - ORKIN EXTERMINATING INC	14429604	4,885.05	27096642063018	4,467.05		2,017.55	0100	0000660	0000	8100	5500600	057		
OR0500 - ORKIN EXTERMINATING INC	14429604	4,885.05	27096642063018	4,467.05	0000002297	2,449.50	0100	0000660	0000	8100	5500600	057		
OR0500 - ORKIN EXTERMINATING INC	14429604	4,885.05	27021289070218	418.00	0000002452	123.00	1300	5310000	0000	8100	5500600	000		
OR0500 - ORKIN EXTERMINATING INC	14429604	4,885.05	27021289070218	418.00		295.00	1300	5310000	0000	8100	5500600	000		
RE0475 - RSD - NATIONAL CITY	14429605	197.11	61139603-00	197.11	0000003971	197.11	0100	0000660	0000	8100	4300000	057		
SA1825 - OLDCASTLE PRECAST INC	14429606	2,466.41	070227294	2,466.41	0000003940	466.41	0100	0000660	0000	8100	4300000	057		
SA1825 - OLDCASTLE PRECAST INC	14429606	2,466.41	070227294	2,466.41		2,000.00	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14429607	172.28	4245-3	103.48	0000003717	103.48	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14429607	172.28	4280-0	68.80	0000003717	68.80	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 14  
Run Date 7/10/2018  
Run Time 13:31:06 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO0100 - THE SOCO GROUP, INC.	14429608	422.98	0548938-IN	422.98	0000004000	422.98	0100	0000660	0000	8100	4300560	057		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14429609	123.31	PINV044834	123.31	0000003602	123.31	0100	0000644	0000	8100	4300000	056		
TE1300 - TERMINIX INTERNATIONAL	14429610	37.00	376729541	37.00	0000002614	37.00	0100	0000660	0000	8100	5500600	057		
TO0112 - TOSHIBA FINANCIAL SERVICES	14429611	511.13	68524182	511.13		511.13	0100	1100699	1110	1000	5600200	999		
TO0115 - TOSHIBA FINANCIAL SERVICES	14429612	378.59	360869960	378.59		378.59	0100	1100699	1110	1000	5600200	444		
XE0100 - XEROX CORPORATION	14429613	410.99	093764307	410.99	0000001458	410.99	0100	0980000	1110	1000	5600200	700		
XE0100 - XEROX CORPORATION	14429613	410.99	To Close PO# 293	0.00	0000000293	0.00	0100	1100699	1110	1000	5600200	777		
XE0120 - XEROX FINANCIAL SERVICES	14429614	600.29	1213277	600.29	0000002234	253.02	0100	0000625	0000	7200	5600200	020		
XE0120 - XEROX FINANCIAL SERVICES	14429614	600.29	1213277	600.29		347.27	0100	0000625	0000	7200	5600200	020		

Business Unit Total: \$42,323.15

0100	\$41,905.15
1300	\$ 418.00
<b>TOTAL:</b>	<b>\$ 42,323.15</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 16  
Run Date 7/11/2018  
Run Time 14:25:26 PM

## 02300: National School District

2018-07-11

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000059 - Amanda Bakker	14429903	70.90	AB Mileage 5-6/18	70.90		70.90	1300	5310000	0000	3700	5200500	000		
0000000117 - Charmaine Lawson	14429904	665.89	CL Mileage 17/18	665.89		665.89	1200	5210000	0001	2700	5200500	000		
AS0140 - ASELTINE SCHOOL	14429905	6,372.67	CT3401 June 2018	6,372.67		6,372.67	0100	6500000	5770	1110	5800500	022		
CA1325 - CALIFORNIA BATHTUB	14429906	995.40	16492	995.40		421.00	0100	0000660	0000	8100	4300000	057		
CA1325 - CALIFORNIA BATHTUB	14429906	995.40	16492	995.40	0000002732	574.40	0100	0000660	0000	8100	4300000	057		
CM0070 - C&M MOTORS INC	14429907	608.23	246077	267.16	0000004140	5.91	1300	5310000	0000	3700	5600000	000		
CM0070 - C&M MOTORS INC	14429907	608.23	246077	267.16	0000004140	105.00	1300	5310000	0000	3700	5600000	000		
CM0070 - C&M MOTORS INC	14429907	608.23	246077	267.16	0000004140	156.25	1300	5310000	0000	3700	5600000	000		
CM0070 - C&M MOTORS INC	14429907	608.23	245841	341.07	0000004141	27.00	1300	5310000	0000	3700	5600000	000		
CM0070 - C&M MOTORS INC	14429907	608.23	245841	341.07	0000004141	314.07	1300	5310000	0000	3700	5600000	000		
DI0020 - DIAMOND JACK ENTERPRISES INC	14429908	5,424.40	2446 June 2018	5,424.40	0000002446	5,424.40	1300	5310000	0000	3700	4700000	000		
EM0200 - Emma Landcare, Inc.	14429909	2,955.00	1853	2,955.00		2,955.00	0100	8150100	0000	8100	5600150	057		
EX0200 - EXCELSIOR ACADEMY	14429910	1,422.45	CT3409 June 2018	1,422.45		1,422.45	0100	6500000	5770	1110	5800500	022		
FA0110 - FAGEN FRIEDMAN & FULFROST, LLP	14429911	9,754.50	CT3415 58449 053118	9,754.50		9,754.50	0100	0000623	0000	7200	5800700	000		
GA0020 - GALASSO'S BAKERY	14429912	681.93	2447 June 2018	681.93	0000002447	681.93	1300	5310000	0000	3700	4700000	000		
GO0301 - GOLD STAR FOODS	14429913	120.00	2441554	120.00		120.00	1300	5310000	0000	3700	4700000	000		
HA1525 - HAWTHORNE POWER SYSTEMS	14429914	333.00	SS100111761	166.50		166.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE	14429914	333.00	SS100111762	166.50		166.50	0100	0982000	0000	3600	5600100	038		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 17  
Run Date 7/11/2018  
Run Time 14:25:26 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op-Unit	PY
POWER SYSTEMS														
HO0230 - HOLLANDIA DAIRY	14429915	6,244.81	2448 June 2018	6,244.81	0000002449	6,244.81	1300	5310000	0000	3700	4700000	000		
IM0031 - IMAGINE LEARNING INC	14429916	232,595.57	INV31948	232,595.57	0000004121	-80,000.00	0100	4203000	4760	1000	5800710	020		
IM0031 - IMAGINE LEARNING INC	14429916	232,595.57	INV31948	232,595.57	0000004121	-50,647.32	0100	4203000	4760	1000	5800710	020		
IM0031 - IMAGINE LEARNING INC	14429916	232,595.57	INV31948	232,595.57	0000004121	-36,757.11	0100	4203000	4760	1000	5800710	020		
IM0031 - IMAGINE LEARNING INC	14429916	232,595.57	INV31948	232,595.57	0000004121	400,000.00	0100	4203000	4760	1000	5800710	020		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	6.18	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	24.74	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	24.74	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	24.74	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	30.93	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	37.11	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	37.11	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14429917	272.14	164900618	272.14	0000003922	37.11	1200	6105100	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING	14429917	272.14	164900618	272.14	0000003922	49.48	1200	6105100	0001	1000	4300000	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 18  
Run Date 7/11/2018  
Run Time 14:25:26 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MATERIALS														
ME0110 - Meteor Connecting The Dots	14429918	38,380.65	96364-2	38,380.65	0000003508	16,096.08	0100	0000127	1110	1000	4400000	000		
ME0110 - Meteor Connecting The Dots	14429918	38,380.65	96364-2	38,380.65	0000003508	22,284.57	0100	0000127	1110	1000	4400000	000		
PE0071 - PEARSON ASSESSMENT	14429919	44.00	11623369	44.00	0000003763	44.00	0100	6500000	5001	3120	4300000	022		
SA1200 - SAN DIEGO GAS & ELECTRIC	14429920	18.24	MT101 4272 792 788 9 070218	18.24		18.24	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14429921	10,047.97	MT101 1065 749 430 3 070318	10,047.97		10,047.97	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14429922	12.78	MT101 4440 144 556 8 070518	12.78		12.78	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14429923	5,089.65	MT101 7398 594 232 8 070318	5,089.65		5,089.65	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14429924	32.84	MT102 4440 142 383 9 070518	32.84		32.84	0100	0000665	0000	8100	5500100	000		
ST0700 - STARK MFG. CO	14429925	993.00	84366	993.00		240.00	0100	0000660	0000	8100	4300000	057		
ST0700 - STARK MFG. CO	14429925	993.00	84366	993.00	0000003970	753.00	0100	0000660	0000	8100	4300000	057		
UN0900 - UNIFIRST CORPORATION	14429926	5,180.17	MT502 June 2018	5,180.17		5,180.17	0100	0000665	0000	8100	5500500	000		

Business Unit Total: \$328,316.19

0100	\$ 314,227.89
1200	\$ 938.03
1300	\$ 13,150.27
<b>TOTAL:</b>	<b>\$ 328,316.19</b>



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 14  
Run Date 7/12/2018  
Run Time 13:32:10 PM

## 02300: National School District

2018-07-12

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000009 - Jon Hansen	14430264	238.87	JH Mileage 12/17 - 6/18	238.87		238.87	1300	5310000	0000	3700	5200500	000		
0000000032 - Vanessa Sanchez	14430265	202.31	VS061218	202.31		202.31	0100	0000100	1110	1000	4300000	300		
0000000194 - Beverly Hayes	14430266	331.94	BH 17/18 Reimbursement- 1	46.02		46.02	0100	0000460	0000	2700	4300000	700		
0000000194 - Beverly Hayes	14430266	331.94	BH 17/18 Reimbursement- 2	41.78		41.78	0100	0000460	0000	2700	4300000	700		
0000000194 - Beverly Hayes	14430266	331.94	BH 17/18 Reimbursement- 3	81.54		81.54	0100	0000560	1110	1000	4300400	700		
0000000194 - Beverly Hayes	14430266	331.94	BH 17/18 Reimbursement- 4	14.28		14.28	0100	0000560	1110	1000	4300400	700		
0000000194 - Beverly Hayes	14430266	331.94	BH 17/18 Reimbursement- 5	148.32		148.32	0100	0000560	1110	1000	4300400	700		
AC0300 - ACSA	14430267	2,219.40	Superintendent 18/19	1,779.40	0000003986	1,779.40	0100	0000615	0000	7100	5200000	010		
AC0300 - ACSA	14430267	2,219.40	3768221 ADA 18/19	440.00	0000004017	440.00	0100	0000615	0000	7100	5200000	010		
BL0800 - BLUE LABEL POWER, INC.	14430268	2,218.50	100001145	2,218.50	0000004170	1,109.25	0100	0000626	0000	7200	4300990	000		
BL0800 - BLUE LABEL POWER, INC.	14430268	2,218.50	100001145	2,218.50	0000004170	1,109.25	0100	0000626	0000	7200	4300990	000		
CA1801 - CSBA	14430269	16,466.00	INV-38855-X6M6F8	2,750.00	0000003985	2,750.00	0100	0000618	0000	7100	5800490	000		
CA1801 - CSBA	14430269	16,466.00	INV-41522-G0H9Q1	13,716.00	0000003994	2,743.00	0100	0000618	0000	7100	5300000	000		
CA1801 - CSBA	14430269	16,466.00	INV-41522-G0H9Q1	13,716.00	0000003994	10,973.00	0100	0000618	0000	7100	5300000	000		
CH0800 - RADY CHILDREN'S HOSPITAL	14430270	4,698.39	CT0417A 1060	4,698.39		4,698.39	1200	5210000	0001	3140	5800000	000		
CU0412 - CURRIER & HUDSON	14430271	4,825.00	CT3377 June 2018 Services	4,825.00		4,825.00	0100	0000616	0000	7200	5800700	010		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 15  
Run Date 7/12/2018  
Run Time 13:32:10 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
DE1015 - DEPARTMENT OF JUSTICE	14430272	1,769.00	288370	569.00		569.00	0100	0000620	0000	7200	5800710	030		
DE1015 - DEPARTMENT OF JUSTICE	14430272	1,769.00	300115	1,004.00		1,004.00	0100	0000620	0000	7200	5800710	030		
DE1015 - DEPARTMENT OF JUSTICE	14430272	1,769.00	303856	196.00		196.00	0100	0000620	0000	7200	5800710	030		
DI0273 - DISCOUNT TIRE (CAS-06)	14430273	488.76	2378653	488.76	0000004164	488.76	0100	0000660	0000	8100	5600150	057		
FI0150 - THE FIBAR GROUP LLC	14430274	3,408.52	0036378-IN	3,408.52	0000002940	715.00	0100	0000660	0000	8100	4300000	057		
FI0150 - THE FIBAR GROUP LLC	14430274	3,408.52	0036378-IN	3,408.52	0000002940	2,693.52	0100	0000660	0000	8100	4300000	057		
PR0050 - PRACTICAL, INC.	14430275	4,939.26	CT1294341029	4,939.26		4,939.26	0100	5640568	0000	3140	5800490	022		
SA0280 - SAMBASAFETY	14430276	56.80	INV00095151	56.80	0000002443	56.80	0100	0982000	0000	3600	4400000	038		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14430277	77,378.91	SBCS 17/18 June 2018	77,378.91		46,881.25	1200	5210000	0001	1000	5800100	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14430277	77,378.91	SBCS 17/18 June 2018	77,378.91		23,630.67	1200	6105100	0001	1000	5800100	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14430277	77,378.91	SBCS 17/18 June 2018	77,378.91		6,866.99	1200	9024977	7110	1000	5800100	028		
SU0100 - Superior Recreational Products	14430278	2,745.85	INV0134771	2,745.85	0000004117	422.95	0100	0000779	1110	1000	4400000	000		
SU0100 - Superior Recreational Products	14430278	2,745.85	INV0134771	2,745.85	0000004117	2,322.90	0100	0000779	1110	1000	4400000	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14430279	696.67	361369416	160.12		160.12	0100	0000660	0000	8100	5600200	057		
TO0115 - TOSHIBA FINANCIAL SERVICES	14430279	696.67	361369416.	160.12	0000004067	160.12	1300	5310000	0000	3700	4400380	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14430279	696.67	361369416..	376.43		376.43	0100	1100699	1110	1000	5600200	333		
WE1265 - WestEd	14430280	597.20	CT346118-1785	597.20		597.20	0100	0980190	1110	1000	5800000	000		

Business Unit Total: \$123,281.38

0100	\$ 40,805.09
1200	\$ 82,077.30
1300	\$ 398.99
<b>TOTAL:</b>	<b>\$ 123,281.38</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 10  
Run Date 7/13/2018  
Run Time 13:59:04 PM

## 02300: National School District

2018-07-13

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
FA0200 - Family Vision Care- Dr. Gary Sneag	14430563	195.00	CT3479 SNE-MAC	195.00		195.00	0100	6500000	5770	3140	5800000	022		
OF0075 - OFFICE DEPOT	14430564	287.10	15935202 7001	287.10	00000041 74	287.10	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14430564	287.10	13488605 6001 PO# 3857	9.98		9.98	0100	0000460	0000	2700	4300000	100		
OF0075 - OFFICE DEPOT	14430564	287.10	ADJ 15366679 4001 PO# 3857	-9.98		-9.98	0100	0000460	0000	2700	4300000	100		
SA0600 - SAN DIEGO COUNTY SCHOOL BOARDS	14430565	213.42	18-19 Membershi p Dues	213.42	00000041 91	213.42	0100	0000618	0000	7100	5300000	010		
SO1227 - SO-CAL TRUCK STOP	14430566	4,849.61	MT831 JUNE 2018	4,849.61		3,286.17	0100	0982000	0000	3600	4300560	038		
SO1227 - SO-CAL TRUCK STOP	14430566	4,849.61	MT831 JUNE 2018	4,849.61		1,563.44	0100	0983000	5001	3600	4300560	038		

Business Unit Total: \$5,545.13

0100	\$5,545.13
<b>TOTAL:</b>	<b>\$5,545.13</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 13  
Run Date 7/16/2018  
Run Time 13:35:25 PM

## 02300: National School District

2018-07-16

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000194 - Beverly Hayes	14430864	78.69	BH052218	78.69		78.69	0100	0980000	1110	1000	4300350	700		
0000000365 - Alexis Weissman	14430865	200.00	AW050118	200.00		200.00	0100	3010100	1110	1000	4300000	300		
AM3100 - AMERI-MEX PLUMBING INC	14430866	377.19	6579	377.19		27.19	0100	0000660	0000	8100	5600150	057		
AM3100 - AMERI-MEX PLUMBING INC	14430866	377.19	6579	377.19	0000004135	350.00	0100	0000660	0000	8100	5600150	057		
CA1414 - CALIFORNIA ELECTRIC SUPPLY	14430867	2,594.68	1069-749858	509.70	0000004129	509.70	0100	0000660	0000	8100	4300000	057		
CA1414 - CALIFORNIA ELECTRIC SUPPLY	14430867	2,594.68	1069-750470	1,125.90	0000004136	1,125.90	0100	0000660	0000	8100	4300000	057		
CA1414 - CALIFORNIA ELECTRIC SUPPLY	14430867	2,594.68	1069-748893	959.08	0000004184	959.08	0100	0000660	0000	8100	4300000	057		
DI0273 - DISCOUNT TIRE (CAS-06)	14430868	238.40	2378596	238.40	0000004162	238.40	0100	0000660	0000	8100	5600150	057		
RO0675 - ROMAN'S TRUCK BODY & PAINT	14430869	736.14	39304	736.14	0000004057	736.14	0100	0000660	0000	8100	5600150	057		
RR0200 - R&R Controls, Inc.	14430870	332.00	23810	332.00	0000004131	332.00	0100	0000660	0000	8100	5600150	057		
SH0700 - SHRED-IT SAN DIEGO	14430871	1,288.00	8125052068	1,288.00	0000004214	168.00	0100	0000626	0000	7200	4300000	000		
SH0700 - SHRED-IT SAN DIEGO	14430871	1,288.00	8125052068	1,288.00	0000004214	1,120.00	0100	0000626	0000	7200	4300000	000		
SO0100 - THE SOCO GROUP, INC.	14430872	210.30	0552949-IN	210.30	0000004000	210.30	0100	0000660	0000	8100	4300560	057		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	6,491.03	0100	0000644	0000	8100	4300000	056		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	1,618.20	0100	0000644	0000	8100	4300000	111		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	316.51	0100	0000644	0000	8100	4300000	222		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	316.51	0100	0000644	0000	8100	4300000	225		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	3,735.49	0100	0000644	0000	8100	4300000	333		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	0000003993	2,060.71	0100	0000644	0000	8100	4300000	444		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 14  
Run Date 7/16/2018  
Run Time 13:35:25 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	00000039 93	4,849.29	0100	0000644	0000	8100	4300000	555		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	00000039 93	4,948.01	0100	0000644	0000	8100	4300000	666		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	00000039 93	1,957.07	0100	0000644	0000	8100	4300000	999		
WA1175 - WAXIE SANITARY SUPPLY	14430873	28,410.79	3993 June 2018	28,410.79	00000039 93	2,117.97	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$34,466.19

0100 \$ 34,466.19

TOTAL: \$ 34,466.19

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 27  
Run Date 7/17/2018  
Run Time 14:03:21 PM

## 02300: National School District

2018-07-17

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BA0760 - Baker Distribution Company	14431307	111.60	V950941	111.60	0000004205	111.60	0100	0000660	0000	8100	4300000	057		
CH0800 - RADY CHILDREN'S HOSPITAL	14431308	32,470.67	CT04171059	32,470.67		12,788.96	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14431308	32,470.67	CT04171059	32,470.67		19,681.71	0100	0000500	1110	3140	5800000	022		
DI0020 - DIAMOND JACK ENTERPRISES INC	14431309	2,211.50	64723	2,211.50		2,211.50	1300	5310000	0000	3700	4700000	000		
EW0100 - EWING	14431310	404.83	5668789	404.83	0000004160	404.83	0100	0000660	0000	8100	4300000	057		
EX0310 - EXPRESS PIPE & SUPPLY CO, INC	14431311	80.93	S104483035.001	80.93	0000003585	80.93	0100	0000660	0000	8100	4300000	057		
FA0100 - FASTSIGNS	14431312	243.97	237-33789	85.18	0000003919	85.18	1200	5210000	0001	8100	5600150	000		
FA0100 - FASTSIGNS	14431312	243.97	237-33998	115.33	0000004188	115.33	0100	0000660	0000	8100	4300000	057		
FA0100 - FASTSIGNS	14431312	243.97	237-34047	43.46	0000004188	43.46	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	2240550	895.64	0000004022	895.64	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	6012496	93.30	0000004003	93.30	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	9030871	57.16	0000004003	57.16	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	7241943	321.91	0000004003	321.91	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	6031265	62.11	0000004003	62.11	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	6238441	434.57	0000004003	434.57	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	ADJ 4837065	-434.57		-434.57	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	74148	1,106.15	0000004003	1,106.15	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	9032197	60.04	0000004003	60.04	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14431313	2,762.53	9242768	166.22	0000004003	166.22	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 28  
Run Date 7/17/2018  
Run Time 14:03:21 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
ID0400 - IDENT-A-KID SERVICES OF	14431314	4,200.00	103524	4,200.00	0000004225	4,200.00	0100	0000779	0000	2700	4300300	000		
JE0110 - Jenal Engineering Corporation	14431315	1,574.30	18-2095	1,574.30		434.00	0100	0000660	0000	8100	5600150	057		
JE0110 - Jenal Engineering Corporation	14431315	1,574.30	18-2095	1,574.30	0000004133	1,140.30	0100	0000660	0000	8100	5600150	057		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14431316	772.64	252861860	772.64		772.64	0100	1100699	1110	1000	5600200	666		
KO161 - Konica Minolta Premier Finance	14431317	1,422.75	68667212	166.39	2793-1	166.39	0100	1100699	1110	1000	5600200	888		
KO161 - Konica Minolta Premier Finance	14431317	1,422.75	68553628	1,256.36	0000003009	284.00	0100	1100699	1110	1000	5600200	111		
KO161 - Konica Minolta Premier Finance	14431317	1,422.75	68553628	1,256.36		972.36	0100	1100699	1110	1000	5600200	111		
ME1000 - HANDY METAL MART	14431318	271.84	452664	271.84	0000003972	271.84	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		176.49	0100	0000460	0000	2700	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		100.10	0100	0000460	0000	2700	4300000	400		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		807.92	0100	0000460	0000	2700	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		22.95	0100	0000460	0000	2700	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		2,528.95	0100	0000615	0000	7100	4300000	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		528.93	0100	0000623	0000	7200	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		28.26	0100	0000624	0000	7200	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		382.62	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT	14431319	22,672.48	MFCU PC June 2018	22,672.48		228.37	0100	0000100	1110	1000	4300000	400		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 29  
Run Date 7/17/2018  
Run Time 14:03:21 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
UNION														
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		69.90	0100	0000424	1110	1000	4300000	024		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		94.30	0100	0000560	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		841.73	0100	0000560	1110	1000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		-4.06	0100	0000570	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		188.00	0100	0000570	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		888.78	0100	0926003	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		499.00	0100	0980000	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		1,692.90	0100	0980000	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		69.20	0100	3010100	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		499.00	0100	3010100	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		180.71	0100	6500000	5001	2100	4300000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		663.18	1200	5210000	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		104.23	1200	6105100	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		971.41	1200	5210000	0001	2700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		56.00	1200	9024977	7110	1000	4300000	028		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 30  
Run Date 7/17/2018  
Run Time 14:03:21 PM

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	14431319	22,672.48	MFCU PC June 2018	22,672.48		46.47	0100	0000460	0000	2700	4300400	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		381.25	0100	0000615	0000	7100	4300400	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		1,130.20	0100	0000620	0000	7200	4300400	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		195.42	0100	0100818	1110	1000	4300400	800		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		192.05	1200	5210000	0001	3140	4400000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		6,215.00	0100	0000615	0000	7100	5200000	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		1,228.72	0100	9010999	1110	1000	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		-330.00	0100	4203000	4760	2100	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		1.96	1300	5310000	0000	3700	5600200	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		242.50	0100	0000460	0000	2700	5600300	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		140.00	0100	0000620	0000	7200	5800845	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14431319	22,672.48	MFCU PC June 2018	22,672.48		1,610.04	0100	0000623	0000	7200	5800845	000		
MI1200 - MISSION JANITORIAL SUPPLIES	14431320	126.19	610697-00	126.19	0000004202	126.19	0100	0000644	0000	8100	4300000	056		
NA0076 - NAPA AUTO PARTS	14431321	404.77	3930-198937	404.77	0000003896	404.77	0100	0000660	0000	8100	4300000	057		
PA0200 - PACIFIC LAWN MOWER WORKS	14431322	408.81	220000038313	408.81	0000003448	408.81	0100	0000660	0000	8100	4300000	057		
PR0050 - PRACTICAL, INC.	14431323	666.37	CT1294341084	666.37		666.37	0100	5640568	0000	3140	5800490	022		
QU0200 - QUAL CHEM CORP.	14431324	1,164.00	3581	1,164.00	0000004179	557.75	0100	0000660	0000	8100	4300000	057		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 31  
Run Date 7/17/2018  
Run Time 14:03:21 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	IPY
QU0200 - QUAL CHEM CORP.	14431324	1,164.00	3581	1,164.00	0000004179	606.25	0100	0000660	0000	8100	4300000	057		
QU0300 - QUESTYS SOLUTIONS	14431325	14,757.60	MN00000663	14,757.60		14,757.60	0100	0000623	0000	7200	5800000	000		
SA0130 - Safelite Fulfillment, Inc.	14431326	311.18	06150-247711	311.18	0000004132	311.18	0100	0000660	0000	8100	5600150	057		
SA0260 - SAN BERNARDINO COUNTY SUPT OF	14431327	500.00	NSD OMS 18-19	500.00	0000004073	500.00	0100	0000424	1110	1000	5800710	024		
SA1200 - SAN DIEGO GAS & ELECTRIC	14431328	13.55	8019 213 602 4 071218	13.55		13.55	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14431329	4,323.60	MT102 8019 205 888 9 071118	4,323.60		4,323.60	0100	0000665	0000	8100	5500100	000		
SO1220 - SOUTHERN CALIFORNIA RELIEF	14431330	312,098.00	215363	312,098.00		312,098.00	0100	0000667	0000	7200	5450100	000		
SU0500 - SCVSFSA-SUPER CO-OP	14431331	915.69	1030	915.69	0000004230	915.69	1300	5310000	0000	3700	5300000	000		
SW0100 - SWEETWATER AUTHORITY	14431332	12,700.32	MT303 175-4420-0 071318	12,700.32		12,700.32	0100	0000665	0000	8100	5500300	000		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	A253885	4,305.86	0000004138	4,305.86	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	A254200	11,024.39	0000004189	11,024.39	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	To Close PO #3101	0.00	0000003101	0.00	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	To Close PO #3101	0.00	0000003101	0.00	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	To Close PO #3101	0.00	0000003101	0.00	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	A254459	372.83	0000004200	372.83	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431333	16,202.16	A254610	499.08	0000004189	499.08	0100	0000660	0000	8100	4300000	057		
WA1057 - WATKINS ENVIRONMENTAL	14431334	900.00	3048-1	900.00	0000004180	900.00	0100	0000660	0000	8100	5600150	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 32  
Run Date 7/17/2018  
Run Time 14:03:21 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14431335	1,361.00	18-259	1,361.00	0000004130	1,361.00	0100	0000660	0000	8100	5600150	057		

Business Unit Total: \$436,053.28

0100	\$ 430,852.08
1200	\$ 2,072.05
1300	\$ 3,129.15
<b>TOTAL:</b>	<b>\$ 436,053.28</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 19  
Run Date 7/18/2018  
Run Time 13:53:34 PM

## 02300: National School District

2018-07-18

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000091 - Julia Romero	14431773	100.92	JR060518	100.92		100.92	0100	0000903	1110	1000	1100100	000		
AM0100 - AMAZON.COM	14431774	19.98	47786734 8596	19.98	00000040 61	19.98	0100	0000624	0000	2100	4400380	020		
AM0100 - AMAZON.COM	14431774	19.98	44793766 9473 PO# 3934	91.12		45.56	0100	0980300	0000	3130	4300000	000		
AM0100 - AMAZON.COM	14431774	19.98	44793766 9473 PO# 3934	91.12		45.56	0100	0000660	0000	8100	4300000	057		
AM0100 - AMAZON.COM	14431774	19.98	ADJ 76634543 5943 PO #3934	-91.12		-45.56	0100	0980300	0000	3130	4300000	000		
AM0100 - AMAZON.COM	14431774	19.98	ADJ 76634543 5943 PO #3934	-91.12		-45.56	0100	0000660	0000	8100	4300000	057		
BO0800 - BOYS & GIRLS CLUB	14431775	20,229.08	2018-04-A	20,229.08	00000025 06	20,229.08	6200	6010000	1110	1000	5800100	062		
CL0700 - CLARK SECURITY PRODUCTS	14431776	684.99	18K33391 4	385.99	00000039 01	385.99	0100	0000660	0000	8100	4300000	057		
CL0700 - CLARK SECURITY PRODUCTS	14431776	684.99	18K33391 5	231.66	00000039 01	231.66	0100	0000660	0000	8100	4300000	057		
CL0700 - CLARK SECURITY PRODUCTS	14431776	684.99	18K33391 6	67.34	00000039 01	67.34	0100	0000660	0000	8100	4300000	057		
CO0500 - COPY LINK	14431777	217.14	AR232571	217.14	00000024 74	217.14	6200	0000100	1110	1000	5600200	062		
CO1317 - CDW	14431778	3,966.00	NJR6884	3,966.00	00000042 24	3,966.00	0100	0000633	0000	7700	4300300	055		
CP0110 - CRISIS PREVENTION INSTITUTE	14431779	150.00	IUS11132 0	150.00	00000042 27	150.00	0100	6500000	5001	3120	5300000	022		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	14811841 2	359.79		76.90	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	14811841 2	359.79	00000042 37	282.89	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	14811841 3	130.56		18.81	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	14811841 3	130.56	00000042 37	111.75	1300	5310000	0000	3700	5600000	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 20  
Run Date 7/18/2018  
Run Time 13:53:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Gba	Funct	Object	Site	Op Unit	PY
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118414	130.56		18.81	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118414	130.56	0000004237	111.75	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118415	110.00	0000004237	110.00	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118416	100.00	0000004237	100.00	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118417	100.00	0000004237	100.00	1300	5310000	0000	3700	5600000	000		
CR1620 - CROWN LIFT TRUCKS	14431780	1,030.91	148118418	100.00	0000004237	100.00	1300	5310000	0000	3700	5600000	000		
ED0300 - EDCO DISPOSAL CORPORATION	14431781	242.58	17-FR 288860	242.58		60.96	6200	0000000	0000	8100	5500400	062		
ED0300 - EDCO DISPOSAL CORPORATION	14431781	242.58	17-FR 288860	242.58	0000002473	181.62	6200	0000000	0000	8100	5500400	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		1,949.05	6200	0000460	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		413.26	6200	0981115	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		6,461.54	6200	0000100	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		1,215.69	6200	0981101	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		584.85	6200	0981104	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		614.23	6200	0981200	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		3,474.99	6200	1400000	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		2,166.64	6200	0000460	0000	2700	3402000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14431782	18,096.44	000295763-0001 Aug 2018	18,096.44		1,216.19	6200	0000000	0000	8100	3402000	062		
KO0160 - KONICA MINOLTA BUSINESS	14431783	1,202.50	252900126	942.35	0000004062	942.35	0100	1100699	1110	1000	5600200	666		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 21  
Run Date 7/18/2018  
Run Time 13:53:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SOLUTI														
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14431783	1,202.50	9004762730	260.15		260.15	1200	9024977	7110	2700	5600200	028		
LA0500 - LAKESHORE LEARNING MATERIALS	14431784	328.70	1900620718	328.70	0000003983	328.70	0100	3010100	1110	1000	4300000	100		
LE0400 - LEARNING A-Z	14431785	969.60	1966826	969.60	0000004211	99.97	0100	0980000	1110	1000	4300000	200		
LE0400 - LEARNING A-Z	14431785	969.60	1966826	969.60	0000004211	869.63	0100	0980000	1110	1000	4300000	200		
OF0075 - OFFICE DEPOT	14431786	6,574.98	159352026001	6,574.98	0000004174	2.20	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14431786	6,574.98	159352026001	6,574.98	0000004174	309.94	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14431786	6,574.98	159352026001	6,574.98	0000004174	1,137.96	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14431786	6,574.98	159352026001	6,574.98	0000004174	1,963.76	0100	0000626	0000	7200	4300990	000		
OF0075 - OFFICE DEPOT	14431786	6,574.98	159352026001	6,574.98	0000004174	3,161.12	0100	0000626	0000	7200	4300990	000		
OP0130 - OPTIMUM FLOORCARE	14431787	457.41	441030	457.41	0000004020	457.41	0100	0000644	0000	8100	4300000	056		
PA0125 - PAR INC	14431788	100.00	915308-1	100.00	000003850A	21.74	0100	6500000	5001	3120	4300000	022		
PA0125 - PAR INC	14431788	100.00	915308-1	100.00	000003850A	78.26	0100	6500000	5001	3120	4300000	022		
RE0475 - RSD - NATIONAL CITY	14431789	199.01	61140478-88	199.01	0000003971	199.01	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14431790	960.85	4413-7	906.24	0000003717	906.24	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14431790	960.85	4511-8	54.61	0000003717	54.61	0100	0000660	0000	8100	4300000	057		
SY0170 - MYBINDING	14431791	1,370.00	150952	1,370.00	0000004120	395.00	0100	0000625	0000	7200	5600150	020		
SY0170 - MYBINDING	14431791	1,370.00	150952	1,370.00	0000004120	975.00	0100	0000625	0000	7200	5600150	020		
TO0115 - TOSHIBA FINANCIAL SERVICES	14431792	200.08	361508591	200.08	0000002233	200.08	0100	1100699	1110	1000	5600200	225		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 22  
Run Date 7/18/2018  
Run Time 13:53:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
TR0340 - TRI-ED DISTRIBUTION	14431793	459.12	11T005411	459.12		28.12	0100	0000660	0000	8100	4300000	057		
TR0340 - TRI-ED DISTRIBUTION	14431793	459.12	11T005411	459.12	0000004198	431.00	0100	0000660	0000	8100	4300000	057		
US0230 - US BANK EQUIPMENT FINANCE	14431794	953.55	360205934	953.55	0000002476	153.55	6200	0000000	0000	2700	5600200	062		
US0230 - US BANK EQUIPMENT FINANCE	14431794	953.55	360205934	953.55		800.00	6200	0000000	0000	2700	5600200	062		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14431795	490.89	A254634	490.89	0000004200	490.89	0100	0000660	0000	8100	4300000	057		
WE0500 - West Interactive Services Corporation	14431796	10,800.00	94784	10,800.00	0000004220	10,800.00	0100	0980000	0000	2700	5800000	000		

Business Unit Total: \$69,804.73

0100	\$ 28,774.88
1200	\$ 260.15
1300	\$ 1,030.91
6200	\$ 39,738.79
<b>TOTAL:</b>	<b>\$ 69,804.73</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTER

Page No. 24  
Run Date 7/19/2018  
Run Time 14:23:07 PM

02300: National School District

2018-07-19

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
GI0050 - GIGAKOM	14432328	92,577.41	CT3405 ST8087BA 1	92,577.41		92,577.41	0100	0000633	0000	7700	5800000	055		
PO0290 - POWAY UNIFIED SCHOOL DISTRICT	14432329	2,535.76	21705	2,535.76	00000042 36	622.36	0100	0982000	0000	3600	5800650	038		
PO0290 - POWAY UNIFIED SCHOOL DISTRICT	14432329	2,535.76	21705	2,535.76	00000042 36	1,913.40	0100	0982000	0000	3600	5800650	038		

Business Unit Total: \$95,113.17

0100	\$ 95,113.17
<b>TOTAL:</b>	<b>\$ 95,113.17</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 20  
Run Date 7/20/2018  
Run Time 13:55:20 PM

## 02300: National School District

2018-07-20

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000102 - Maritza Arellano	14432725	120.69	MA053118	120.69		120.69	0100	0980700	4760	1000	5200500	020		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14432726	790.10	09-0158858	547.70	0000004139	547.70	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14432726	790.10	09-0159693	65.60	0000004139	65.60	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14432726	790.10	09-0159935	11.04	0000004139	11.04	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14432726	790.10	09-0160379	30.79	0000004139	30.79	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14432726	790.10	09-0160458	134.97	0000004139	134.97	0100	0000660	0000	8100	4300000	057		
KE0150 - KEENAN & ASSOCIATES	14432727	1,500.30	218017	1,500.30		1,500.30	0100	0000667	0000	7200	5450100	000		
LE0500 - Leo's A-C	14432728	369,113.00	CT3489 NC1000	369,113.00		369,113.00	4000	0000000	0000	8500	6200000	000		
PI0625 - PIPS C/O KEENAN - SETECH	14432729	79,253.67	MT500 213851	79,253.67		79,253.67	0100	0000000			9910360			
PR1050 - FRED PRYOR SEMINARS	14432730	398.00	23662892	199.00	0000003861	199.00	0100	0000623	0000	7200	5200000	000		
PR1050 - FRED PRYOR SEMINARS	14432730	398.00	23662894	199.00	0000003861	199.00	0100	0000620	0000	7200	5200000	030		
SE0250 - 701 NATIONAL CITY BLVD FUND	14432731	26,522.50	081418	26,522.50		26,522.50	6200	0000000	0000	8700	5600400	062		
TE0175 - TECHNOLOGY INTEGRATION GROUP	14432732	14,207.10	5248723	14,207.10	0000004084	14,207.10	0100	0000633	0000	7700	4300300	055		
UN0500 - UNION-TRIBUNE PUBLISHING	14432733	367.75	003621520	367.75	0000004250	367.75	0100	0000623	0000	7200	5800845	000		
VE0055 - VERIZON WIRELESS	14432734	5,069.53	MT236 9811004214	5,069.53		5,069.53	0100	0000665	0000	8100	5900100	000		
YM0021 - YMCA OF SAN DIEGO COUNTY	14432735	136,925.93	CT3045 NSD-0618			25.93	0100	9065100	1110	1000	5800000	026		

Business Unit Total: \$634,268.57

0100	\$ 238,633.07
4000	\$ 369,113.00
6200	\$ 26,522.50
<b>TOTAL:</b>	<b>\$ 634,268.57</b>



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 11  
Run Date 7/23/2018  
Run Time 14:07:55 PM

## 02300: National School District

2018-07-23

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000086 - Patricia Felix	14433102	344.44	PF071118	344.44		88.44	0100	0000460	0000	2700	4300000	215		
0000000086 - Patricia Felix	14433102	344.44	PF071118	344.44		256.00	0100	0980000	1110	1000	4300000	215		
0000000312 - Angelica Benitez	14433103	49.76	AB Mileage May - June 2018	49.76		49.76	0100	0980180	1110	1000	5200500	000		
0000000367 - Raymond Ruiz	14433104	21.75	RR071218	21.75		21.75	0100	0000460	0000	2700	4300000	600		
BU0180 - BUSWEST, LLC.	14433105	211.45	XA400009 781:01	211.45	00000042 72	211.45	0100	0982000	0000	3600	4300000	038		
CL0400 - CLASSLINK	14433106	16,764.00	e-103044	16,764.00	00000042 26	16,764.00	0100	0000633	0000	7700	4300300	055		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14433107	567.93	09-0160692	106.34	00000041 39	106.34	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14433107	567.93	09-0160765	106.29	00000041 39	106.29	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14433107	567.93	09-0161078	36.49	00000041 39	36.49	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14433107	567.93	09-0160900	318.81	00000041 39	144.81	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14433107	567.93	09-0160900	318.81		174.00	0100	0000660	0000	8100	4300000	057		
NA0925 - NATIONAL CITY TROPHY	14433108	704.16	70678	704.16	00000042 73	20.12	0100	0000615	0000	7100	4300000	010		
NA0925 - NATIONAL CITY TROPHY	14433108	704.16	70678	704.16	00000042 73	32.63	0100	0000615	0000	7100	4300000	010		
NA0925 - NATIONAL CITY TROPHY	14433108	704.16	70678	704.16	00000042 73	108.21	0100	0000615	0000	7100	4300000	010		
NA0925 - NATIONAL CITY TROPHY	14433108	704.16	70678	704.16	00000042 73	543.20	0100	0000615	0000	7100	4300000	010		
PR0050 - PRACTICAL, INC.	14433109	149.08	CT1294 341142	149.08		149.08	0100	5640568	0000	3140	5800490	022		
SA0702 - SDCOE-Superintendent of Schools	14433110	90.00	099-020877	45.00	00000042 69	45.00	0100	0980300	0000	3130	5200000	022		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 12  
Run Date 7/23/2018  
Run Time 14:07:55 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SA0702 - SDCOE-Superintendent of Schools	14433110	90.00	099-020879	45.00	0000004269	45.00	0100	0980300	0000	3130	5200000	022		
SO0100 - THE SOCO GROUP, INC.	14433111	1,056.67	0555349-IN	1,056.67	0000004000	1,056.67	0100	0000660	0000	8100	4300560	057		
SO2900 - SOUTHWEST MOBILE STORAGE, INC	14433112	212.06	RI563590	212.06	0000004233	70.68	0100	0000127	1110	1000	4400000	000		
SO2900 - SOUTHWEST MOBILE STORAGE, INC	14433112	212.06	RI563590	212.06	0000004233	70.69	0100	0000127	1110	1000	4400000	000		
SO2900 - SOUTHWEST MOBILE STORAGE, INC	14433112	212.06	RI563590	212.06	0000004233	70.69	0100	0000127	1110	1000	4400000	000		
UN0900 - UNIFIRST CORPORATION	14433113	40.00	MT5023601610067	40.00		40.00	0100	0000665	0000	8100	5500500	000		
0000000219 - Hanson Aggregates	Z0000433449	0.00	To Close PO #1997	0.00	0000001997	0.00	1300	5310000	0000	3700	4300000	000		
0000000219 - Hanson Aggregates	Z0000433449	0.00	To Close PO #3047	0.00	0000003047	0.00	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$20,211.30

0100 \$ 20,211.30

TOTAL: \$ 20,211.30

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 29  
Run Date 7/24/2018  
Run Time 13:53:41 PM

## 02300: National School District

2018-07-24

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000063 - Lucia Baeza	14433488	462.63	LB071918	462.63		462.63	0100	0000460	0000	2700	4300000	100		
0000000368 - Sharmila Kraft	14433489	34.31	SK071918	34.31		34.31	0100	0000624	0000	7200	4300000	020		
A10038 - A-1 RAIN GUTTERS INC	14433490	39,906.00	5000	39,906.00	0000004046	975.00	0100	8150100	0000	8100	5600150	057		
A10038 - A-1 RAIN GUTTERS INC	14433490	39,906.00	5000	39,906.00	0000004046	1,450.00	0100	8150100	0000	8100	5600150	057		
A10038 - A-1 RAIN GUTTERS INC	14433490	39,906.00	5000	39,906.00	0000004046	2,680.00	0100	8150100	0000	8100	5600150	057		
A10038 - A-1 RAIN GUTTERS INC	14433490	39,906.00	5000	39,906.00	0000004046	11,806.00	0100	8150100	0000	8100	5600150	057		
A10038 - A-1 RAIN GUTTERS INC	14433490	39,906.00	5000	39,906.00	0000004046	22,995.00	0100	8150100	0000	8100	5600150	057		
CI0125 - CITY OF SAN DIEGO	14433491	295.00	1000230764	295.00		295.00	0100	0000660	0000	8100	5600100	057		
DI0273 - DISCOUNT TIRE (CAS-06)	14433492	187.83	2380655	187.83	0000004185	187.83	0100	0000660	0000	8100	5600150	057		
ED5000 - EHS CONSULT	14433493	3,410.00	EHS581	3,410.00	0000004118	162.50	0100	0000623	0000	7200	4300000	000		
ED5000 - EHS CONSULT	14433493	3,410.00	EHS581	3,410.00	0000004118	3,247.50	0100	0000623	0000	7200	4300000	000		
FR0200 - FRUTH GROUP	14433494	153.84	283135	153.84	0000003628	65.79	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14433494	153.84	283135	153.84	0000003628	88.05	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14433494	153.84	To Close PO #755	0.00	0000000755	0.00	0100	1100699	1110	1000	5600200	888		
HA1525 - HAWTHORNE POWER SYSTEMS	14433495	333.00	SS100111798	166.50	0000004289	166.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14433495	333.00	SS100111797	166.50	0000004304	166.50	0100	0983000	5001	3600	5600150	038		
LE0110 - Leforts Small Engine Repairs	14433496	32.34	11119	32.34		7.34	0100	0000660	0000	8100	4300000	057		
LE0110 - Leforts Small Engine Repairs	14433496	32.34	11119	32.34	0000003864	25.00	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	3930-199324	543.74	0000003896	543.74	0100	0000660	0000	8100	4300000	057		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 30  
Run Date 7/24/2018  
Run Time 13:53:41 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
NA0076 - NAPA AUTO PARTS	14433497	681.23	ADJ 3930-199886	-158.49		-158.49	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	3930-199887	139.99		60.00	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	3930-199887	139.99	0000003896	79.99	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	3930-200115	173.99	0000003896	73.99	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	3930-200115	173.99		100.00	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14433497	681.23	ADJ 3930-200121	-18.00		-18.00	0100	0000660	0000	8100	4300000	057		
PE1290 - PERRY FORD OF NATIONAL CITY	14433498	89.24	5116768	89.24	0000003274	89.24	0100	0000660	0000	8100	4300000	057		
RC0400 - RCP BLOCK & BRICK, INC.	14433499	229.49	31483560	229.49	0000004034	23.82	0100	0000660	0000	8100	4300000	057		
RC0400 - RCP BLOCK & BRICK, INC.	14433499	229.49	31483560	229.49		205.67	0100	0000660	0000	8100	4300000	057		
SC0860 - SCHOOL MATE	14433500	1,008.00	IN000492954	1,008.00	0000004241	1,008.00	0100	0980000	1110	1000	4300000	800		
SO1115 - SOUTH BAY WINDOW & GLASS CO.	14433501	153.12	0873385	153.12	0000003888	153.12	0100	0000660	0000	8100	4300000	057		
ST0700 - STARK MFG. CO	14433502	3,176.00	84427	3,176.00		1,033.00	1300	5310000	0000	3700	4400000	000		
ST0700 - STARK MFG. CO	14433502	3,176.00	84427	3,176.00	0000004169	2,143.00	1300	5310000	0000	3700	4400000	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14433503	260.98	361938954	260.98	0000004069	260.98	0100	1100699	1110	1000	5600200	222		

Business Unit Total: \$50,413.01

0100	\$ 47,237.01
1300	\$ 3,176.00
<b>TOTAL:</b>	<b>\$ 50,413.01</b>

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 13  
Run Date 7/25/2018  
Run Time 14:17:34 PM

## 02300: National School District

2018-07-25

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000003 - PATRICIA CARRILLO	14434041	296.74	PC052918	39.98		39.98	0100	0000100	1110	1000	4300000	200		
0000000003 - PATRICIA CARRILLO	14434041	296.74	PC053018	21.08		21.08	0100	0000460	0000	2700	4300000	200		
0000000003 - PATRICIA CARRILLO	14434041	296.74	PC053018	235.68		235.68	0100	0100832	1110	1000	4300000	200		
0000000064 - Steve Cokkinis	14434042	34.48	SC043018	34.48		34.48	0100	0000100	1110	1000	4300000	200		
0000000070 - Lisa Tostado	14434043	993.77	LT060618	993.77		993.77	0100	0000570	1110	1000	4300000	200		
0000000144 - Cindy Sheppard	14434044	39.15	CS042718	39.15		39.15	0100	0000100	1110	1000	4300000	200		
0000000284 - Jerie LaRoche	14434045	19.12	JL052918	19.12		19.12	0100	0000100	1110	1000	4300000	200		
0000000323 - Patricia Duran	14434046	49.29	PD052318	49.29		49.29	0100	0000100	1110	1000	4300000	200		
0000000351 - Diane Alvarado	14434047	44.33	DA051418	44.33		44.33	0100	0000100	1110	1000	4300000	200		
DE0700 - DEMCO, INC.	14434048	76.97	6410146	76.97	00000039 92	23.46	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14434048	76.97	6410146	76.97	00000039 92	53.51	0100	0000440	0000	2420	4300000	020		
DI0270 - DISCOUNT SCHOOL SUPPLY	14434049	817.89	P3717269 0001	817.89	00000039 95	309.72	0100	0980100	1110	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14434049	817.89	P3717269 0001	817.89	00000039 95	508.17	0100	0980100	1110	1000	4300000	000		
DI0400 - Ernesto B. Diaz	14434050	3,784.00	CT3331 July 23, 2018	3,784.00		3,784.00	1200	5210000	0001	1000	5800100	000		
EX0310 - EXPRESS PIPE & SUPPLY CO, INC	14434051	476.18	S1045435 30.001	476.18	00000035 85	476.18	0100	0000660	0000	8100	4300000	057		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798507 18	499.80	00000040 86	42.05	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798507 18	499.80	00000040 86	49.48	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING	14434052	1,089.93	21798507 18	499.80	00000040 86	74.23	0100	3010100	1110	1000	4300000	100		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 14  
Run Date 7/25/2018  
Run Time 14:17:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MATERIALS														
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798507 18	499.80	00000040 86	86.60	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798507 18	499.80	00000040 86	123.71	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798507 18	499.80	00000040 86	123.73	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	33.40	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	49.49	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	74.22	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	98.98	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	111.34	0100	3010100	1110	1000	4300000	100		
LA0500 - LAKESHORE LEARNING MATERIALS	14434052	1,089.93	21798907 18	590.13	00000040 91	222.70	0100	3010100	1110	1000	4300000	100		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16592202 8001	68.74	00000024 29	68.74	1300	5310000	0000	3700	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382927 3001	7.59	00000041 05	7.59	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	8.15	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	11.59	0100	0000623	0000	7200	4300000	000		



Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 15  
Run Date 7/25/2018  
Run Time 14:17:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	30.58	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	44.27	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	54.97	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	84.27	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	16382907 5001	1,005.94	00000041 05	772.11	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14434053	2,284.96	15935202 6002	1,202.69	00000041 74	1,202.69	0100	0000626	0000	7200	4300990	000		
RE0475 - RSD - NATIONAL CITY	14434054	114.11	61140662-00	114.11	00000039 71	114.11	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14434055	330.82	5756-8	330.82	00000037 17	48.07	0100	0000660	0000	8100	4300000	057		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14434055	330.82	5756-8	330.82		282.75	0100	0000660	0000	8100	4300000	057		
SO1330 - SOUTHLAND TECHNOLOGY	14434056	160.95	SI-76756	160.95	00000041 92	160.95	0100	0980000	1110	1000	4300000	800		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0443 159	913.50	00000041 67	913.50	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	101.15	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	181.67	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	234.91	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	667.16	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	892.67	0100	0000626	0000	7200	4300990	000		

Report ID: APX2030

PeopleSoft Accounts Payable  
AP TRIAL PAYMENT REGISTERPage No. 16  
Run Date 7/25/2018  
Run Time 14:17:34 PM

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Fund	Object	Site	Op Unit	PY
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	940.18	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	1,046.15	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	1,879.31	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	2,128.57	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	2,152.85	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	2,240.38	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	3,993.53	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 387	22,707.22	00000041 67	6,248.69	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14434057	25,692.54	PINV0442 983	2,071.82	00000041 67	2,071.82	0100	0000626	0000	7200	4300990	000		
TE0200 - TECH4LEARNING	14434058	17,875.00	77813	17,875.00	00000041 11	17,875.00	0100	0000424	1110	1000	4300300	024		
TO0115 - TOSHIBA FINANCIAL SERVICES	14434059	226.54	36206319 0	226.54	00000040 68	113.27	0100	0000737	8100	5000	5600200	021		
TO0115 - TOSHIBA FINANCIAL SERVICES	14434059	226.54	36206319 0	226.54	00000040 68	113.27	0100	0000737	8100	5000	5600200	021		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14434060	13.80	1-388558	13.80	00000025 23	13.80	0100	0000633	0000	7700	4300000	055		



Report ID: APX2030

PeopleSoft Accounts Payable  
**AP TRIAL PAYMENT REGISTER**

Page No. 17  
Run Date 7/25/2018  
Run Time 14:17:34 PM

Business Unit Total: \$54,420.57

0100	\$ 50,567.83
1200	\$ 3,784.00
1300	\$ 68.74
<b>TOTAL:</b>	<b>\$ 54,420.57</b>

**REVOLVING CASH FUND - BUSINESS I**  
**July 1, 2018 through July 31, 2018**

DATE	NUM.	PAYEE	DESCRIPTION	AMT
7/31/18	Bank Fee	Union Bank	Check Image Fee	3.00
TOTAL				\$3.00

**REVOLVING CASH FUND - BUSINESS II**  
**July 1, 2018 through July 31, 2018**

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
7/31/18	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  
JUNE 2018 - BOARD REPORT**

Account Name	Merchant Name	Amount	Expense Description
BRADY,LEIGHANGELA	CALIFORNIA SCHOOL BOARD	-49.00	Refund- Overcharge for CSBA Annual Conference
BRADY,LEIGHANGELA	BARNES & NOBLE #2284	392.51	Learning Materials- Class set of books for Olivewood sixth grade class.
			Registration- CSBA Annual Conference on Nov. 28, 2018 to Dec. 1, 2018 in Sacramento, CA.- Governing Board and Executive Cabinet
BRADY,LEIGHANGELA	CSBA	5,812.00	
BRADY,LEIGHANGELA	AMAZON MKTPLACE PMTS W	520.80	Books for Leadership Team- The Medici Effect
BRADY,LEIGHANGELA	MSFT * E02005Y8ZA	4.05	Monthly charge for one Office 365/SharePoint license.
BRADY,LEIGHANGELA	AMAZON MKTPLACE PMTS W	35.48	Office Supplies- Pens
BRADY,LEIGHANGELA	SHUTTERFLY	107.75	Sixth Grade Authors Winning Book- Multiple copies for school and, six grade author.
BRADY,LEIGHANGELA	PANERA BREAD #204284	325.17	Lunch- Leadership Meeting for twenty-five team members
BRADY,LEIGHANGELA	PUREBUTTONS	<u>1,305.00</u>	Staff Incentives - NSD Buttons
<b>BRADY,LEIGHANGELA Total</b>		8,453.76	
CARSON,CHRISTOPHER B	INTUIT *QUICKBOOKS	389.95	Quickbooks software upgrade.
CARSON,CHRISTOPHER B	OFFICE DEPOT #0963	<u>138.98</u>	Office Supplies- Tab dividers and binders for board meeting presentation.
<b>CARSON,CHRISTOPHER B Total</b>		528.93	
DE LE PENA, FELIPE	LITTLE CAESARS 1250-00	<u>195.42</u>	Student Incentive- Pizzas for our students at our Talent Show.
<b>DE LE PENA, FELIPE Total</b>		195.42	
DENEGRI,ALFONSO	AUDIBLE	22.95	Reimbursement from Alfonso Denegri
<b>DENEGRI,ALFONSO Total</b>		22.95	
HANSEN,JON	OFFICE DEPOT #0963	<u>1.96</u>	Large copies for Plan Check Report.
<b>HANSEN,JON Total</b>		1.96	
HAYES,BEVERLY A	NATIONAL CITY TROPHY	841.73	Trophies for students with perfect attendance throughout the school year and, students who met their Accelerated Reader year goals.
HAYES,BEVERLY A	S&S WORLDWIDE-ONLINE	78.21	Bubble solution for bubble machine for Owl-lympics.
			School membership for Mystery Science, a program used by teachers (Gr. TK-6) for science videos and classroom lessons to support NGSS (Next Generation Science Standards).
HAYES,BEVERLY A	MYSTERY SCIENCE	499.00	

HAYES,BEVERLY A	FEDEXOFFICE 00026971	29.71	Binding for Principal's end-of-year reports with Executive Cabinet.
HAYES,BEVERLY A	ROCHESTER 100, INC	<u>700.00</u>	Homework folders for each student in grades TK-3.
<b>HAYES,BEVERLY A Total</b>		2,148.65	
HERNANDEZ,DEBORAH	SAN DIEGO COUNTY SUPER	<u>-330.00</u>	Reimbursement- Biliteracy Symposium
<b>HERNANDEZ,DEBORAH Total</b>		-330.00	
HERNANDEZ,LETICIA	AMAZON.COM AMZN.COM/BI	794.85	Office Supplies- Color Ink Toner Cartridges for HR office printer.
HERNANDEZ,LETICIA	AMAZON.COM AMZN.COM/BI	263.64	Office Supplies- Office Ink Toner Cartridge and Waste Container needed for the HR office printer.
HERNANDEZ,LETICIA	CRAIGSLIST.ORG	70.00	HVAC Maintenance Worker Job Posting
HERNANDEZ,LETICIA	CRAIGSLIST.ORG	70.00	Library Media Specialist Job Posting
HERNANDEZ,LETICIA	SMARTNFINAL34710803476	27.94	Breakfast- Principal and Assistant Principal interview panel members.
HERNANDEZ,LETICIA	STONE OVEN PLAZA BONIT	<u>43.77</u>	Lunch- Principal and Assistant Principal interview panel members.
<b>HERNANDEZ,LETICIA Total</b>		1,270.20	
JAMESON,PAULA	HILTON HOTELS	222.18	Hotel Reservation- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.- Jacqueline Ma (Teacher)
JAMESON,PAULA	HILTON HOTELS	222.18	Hotel Reservation- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.- Amy Wert (Teacher)
JAMESON,PAULA	HILTON HOTELS	222.18	Hotel Reservation- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.-Cristina Quiroga (Teacher)
JAMESON,PAULA	HILTON HOTELS	222.18	Hotel Reservation- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.- Katherine McKinney (Teacher)
JAMESON,PAULA	PARTS PEOPLE COM INC	69.90	Dell 10 Pro Tablet System Battery and, USB Port/Motor Circuit Board and, Cable.
JAMESON,PAULA	PC PARTS PLUS DBA CHRO	1,529.69	Panel, motherboards, and additional device parts to refurbish/repair broken student Lenovo Chromebooks and Dell computers.
JAMESON,PAULA	PC PARTS PLUS DBA CHRO	-1,529.69	Refund - Order Cancelled: Panels, motherboards, and additional device parts to refurbish/repair broken student Lenovo Chromebooks and Dell computers.
JAMESON,PAULA	WWW.CMC-MATH.ORG	170.00	Registration- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.- Katherine McKinney (Teacher)
JAMESON,PAULA	WWW.CMC-MATH.ORG	<u>170.00</u>	Registration- California Mathematics Council - 59th Annual Conference on Nov. 1-3, 2018 in Palm Springs, CA.- Jacqueline Ma (Teacher)
<b>JAMESON,PAULA Total</b>		1,298.62	
LAWSON,CHARMAINE	LITTLE CAESARS 1250-00	104.23	Reimbursed- Pizza was purchased for children enrolled at Palmer Way.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	5.34	First Aid Supplies- Steri-Strips and Skin Closures.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	38.26	Office and First Aid Supplies- Vellum Bristol Paper, Sharpie Permanent Markers and, Skin Closures and Ointment.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	27.57	Office Supplies- Sharpie Permanent Markers for Health Team to use.

LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	104.86	First Aid Supplies- Neosporin for the Health Staff to use and have in the classrooms.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	16.02	First Aid Supplies- Steri-Strip Skin Closures
LAWSON,CHARMAINE	AMAZON.COM	459.52	Office Supplies- File folders with fastners, dividers, and arrows for student files for 2018-19 school year.
LAWSON,CHARMAINE	IKEA	266.08	Shelves for the curriculum office to be organized.
LAWSON,CHARMAINE	EINSTEIN BROS BAGELS08	24.00	Breakfast- Bagels for Foster Grandparents who attended a Foster Grandparent Meeting.
LAWSON,CHARMAINE	SMARTNFINAL34710803476	93.35	Refreshments- Foster Grandparents Training Meeting
LAWSON,CHARMAINE	CA DEPT OF ED PUBLICAT	275.17	Classroom Supplies- Curriculum Frameworks books for each classroom.
LAWSON,CHARMAINE	RALPHS #0051	26.93	Orchid purchased for the volunteer that was recognized at the Board Meeting.
LAWSON,CHARMAINE	OFFICE DEPOT #818	35.39	2018-19 Planning Calendars for Support Staff.
LAWSON,CHARMAINE	DIVISION FOR EARLY CHI	56.00	Special Education Inclusion Resource book.
LAWSON,CHARMAINE	VISTAPR*VISTAPRINT.COM	59.51	Office Supplies- Stickers with Program Logo and Birthday Note cards for all Staff.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	54.99	Learning Materials- Duct tape and water color paper to be used during outreach.
LAWSON,CHARMAINE	OTC BRANDS, INC.	103.93	Giveaways for staff to use during outreach.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	95.92	Learning Materials- Duct tape and water color paper to be used during outreach.
LAWSON,CHARMAINE	AMAZON MKTPLACE PMTS	<u>139.80</u>	Ipod Cases to be assigned to each classroom for teachers to access music for music and movement and, to transport Ipod safely.
<b>LAWSON,CHARMAINE Total</b>		1986.87	
MARTINEZ,RAUL	INT'L CODE COUNCIL INC	75.95	CA Disabled (ADA) Guidebook
MARTINEZ,RAUL	DOG WASTE DEPOT	<u>306.67</u>	Dog waste station with can liners
<b>MARTINEZ,RAUL Total</b>		382.62	
MELANESE,KATHERINE	NATIONAL CITY TROPHY	63.50	Student Incentive- End of Year Principal's Award medals
MELANESE,KATHERINE	ROCHESTER 100, INC	469.25	Learning Materials- Student Homework Folders
MELANESE,KATHERINE	HARCOURT INDUSTRIE	1,200.19	Learning Materials- Student Agendas for 2018-19 School Year.
MELANESE,KATHERINE	AMAZON MKTPLACE PMTS	114.77	Office Supplies- Wristbands for free dress prizes, power cord, adjustable laptop risers.
MELANESE,KATHERINE	AMAZON.COM	23.46	Office Supplies- Dry erase markers
MELANESE,KATHERINE	CARSON DELLOSA	61.72	Substitute Teacher Folders
MELANESE,KATHERINE	ATLAS PEN & PENCIL LLC	<u>-67.56</u>	Refund- Math Pins not received which were ordered in May.
<b>MELANESE,KATHERINE Total</b>		1,865.33	
O'CONNOR,MEGHANN	WALMART.COM	<u>180.71</u>	Mini refrigerator for Central School's nurse's office.
<b>O'CONNOR,MEGHANN Total</b>		180.71	
OLEA,YVETTE	SHUTTERFLY	43.49	Winning Book for Sixth grade writing contest.
OLEA,YVETTE	AMAZON MKTPLACE PMTS W	10.99	Display sign for Governing Board Meetings.
OLEA,YVETTE	OFFICE DEPOT #0963	95.10	Binders for Governing Board Meetings.
OLEA,YVETTE	CITY OF NATIONAL CITY	403.00	Reservation- Aquatic Center use fee for Leadership Retreat on July 10 & 12, 2018.
OLEA,YVETTE	3430 EL POLLO LOCO	27.13	Dinner- Governing Board for June 13, 2018 meeting.

OLEA,YVETTE	APPLE STORE #R213	31.39	Replacement battery for iPhone.
OLEA,YVETTE	APPLE STORE #R213	31.39	Replacement charger for iPhone.
OLEA,YVETTE	SUBWAY 03046232	<u>28.95</u>	Dinner- Governing Board for June 27, 2018 meeting.
<b>OLEA,YVETTE Total</b>		671.44	
ORENDAIN,ADRIANA	OFFICE DEPOT #0963	28.26	Signature Stamp for Sharmila Kraft (Ed. Services)
ORENDAIN,ADRIANA	SAN DIEGO UNION TRIB-A	<u>1610.04</u>	SD Union Tribune Legal Ad for Tree Trimming & Removal Bid #18-19-181
<b>ORENDAIN,ADRIANA Total</b>		1638.30	
RUAN,SONIA	OFFICE DEPOT #5125	103.26	Student Writing Folders to keep record of students writing Kindergarten - 6th Grade
RUAN,SONIA	OFFICE DEPOT #5125	125.11	Student Writing Folders to keep record of students writing Kindergarten - 6th Grade
RUAN,SONIA	WAL-MART #3947	<u>100.10</u>	Fitness Day Supplies- Jump ropes, hula hoops and, playground balls.
<b>RUAN,SONIA Total</b>		328.47	
SANCHEZ,STEVEN	MYSTERY SCIENCE	<u>499.00</u>	Online K-5 Science Curriculum
<b>SANCHEZ,STEVEN Total</b>		499.00	
SILVA,ISABEL	AMAZON.COM AMZN.COM/BI	18.08	Classroom library books for students in the GATE class.
SILVA,ISABEL	AMAZON.COM AMZN.COM/BI	84.15	Classroom library books for students in the GATE class.
SILVA,ISABEL	AMAZON MKTPLACE PMTS	36.05	Classroom library books for students in the GATE class.
SILVA,ISABEL	AMAZON.COM AMZN.COM/BI	55.00	Classroom library books for students in the GATE class.
SILVA,ISABEL	CARNIVAL CANDIES ICE C	94.30	Attendance Incentive- Ice pop as rewards for students with perfect attendance during state testing.
SILVA,ISABEL	GIANT NEW YORK PIZZA	188.00	Pizza for celebrating the end of year picnic for the 6th Grade Students.
SILVA,ISABEL	AMAZON MKTPLACE PMTS W	69.20	Classroom Library books for students book club.
SILVA,ISABEL	NASCO FORT ATKINSON	731.55	Educational Science materials for students in the GATE class.
SILVA,ISABEL	AMAZON MKTPLACE PMTS	<u>-36.05</u>	Refund- Out of stock Classroom library books for students in the GATE class.
<b>SILVA,ISABEL Total</b>		1,240.28	
VICARIO,LUZ S	EINSTEIN BROS BAGELS08	<u>46.47</u>	Breakfast- Bagels for teacher CRLP-Ralli training.
<b>VICARIO,LUZ S Total</b>		46.47	
VINE,BRYAN	SQ *SQ *EXCELLENT PART	<u>242.50</u>	Chair Rental for Sixth Grade Promotion.
<b>VINE,BRYAN Total</b>		242.50	

**22,672.48**

# **EXHIBIT B**

**August 8, 2018**



**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Agreement No. \_\_\_\_\_**

This Agreement, for services is entered into this 31<sup>st</sup> day of May, 2018, by and between the SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS (hereinafter referred to as "County") and NATIONAL SCHOOL DISTRICT (hereinafter referred to as "Provider") who agrees to provide the following services to the County:

**1. Scope of Services.**

Provider shall provide services as described in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

**2. Compensation and Reimbursement.**

County shall compensate and reimburse Provider as provided in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

**3. Term of Agreement.**

The term of this Agreement shall be as described on Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

**4. Termination.**

This Agreement may be terminated with or without cause by County. Termination without cause shall be effective only upon 60-day written notice to Provider. During said 60-day period Provider shall perform all consulting services in accordance with this Agreement. This Agreement may be terminated by County for cause in the event of a material breach of this Agreement, misrepresentation by Provider in connection with the formation of this Agreement or the performance of services, or the failure to perform services as directed by County. Termination for cause shall be effected by delivery of written notice of termination to Provider. Such termination shall be effective upon delivery of said notice.

**5. Confidential Relationship.**

County may from time to time communicate to Provider certain information to enable Provider to effectively perform the services. Provider shall treat all such information as confidential, whether or not so identified, and shall not disclose any part thereof without the prior written consent of the County. Provider shall limit the use and circulation of such information, even within its own organization, to the extent necessary to perform the services. The foregoing obligation of this Paragraph 5, however, shall not apply to any part of the information that (i) has been disclosed in publicly available sources of information; (ii) is, through no fault of Provider, hereafter disclosed in publicly available sources of information; (iii) is now in the possession of Provider without any obligation of confidentiality; (iv) is required to be disclosed by operation of law; or (v) has been or is hereafter rightfully disclosed to Provider by a third party, but only to the extent that the use or disclosure thereof has been or is rightfully authorized by that third party.

Provider shall not disclose any reports, recommendations, conclusions or other results of the services or the existence of the subject matter of this contract without the prior written consent of the County. In its performance hereunder, Provider shall comply with all legal obligations it may now or hereafter have respecting the information or other property of any other person, firm or corporation.

## **6. Public Records Act.**

Provider acknowledges that the San Diego County Superintendent of Schools is a public agency subject to the requirements of the California Public Records Act Cal. Gov. Code section 6250 et seq. The San Diego County Superintendent of Schools acknowledges that Provider may submit information that Provider considers confidential, proprietary, or trade secret information pursuant the Uniform Trade Secrets Act (Cal. Civ. Code section 3426 et seq.), or otherwise protected from disclosure pursuant to an exemption to the California Public Records Act (Government Code sections 6254 and 6255). Provider acknowledges that the San Diego County Superintendent of Schools may submit to Provider information that the San Diego County Superintendent of Schools considers confidential or proprietary or protected from disclosure pursuant to exemptions to the California Public Records Act (Government Code sections 6254 and 6255). Upon request or demand of any third person or entity not a party to this Agreement ("Requestor") for production, inspection and/or copying of information designated by a Disclosing Party as Confidential Information, the Receiving Party as soon practical but within three (3) days of receipt of the request, shall notify the Disclosing Party that such request has been made, by telephone call, letter sent via facsimile and/or by US Mail to the address and facsimile number listed at the end of the Agreement. The Disclosing Party shall be solely responsible for taking whatever legal steps are necessary to protect information deemed by it to be Confidential Information and to prevent release of information to the Requestor by the Receiving Party. If the Disclosing Party takes no such action, after receiving the foregoing notice from the Receiving Party, the Receiving Party shall be permitted to comply with the Requestor's demand and is not required to defend against it.

## **7. Ownership of Documents.**

All memoranda, reports, plans, specifications, maps and other documents prepared or obtained under the terms of this Agreement shall be the property of County and shall be delivered to County by Provider upon demand.

## **8. No Assignments.**

Neither any part nor all of this Agreement may be assigned or subcontracted, except as otherwise specifically provided herein, or to which County, in its sole discretion, consents to in advance thereof in writing. Any assignment or subcontracting in violation of this provision shall be void.

## **9. Audit.**

Provider agrees to maintain and preserve, until seven (7) years after termination of the Agreement with the County and to permit the State of California or any of its duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Agreement.

## **10. Independent Contractor.**

It is expressly understood that at all times, while rendering the services described herein, and in complying with any terms and conditions of this Agreement, Provider is acting as an independent contractor and not as an officer, agent, or employee of the County.

## **11. Licenses, Permits, Etc.**

Provider represents and declares to County that it has all licenses, permits, qualifications, and approvals of whatever nature that is legally required to practice its profession. Provider represents and warrants to County that Provider shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for Provider to practice its profession.

## **12. Provider's Insurance.**

Provider shall provide insurance as set forth in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

**13. Tuberculosis Clearance.**

Provider shall certify in writing that Provider's employees, volunteers and subcontractors receive clearance for TB.

**14. Pupil Safety/School Safety Act.**

Contractor shall comply with all provisions of Education Code section 45125.1 et. sec. as applicable to the determination below. The COUNTY has completed the "Pupil Safety Provisions" below certifying the level of contact that CONTRACTOR is expected to have with COUNTY'S pupils.

  X   The COUNTY has determined that greater than limited contact with pupils may occur under the terms of this contract. Fingerprinting and certification will be required of the contractor. No work may take place until the requirements of Education Code section 45125.1 have been met.

       The COUNTY has determined that limited contact with pupils may occur under the terms of this contract. In lieu of fingerprinting, a COUNTY employee will provide supervision at all times when the CONTRACTOR has contact with pupils.

       The COUNTY has determined that there will be no contact with pupils under the terms of this contract.

The above determination is made by Lucia Garay, Executive Director

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(County Program Manager/Director)

**15. Indemnification.**

The Provider agrees to hold harmless, defend, and to indemnify the County, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens arising from, or alleged to have arisen from, the Provider's performance or lack thereof under this Agreement.

**16. Tobacco-Free Facility.**

The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

**17. Notices.**

Notices shall be given as described on Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

**18. Governing Law/Venue.**

In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

**19. Compliance with Law.**

The Provider shall be subject to, and shall comply with, all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, purchasing practices, wages, hours, and conditions of employment, including non-discrimination.

**20. Counterparts.**

This Agreement (and any amendments) may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument. Documents delivered electronically shall be valid and binding.

**21. Debarment, Suspension or Ineligibility Clause.**

By signing this Contract, the Provider certifies that the Provider, and any of its principles and/or subcontractors:

- i. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
- ii. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with containing, 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 statements, or receiving stolen property. Provider certifies that no employee, officer, agent, or subcontractor who may come in contact with students in performance of this Agreement, has been convicted of a serious or violent felony.

**22. Final Approval.**

This Agreement is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

**23. Employment with Public Agency and Retirees.**

Provider, if an employee of another public agency, agrees that Provider will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are being performed pursuant to this Agreement. Retirees should seek guidance from their respective retirement system to avoid a loss of retirement benefits.

**24. Entire Agreement.**

This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

**SAN DIEGO COUNTY SUPERINTENDENT  
OF SCHOOLS**

**NATIONAL SCHOOL DISTRICT**

\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
By (Authorized Signature)

Michael Simonson  
\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Name (Type or Print)

Assistant Superintendent, Business Services  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit "A": Special Provisions**

**A. Scope of Services.**

Subject to receipt of the fully executed contract and funding from First 5 Commission of San Diego effective July 1, 2018 to June 30, 2019 by the County, County and Provider agree to perform services as listed below. Provider shall provide the necessary qualified personnel to perform the services as detailed below.

**I. THE PROVIDER AGREES TO:**

- A. Comply with the Provider Scope of Work as described in **Exhibit "B"**.
- B. Comply with First 5 Commission Mandatory Article Flow-Down "recitals." A copy of this agreement document is attached as **Exhibit "C"**.
- C. Use the data and program management system, Pinwheel, as stated in the Provider Scope of Work (**Exhibit "B"**) and **Exhibit "B" – Attachments 1-7**.
  - i. Maintain for records the document regarding use of Pinwheel provided by Early Quality Systems (EQS) to SDCOE regarding compliance with California AB 1584. This is attached as **Exhibit "D" – Attachment 2**.
  - ii. Read, sign and return with the signed agreement, the Pinwheel Limited Use Agreement and the Sub-Contractor End User Agreement Terms of Use: Privacy Policy and User Agreement for Use of "Pinwheel." Utilize Pinwheel for all required data collection, quality assurance and reporting activities, as outlined in the *Scope of Work*. A copy of these document are attached as **Exhibit "D" – Attachments 1 and 3**.
- D. Complete necessary fiscal agreement with the QPI designated reimbursement agency no later than September 30, 2018 as per scope of work (**Exhibit "B"**) and form (**Exhibit "E"**).
- E. Prior to beginning services and with the execution of this agreement, provide QPI with copies of Providers current child care License(s) through Community Care Licensing with this agreement and current Certificate of Insurance in compliance with the requirements set forth below.

**II. SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS, OPERATING THE QUALITY PRESCHOOL INITIATIVE, AGREES TO:**

- A. Pay the designated reimbursement vendor in accordance with the Quality Preschool Initiative Scope of Work (**Exhibit "B"**) on a quarterly basis.
- B. Provide quality support, coaching, technical assistance, and guidance to the Provider in performing services under this agreement in accordance with the Scope of Work (**Exhibit "B"**).

## **B. Compensation and Reimbursement.**

See **Exhibit “E”**.

The Quality Preschool Initiative designated reimbursement agency is the authorized entity to distribute reimbursements to agencies on a quarterly basis as stated in the Scope of Work (**Exhibit “B”**) and the Fiscal/Reimbursement Guidance and Information (**Exhibit “E”**)

Reimbursement funds to the Provider may be suspended at any point during the program year when violations to this agreement occur. Estimated Not to Exceed (NTE) amounts are included in **Exhibit “E” – Attachment 1**.

## **C. Term of Agreement.**

This Agreement shall be effective from the period commencing upon July 1, 2018, and ending June 30, 2019, unless sooner terminated by County as provided in the section of this Agreement entitled "Termination." Upon expiration or termination of this Agreement, Provider shall return to County any and all equipment, documents or materials and all copies made thereof which Provider received from County or produced for County for the purposes of this Agreement.

## **D. Project Contacts.**

The parties' representative contacts for the management of this project are:

SDCOE: Lucia Garay, Executive Director  
6401 Linda Vista Rd  
San Diego, CA 92111  
(858) 292-3801  
lgaray@sdcoe.net

Provider: Charmaine Lawson  
2401 E. 24<sup>th</sup> Street  
National City, CA 91950  
(619) 336-8672  
clawson@nsd.us

## **E. Legal Notices.**

All notices hereunder shall be in writing and sent to the following address:

To SDCOE: Assistant Superintendent, Business Services  
6401 Linda Vista Rd  
San Diego, CA 92111

To Provider: Charmaine Lawson  
2401 E. 24<sup>th</sup> Street  
National City, CA 91950

#### **F. Provider's Insurance.**

The Provider shall maintain and shall cause each Subcontractor to maintain Public Liability and Property Damage Insurance to protect them and the Superintendent of Schools from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Provider shall maintain limits no less than:

- A. **Commercial General Liability** including Premises, Operations, Products and Completed Operations, Contractual Liability, and Independent Contractors Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$4,000,000.
- B. **Automobile Liability**: \$1,000,000 each accident for bodily injury and property damage.
- C. **Employer's Liability**: \$1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County.
- D. **Professional Errors and Omissions Liability**: \$2,000,000 per claim with an aggregate limit of not less than \$4,000,000. Any self-retained limit shall be greater than \$25,000 per occurrence/event without County Risk Management approval. If policy contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any such aggregate limit had been paid or reserved, County will require additional coverage to be purchased by Provider to restore the required limits. This coverage shall be maintained for a minimum of two years following termination or completion of Provider's work pursuant to the Contract.
- E. **Improper Sexual Conduct**: \$2,000,000 per occurrence with an aggregate of not less than \$2,000,000 for damages because of bodily injury by reason of negligent hiring and supervision.
- F. **Cyber Security Liability**: Coverage for both electronic and non-electronic data breach of \$2,000,000 per occurrence with an aggregate limit of not less than \$2,000,000 and shall cover all of Provider's employees, officials and agents. Coverage shall apply to any dishonest, fraudulent, malicious or criminal use of Provider's, Commission's or County's computers or servers to affect, alter, copy, corrupt, delete, disrupt or destroy a computer system or to obtain financial benefit for any party; to steal, take or provide unauthorized access of electronic data, including publicizing confidential electronic data or causing confidential electronic data to be accessible to unauthorized persons; transfer of computer virus, Trojan horse, worms or any other type of malicious or damaging code; and for Third-Party Liability encompassing judgements or settlement and defense costs arising out of litigation due to a data breach and data breach response costs for customer notification and credit monitoring service fees.

The Provider shall file, with the County, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the **SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS** as an additional insured.

#### **G. Workers' Compensation.**

The Provider shall provide workers' compensation insurance or shall self-insure their services in compliance with provisions of Section 3700 of the Labor Code of the State of California. A Certificate of Insurance may be provided, providing for such, or Provider shall sign and file on company letterhead stationery with the County the following certificate:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of that Code, and I will comply with such provision before commencing the performance of the work of this Agreement."

## **H. Data Privacy and Protection**

All County content/data (to include but not limited to: students, teachers, interns, aides, Principals, and other administrative personnel) information involved in this agreement shall continue to be the property of and under the control of the San Diego County Superintendent of Schools (County).

All content/data created by the County or by its students or personnel using the service provided will cease to be retained by the Provider at the conclusion of this contract and will, in fact, be removed from the Provider's records.

The Provider will not use any information in a student or personnel record for any purposes other than those required or specifically permitted by this contract. Any other use of the County's student and personnel information will not be undertaken without the express, written consent of the County.

The Provider uses the following methods to ensure the privacy and security of all electronically stored information:

- transmission of student and personnel information is always via secure protocols (SFTP, SSL and/or encryption)
- no data transmission occurs via email
- student and personnel data is stored in an encrypted form and programmatic access to that data is done using secure coding standards without visible account or password information
- all server systems including data storage are maintained in a locked, secure, environmentally controlled facility
- all server systems have been hardened with industry standard recommended measures for security protection

The Provider will notify the County within 24 hours of the Provider discovering an unauthorized access or disclosure of County data.

The Provider and the County will work together to ensure compliance with FERPA regulations as applicable.



**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work**

## First 5 Quality Preschool Initiative -- Provider Scope of Work, 2018-19

	TASK	EVIDENCE OF COMPLETION	TIMELINES
<b>1</b>	<b>Quality Preschool Initiative Enrollment &amp; Intake</b>		
1.1	The Agency shall provide services to preschool children for one to two years before kindergarten or transitional kindergarten eligibility.	Child demographics in Pinwheel, including funding type (see <b>Exhibit “B”- Attachment 1: “QPI Data Reporting Requirements”</b> for all data reporting requirements)	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.2	<p>The Agency shall ensure the following eligibility requirements are met:</p> <ul style="list-style-type: none"> <li>• A session* participating in QPI must include a minimum of 8 children who receive a subsidy, including California state-funded full-day or part-day preschool (CSPP), California Alternative Payment program, and/or Head Start or are enrolled in a military child care program or <b><i>non-profit and faith-based programs that meet the project’s quality criteria, including preschool classrooms at centers that serve mixed-age groups of children and are currently participating in the Infant/Toddler QRIS Block Grant.</i></b></li> <li>• All children, regardless of subsidy-type and including children who do not receive any subsidy, who are enrolled in a QPI participating session (classroom), are considered participating in QPI.</li> <li>• In addition to “enrolling” children in Pinwheel, the web-based program and data management system, agency must ensure that enrolled children are in attendance in the QPI session being certified at the time of certification.</li> </ul> <p>*A session is defined as a self-contained classroom with one assigned lead teacher and consistent teaching team, a group of similarly-aged children, using the same physical space during the instructional day (minimum of 3 consecutive hours). <b><i>Physical classrooms may not be “comingled” with more than one session at one time.</i></b> Two or more groups of children sharing the same physical classroom space may operate as concurrent groups, not comingled groups during the entire session day.</p>	<p>Review of session list(s) in Pinwheel by funding type</p> <p>All data points for all children enrolled in QPI session.</p>	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>

1.3	<p>The QPI Preschool provider shall ensure the following enrollment requirements are met:</p> <ul style="list-style-type: none"> <li>• Enrollment in any QPI-funded program will be open and non-discriminatory. Providers must not discriminate against any child or his or her family on the basis of race, ethnicity, national origin, sex, sexual orientation, religion, or disability.</li> <li>• Written enrollment policies must state that the program is open and non-discriminatory and must be kept onsite and available to families (at their request).</li> <li>• The Agency shall obtain each participating child's legal name and date of birth from an official birth certificate or other legal document and enter into Pinwheel.</li> <li>• The Agency must collect and maintain a parent-signed enrollment form verifying the child's information. Enrollment information must be verified from legal documents (e.g., birth certificate). The QPI enrollment form may be used if the agency does not have an enrollment form that includes all required information (see <b>Exhibit "B"-Attachment 3</b>).</li> <li>• The Agency shall distribute the following forms to the families of all children enrolled in a QPI session during the enrollment period: welcome letter; parent consent packet; and model release form (see <b>Exhibit "B"-Attachment 3</b>).</li> <li>• Agency shall collect and maintain both the parent consent packet, including the First 5 Notice of Privacy Practices and the model release form, from the families of all children enrolled in QPI sessions.</li> <li>• The Agency shall ensure that all parent consent forms are completed and status is entered into Pinwheel for each child enrolled in a QPI session.</li> </ul>	<p>Enrollment Policy &amp; Parent Handbook</p> <p>Enrollment Form</p> <p>Enrollment Packet; evidence of completed forms upon request</p> <p>Pinwheel data entry</p>	
1.4	<p>The Agency must adhere to the following enrollment recordkeeping and reporting requirements:</p> <ul style="list-style-type: none"> <li>• All QPI funds are subject to examination and audit at the agency for a period of seven years after final payment of program expenditures. All records, by funding type within QPI, must be retained for this time period, including student records and QPI parent consent forms.</li> <li>• Maintain accurate enrollment and daily attendance records for all children and accurate staff assignments and attendance records.</li> </ul>	<p>Records available for 7 years, upon request</p> <p>Internal protocols for daily attendance recording and data entry into Pinwheel and for updating staff assignment records quarterly</p>	Q1 contract monitoring
1.5	<p>The Agency shall enroll preschool-age children, including those with an IEP, disability and/or identified special needs*.</p> <p>The Agency shall <b>have a plan</b> for enrollment to children with IEPs and/or identified special needs, targeting 10% of total enrollment, and shall document in Pinwheel all children who have been identified with a disability (IEP) and/or special needs.</p> <p>The Agency shall provide, as part of their written philosophy statement, an assurance regarding the practice of providing children with disabilities and/or special needs the opportunity of learning alongside typically developing children in their program. All programs must comply with applicable provisions of the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA).</p>	<p>Written philosophy statement</p>	Q1 contract monitoring

	<p><u>*An individual with Special Needs</u> is the designation established by First 5 San Diego for children with any physical, mental (social-emotional), developmental or medical need that may impact learning and require some adaptations, modifications or plan to support learning and assist with a child being successful. The child may not meet the criteria for assessment or may not qualify for an IEP; however, s/he may need special assistance.</p>		
1.6	<p>The Agency shall request the assistance of their designated QPI contract monitor prior to considering any modification of a child's school day length or removal of a child from a QPI-funded preschool session, due to developmental or behavioral concerns.</p> <p>Provider agencies shall report all dropped children from QPI sessions in Pinwheel, including the reason.</p>	<p>Evidence of notification, if applicable</p> <p>Pinwheel data entry</p>	Ongoing
1.7	<p>Any Agency requesting QPI Fully Funded slot reimbursement <b><i>must follow the Fully Funded Request Procedures listed in Pinwheel Resources and the 2018-19 QPI Provider Resource Guide.</i></b></p> <p><b><i>Any Agency approved for QPI Fully Funded slot reimbursement must follow the quarterly reporting requirements listed in Pinwheel Resources and the 2018-19 QPI Provider Resource Guide.</i></b></p> <p>If Fully Funded slots are awarded to the Agency, accurate enrollment and attendance records for each slot will be reviewed prior to quarterly funding reimbursement. Funding is contingent upon attendance (85% on a monthly basis).</p>	Enrollment and attendance information in Pinwheel	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.8	QPI participating sessions shall offer preschool for a minimum of three (3) consecutive hours of service per day <b><i>and 180 days per year, or for the number of days and hours</i></b> that match their state or federally funded preschool program contract(s). Dates of service are between July 1, 2018 and June 30, 2019.	Pinwheel session or agency calendar	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.9	Each QPI session must enroll similar-age children (as allowed by primary funding source and CCL) served under one consistent teaching team, using the same physical space for the entire session day.	QPI session enrollment is verified by SDCOE staff	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.10	A Session Calendar must be created and maintained for each QPI session in Pinwheel. <b><i>The session calendar must be kept up to date, including marking “special days” (see 2018-19 QPI Provider Resource Guide for information on “special days”).</i></b>	Session Calendar for all QPI sessions entered in Pinwheel	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.11	The Agency shall ensure that all QPI sessions maintain a maximum staff to student ratio of 1:10. All staff assigned to each QPI session must be entered and listed in Pinwheel. This must include any teaching staff that count toward staff:student ratios during the program day.	Staff information entered in Pinwheel.	Ongoing

1.12	The Agency shall ensure that all QPI sessions do not exceed a maximum class size of 24 students in the session at one time.	Session and child information entered in Pinwheel	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.13	The Agency shall maintain daily attendance for all children enrolled in a QPI session. If Agency uses Pinwheel as its attendance tracking system, attendance shall be entered daily; if Agency uses another primary data system to collect attendance, data must be imported into Pinwheel every month.	Pinwheel attendance data entry	see <b>Exhibit “B”- Attachment 1: QPI Data Reporting Requirements</b>
1.14	The Agency shall enter all QPI session staff credentials/permits and degrees by January 31, 2019, and throughout the program year as new staff are hired or current staff achieve higher levels of education or credentials/permits. The status of education and degrees indicated by January 31, 2019 will be used for stipend calculations; updated status by May 17, 2019, will be used for tier rating.	Staff education entry in Pinwheel	January 31, 2019 and May 17, 2019
1.15	The Agency must update Pinwheel within two business days of any changes to the following positions, <b>including contact information:</b> program director, site director/supervisor, lead teacher, instructional assistant, and data rep.	Pinwheel entry	Within 2 business days of change
1.16	The Agency shall collect and maintain Staff Authorization for Use of Personal Information forms (See <b>Exhibit “B”-Attachment 4</b> ) for all staff participating in QPI. The Agency shall inform the assigned QPI contract monitor of any staff that does not provide authorization by 30 days of agency start date or contract execution, whichever is later.	Consent forms	Within 30 days of agency start date
<b>2</b>	<b>Measuring Outcomes for Children</b>		
2.1	The designated agency administrator shall ensure all QPI participating sessions will utilize Desired Results Development Profile (DRDP-2015) data to guide instruction and write lesson plans based on group and individual needs.	Agency protocols	Quarterly Contract Monitoring meetings
2.2	Agencies must complete the DRDP-2015, <b>including all relevant measures for each child</b> , within 60 calendar days of each child’s first day of attendance and again 6 months thereafter.	Pinwheel data entry	see <b>Exhibit “B”- Attachment 1</b>
<b>3</b>	<b>Developmental Screenings &amp; Referrals to Services</b>		
3.1	The Agency shall develop and articulate a comprehensive <b>developmental</b> screening plan to include: <b>distribution, scoring, communication with families about screening process and children’s results, monitoring, and referral process.</b>	Comprehensive agency screening plan in place	Q1 contract monitoring meeting

3.2	<p>The Agency shall ensure that all* children who participate in the QPI program receive an age-appropriate developmental screening using the Ages &amp; Stages Questionnaires (ASQ-3) within ninety (90) calendar days of entering the QPI program <b>each school year</b>.</p> <p>The Agency shall ensure that all parents are invited to participate in the completion and understanding of their child's ASQ-3 and, when indicated, ASQ: SE-2 results. The ASQ-3 and ASQ:SE-2 shall be completed in collaboration with families.</p> <p>*Children who have an IEP in place at the time of ASQ-3 distribution are not required to have an ASQ-3 completed. Additionally, children who enter the program with less than 90 days remaining in the program year or who drop before 90 days of enrollment are not required to have an ASQ-3 completed.</p>	<p>Comprehensive agency screening plan</p> <p>Pinwheel data entry</p>	<p>Q1 contract monitoring meeting</p> <p>ASQ-3 within 90 days of first day of attendance</p>
3.3	<p>When a parent response on the ASQ-3 indicates a concern in the area of behavior, the Ages &amp; Stages Questionnaire: Social Emotional-2 (ASQ:SE-2) shall be administered within 30 days of scoring the ASQ-3.</p> <p><b><i>Additionally, if the teacher has concerns in the classroom throughout the year, an ASQ:SE-2 shall be administered, in collaboration with parents.</i></b></p>	Pinwheel data entry	ASQ:SE-2 within 30 days of scoring ASQ-3 (if indicated)
3.4	<p>The Agency shall complete referrals for all children who score in the referral range (black) on their ASQ-3 and/or ASQ:SE-2. All referrals shall be input and tracked (automatically dated) in Pinwheel. Each referral (a single child may have more than one referral) shall be monitored and updated in Pinwheel as per Exhibit "B"-Attachment 1.</p> <p>All referral updates shall be entered into Pinwheel as they occur and throughout the program year, as long as the child demonstrates a need.</p>	Pinwheel referral pathway data entry	Referrals entered in Pinwheel within 30 days
3.5	The Agency shall create or <b>review</b> /update the Referral Pathways in Pinwheel within 45 days of the QPI contract execution and prior to entering any ASQ data. The Referral Pathways will include <b>in-house interventions</b> and referrals to services such as the First 5-funded Healthy Development Services, community resources, and/or the local school district's special education department, as appropriate.	<p>Comprehensive agency screening plan</p> <p>Pinwheel referral pathway data entry and report</p>	<p>Q1 contract monitoring meeting</p> <p>see <b>Exhibit "B"-Attachment 1</b></p>
3.6	The Agency shall conduct an ongoing review of vision and hearing screening results and ensure that second-level vision screenings and services are provided to children that have been identified as needing it, through a primary vision screening, parent or teacher concerns, or if their Physician's Report indicates "unable to test."	Comprehensive agency screening plan—shared at Quarter 1 contract monitoring meeting	<p>Q1 contract monitoring meeting</p> <p>Final screenings entered by May 24, 2019; updates ongoing</p>
3.7	The Agency shall enter all vision and hearing screening results in Pinwheel, if such screenings are provided.	Pinwheel data entry	Quarterly

<b>4</b>	<b>Quality Preschool Environment</b>		
4.1	The agency shall follow the external review protocols specified in the 2018-19 QPI Provider Resource Guide during external review visits, as applicable (including ERS and CLASS).	N/A	Ongoing
4.2	All new sites are required to undergo an external health and safety review using the QPI Health and Safety Checklist found in Pinwheel. Results will be shared with the Agency director and shall be addressed by the Agency throughout the program year.	Reviewed at Quarterly Contract Monitoring meetings	February 15, 2019
4.3	The Agency shall complete an annual NAP SACC Infant & Child Physical Activity Self-Assessment for each session participating in QPI and enter the results into Pinwheel at the session level.	NAP SACC assessment in Pinwheel	March 29, 2019
4.4	The Agency shall complete an annual NAP SACC Child Nutrition Self-Assessment at the agency level and enter the results into Pinwheel (see 2018-19 Provider Resource Guide for clarification about where to enter the agency-wide assessment).	NAP SACC assessment in Pinwheel	March 29, 2019
4.5	The Agency must utilize a research based curriculum that is responsive to the cultural and linguistic needs of families and children, addresses children with disabilities and other special needs, and incorporates the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks to adequately prepare children for kindergarten in the areas of physical, social, emotional, cognitive, and language development.	Pinwheel data entry	Within one week of Agency start date
4.6	All sites participating in QPI must remain "in good standing" with Community Care Licensing (CCL) to receive <b>or maintain</b> a site tier rating.	QPI CCL review (by subcontractor)	Quarterly
4.7	The Agency is required to inform the QPI CCL subcontractor (at myccclreport@ymca.org) and a QPI contract monitor within 24 hours of any licensing citations/violations received during the contract period. Providers must subsequently submit the official documentation issued by CCL, as well as all evidence of completion of a Plan of Correction (POC), and any appeal made to CCL regarding a citation or violation. Failure to provide this information may result in suspension or termination from QPI.	Email within 24 hours of citation w/ date and time of citation and brief description.	24 hours of citation/violation
4.8	<b><i>The Agency director and/or site directors shall work with the nutrition education and mentoring subcontractor to review NAPSACC results, identify goals, and implement changes to improve the nutrition program, as measured by the NAPSACC Child Assessment Self-Assessment.</i></b>	Meeting schedule with subcontractor and identified goals	Ongoing
<b>5</b>	<b>Coaching, Professional Development Support, and Training</b>		
5.1	The Agency shall establish protocols and fiscal supports to ensure that all QPI participating site supervisors and lead teachers complete 21 hours of professional development annually, inclusive of 15 hours of 1:1 coaching and 6 hours of professional development training.*	Agency professional development plan	30 days from agency start date or contract execution

	<p><b><i>*Lead teachers and site supervisors who have met pre-established readiness factors are not required to participate in the full 15 hours of coaching, and the Agency may select one of four options for coaching:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. 8 hours, minimum, of 1:1 coaching</i></b></li> <li><b><i>2. 8 hours, minimum, of group coaching</i></b></li> <li><b><i>3. 15 hours of a combination of group and 1:1 coaching</i></b></li> <li><b><i>4. 0 hours of coaching</i></b></li> </ol> <p><b><i>Once selected by the Agency, the coaching model may not change during the program year.</i></b></p> <p><b><i>Readiness factors: 4+ years of experience in QPI in their current role by start of program year (lead teacher or site supervisor); teacher: has achieved CLASS threshold scores at 5-point level on Rating Matrix on most recent CLASS assessment; site director: at least one teacher at current site has achieved CLASS threshold scores at the 5-point level.</i></b></p> <p><b><i>No more than 3 individuals may be coached in a group at any one time.</i></b></p> <p><b><i>For staff that elect to receive less than 15 hours of coaching, a total of 21 hours of professional development is still required. The Agency shall ensure that arrangements are made to provide staff with 21 total hours of professional development. For a listing of additional QPI approved professional development for these individuals, see 2018-19 QPI Provider Resource Guide.</i></b></p>	<p>Professional development entry in Pinwheel (entered by SDCOE staff)</p> <p>QPI coach logs (entered by SDCOE staff)</p>	
5.2	The designated Agency administrator shall ensure that each QPI site supervisor and lead teacher participates in the minimum hours of <b><i>QPI coaching specified in 5.1</i></b> , and will make resources available to support this by using QPI reimbursement funding.	QPI Coaching Logs (entered by Coaches)	May 24, 2019
5.3	The designated Agency administrator shall ensure all staff assigned in Pinwheel as the site director or to a session attends a minimum of 6 hours of professional development <b><i>provided by SDCOE staff</i></b> . The Agency administrator shall ensure the QPI professional development plan includes provisions for any instructional assistant who chooses to participate in 6 hours of professional development.	Professional development data entry in Pinwheel (entered by SDCOE staff)	
5.4	<b><i>All staff participating in QPI professional development activities must create a profile in the California Early Care &amp; Education Workforce Registry and use the assigned Registry # when signing in for any QPI professional development activities.</i></b>	Workforce registry #	Before participating in any QPI professional development
5.5	The Agency shall utilize QPI reimbursement <b><i>funding to provide teachers with coverage for coaching sessions and instructional planning time, including time to complete action steps outlined in the individual's QIP (Quality Improvement Plan), that is out of adult:child ratio.</i></b>	QPI Budgets Quality Improvement Plans Coaching Logs	Ongoing



5.6	The designated Agency administrator will work with the QPI <b>contract monitor</b> to develop the agency's professional development plan no later than 30 days after QPI contract execution.	Quality Improvement Plan Professional Development Plan	30 days from agency start date or contract execution
5.7	The designated Agency administrator shall make arrangements for all agency staff participating in QPI as a site director, lead teacher, and instructional assistant (optional) to write QIPs. <b>QIPs will be created at the first QPI coaching session</b> for lead teachers and site directors and therefore these first coaching sessions with a complete QIP must take place within 60 days of the agency start date or QPI contract execution. Instructional assistants' QIPs are due within 60 days of the agency start date or QPI contract execution.	Quality Improvement Plan	Within 60 days of agency start date
5.8	The Agency shall provide the QPI stipend document ( <b>Exhibit "B"-Attachment 6</b> ) to all staff participating in QPI as a lead teacher, instructional assistant, site director, or data rep. Agency directors are required to provide verification of staff attendance as well as salary (maximum of <b>\$69,811</b> gross) for all staff submitting stipend requests.	Quarterly verification of staff attendance submitted to SDCOE; annual verification of salary, if requested	Quarterly staff attendance
5.9	The designated Agency administrator shall prepare for each <b>scheduled</b> contract monitoring meeting with the assigned QPI contract monitor. Additional leadership members may attend.	Meeting schedule	Contract monitoring meetings
<b>6</b>	<b>Family Strengthening</b>		
6.1	<p>The Agency, based upon the needs and interest of the families they serve, shall create and implement a yearlong Family Strengthening Plan. All family engagement activities will be recorded within the Family Strengthening Plan and categorized by their related protective factor, utilizing the Strengthening Families Framework. These five protective factors are:</p> <ul style="list-style-type: none"> <li>Parental resilience</li> <li>Social Connections</li> <li>Knowledge of parenting and child development</li> <li>Concrete support in times of need</li> <li>Social and emotional competence of children</li> </ul> <p>The Agency shall offer parent education workshops/classes to all families of children enrolled in QPI sessions.</p> <p>The Family Strengthening Plan shall be maintained to include the number of parents/caregivers/guardians who attend events listed.</p>	Family Strengthening Plan	Reviewed at contract monitoring meetings

6.2	<p>The Agency shall ensure that 20% of children enrolled in a QPI session have a parent/guardian/caregiver attend at least one of the First 5-approved parent education workshops/series that utilize a curriculum based on research and/or evidence, is developmentally and culturally appropriate, and is an effective “best practice” to educate the parents of preschool-age children. The First 5 approved parent education curricula are:</p> <ul style="list-style-type: none"> <li>• Let’s Read Together</li> <li>• Positive Parenting Practices (Triple P)</li> <li>• Positive Discipline (Jane Nelson)</li> <li>• Positive Solutions for Families (Teaching Pyramid)</li> <li>• Parent Education Support and Empowerment (PESE)</li> <li>• PEL Guide Parent Training – Support for Dual Language Development</li> <li>• Pathways to Competence for Young Children – A Parenting Program</li> <li>• Parenting Counts</li> <li>• Expanded Food and Nutrition Education Program (EFNEP)</li> <li>• Incredible Years</li> <li>• Abriendo Puertas</li> <li>• Growing Healthy Together (YMCA CRS)</li> </ul> <p><b><i>The Agency shall collect QPI parent education workshop attendance sheets and registration forms from participants in these workshops or series and submit to SDCOE, following the instructions listed in the 2018-19 QPI Provider Resource Guide.</i></b></p>	<p>Family Strengthening Plan Template (Excel) data entry</p> <p>Demographic forms and attendance sheets</p>	May 31, 2019
6.3	The Agency shall maintain up to date records of staff who have attended training-of-trainers (TOT) opportunities and the training/parent education workshops they provide within the Agency, to ensure the continued development of existing staff and support the long-term sustainability of parent education programs.	Training records	Q1 contract monitoring meeting
6.4	The Agency shall distribute the First 5 QPI Parent Satisfaction Survey to all families of children participating in QPI. The agency shall collect and return completed surveys to SDCOE by the date listed.	Submitted Parent Satisfaction Surveys	May 17, 2019
6.5	The Agency shall ensure a system is in place to document parent conference attendance at the session-level a minimum of twice a year.	Documentation of system	Q3 contract monitoring meeting
6.6	The Agency shall offer and document opportunities for family leadership, such as serving as a “class parent” or being invited to serve on an advisory board.	Documentation of opportunities	Q3 contract monitoring meeting
<b>7</b>	<b>Kindergarten Transition</b>		
7.1	The Agency shall distribute the Summer Activities Packet to all families of children participating in QPI.	Summer Activities Packet	June 28, 2019

7.2	<b><i>Before March 29, 2019 the Agency shall have a written plan for Kindergarten Transition, including scheduling and making arrangements for local school districts to present Kindergarten registration informational events to families</i></b> and to schedule a real or virtual visit for preschoolers to a local kindergarten classroom or receive a visit from a kindergarten teacher for all preschool sessions serving 4 year olds.	Written kindergarten transition plan	March 29, 2019
<b>8</b>	<b>Web-Based Data Entry</b>		
8.1	<p>The Agency shall participate in data collection, reporting, and evaluation activities required by First 5 San Diego and the Quality Preschool Initiative, implemented by SDCOE.</p> <p>Agency staff shall use the QPI web-based program and data management system, Pinwheel, to enter all required data, including agency, site, session, staff, and child data as specified in <b>Exhibit “B”- Attachment 1</b>; and ensure that staff follows security protocols and understands FERPA requirements regarding confidentiality of student records.</p> <p>The Agency shall ensure all necessary data is entered accurately into Pinwheel as indicated in <b>Exhibit “B”-Attachment 1</b> and shall receive a site quality rating as per the San Diego QRIS Rating Matrix (<b>Exhibit “B”-Attachment 2</b>).</p>	<p>Reporting and data entry in Pinwheel</p> <p>Return Sub-Contractor End User Agreement Terms of Use (<b>Exhibit “C”-Attachment 1</b>)</p>	<p>see <b>Exhibit “B”- Attachment 1</b>: QPI Data Reporting Requirements</p> <p>Sub-contractor End User Agreement due with signed contract</p>
8.2	<b><i>The agency shall agree to limit the use of Pinwheel to only the QPI required data fields for implementation of this Quality Preschool Initiative agreement. QPI funds are used to fund the Agency’s access to Pinwheel, and this access is limited to only the required QPI data fields.</i></b>	<b><i>Pinwheel Limited Use Agreement completed and submitted to SDCOE (Exhibit “D” – Attachment 1)</i></b>	<b><i>Pinwheel Limited Use Agreement: due with signed contract</i></b>
8.3	The Agency shall ensure that staff has equipment at the agency and session level to access the web-based systems Pinwheel.	Evidence of equipment	Q1 contract monitoring meeting
8.4	The Agency shall provide secured wireless access and access to the Google Chrome web browser for agency staff to access the web-based systems Pinwheel.	Evidence of secured wireless access	Q1 contract monitoring meeting
8.5	The Agency shall ensure that training in the use of Pinwheel is provided to all QPI staff by the Agency’s assigned data rep. If additional support is needed from SDCOE, the Agency shall contact the assigned ops team member.	NA	NA
8.6	Individual access to Pinwheel shall be granted or eliminated as per employment or QPI participation status. <b><i>Any staff who is no longer participating in QPI shall be listed in Pinwheel as “inactive” within two business days (do not “delete” staff from Pinwheel.)</i></b>	Staff accounts in Pinwheel	Ongoing

8.7	<p>The Agency shall complete an annual iPad inventory for all iPads issued to the Agency from SDCOE. The Preschool Agency iPad User Agreement and the Individual iPad User Agreement forms are included as <b>Exhibit “B”-Attachment 5</b>.</p> <p>Inventory checks will be conducted by SDCOE during the program year and all equipment must be made physically available.</p>	<p>iPad inventory forms completed and submitted to SDCOE</p> <p>Inventory available during inventory check by SDCOE in spring 2019</p>	<p>Agency inventory form: due with signed contract</p> <p>Individual inventory form: due within 2 weeks of Agency start date</p>
8.8	The Agency director shall demonstrate evidence that oversight, support, guidance, and approval review is provided to the Agency's data rep for completion of all data requirement submittal (per <b>Exhibit “B”- Attachment 1</b> ).	Internal protocol re: review and approval of data reporting	Review at contract monitoring meetings
8.9	The Agency shall make arrangements for the data rep to attend quarterly data rep meetings at SDCOE and other trainings as scheduled.	Attendance at data rep meetings	Quarterly
<b>9</b>	<b>Quality Preschool Initiative Reimbursement System</b>		
9.1	<p>The Agency shall ensure that First 5 QPI funding to the agency is only used to support quality enhancement, not supplant existing funding for program <b>operation</b> and personnel expenses.</p> <p>CSPP Block Grant funds must follow California Department of Education (CDE) fiscal guidelines, as per the agency's contract with CDE Early Education Support Division (EESD).</p>	Approved QPI budget & invoices in Pinwheel	<p>September 28, 2018</p> <p>Quarterly invoices</p>
9.2	<p>The Agency shall allocate expenses related to administering the QPI program to the designated account(s) established solely for managing QRIS funding.</p> <p>The Agency shall follow federal and state accounting and reporting guidelines as applicable when combining funding sources in the provision of preschool services. Each Agency is responsible for implementing policies and procedures necessary to maximize and leverage funding through fiscally-sound practices.</p>	Agency's internal fiscal records, made available as requested	Ongoing
9.3	The Agency shall meet with the assigned QPI contract monitor to develop a QPI budget. The QPI budget and budget narrative shall be entered in Pinwheel no later than September 28, 2018 or within 30 days of QPI certification, whichever is later. The QPI budget must be approved by the assigned contract monitor. Any reallocations of the QPI budget must also be approved by the assigned contract monitor.	Budget in Pinwheel	September 28, 2018
9.4	First 5 QPI funds must be fully expended by June 30, 2019. Estimated reimbursement amounts are included as <b>Exhibit “E”- Attachment 1</b> (Not to Exceed Estimate). Payments for reimbursement will be distributed quarterly and may only be spent on quality improvements that are approved by the Agency's assigned QPI contract monitor.	Invoices in Pinwheel	June 30, 2019

9.5	All expenditures of must be invoiced quarterly for reimbursement through Pinwheel. Expenditures must remain within 10% of the approved amount for each budget line item. Final invoices must be received and approved in Pinwheel by July 12, 2019. Any balance of first 5 funds remaining unspent on quality improvements after June 30, 2019 shall be returned to the QPI reimbursement agency, Child Development Associates.	Invoices in Pinwheel	July 12, 2019
9.6	Each Agency shall have on record by September 28, 2018 the following documentation with Child Development Associates (CDA), who has been designated as the QPI reimbursement subcontractor (see <b>Exhibit “E”</b> ): CDA QPI Reimbursement Agreement Direct Deposit Participation Agreement Authorization Agreement for Direct Deposit (attach a voided check) IRS form W-9 Verification of TIN number or copy of Social Security Card  Any new Agency must sign and return the above forms to CDA; returning Agencies must verify that the above forms are on record with CDA.  Note: No federal or state taxes will be withheld from compensation to the Agency. When required, SDCOE will file the appropriate taxation forms with the required taxing authorities.	Documents returned to CDA	September 28, 2018
9.7	The Agency shall budget QPI funds according to the following reimbursement rates for eligible sessions for the 2018-19 year: Tier 1 & 2: \$0 Tier 3: \$2,500* Tier 4: \$7,100* Tier 5: \$9,600* <i>*Estimated amounts; final rates will be established after the QPI tier rating process has been completed.</i>	N/A	N/A
<b>10</b>	<b>Media, Marketing, and Logo Usage</b>		
10.1	The Agency is encouraged to use the following strategies to increase public awareness about the importance of quality preschools: 1) arrange at least one community leader visit to QPI site(s) – e.g., board members, principals, community/business leaders – to raise awareness of quality preschool and strengthen relationships; and 2) collaborate with QPI's community engagement consultant to develop strategies and document activities.	Documentation of community leader visit(s) or other public awareness activities	Ongoing
10.2	The Agency shall provide brief stories, when requested, for possible use in First 5 annual report or other communications that include testimonials about the benefits and successes of QPI.	Stories provided to SDCOE	Ongoing

10.3	The Agency shall follow the current QPI Publication and Presentation Guidelines to request and receive approval of all publication and presentation materials referencing QPI participation or funding. (see <b>Exhibit “B” –Attachment 7</b> )	Request(s) for approval for publication/ presentation(s)	Ongoing
10.4	The Agency shall develop and maintain a professional image for all First 5 San Diego QPI print and media materials, consistent with the established guidelines (see <b>Exhibit “B” –Attachment 7</b> ). The Agency shall use the approved QPI and First 5 San Diego logo in all materials used to market their program	Copies of any print or media materials w/ QPI and First 5 logos	Ongoing
10.5	The Agency's site tier ratings valid during the current program year will be posted by SDCOE to the public Quality Preschool Initiative website (www.sdqpi.org).	July 1, 2018 (posted by SDCOE staff)	Ongoing
10.6	Agency publication and posting of site tier ratings is encouraged. Tier rating is valid for one year following the date of tier designation. The tier rating shall be removed from all publications and postings if site receives a designation of "not in good standing" from Community Care Licensing (CCL).	Evidence of tier rating posting. Evidence of removal if necessary.	Ongoing
10.7	The Agency must notify SDCOE before or by 12 hours after any media coverage related to any site receiving QPI funding.	Email notification	Within 12 hours of event

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work  
Attachment 1: Data Reporting Requirements 2018-19**

## Exhibit B, Attachment 1: 2018-19 QPI Data Reporting Requirements

Quarter One: July 1 - September 30	Item	Component	Due Dates	Instructions
	1	Agency and Site Setup	Within two weeks of Contract Execution date. Updates within 1 week	Ensure all data fields on the agency and site landing pages in Pinwheel are complete and accurate at program year set up. Ensure that these fields remain up-to-date throughout the year. Update staff assignments in Pinwheel within 2 business days of implementation.
	2	Staff Profiles	Within two weeks of Contract Execution date. Updates within 2 weeks as changes occur	Create and/or update to ensure contact information and demographic data are accurate. Enter/update the "First work day of school year" to the current year. Erase previous year's "Last work day of school year" (if any). Update all data throughout the year within two weeks as changes occur. Add new staff within two weeks of staff start date.
	3	Staff Informed Consent Form and First 5 Notice of Privacy Practices	Within two weeks of Staff Start Date or change in status	Collect signed forms from all staff assigned to QPI. Provide a list of staff who do NOT wish to provide consent to QPI by the date listed. Notify QPI in writing within 2 business days if a staff changes his/her mind in either direction ("Yes to No" or "No to Yes").
	4	Staff Education	Within two weeks of Contract Execution date or Staff Start Date, whichever comes first.	Enter/update education in Pinwheel for all staff assigned to QPI, including permits, degrees and ECE units. Upload transcripts to support degrees and ECE units. Ensure teaching permits are not expired.
	5	User Account Setup and Termination	Within two weeks of Contract Execution date. Updates within 2 business days	Create Pinwheel user accounts for all staff newly participating in QPI and disable Pinwheel user accounts for all staff no longer participating in QPI. Update within 2 business days as changes occur.
	6	Agency and Session Program Calendars	Within two weeks of Contract Execution date. Updates within 2 business days	All calendars used by the agency must be setup and linked to every session. If agency uses one calendar, all sessions will default to the longest calendar set up at the agency's landing page. Ensure every session is assigned to the appropriate calendar.
	7	Session Setup	Within two weeks of Contract Execution date.	Ensure all required data fields on the session landing pages in Pinwheel are complete and accurate. Update changes to staff assignments in Pinwheel within 2 business days of implementation.
	8	Rolled-Over Student Records	Fri, Sept 21, 2018 or 3 weeks after Contract Execution Date, whichever comes first.	Records for children who attended in the previous year are rolled over into the current year and placed in an Archive Student Waiting List. When a student returns for a second year, move the archived record into the appropriate session. This retains the history (DRDP, ASQ, referrals, etc.). Erase previous year's Entry and Drop Dates and ensure all information is up to date for the current year. Note: Only children who are NEVER served within the program year belong in the Archive. Place children who are served and later drop into the Drop Waiting list.



Quarter One Continued	Item	Component	Due Dates	Instructions
	9	Student Demographics	Fri, Sept 21, 2018 or 3 weeks after Contract Execution Date, whichever comes first. Updates every 2 weeks	Ensure all required data fields (as per the QPI Data Dictionary) on the child landing page in Pinwheel are complete and accurate for 100% of the children at program year set up. Ensure that these fields remain up-to-date throughout the year. Every child served in a QPI session must be reported, regardless of funding source. Updates (new enrollments, drop dates, etc.) for both new and rolled-over students must be entered or imported no later than every 2 weeks. Run ongoing quality assurance checks throughout the year on all funded children.
	10	General Quality Check	Fri, Sept 21, 2018	Check all above items for quality and resolve errors or incomplete data.
	11	Referral Pathways	Within 45 days of contract execution date and prior to entering any ASQ, referral and general screening data in Pinwheel	Create and/or update referral pathways for both internal and external referrals and general screenings.
	12	Budget and Budget Narrative	Fri, Sept 28, 2018	The budget and budget narrative are due in Pinwheel.
	13	Parent Informed Consent Form, First 5 Notice of Privacy Practices, and Model Release Form	Within 2 weeks of enrollment	Collect signed forms from parents upon enrollment. Enter results of Informed Consent Form into Pinwheel within 2 weeks. Keep forms on file at site for 7 years beyond the last day of Quality Preschool Initiative.
	14	Child Attendance	Manual Entry: Daily Import: Monthly by 11 <sup>th</sup> . June attendance within 5 business days of program's end or June 30, whichever comes first.	Enter attendance daily into Pinwheel for all children in each session for each day in the QPI program year. Providers who import child attendance from another primary data system outside of Pinwheel may import monthly by the date listed through the end of the program year.
	15	Staff Attendance	Daily in either Pinwheel or Other Primary HR system	Maintain daily staff attendance in Pinwheel or in provider's own data system tracking number of days worked in the classroom by each teacher and IA for that quarter. Additionally, all Program Directors, Site Administrators, Lead Teachers and Instructional Assistants must have a current year "First work day of school year" in their demographic record in Pinwheel. Staff that leave midyear must also have a "Last work day of school year" listed in their demographic record.

Quarter Two: October 1 – December 31	Item	Component	Due Dates	Instructions
	16	Student Demographics	Updates, Adds and Drops every 2 weeks	See Quarter 1 for description.
	17	Quarter 1 Invoice	Fri, Oct 12, 2018	Quarter 1 invoice should be submitted in Pinwheel for contract monitor approval.
	18	DRDP: Desired Results Developmental Profile (DRDP) 2015	Posted in SDCOE's FTP site or in Pinwheel by Fri, Dec 21, 2018	The initial DRDP must be completed within 60 days of first day of attendance and the DRDPTech results export must be uploaded to SDCOE's secure ftp site by the date listed in the <i>Due Dates</i> column. Every child whose first day present was on or before <b>Fri, 10/5/2018</b> is expected to have one DRDP <b>entered at this time</b> with the following exception: 1. Children who attend less than 10 hours per week are not required to have a DRDP.
	19	General Quality Check	Fri, Dec 28, 2018	Inspect all above items for quality and resolve errors or incomplete data.
	20	Parent Education Workshops	Fri, Dec 28, 2018	Submit evidence showing parent/guardian/caregiver attendance at the following family strengthening activity/class/session/workshop series.
	21	General Screenings	Screenings to date: Fri, Dec 28, 2018 <i>Update as occurs</i>	Input/import all hearing and vision screenings completed to date into Pinwheel. This can be done through import, creating batch referrals, or inputting individually.
	22	W-9 and Supplier Request Forms	Hand-delivered to SDCOE or postmarked by <b>Fri, Dec 14, 2018</b>	All staff who plan to apply for a stipend must submit their W-9 form <u>and</u> Supplier Request Form to SDCOE by the deadline.
	23	Ages and Stages Questionnaire (ASQ-3)	Within 90 days of child's first day present	All information in the ASQ-3 screen must be entered into Pinwheel within 90 days of each child's first day present and within the current program year.
	24	Child Attendance	Manual Entry: Daily Import: Monthly by 11th	See Quarter 1 for description.
	25	Staff Attendance & Staff Attendance Verification Report	Manual Entry: Daily Other Primary System: Quarterly report within 2 weeks of receipt of QPI template	Maintain daily staff attendance* in Pinwheel or in provider's own data system tracking number of days worked in the classroom by each teacher and Instructional Assistant (IA). All providers must complete the Staff Attendance Verification Template, provided by QPI, for the previous quarter. Upon completion, Program Directors must certify the report's accuracy. *Attendance = Number of days each staff worked in the classroom. Paid days off or "special assignment" days worked away from assigned session do not count as attendance for stipend).

Quarter Three: January 1 March 31	Item	Component	Due Dates	Instructions
	26	Student Demographics	Updates, Adds and Drops every 2 weeks	See Quarter 1 for description.
	27	Quarter 2 Invoice	Fri, Jan 11, 2019	Quarter 2 Invoice should be submitted in Pinwheel for contract monitor approval.
	28	Staff Education	<b>Stipends:</b> <b>Thu, Jan 31, 2019</b>  <b>Site Tiering:</b> <b>Fri, May 17, 2019</b>	Enter and/or update staff education (degrees, permits, ECE units) for all Program Directors, Site Supervisors, Lead Teachers and Instructional Assistants in Pinwheel. Unofficial Transcripts must be uploaded as evidence for degrees and/or ECE units by the deadlines listed. Only valid teaching permits will be considered. Instructional Assistants who have never earned ECE units are not required to enter education claims into Pinwheel. Note: Staff Education data in Pinwheel as of January 31, 2018 will be used to calculate stipend amounts. Education data as of May 18, 2018 will be used to determine site tiering.
	29	General Quality Check	Fri Mar 22, 2019	Inspect all data for quality and resolve errors or incomplete data.
	30	Ages and Stages Questionnaire (ASQ-3)	Within 90 days of child's first day present	See Quarter 2 for description.
	31	Ages and Stages Questionnaire: Social Emotional (ASQ:SE-2)	Within 30 days of ASQ-3	Enter all information in the <b>ASQ: SE-2</b> screening into Pinwheel within 30 days of scoring the ASQ-3, if the ASQ indicates the need for the <b>ASQ:SE-2</b> .
	32	Referrals	Within 30 days	Ensure all children who score in the referral range (black) on the ASQ-3 or ASQ:SE-2 have a referral in Pinwheel within 30 days after the ASQ-3 or ASQ:SE-2. All interventions, referrals and updates are entered into Pinwheel as they occur throughout the program year (July 1, 2018 – June 30, 2019) as long as the child demonstrates a need.
	33	General Screenings	<b>Screenings to date:</b> <b>Fri, Mar 29, 2019</b> <i>Update as Occurs</i>	See Quarter 2 for description.
	34	NAP SACC Nutrition Self-Assessment	Fri, Mar 29, 2019	Agency level self-assessment to be completed and entered into Pinwheel.
	35	NAP SACC Physical Activity Self-Assessment	Fri, Mar 29, 2019	Session level self-assessment to be completed for each session and entered into Pinwheel.
	36	Child Attendance	<b>Manual Entry: Daily</b> <b>Import: Monthly by 11th</b>	See Quarter 1 for description.
	37	Staff Attendance Verification Report	<b>Manual Entry: Daily</b> <b>Other Primary System:</b> <b>Quarterly report within 2 Weeks of receipt of QPI Template</b>	See Quarter 2 for description.

Quarter Four: April 1 June 30	Item	Component	Due Dates	Instructions
	38	Student Demographics	Updates, Adds and Drops every 2 weeks	Conduct a quality check on all records. Ensure all new children have been entered and all drops have a Drop Date and have been moved to a Dropped Waiting List. See Quarter 1 for description.
	39	Ages and Stages Questionnaire (ASQ-3)	Within 90 days of child's first day present	See Quarter 2 for description.
	40	Quarter 3 Invoice	Fri, Apr 12, 2019	Quarter 3 Invoice should be submitted in Pinwheel for contract monitor approval.
	41	First 5 Parent Satisfaction Survey	Fri, May 17, 2019	Provider to distribute the First 5 Parent Satisfaction Survey to parents in early April, return surveys to QPI by the deadline.
	42	DRDP: Desired Results Developmental Profile (DRDP) 2015	Posted in SDCOE's FTP site or in Pinwheel by Fri, May 17, 2019	<p>A second DRDP must be completed 6 months after the initial DRDP date. The DRDPTech results export must be uploaded to SDCOE's secure ftp site by the date listed. Agencies choosing not to use DRDPTech must enter DRDP's directly into Pinwheel by the deadline listed.</p> <p>All children who enter by Mon, 9/17/2018 and remain enrolled are expected to have two DRDPs in Pinwheel. All children who enter by Fri, 3/15/2019 and remain enrolled are expected to have at least one DRDP in Pinwheel, with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. Any child who enters with less than 60 days to the end of the program year are not required to have a DRDP.</li> <li>2. Children who attend preschool less than 10 hours per week are not required to have a DRDP.</li> </ol>
	43	General Quality Check	Fri, May 24, 2019	Inspect all data for quality and resolve errors or incomplete data.
	44	General Screenings	Fri, May 24, 2019	See Quarter 2 for description.
	45	Referrals	Within 30 days	See Quarter 3 for description.
	46	Child Attendance	Manual Entry: Daily Import: Monthly by 11 <sup>th</sup> . June attendance within 5 business days of program's end or June 30, whichever comes first.	See Quarter 1 for description. Note: June attendance must be input/imported within 5 business days of the end of the program year or June 30, whichever comes first.
	47	Staff Attendance Verification Report	Manual Entry: Daily Other Primary System: Quarterly report within 2 weeks of receipt of QPI template	Final Staff Attendance Verification report follows same description as in Quarter 2, with the addition of a column in which the Program Director specifies as to whether each Lead, IA and Site Supervisor is anticipated to attend at least 75% of their program calendar days by year-end. This additional column is used by QPI as one of the determining factors in stipend calculations.
	48	Quarter 4 Invoice	Fri, July 12, 2019	Quarter 4 Invoice should be submitted in Pinwheel for contract monitor approval. First 5 QPI funds must fully expended by June 30, 2018.

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work  
Attachment 2: San Diego QRIS Rating Matrix**



ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
<b>CORE I: CHILD DEVELOPMENT AND SCHOOL READINESS</b>					
<b>1. Child Observation</b>	<input type="checkbox"/> Not required	<input type="checkbox"/> Program uses evidence-based child assessment/ observation tool annually that covers all five domains of development	<input type="checkbox"/> Program uses valid and reliable child assessment/ observation tool aligned with <i>CA Foundations &amp; Frameworks</i> (minimum twice a year)	<input type="checkbox"/> Program uses DRDP 2015 (minimum twice a year) <b>AND</b> results used to inform curriculum planning	<input type="checkbox"/> Program uses DRDP 2015 (minimum twice a year) <b>AND</b> Uploads results into DRDP Tech <b>AND</b> results used to inform curriculum planning
<b>2. Developmental and Health Screenings</b>	<input type="checkbox"/> Meets Title 22 Regulations	<input type="checkbox"/> Health Screening Form (Community Care Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent) used at entry <b>for every child</b> , and then <ul style="list-style-type: none"> <li>annually for every child</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Ensures vision and hearing screening are conducted annually</li> </ul>	<input type="checkbox"/> Program works with families to ensure screening of all children using a <b>valid and reliable developmental screening tool</b> at entry and as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Meets all Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the <b>ASQ-3</b> at entry and as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Meets all Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the <b>ASQ-3 &amp; ASQ:SE</b> , if indicated, at entry, then as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate <b>AND</b> <input type="checkbox"/> Meets all Criteria from point level 2
<b>CORE II: TEACHERS AND TEACHING</b>					
<b>3. Minimum Qualifications for Lead Teacher/ Family Child Care Home (FCCH)</b>	<input type="checkbox"/> Meets Title 22 Regulations  <b>Center:</b> 12 units of Early Childhood Education (ECE)/Child Development (CD)	<input type="checkbox"/> <b>Center:</b> 24 units of ECE/CD <sup>1</sup> <b>OR</b> Associate <b>Teacher</b> Permit + 12 units of ECE/CD	<input type="checkbox"/> 24 units of ECE/CD + 16 units of General Education <b>OR</b> Teacher Permit <b>AND</b>	<input type="checkbox"/> Associate's degree (AA/AS) in ECE/CD (or closely related field) <b>OR</b> AA/AS in any field + 24 units of ECE/CD <b>OR</b> Site Supervisor Permit	<input checked="" type="checkbox"/> <b>Bachelor's degree OR Master's Degree in ECE/CD (or closely related field) OR BA/BS in any field plus/with 24 units of ECE/CD</b>

<sup>1</sup> For all ECE/CD units, the core 8 are desired but not required.  
Exhibit "B" – Attachment 2



ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
	<b>FCCH:</b> 15 hours of training on preventive health practices	<input type="checkbox"/> <b>FCCH:</b> 12 units of ECE/CD <b>OR</b> Associate Teacher Permit	<input type="checkbox"/> 21 hours professional development (PD) annually	<b>AND</b> <input type="checkbox"/> 21 hours PD annually	<b>OR Program Director Permit</b> <b>OR BA/BS or Master's degree plus</b> <ul style="list-style-type: none"> <li>• <b>Teacher Permit</b></li> <li>• <b>Site Supervisor Permit</b></li> </ul> <b>AND</b> <input type="checkbox"/> 21 hours PD annually
<b>4. Effective Teacher-Child Interactions: Using CLASS Assessments</b> (*Use tool for appropriate age group as available)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with <b>CLASS</b> assessment for appropriate age group as available, by a minimum of one representative from the site	<input type="checkbox"/> Independent <b>CLASS</b> assessment by reliable observer to inform the program's professional development/ improvement plan	<input type="checkbox"/> Independent <b>CLASS</b> assessment by reliable observer with minimum <b>CLASS</b> scores of: <b>Pre-K</b> <ul style="list-style-type: none"> <li>▪ Emotional Support - 5</li> <li>▪ Instructional Support –3</li> <li>▪ Classroom Organization – 5</li> </ul> <b>Toddler</b> <ul style="list-style-type: none"> <li>▪ <b>Emotional &amp; Behavioral Support – 5</b></li> <li>▪ <b>Engaged Support for Learning – 3.5</b></li> </ul> <b>Infant</b> <ul style="list-style-type: none"> <li>▪ <b>Responsive Caregiving – 5.0</b></li> </ul>	<input type="checkbox"/> Independent <b>CLASS</b> assessment by a reliable observer with minimum <b>CLASS</b> scores of: <b>Pre-K</b> <ul style="list-style-type: none"> <li>▪ Emotional Support – 5.5</li> <li>▪ Instructional Support – 3.5</li> <li>▪ Classroom Organization – 5.5</li> </ul> <b>Toddler</b> <ul style="list-style-type: none"> <li>▪ <b>Emotional &amp; Behavioral Support – 5.5</b></li> <li>▪ <b>Engaged Support for Learning – 4</b></li> </ul> <b>Infant</b> <ul style="list-style-type: none"> <li>▪ <b>Responsive Caregiving – 5.5</b></li> </ul>
<b>CORE III: PROGRAM AND ENVIRONMENT - Administration and Leadership</b>					
<b>5. Ratios and Group Size</b> (Centers Only beyond licensing regulations)	<input type="checkbox"/> <b>Center:</b> Title 22 Regulations <b>Infant</b> Ratio of 1:4 <b>Toddler Option</b> Ratio of 1:6 <b>Preschool</b> Ratio of 1:12	<input type="checkbox"/> <b>Center</b> <b>Infant/Toddler</b> Ratio of 4:16 <b>Toddler</b> Ratio of 3:18	<input type="checkbox"/> <b>Center</b> <b>Infant/Toddler</b> Ratio of 3:12 <b>Toddler</b> Ratio of 2:12	<input type="checkbox"/> <b>Center</b> <b>Infant/Toddler</b> Ratio of 3:12 or 2:8 <b>Toddler</b> Ratio of 2:10	<input type="checkbox"/> <b>Center</b> <b>Infant/Toddler</b> Ratio of 3:9 or better



ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
	<input type="checkbox"/> <b>FCCH:</b> Title 22 Regulations ( <i>excluded from point values in ratio and group size</i> )	<b>Preschool</b> Ratio of 3:36	<b>Preschool</b> Ratio of 2:24	<b>Preschool</b> Ratio of 3:24 or 2:20	<b>Toddler</b> Ratio of 3:12 or better  <b>Preschool</b> Ratio of 1:8 <i>or better</i> and group size of no more than 20
<b>6. Program Environment Rating Scale(s)</b> (Use tool for appropriate setting: ECERS-R, ITERS-R, FCCERS-R)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Independent <b>ERS assessment</b> using scale for the appropriate setting. All subscales completed and averaged to meet overall score level of <b>3.0</b>	<input type="checkbox"/> Independent <b>ERS assessment</b> using scale for the appropriate setting. All subscales completed and averaged to meet overall score level of <b>4.0</b>	<input type="checkbox"/> Independent <b>ERS assessment</b> using scale for the appropriate setting. All subscales completed and averaged to meet overall score level of <b>5.0</b>	<input type="checkbox"/> Independent <b>ERS assessment</b> using scale for the appropriate setting. All subscales completed and averaged to meet overall score level of <b>5.5</b> <b>OR</b> Current National Accreditation approved by the <i>California Department</i> of Education
<b>7. Director Qualifications</b> (Centers Only)	<input type="checkbox"/> 12 units core ECE/CD and 3 units <i>of</i> Management/ Administration	<input type="checkbox"/> 24 units ECE/CD + 16 units General Education <i>+/with</i> 3 units Management/ Administration  <b>OR</b> Master Teacher Permit	<input type="checkbox"/> Associate's degree with 24 units ECE/CD <i>+/with</i> 6 units Management/ Administration and 2 units of supervision <b>OR</b> Site Supervisor Permit <b>AND</b> <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree with 24 units ECE/CD <i>+/with</i> 8 units of Management/ Administration <b>OR</b> Program Director Permit <b>AND</b> <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Master's degree with 30 units ECE/CD including specialized courses <i>+/with</i> 8 units of Management/ Administration, <b>OR</b> Administrative Credential <b>AND</b> <input type="checkbox"/> 21 hours PD annually
TOTAL POINT RANGES					
Program Type	QPI Tier 1	QPI Tier 2	QPI Tier 3	QPI Tier 4	QPI Tier 5
<b>Centers</b> 7 Elements for 35 points	<b>Blocked</b> – Must Meet All Elements	<b>Point Range</b> 8 to 19	<b>Point Range</b> 20 to 25	<b>Point Range</b> 26 to 31	<b>Point Range</b> 32 and above
<b>FCCHs</b> 5 Elements for 25 points	<b>Blocked</b> – Must Meet All Elements	<b>Point Range</b> 6 to 13	<b>Point Range</b> 14 to 17	<b>Point Range</b> 18 to 21	<b>Point Range</b> 22 and above



**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work  
Attachment 3: Parent Consent Forms**



## SAN DIEGO COUNTY OFFICE OF EDUCATION

Dear Parent(s):

Did you know that your child is enrolled in a preschool that is participating in the First 5 San Diego Quality Preschool Initiative? The Quality Preschool Initiative (QPI) is a systemic approach to assess, improve, and communicate the level of quality in early care and education programs. Your child is enrolled in a preschool that is committed to continually improving or sustaining high-quality practices.

QPI is managed by the San Diego County Office of Education and funded by First 5 San Diego. This partnership is committed to eliminating the achievement gap by providing high-quality early education experiences to children.

The purpose of the Quality Preschool Initiative is to build an effective system for delivering high quality preschool experiences to children and families that:

- Utilizes well-qualified teachers and staff with specialized training in early childhood education;
- Provides eager young learners with support to build academic and social skills that prepare them to be successful learners in kindergarten;
- Utilizes a research-based curriculum that is developmentally appropriate and sets goals specific to preschool;
- Builds trusting relationships with families by respecting and supporting home language, exchanging information about the child, and engaging families in their child's classrooms and schools; and
- Includes children with special needs.

The Quality Preschool Initiative is also working to help connect children and families with other available services in the community to promote the health and well-being of families in San Diego County. Please ask your preschool provider about any services that may be available to you.

For more information about the Quality Preschool Initiative, please visit [www.sdqpi.org](http://www.sdqpi.org). If you have any questions, please call us at 858-292-3700. Enjoy a wonderful year with your child.

Sincerely,

Tara Ryan  
Director  
Early Education Programs and Services  
San Diego County Office of Education





## SAN DIEGO COUNTY OFFICE OF EDUCATION

Estimado(s) Padre(s) de familia:

¿Sabía usted que el preescolar de su hijo(a) está participando en la Iniciativa para el Preescolar de Calidad (QPI, por sus siglas en inglés) de First 5 San Diego? QPI es un método sistémico de evaluar, mejorar y comunicar el nivel de calidad de programas de cuidados y educación temprana. Su niño está inscrito en un preescolar que está comprometido a mejorar la calidad del programa de manera continua y a mantener prácticas de alta calidad.

QPI se encuentra bajo la dirección de la Oficina de Educación del Condado de San Diego (SDCOE, por sus siglas en inglés) y es financiado parcialmente por First 5 San Diego. Esta asociación está comprometida a eliminar la brecha en el rendimiento académico de los estudiantes al crear experiencias de educación temprana de calidad.

El propósito de QPI es crear un sistema efectivo para brindar experiencias de alta calidad para los niños y sus familias que:

- tenga maestros y personal calificado con capacitación especializada en educación temprana;
- brinde apoyo para desarrollar las habilidades sociales y académicas de los estudiantes más pequeños que los prepare para ser estudiantes exitosos en el jardín de infancia;
- utilice un currículo basado en la investigación apropiado para cada etapa del desarrollo y que establezca metas específicas a la educación preescolar;
- establezca relaciones con las familias, respetando y apoyando el idioma materno, intercambiando información acerca del niño, e involucrándolas en el salón de clase;
- incluya niños con necesidades especiales.

La Iniciativa para el Preescolar de Calidad también está trabajando para ayudar a conectar a niños y familias con otros servicios disponibles en la comunidad con el fin de promover la salud y el bienestar de las familias en el condado de San Diego. Por favor pregúntele a su proveedor de educación preescolar acerca de otros servicios que estén a su disponibilidad.

Si tiene alguna pregunta sobre la Iniciativa para el Preescolar de Calidad, por favor visite [sdqpi.org](http://sdqpi.org). Si tiene alguna pregunta llame al 858-292-3700. Disfrute de un maravilloso año escolar con su hijo(a).

Atentamente,

Tara Ryan  
Directora  
Programas y Servicios de Educación Temprana  
Oficina de Educación del Condado de San Diego





# SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 Linda Vista Road, San Diego, CA 92111 • 858-292-3500 • [www.sdcoe.net](http://www.sdcoe.net)  
San Diego County Superintendent of Schools Dr. Paul Gothold

Dear Parent(s):

Your preschool participates in the Quality Preschool Initiative (QPI) and receives grant funds from local and state resources in order to provide preschool programming and services. As a condition of funding, we are required to participate in research and evaluations and to provide information regarding services and operations to the agency/agencies providing the funding, so they may evaluate program effectiveness. By signing the "Consent to Participate" forms (attached), you are authorizing your Quality Preschool Initiative preschool provider to share certain evaluation data regarding your child with the San Diego County Office of Education (SDCOE), First 5 San Diego, and First 5 California for up to ten (10) years.

The evaluation data that your Quality Preschool Initiative Preschool Provider may share includes the following:

- Assessment results from the Desired Results Developmental Profile, which is completed by your child's teacher and measures your child's development;
- Screening results from the Ages and Stages Questionnaires, which is completed by you and staff at our agency to screen for developmental delays;
- Whether or not your child receives specialized services through an Individualized Education Program (IEP).
- Your child's ethnicity and primary language; and
- Information regarding referrals concerning supports for your child's development.

Your child's name and personal information will never be released to the public or made available for public viewing. The agencies that provide funding to your child's preschool comply with strict laws requiring them to keep your child's information private, similar to SDCOE. If you sign the attached forms, your preschool may also share directory information including your child's name, gender, date of birth, and dates of attendance. Your preschool does not need parent consent in order to share this information, unless you have opted out of release of directory information.

Providing your consent at this time does not limit your ability to withdraw your consent to participate in the research evaluation in the future. If at any time after providing your consent, you choose to withdraw your consent to share evaluation data with the funders, please contact your Quality Preschool Initiative preschool provider for the requisite forms.

If you agree to participate in the evaluation process, please sign the attached form(s) and return them to your Quality Preschool Initiative preschool provider. If you do not agree, please draw a line through the attached form(s) and write "no" in the signature line and return to your Quality Preschool Initiative preschool provider. If you should have any questions or concerns, please contact me.

Sincerely,

Tara Ryan  
Director  
Early Education Programs and Services  
San Diego County Office of Education



# SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 Linda Vista Road, San Diego, CA 92111 • 858-292-3500 • [www.sdcoe.net](http://www.sdcoe.net)  
San Diego County Superintendent of Schools Dr. Paul Gothold

Estimado(s) padre(s) de familia:

Su preescolar recibe fondos de subvenciones de agencias locales y estatales para ofrecer servicios y programas de preescolar. Como condición para seguir recibiendo dichos fondos, se nos requiere participar en investigaciones y evaluaciones, y proporcionar información referente a nuestras operaciones a las agencias que proveen los fondos para la evaluación de la eficacia del programa. Al firmar las formas de autorización para participar adjuntas, usted está autorizando que su proveedor de preescolar de la Iniciativa para el Preescolar de Calidad (QPI, por sus siglas en inglés) comparta ciertos datos referentes a su hijo(a) para dicha evaluación con la Oficina de Educación del Condado de San Diego (SDCOE, por sus siglas en inglés), First 5 San Diego y First 5 California por hasta diez (10) años.

Los datos que su proveedor de preescolar QPI puede compartir para la evaluación incluyen:

- resultados de evaluación del Perfil de Desarrollo de Resultados Deseados (DRDP), completado por el(la) maestro(a) de su hijo(a), que mide el desarrollo de su hijo(a);
- resultados de evaluación de Ages and Stages Questionnaires (cuestionarios de edades y etapas), completados por usted y el personal de su agencia para detectar retrasos en el desarrollo;
- si su hijo(a) recibe o no servicios especializados a través de un programa de educación individualizada (IEP, por sus siglas en inglés);
- la identidad étnica y lengua materna de su hijo(a);
- información relativa a las referencias para recibir apoyos para el desarrollo de su hijo(a).

El nombre y la información privada de su hijo(a) jamás será difundida públicamente ni estará accesible al público. Las agencias que suministran fondos al preescolar de su hijo(a), al igual que SDCOE, cumplen con leyes estrictas que les requiere mantener la información de su hijo(a) privada. Si firma las formas adjuntas, el preescolar de su hijo(a) también podrá compartir datos personales de su hijo que incluyen su nombre, sexo, fecha de nacimiento y fechas de asistencia. El preescolar de su hijo no necesita su autorización para compartir dicha información, a menos que usted haya optado porque no se disemine dicha información personal.

El dar su consentimiento ahora no limita su habilidad de retirar su consentimiento para participar en la evaluación de la investigación en un futuro. Si decide retirar su consentimiento después de haberlo dado, por favor contacte a su proveedor de preescolar de QPI para obtener las formas necesarias.

Si usted da su consentimiento para participar en el proceso de evaluación, por favor firme las formas adjuntas y entréguelas a su proveedor de preescolar QPI. Si no desea dar su consentimiento, por favor trace una línea en cada una de las formas adjuntas, escriba 'no' en la línea de la firma y entregue las formas a su proveedor de preescolar QPI. Si tiene alguna duda o inquietud, no dude en contactarme.

Atentamente,

Tara Ryan  
Directora  
Programas y Servicios de Educación Temprana  
Oficina de Educación del Condado de San Diego



# SAN DIEGO COUNTY OFFICE OF EDUCATION

## AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT INFORMATION TO AND FROM PRESCHOOL AGENCIES

Completion of this document authorizes the disclosure and/or use of personally identifiable student information between your child's preschool, San Diego County Office of Education, and First Five 5 San Diego, as set forth below, consistent with California and Federal laws concerning the privacy of such information and use of non-identifiable student information between First 5 San Diego and First 5 California for the purposes of program study and funding. If you consent to disclosure of information as described herein, please fill out, sign and return this form to: \_\_\_\_\_.

### USE AND DISCLOSURE INFORMATION RELATED TO:

Student Name: \_\_\_\_\_  
Last First MI Date of Birth

I, the undersigned, do hereby authorize the above named student's preschool, \_\_\_\_\_, and San Diego County Office of Education, 6401 Linda Vista Road, San Diego, CA 92111, to exchange information regarding the above named student with First 5 San Diego and First 5 California. The information is exchanged for program evaluation purposes and for preschool, programming, and service planning. The exchange of information is a condition on which funding for the preschool program is provided to San Diego County Office of Education. The information will be exchanged between your child's preschool, the San Diego County Office of Education and First 5 San Diego for the purpose of providing quality preschool instruction and program supports and health services. Aggregate non-identifiable student information between First 5 San Diego and First 5 California is used for the purpose of program study and funding.

Requested information shall be limited to the following: your child's ethnicity; primary language; results from assessment and screening Tools: ASQ-3, ASQ:SE-2, and DRDP-2015; IEP/IFSP; and referrals for support services.

### DURATIONS

This authorization shall become effective immediately and shall remain in effect until \_\_\_\_\_ or one year from today.  
Date

### RESTRICTIONS ON RE-DISCLOSURE

California law prohibits the requestor from making further or additional disclosure of private information to another third party unless the requestor obtains another authorization from you, or the disclosure is specifically required or permitted by law.

### YOUR RIGHTS

You have the following rights with respect to this authorization, and affirm you understand them in signing this release form. You may revoke this authorization at any time by submitting written revocation signed by you or your representative and delivered to the agency/persons listed above. Your revocation will be effective upon receipt, but will not be effective to the extent that the requestor or others have acted in reliance on this authorization. You have the right to receive a copy of this authorization.

Signing this authorization may be required in order for this student to obtain appropriate/additional specialized support services in the educational setting.

Approval: \_\_\_\_\_  
Printed Name Signature Date

\_\_\_\_\_  
Relationship to Student Area Code and Telephone Number





## AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT INFORMATION TO AND FROM PRESCHOOL AGENCIES

El completar este documento autoriza la divulgación y/o el uso de información de estudiantes personalmente identificable entre el preescolar de su hijo/a, la Oficina de Educación del Condado de San Diego y First 5 San Diego, como esta descrito abajo, consistente con las leyes de California y federales concerniente a la privacidad de dicha información y uso de la información no identificable del estudiante entre First 5 San Diego y First 5 California con el propósito de la evaluación y el financiamiento del programa. Si usted está de acuerdo con la divulgación de información descrita en este documento, firme y entregue esta forma a:

### USO Y DIVULGACIÓN DE INFORMACIÓN RELACIONADA CON:

Nombre del estudiante: \_\_\_\_\_  
Apellido Primer Nombre Inicial del segundo nombre Fecha de nacimiento

Yo, el(la) abajo firmante, hago constar que autorizo al preescolar del estudiante nombrado anteriormente, \_\_\_\_\_, y a la Oficina de Educación del Condado de San Diego, 6401 Linda Vista Road, San Diego, CA 92111, a intercambiar información del estudiante nombrado anteriormente con First 5 San Diego y First 5 California. Dicha información es intercambiada con el propósito evaluar del programa, y planificar lo referente con el preescolar, su programación y servicios. El intercambio de información es una condición para que los fondos del programa preescolar sean suministrados a la Oficina de Educación del Condado de San Diego. La información será intercambiada entre el preescolar de su hijo/a, la Oficina de Educación del Condado de San Diego y First 5 San Diego con el propósito de proveer educación preescolar de calidad, soportes para el programa y servicios de salud. La información agregada no identificable de estudiantes compartida con First 5 San Diego y First 5 California es usada con el propósito de evaluar y financiar el programa.

La información solicitada estará limitada a la siguiente: identidad étnica; primera lengua; resultados de evaluaciones y proyecciones: ASQ-3, ASQ:SE-2 y DRDP-2015; IEP/IFSP; y referencias para recibir servicios de apoyo.

### VENCIMIENTO

Esta autorización será efectiva inmediatamente y se mantendrá en efecto hasta el \_\_\_\_\_ o dentro de un año a la fecha actual.  
Fecha

### RESTRICCIONES DE DIVULGACIÓN

La ley de California prohíbe al solicitante la divulgación de información privada adicional o más allá de lo acordado a terceros, a menos que el solicitante obtenga otra forma de autorización de su parte o a menos que dicha divulgación sea específicamente requerida o permitida por la ley.

### SUS DERECHOS

Usted tiene los siguientes derechos con respecto a esta autorización y afirma entenderlos al firmar esta forma de autorización. Usted puede revocar esta autorización en cualquier momento al presentar una revocación por escrito firmada por usted o por su representante y enviada a la agencia(s)/personal mencionados arriba. Su revocación entrará en efecto en cuanto sea recibida pero no aplicará a la información que ya se ha dado a conocer dada esta autorización. Usted tiene derecho a recibir una copia de esta autorización.

Es necesario firmar esta autorización para que el estudiante pueda recibir servicios de apoyo especializados apropiados/adicionales en el ambiente educativo.

Autorización: \_\_\_\_\_  
Nombre en letra de molde Firma Fecha

Relación de parentesco con el/la estudiante

Número de teléfono



## Information on the First 5 San Diego Program Evaluation

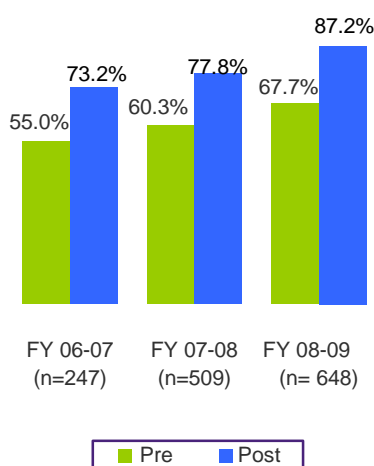
Evaluation Manager  
2750 Womble Rd, Suite 201  
San Diego, CA 92106  
(619) 523-7700

First 5 San Diego (First 5 SD) supports and pays for programs for young children and their families in San Diego County. These programs help children enter school healthy and ready to succeed. Data collected from programs will help First 5 SD learn which programs work best.

**Data Available to First 5 SD.** The organization providing services to you shares data with First 5 SD. For example, the data may be the ages and ethnicities of participants, the number of people served in each zip code or information about how groups of children and their parents are learning and improving.

**Procedures.** First 5 SD does not report on individual children or families as part of its evaluation. Your family data will be combined with data from others to show First 5 SD if families are helped by our programs. As an example, some First 5 SD programs help parents to read to their child. The report would look like this.

Parents Reading 3 or More Times a Week to Their Child



**Questions.** If you have any questions regarding the First 5 SD evaluation, you may call the Evaluation Manager at (619) 523-7700, or write to the above mailing address.

**Voluntary Participation.** You/your child receive First 5 SD services voluntarily and you can refuse services or stop participating at any time.



# ACKNOWLEDGEMENT

I \_\_\_\_\_ have received the First 5 San Diego Program Evaluation information sheet.

\_\_\_\_\_  
Name of Parent/Guardian (**PLEASE PRINT**)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Child(ren) under age 6 receiving services from:**

\_\_\_\_\_  
Agency or Program Name

\_\_\_\_\_  
Child (1) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (1)

\_\_\_\_\_  
Child (2) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (2)

\_\_\_\_\_  
Child (3) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (3)

\_\_\_\_\_  
Child (4) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (4)

\_\_\_\_\_  
Child (5) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (5)

\_\_\_\_\_  
Child (6) – First, Middle, and Last Name (s) as listed on birth certificate

\_\_\_\_\_  
Relationship to Child (6)



## Información sobre la Evaluación del Programa First 5 San Diego

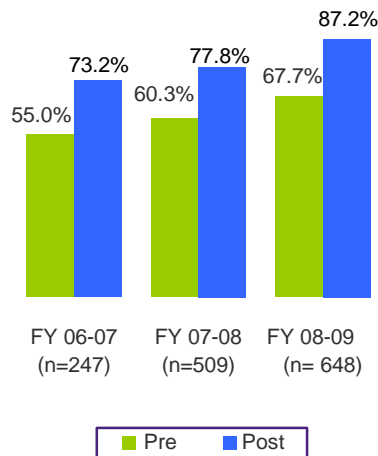
Evaluation Manager  
2750 Womble Road, Suite 201  
San Diego, CA 92106  
(619) 523-7700

First 5 San Diego (First 5 SD) apoya y paga por programas que ayudan a los niños del condado de San Diego. Estos programas contribuyen a que los niños entren a la escuela saludables y listos para triunfar. La información recopilada por parte de los programas ayudará a que First 5 SD identifique cuales programas funcionan mejor.

**Información disponible a First 5 SD.** La organización que le ofrece los servicios comparte datos con First 5 SD; por ejemplo, datos como la edad y el grupo étnico de los participantes, el número de personas que se atienden en cada código postal o información acerca de cómo grupos de niños y sus padres están aprendiendo y mejorando.

**Procedimientos.** First 5 SD no reporta de manera individual a niños o familias como parte de su evaluación. La información de su familia será combinada con datos de otras personas para mostrarle a First 5 SD si las familias son ayudadas por nuestros programas. Por ejemplo, algunos de los programas de First 5 SD ayudan a los padres a leerles a sus hijos. El reporte se presentaría de este modo:

Padres que les leen a sus hijos 3 o más veces por semana



**Preguntas.** Si usted tiene preguntas sobre la evaluación de First 5 SD, puede comunicarse con el Gerente de Evaluación al (619) 523-7700, o escribirle a la dirección que aparece en la parte superior de la hoja.

**Participación voluntaria.** Usted/su hijo recibe servicios de First 5 SD voluntariamente y puede rehusarlos y dejar de participar en cualquier momento.

# Reconocimiento

Yo, \_\_\_\_\_ he recibido la hoja de información de la Evaluación del Programa First 5 San Diego.

\_\_\_\_\_  
Nombre del padre/tutor (**FAVOR DE ESCRIBIR CON LETRA DE MOLDE**)

\_\_\_\_\_  
Firma del padre/tutor

\_\_\_\_\_  
Fecha

**Niño(s) menores de 6 años que reciben servicios de:**

\_\_\_\_\_  
Nombre de la Agencia o Programa

\_\_\_\_\_  
Niño (1) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (1)

\_\_\_\_\_  
Niño (2) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (2)

\_\_\_\_\_  
Niño (3) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (3)

\_\_\_\_\_  
Niño (4) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (4)

\_\_\_\_\_  
Niño (5) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (5)

\_\_\_\_\_  
Niño (6) – Primer nombre, segundo(s) nombre(s),  
apellidos como aparece en el acta de nacimiento

\_\_\_\_\_  
Relación con el niño (6)



---

# Model Release Form

**STUDENT NAME (please print):** \_\_\_\_\_

All my rights I may have or acquire in connection with my participation in the television, film, audiotape series, or any Web-based or derivative work of projects for teachers by the First 5 San Diego Quality Preschool Initiative including but not limited to my rights to publicity, copyrights and/or other intellectual property rights, are hereby granted, worldwide, in perpetuity and for any use to the San Diego County Board of Education and the San Diego County Office of Education, San Diego, California, and its designees. I hereby waive the right to any fees or control of the aforementioned programs or any portion thereof, now or in the future and I grant full permission for the use of my name, likeness, performance and voice for the purpose of publicizing, advertising, promoting, or marketing the aforementioned teacher projects.

San Diego County Office of Education will have no obligation to use the material or to complete, distribute, or exhibit the production. I shall not have the right to approve or review any use of the material. I acknowledge that no consideration or compensation shall be payable in connection with the material. I understand and acknowledge that San Diego County Office of Education will use the material in full reliance on the above consent and release.

_____ Student's Signature	_____ Date
------------------------------	---------------

For Students who are Minors (under age 18):

I hereby represent and warrant that I am the parent or legal guardian of the Minor Student whose name is printed above, that I am of majority age and have the legal right to execute this consent and release on behalf of the Minor Student. I further represent and warrant that I have read the release, above, prior to its execution, that I am fully familiar with the contents thereof, and understand and agree to be bound by the terms, conditions and provisions thereof.

_____ Parent/Guardian Signature	_____ Print Name	_____ Date
------------------------------------	---------------------	---------------

\_\_\_\_\_  
Address

_____ School/Location	_____ City	_____ State
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# Permiso para Publicación

**NOMBRE DEL ESTUDIANTE (letra de molde):** \_\_\_\_\_

Todos los derechos que pudiera tener o adquirir en conexión con mi participación en la televisión, película, cinta audio, o cualquier proyecto por internet o derivado por los maestros de la Iniciativa de Preescolar de Calidad de Primeros 5 de San Diego, incluyendo pero no limitado a, mis derechos de publicidad, derechos reservados y/o otros derechos de propiedad intelectual, los cedo aquí presente, mundialmente, en perpetuidad y para cualquier uso de la Mesa Directiva de Educación del Condado de San Diego y de la Oficina de Educación del Condado de San Diego, San Diego, California, y sus designados. Yo por la presente cedo el derecho a cualquier cobro o control de los programas ya mencionados o cualquier porción del mismo, ahora o en el futuro yo doy permiso absoluto para el uso de mi nombre, imagen, actuación y voz para el propósito de publicación, distribución, promoción, ó comercialización de los proyectos de los maestros de los ya mencionados.

La Oficina de Educación del Condado de San Diego no tendrá la obligación de usar el material o de completarlo, distribuirlo, ó exhibirlo. Renuncio a cualquier derecho que yo tenga para inspeccionar el uso del material. Estoy consiente que ninguna consideración o compensación será otorgada en conexión con el material. Entiendo y estoy consiente que la Oficina de Educación del Condado de San Diego usara el material en completa dependencia del consentimiento y comunicado ya mencionado arriba.

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

Para estudiantes menores de 18 años:

Yo represento y garantizo que soy el padre o tutor legal del estudiante menor del cual su nombre esta escrito arriba, que tengo la mayoría de edad y tengo el derecho legal de ejecutar este consentimiento y permiso a favor del menor. Además, aquí presente garantizo que he leído el permiso arriba antes de su ejecución, que estoy totalmente familiarizado con el contenido del mismo, y entiendo y estoy de acuerdo con los términos, condiciones y provisiones del mismo.

\_\_\_\_\_  
Firma del padre/tutor                      Nombre en letra de molde                      Fecha

\_\_\_\_\_  
Domicilio

\_\_\_\_\_  
Escuela                      Ciudad                      Estado

**Quality Preschool Initiative**  
**Enrollment Form *Forma de Inscripción***  
 (To be completed by the parent or guardian)  
 (El padre o tutor debe completar la forma)

**PLEASE COMPLETE ALL INFORMATION REQUESTED**

FAVOR DE COMPLETAR TODA LA INFORMACION QUE SE SOLICITA

<b>I. CHILD IDENTIFICATION</b> <i>IDENTIFICACIÓN DEL NIÑO/A</i>		
<b>Child's LEGAL Name</b> <i>(from birth certificate)</i> <b>Nombre LEGAL del Niño/a</b> <i>(de acuerdo al Acta de nacimiento):</i>		
Last Name <i>Apellido:</i> _____		
First Name <i>Primer Nombre:</i> _____	Middle Name <i>Segundo Nombre:</i> _____	
Child's Other Name <i>Otro Nombre del Niño/a:</i> _____	Reason for Use <i>Razón para usarlo:</i> _____	
Child's Date of Birth <i>Fecha de Nacimiento:</i> _____		Male <i>Masculino</i> <input type="checkbox"/> Female <i>Femenino</i> <input type="checkbox"/>
Premature <i>Prematuro:</i> <b>Yes</b> <i>Si</i> <input type="checkbox"/> <b>No</b> <i>No</i> <input type="checkbox"/> # of weeks <i># de semanas:</i> _____		
Child's Place of Birth <i>(from birth certificate)</i> <b>Lugar de Nacimiento del Niño/a</b> <i>(de acuerdo al Acta de nacimiento):</i>		
City <i>Ciudad:</i> _____	State <i>Estado:</i> _____	Country <i>País:</i> _____
<b>Mother's Name</b> <i>(from birth certificate)</i> <b>Nombre de la Madre</b> <i>(de acuerdo al Acta de nacimiento)</i>		
Last Name <i>Apellido:</i> _____ Other Names Used <i>Otro Nombres:</i> _____		
First Name <i>Primer Nombre:</i> _____ Middle Name <i>Segundo Nombre:</i> _____		
Residence Address <i>Domicilio de Residencia:</i> _____		
City <i>Ciudad:</i> _____	State <i>Estado:</i> _____	Zip Code <i>Zona Postal:</i> _____
Home Phone <i>Teléfono de Casa:</i> _____	Cell Phone <i>Teléfono Celular:</i> _____	Email <i>Correo electrónico:</i> _____
<b>Father's Name</b> <i>(from birth certificate)</i> <b>Nombre del Padre</b> <i>(de acuerdo al Acta de nacimiento)</i>		
Last Name <i>Apellido:</i> _____ Other Names Used <i>Otro Nombres:</i> _____		
First Name <i>Primer Nombre:</i> _____ Middle Name <i>Segundo Nombre:</i> _____		
Residence Address <i>Domicilio de Residencia:</i> _____		
City <i>Ciudad:</i> _____	State <i>Estado:</i> _____	Zip Code <i>Zona Postal:</i> _____
Home Phone <i>Teléfono de Casa:</i> _____	Cell Phone <i>Teléfono Celular:</i> _____	Email <i>Correo electrónico:</i> _____
<b>Guardian's Name</b> <i>(from legal documentation)</i> <b>Nombre del Tutor</b> <i>(de acuerdo a la documentación legal)</i>		
Last Name <i>Apellido:</i> _____		
First Name <i>Primer Nombre:</i> _____ Middle Name <i>Segundo Nombre:</i> _____		
Residence Address <i>Domicilio de Residencia:</i> _____		
City <i>Ciudad:</i> _____	State <i>Estado:</i> _____	Zip Code <i>Zona Postal:</i> _____
Home Phone <i>Teléfono de Casa:</i> _____	Cell Phone <i>Teléfono Celular:</i> _____	Email <i>Correo electrónico:</i> _____
<b>II. Home Language Survey</b> <i>ENCUESTA DE IDIOMA EN CASA</i>		
What language do you use most frequently to speak to your son/daughter? <i>¿Qué idioma utiliza más frecuente para comunicarse con su hijo/a?</i>		
Name the language most often spoken by the adults at home: <i>Indique el idioma que más frecuentemente hablan los adultos en casa:</i>		
In what language do you prefer to receive program communications: <i>¿En qué idioma prefiere recibir información/comunicación del programa?</i>		
English <i>Inglés</i> <input type="checkbox"/> Spanish <i>Español</i> <input type="checkbox"/> Other <i>Otro</i> <input type="checkbox"/>		
<b>III. SERVICES AND PROGRAMS</b> <i>SERVICIOS Y PROGRAMAS</i>		
Yes <i>Si</i> <input type="checkbox"/> No <i>No</i> <input type="checkbox"/> Does your child have an IFSP or IEP? <i>¿Tiene su hijo un IFSP o IEP (Plan Individual de Servicios para la Familia)?</i>		
If yes, from where? <i>Si sí, ¿de dónde?</i>		

**IV. THIS CHILD LIVES WITH (CHECK ALL THAT APPLY) EL NIÑO/ VIVE CON (FAVOR DE MARCAR TODO LO QUE SE APPLIQUE):**

Father *Padre* ☐ Mother *Madre* ☐ Step-Father *Padrastr* ☐ Step-Mother *Madrastra* ☐ Guardian *Tutor* ☐ Grandparent *Abuelo* ☐

Foster Parent *Padres de Crianza* ☐ Other *Otro* ☐

Does child have a Social Worker? *¿Tiene asignada Trabajadora Social su niño/a?* Yes *Si* ☐ No *No* ☐

If Yes *Si sí*, Name *Nombre*: \_\_\_\_\_ Phone *Teléfono*: \_\_\_\_\_

If not living with the parent(s), who is assigned educational signing rights (*from legal documentation*):

*Si no vive con los padres, ¿quién tiene el derecho de firmar/decidir sobre la educación del niño/a? (de acuerdo a la documentación legal):*

Name *Nombre*: \_\_\_\_\_

**ETHNICITY *Etnicidad***

**Mark the ethnicity with which your child most closely identifies. *Favor de marcar que etnicidad identifica más a su niño.***

**Please check one: *Favor de marcar una:***

☐ Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) *Hispano/Latino (persona de origen Cubano, Mexicano, Puertorriqueño, Sudamericano, Centroamericano u otra cultura Española, sin importar de que raza)*

☐ Not Hispanic or Latino *No, Hispano ni Latino*

**MUST ANSWER BOTH QUESTIONS**

**NECESITA CONTESTAR AMBAS PREGUNTA**

**RACE *RAZA***

**What is your child's race? (Please check up to five racial categories). *The above question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.***

*¿Qué raza es su niño/a? (Favor de marcar si es necesario hasta cinco categorías). La pregunta anterior es acerca etnicidad, no raza. No importa lo que seleccionó en la parte anterior, por favor continúe contestando lo siguiente marcando una o más para indicar que raza considera que es.*

☐ **American Indian or Alaskan Native** *Indígena Americano o nativo de Alaska (100)*

(Persons having origins in any of the original people of North, Central and South American, including Mexico)  
*(Personas cuyo origen nativo de Norte América, Centroamérica o Sudamérica incluyendo México)*

**Asian - Asiáticos**

(Persons having origins in any of the native peoples of the Far East, Southeast Asia, or the Indian Continent)  
*(Personas de origen nativo de Oriente, del Sureste de Asia o del Continente Indio)*

☐ **Chinese** *Chino (201)*

☐ **Japanese** *Japonés (202)*

☐ **Korean** *Coreano (203)*

(Persons having origins in any of the original peoples)

☐ **Vietnamese** *Vietnamita (204)*

☐ **Asian Indian** *Indio de Asia (205)*

☐ **Laotian** *Laos (206)*

☐ **Cambodian** *Camboyano (207)*

☐ **Hmong** *(208)*

☐ **Other Asian** *Otros Asiáticos (299)*

**Native Hawaiian or Pacific Islander** *Nativo Hawaiano o de las Islas del Pacífico*

☐ **Hawaiian** *Hawaiano (301)*

☐ **Guamanian** *Guam (302)*

☐ **Samoan** *Samoano (303)*

☐ **Tahitian** *Tahitiano (304)*

☐ **Other Pacific Islander**

*Otros grupos de las Islas del Pacífico (399)*

☐ **Filipino** *400*

☐ **African American or Black** *Negro o Afro-Americano (600)*

(Persons having origins in any of the Black racial groups of Africa) *(Personas cuyo origen es de los grupos raciales negros de África)*

☐ **White** *Blanco (700)*

(Persons having origins in the original peoples of Europe, North America, or the Middle East, including Mexico)  
*(personas de origen nativo de Europa, Norte América o del Medio Oriente incluyendo México)*

Definitions from: [www.cde.ca.gov/ds/td/lo/refaq.asp](http://www.cde.ca.gov/ds/td/lo/refaq.asp)  
*Definiciones de la siguiente página:*

**I/We have reviewed this document and to the best of my/our knowledge, the information contained herein is true and complete. The undersigned declares under penalty of perjury that they are the parents or legal guardians of the above-named student and grant the above authorizations.**

*Yo/Nosotros revisé/revisamos este documento de tres páginas y bajo conocimiento, confirmo que la información que contiene es verdadera y precisa. Declaro bajo pena de perjurio que soy el padre/tutor del niño mencionado y concedo la autorización citada en la parte superior.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
*Firma del Padre/Tutor Fecha*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
*Firma del Padre/Tutor Fecha*

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit "B": Scope of Work  
Attachment 4: Staff Authorization for Use of Personal Information Form**





May 31, 2018

Dear Quality Preschool Initiative Participant:

The attached Staff Authorization for Use or Disclosure of Personal Information to and from Participating Agencies form is to be completed and returned to your agency administration. This form is used to provide authorization for your personally identifiable information to be shared with the San Diego County Office of Education (SDCOE) and First 5 San Diego and/or First 5 California during the 2018-19 program year.

Please note that if authorization is not provided and your information cannot be shared with the above-named agencies, you will not be eligible for a QPI stipend and your site's tier rating will be affected.

If you have any questions, please contact SDCOE at 858-292-3700.

Thank you,

A handwritten signature in black ink that reads "Tara Ryan".

Tara Ryan  
Director  
Early Education Programs and Services  
San Diego County Office of Education





## STAFF AUTHORIZATION FOR USE OR DISCLOSURE OF PERSONAL INFORMATION TO AND FROM PARTICIPATING AGENCIES

Completion of this document authorizes the disclosure and/or use of your personally identifiable information between your employer and San Diego County Office of Education, and which may be shared with First 5 San Diego and First 5 California, as set forth below, consistent with California and Federal laws concerning the privacy of such information. Please fill out, sign and return this form to:

\_\_\_\_\_.

### USE AND DISCLOSURE INFORMATION RELATED TO:

Name: \_\_\_\_\_  
Last First MI

I, the undersigned, do hereby authorize the Early Education and Care Provider, \_\_\_\_\_, and San Diego County Office of Education, 6401 Linda Vista Road, San Diego, CA 92111, to exchange my personally identifiable information. Additionally, this information may be shared with First 5 San Diego and/or First 5 California.

The information will be exchanged for the purpose of data collection by agencies participating in the San Diego Quality Preschool Initiative, including: conduct tier rating, study long-term impacts of quality improvement efforts, and calculate and study compensations.

Requested information shall include the following: your name, gender, race, ethnicity, language(s) spoken, education documentation, dates of employment, and work attendance.

### DURATIONS

This authorization shall become effective immediately and shall remain in effect until \_\_\_\_\_ or one year from today.  
Date

### RESTRICTIONS ON RE-DISCLOSURE

California law prohibits the requestor from making further or additional disclosure of private information to another third party unless the requestor obtains another authorization from you, or the disclosure is specifically required or permitted by law.

### YOUR RIGHTS

You have the following rights with respect to this authorization, and affirm you understand them in signing this release form. You may revoke this authorization at any time by submitting written revocation signed by you or your representative and delivered to the agency/persons listed above. Your revocation will be effective upon receipt, but will not be effective to the extent that the requestor or others have acted in reliance on this authorization. You have the right to receive a copy of this authorization.

Approval: \_\_\_\_\_  
Printed Name Signature Date

-----  
I do not wish to give my authorization for the Early Education and Care Provider, \_\_\_\_\_, and San Diego County Office of Education, 6401 Linda Vista Road, San Diego, CA 92111, to exchange my personally identifiable information. Additionally, this information may not be shared with First 5 San Diego and/or First 5 California.

Denial: \_\_\_\_\_  
Printed Name Signature Date

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work  
Attachment 5: iPad Agency Use Forms**



## Agency iPad Use Agreement

First Name		Last Name	
Agency			
Job Title		Number of Devices Received	
Signature of Recipient		Date	

By signing above, I acknowledge that the agency I represent has received the number of iPads indicated above to help support the data collection requirements of the First 5 San Diego Quality Preschool Initiative. iPads and inventories should be collected by the agency at the end of the year and redistributed at the beginning of the following school year. iPads previously issued to staff who do not return may be assigned to new staff or returned to the San Diego County Office of Education (SDCOE) for redistribution to other agencies as needed. Additionally, I acknowledge that:

- The sites and sessions designated for the Quality Preschool Initiative have wireless access to the internet.
- Usage of iPads conform to the SDCOE Use of Technology policy No. 3600. (<http://www.sdcoe.net/Board/Documents/ar/3600.pdf>)
- iPads signed for above will be inventoried and accountable to the San Diego County Office of Education.
- Each individual who is assigned an iPad will sign a QPI Individual iPad User Agreement.
- Training will be provided to iPad users to meet Quality Preschool Initiative expectations (with support from SDCOE).
- Usage of iPads is limited solely for adult use.
- My agency will use the devices for professional purposes only.
- My agency is responsible for replacing or fixing any lost or damaged iPads resulting from non-professional use.
- iPads will be removed from my agency's possession if anyone from my agency misuses the device in any way outside of professional activities.
- The San Diego County Office of Education reserves the right to reclaim iPads for any reason.
- If any iPad is lost or broken, it must be immediately reported to the San Diego County Office of Education and a SDCOE Capital Outlay Disposition Request form completed.
- If an iPad is stolen, I will assist by filing a police report and will attach it to the SDCOE Capital Outlay Disposition Request form.

### Agency Inventory Management

1. SDCOE will review the inventory of iPads issued to your agency on an annual basis. Agency Directors will be responsible for distributing iPads to staff and will ensure that iPad assignments reflect staffing changes as they occur anytime during the year.
2. If any iPad is broken, lost, or stolen, you will be requested to complete a QPI Capital Outlay Disposition Request form.
3. If an iPad is stolen, the police must be contacted and a police report needs to be attached to a QPI iPad damage report form. Replacement will be the responsibility of the preschool agency if breakage or loss is the result of non-professional use of iPads.
4. At the beginning of each year, you will be responsible for ensuring that all iPads are distributed to reflect any staffing changes.

### Questions

Please contact **Melissa Nguyen: [mnguyen@sdcoe.net](mailto:mnguyen@sdcoe.net)**





## Individual iPad User Agreement

By signing below I acknowledge that I have received an iPad to assist in meeting my professional requirements of the First 5 San Diego Quality Preschool Initiative.

I acknowledge that:

- Usage of the iPad will conform to the SDCOE Use of Technology Policy No. 3600 (<http://www.sdcoe.net/Board/Documents/ar/3600.pdf>)
- I will use the device only for professional purposes
- Only adults shall use the iPad
- Device will be removed from my possession if I misuse the device in any way outside of my professional activities
- The San Diego County Office of Education reserves the right to reclaim iPads for any reason
- If the iPad is lost or broken, I must report it immediately to my supervisor
- If the iPad is stolen, I will assist in filing a police report with the assistance of my supervisor
- My agency is responsible for replacing or fixing any lost or damaged iPads resulting from non-professional use
- iPads will be collected at the end of each year and redistributed at the beginning of the following school year to returning staff/teachers

First Name		Last Name	
Agency		iPad E-tag No. (See Back of Device)	
iPad Serial No. (See Back of Device)			
Signature of Recipient		Date	
<p><b>Directions:</b>          Please email a copy of this form to Sylvia Munoz (<a href="mailto:sylvia.munoz@sdcoe.net">sylvia.munoz@sdcoe.net</a>) within 2 weeks of your Agency start date or within 2 weeks of receiving a new iPad.          Please retain a copy of this receipt for your records and submit the original copy to your supervisor to keep on file.</p>			



**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit "B": Scope of Work  
Attachment 6: QPI Stipend Document, 2018-19**



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## Site Director/ Lead Teacher/ Instructional Assistant Annual QPI Quality Stipend Rates 2018-19

Improvements in preschool quality require additional knowledge and time investments on the part of the early education workforce. These stipends are intended to ensure that the investments of additional time made to improve quality are compensated. Stipends will be paid directly to workforce members. Stipends are not available for any staff with an annual gross salary of \$69,811 or more, as verified by the Agency director. To be eligible for the Annual QPI Quality stipend:

- Instructional staff must provide instructional service in the classroom for a minimum of 75% of instructional days in their QPI session calendar.
- Site Directors must provide services at the site level in support of QPI sessions for at least 75% of the agency's calendar.
- Workforce members must complete all Quality Assurances to be eligible for a stipend.

The stipend system begins July 1, 2018. **Workforce members selecting to receive a stipend must:**

- Enter and update any education into the Pinwheel Staff Education tile (degrees, ECE units, and permits) and upload supporting documents (i.e., unofficial transcripts) **by January 31, 2019**.
- Complete an annual W-9 and SDCOE Supplier Request Form and follow instructions posted in Pinwheel Resources. Forms are due no later than **December 14, 2018**. Workforce members should mail\*\* or personally deliver these forms, attn: Tamara Faranso  
San Diego County Office of Education  
6401 Linda Vista Road, Room 315  
San Diego, CA 92111
- Site Directors only: Maintain a valid permit for the duration of the 2018-19 program year and ensure it is uploaded in Pinwheel by 60 days after the agency start date\* or the employee's start date or first day in a new position, and within 30 days of a renewal. Site Directors must hold at minimum a Site Supervisor permit.
- Within two weeks of final coaching visit and no later than **May 24, 2019**, complete all requirements, including QIP completion, professional development, and quality assurances listed below.

\* The agency start date is the first day of school or the date of QPI contract execution, if later.

\*\*It is highly recommended to obtain proof of mail (e.g., certified mail)

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## Site Director Annual QPI Quality Stipend

Education Level	Site Director must have at least a valid Site Supervisor Permit for the duration of the program year to qualify for any portion of the Site Director stipend. Each Lead Teacher may be assigned to only one (1) Site Director.	Stipend
Master's degree w/ 30 units of ECE/CD including specialized courses +/With 8 units of Management/Administration <b>OR</b> Administrative Credential		\$1500
Bachelor's degree w/ 24 units of ECE/CD +/With 8 units of Management/Administration <b>OR</b> Program Director Permit		\$1000
Associate's degree w/ 24 units of ECE/CD +/with 6 units of Management/Administration and 2 units of Supervision <b>OR</b> Site Supervisor Permit		\$500
Environmental Rating Scale (ERS) and/or CLASS External Review	Note: This stipend will be calculated by averaging the external review scores from the current program year of all the sessions supervised. If both an ERS and CLASS review were conducted in a session in the current program year, the scores of both reviews will be used. The total line item average score on the ERS and/or CLASS scores will determine stipends. Minimum threshold scores must be met for both ERS and CLASS assessments to earn the stipend amount at that level. CLASS stipends are calculated based on all domain scores reaching the minimum required score in all 3 domains.	Stipend
ERS: Achieved a line item average of 6.0 or higher CLASS: Achieved minimum domain scores as follows: Emotional Support – 6.0; Classroom Organization – 6.0; Instructional Support – 4.0		\$2600
ERS: Achieved a line item average of 5.5-5.9 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.5; Classroom Organization - 5.5; Instructional Support - 3.5		\$1800
ERS: Achieved a line item average of 5.0-5.4 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.0; Classroom Organization - 5.0; Instructional Support - 3.0		\$1300
ERS: Achieved a line item average of 4.0-4.9 CLASS: Achieved minimum domain scores as follows: Emotional Support - 4.0; Classroom Organization - 4.0; Instructional Support - 2.0		\$1000
Quality Assurances	Note: The stipend amounts above will be awarded only if all the following Quality Assurances are completed and verified for every QPI session at the site(s) supervised. An additional \$500 for each session supervised is awarded. Evidence of completion of all Quality Assurances is required to be completed at each session you supervise in order to earn the stipend.	\$500 per session supervised, up to 7 sessions and not including "concurrent" sessions

### Quality Learning and Instruction Investment

- Develop your Quality Improvement Plan (QIP) within 60 days of the first day of school or first day of employment, whichever is later (using the Pinwheel program and data management system). Update and document ongoing progress toward meeting the goal(s) on your QIP throughout the year, finalized within two weeks of your last scheduled coaching visit. Be available for Quality Assurance Review meeting with your Coach after completion of final coaching visit, following the established coaching visit cycle.
- Participate in the required hours of QPI coaching toward meeting your personal QIP goals. Coaching visits shall follow a three-week cycle throughout the program year and must be complete by May 24, 2019.
- Participate in a minimum of 21 hours of professional development, inclusive of a minimum of 6 hours of QPI training/workshops presented by SDCOE staff, QPI coaching, and additional approved professional development activities, as appropriate (see 2018-19 QPI Provider Resource Guide).
- Schedule, conduct, and document (e.g., agenda and meeting notes) three (3) 1:1 meetings at each site with each Lead Teacher you supervise to collaborate on interpreting data trends (including DRDP and external reviews) and linking QIPs to improve learning outcomes for children. Provide evidence of support to ALL Lead Teachers supervised to: develop Lead Teachers' QIPs within 60 days of agency start date or contract execution date; use CLASS and ERS assessment data to make ongoing modifications to the planning and delivery of instruction and environment.

### Family Engagement and Kindergarten Transition

- Implement the agency's annual Family Strengthening Plan, at the site level. Update throughout the year as appropriate. Show evidence of efforts to engage families in activities listed on Family Strengthening Plan, targeting 80% of family participation, inclusive of scheduling parent education activities at the site level.
- Provide evidence of support provided to teachers in scheduling a real or virtual visit to a Kindergarten classroom or from a Kindergarten teacher for all TK or K-eligible children in your session(s).
- Provide evidence of progress toward increased collaboration with local elementary schools regarding kindergarten transition.



## Lead Teacher Annual QPI Quality Stipend

Education Level	<i>Note: If the specified education criteria is not met to earn the Education portion of the stipend, an individual may still earn the ERS/CLASS portion of the stipend.</i>	Stipend
Bachelor's degree OR Master's degree in ECE/CD (or closely related field) <b>OR</b> Bachelor's degree in any field +/-with 24 units of ECE/CD <b>OR</b> Program Director Permit <b>OR</b> Bachelor's or Master's degree, plus Teacher Permit or Site Supervisor Permit.		\$1000
	Associate's degree in ECE/CD (or closely related field) <b>OR</b> Associate's degree in any field + 24 units of ECE/CD OR Site Supervisor Permit.	\$500
Environmental Rating Scale or CLASS Score	<b>Note:</b> This stipend is based on the annual external review that takes place in every QPI session. For example, if the ERS was done in your session this year, then this stipend will be based only on the ERS score from this year's review. If the CLASS was done in your session this year, then this stipend is based on CLASS scores from this year. <i>If both an ERS and CLASS review were conducted in a session in the current program year, the scores of both reviews will be used. The total line item average score on the ERS and/or CLASS scores will determine stipends. Minimum threshold scores must be met for both ERS and CLASS assessments to earn the stipend amount at that level.</i> CLASS stipends are calculated based on all domain scores reaching the minimum required score in all 3 domains. If no external review is conducted for your session this program year, no stipend will be issued for this element.	Stipend
ERS: Achieved a line item average of 6.0 or higher CLASS: Achieved minimum domain scores as follows: Emotional Support - 6.0; Classroom Organization - 6.0; Instructional Support - 4.0		\$2300
ERS: Achieved a line item average of 5.5 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.5; Classroom Organization - 5.5; Instructional Support - 3.5		\$1500
ERS: Achieved a line item average of 5.0 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.0; Classroom Organization - 5.0; Instructional Support - 3.0		\$1000
ERS: Achieved a line item average of 4.0 CLASS: Achieved minimum domain scores as follows: Emotional Support - 4.0; Classroom Organization - 4.0; Instructional Support - 2.0		\$700
Quality Assurances	<i>Note: Evidence of completion of all Quality Assurances is required to earn a stipend. The stipend amounts will be awarded only if all of the following quality assurances are completed and verified for your QPI session(s):</i>	
<b>Quality Learning and Instruction Investment</b>		
<ul style="list-style-type: none"> <li>Develop your Quality Improvement Plan (QIP) within 60 days of the first day of school or first day of employment, whichever is later (using the Pinwheel program and data management system). Update and document ongoing progress toward meeting the goal(s) on your QIP throughout the year, finalized within two weeks of your last scheduled coaching visit. Be available for Quality Assurance Review meeting with your Coach after completion of final coaching visit, following the established coaching visit cycle.</li> <li>Participate in the required hours of QPI coaching toward meeting your personal QIP goals. Coaching visits shall follow a three-week cycle throughout the program year and must be complete by May 24, 2019.</li> <li>Participate in a minimum of 21 hours of professional development, inclusive of a minimum of 6 hours of QPI training/workshops presented by SDCOE staff, QPI coaching, and additional approved professional development activities, as appropriate (see 2018-19 QPI Provider Resource Guide).</li> <li>Schedule, facilitate, and document 3 meetings with participating IA(s) to collaborate on interpreting data trends (including DRDP and external reviews) to support classroom improvement and to support the IA(s) development and completion of their QIP.</li> </ul>		
<b>Using Data to Inform Instruction</b>		
<ul style="list-style-type: none"> <li>Ensure that instructional goals are addressed through the planning and delivery of learning activities for individual children and groups, based on DRDP-2015 data, external reviews, and research-based practices.</li> </ul>		

## Instructional Assistant Annual QPI Quality Stipend

Education Level	<i>Note: If the specified education criteria is not met to earn the Education portion of the stipend, an individual may still earn the ERS/CLASS portion of the stipend</i>	Stipend
Bachelor's degree in ECE/CD <b>OR</b> Bachelor's degree in any field + Child Development Teacher Permit <b>OR</b> Bachelor's degree + Child Development Master Teacher Permit <b>OR</b> Bachelor's degree + Child Development Site Supervisor Permit <b>OR</b> Bachelor's degree + Child Development Program Director Permit <b>OR</b> Bachelor's degree + Elementary Teaching Credential		\$1000
Associate's degree in ECE/CD <b>OR</b> Child Development Master Teacher Permit <b>OR</b> Child Development Site Supervisor Permit <b>OR</b> Associate's degree + Child Development Teacher Permit or higher		\$500
Child Development Teacher Permit		\$400
Child Development Associate Teacher Permit		\$300
Child Development Assistant Teacher Permit		\$200
Environmental Rating Scale or CLASS Score	<b>Note:</b> This stipend is based on the annual external review that takes place in every QPI session. For example, if the ERS was done in your session this year, then this stipend will be based only on the ERS score from this year's review. If the CLASS was done in your session this year, then this stipend is based on the CLASS scores from this year. <i>If both an ERS and CLASS review were conducted in a session in the current program year, the scores of both reviews will be used. The total line item average score on the ERS and/or CLASS scores will determine stipends. Minimum threshold scores must be met for both ERS and CLASS assessments to earn the stipend amount at that level.</i> CLASS stipends are calculated based on all domain scores reaching the minimum required score in all 3 domains. If no external review is conducted for your session this program year, no stipend will be issued for this element.	Stipend
ERS: Achieved a line item average of 6.0 or higher CLASS: Achieved minimum domain scores as follows: Emotional Support – 6.0; Classroom Organization – 6.0; Instructional Support – 4.0		\$1200
ERS: Achieved a line item average of 5.5 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.5; Classroom Organization - 5.5; Instructional Support - 3.5		\$750
ERS: Achieved a line item average of 5.0 CLASS: Achieved minimum domain scores as follows: Emotional Support - 5.0; Classroom Organization - 5.0; Instructional Support - 3.0		\$500
ERS: Achieved a line item average of 4.0 CLASS: Achieved minimum domain scores as follows: Emotional Support -4.0; Classroom Organization - 4.0; Instructional Support -2.0		\$300
Quality Assurances	<b>Note: Evidence of completion of all Quality Assurances is required to earn a stipend.</b> <i>The stipend amounts above are only available if all of the following quality assurances are completed for your QPI session(s):</i>	
<ul style="list-style-type: none"> <li>Develop your Quality Improvement Plan (QIP) within 60 days of the first day of school or first day of employment, whichever is later (using the Pinwheel program and data management system). Update and document ongoing progress toward meeting the goal(s) on your QIP throughout the year, finalized by May 24, 2019.</li> <li>Participate in a minimum of 6 hours of QPI Professional Development that is provided or approved by SDCOE staff.</li> <li>Attend and document three (3) meetings with the Lead Teacher, as made available, in your preschool session to collaborate on interpreting data trends to support instruction and to develop and complete your QIP.</li> </ul>		



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## QPI Data Representative 2018-19 Data Stipend Quality Assurances

To qualify for the data stipend, each Data Representative must ensure that all QPI data requirements are completed accurately, in full, and as per the due dates listed on the *Data Representative Annual Quality Assurances 2018-19* document attached. In addition to the Data Representative, it may be the responsibility of the Agency Director, Site Director(s), Lead Teachers and other agency staff to input data into Pinwheel, per their level of responsibility as designated by the Agency Director. It is the responsibility of the Data Representative(s) at each agency to familiarize him or herself with the data elements on this document and monitor all data input to ensure it is accurate. It is also the responsibility of the Data Representative to ensure data input deadlines are met, regardless of whether a reminder is issued by SDCOE staff. Any deadline missed without prior written approval from SDCOE may affect earning the data stipend.

Data stipends are earned incrementally, prorated on the amount of data required in that quarter. It is possible to earn 30% each in Quarters 1-2, and 20% each in Quarters 3-4. **If the data requirements are not met for a given quarter, the quarterly portion will be forfeited and will not be allowed to be recovered in future quarters.**

Though the stipend increments are approved quarterly, the actual entry of data into Pinwheel must be completed **as per due dates listed** in the 2018-19 QPI Data Reporting Requirements document. Data Representatives are expected to conduct data quality checks and consult with the Agency or Site Director to make corrections prior to due dates listed.

One stipend check will be issued in June-July 2019 covering the total amount earned for the entire program year. If an agency has 47 or more sessions, more than one Data Representative may be engaged in the QPI Data Stipend program. SDCOE encourages agencies with larger number of sessions (47+) to involve two Data Representatives in the quality assurances work throughout the year to ensure data accuracy. Stipends are not available for any staff with an annual gross salary of \$69,811 or more.

Each Data Representative must complete an annual W-9 and SDCOE Supplier Request Form and follow instructions posted in Pinwheel Resources. Forms are due no later than **December 14, 2018**. Workforce members should mail\* or personally deliver these forms, attn:

Tamara Faranso  
San Diego County Office of Education  
6401 Linda Vista Road, Room 315  
San Diego, CA 92111

The data requirements to earn the Data Representative stipend are a subset of the requirements listed in the agency QPI contract. While Data Representatives are asked to support their agency in meeting the additional data requirements listed in the contract, only the items listed in the document below will apply toward the stipend.

*\*It is highly recommended to obtain proof of mail (e.g., certified mail)*

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## QPI Data Representative Annual Quality Assurances

The table below reflects the week in which the verification for data accuracy by the SDCOE QPI Operations Team will occur. The QPI stipend dollar amount each quarter will be determined based on complete and accurate data as listed on this table.

Data Representatives are required to meet due dates as listed below. The Data Representative must run quality assurance checks and resolve all discrepancies and/or missing data <b>PRIOR</b> to the first day of each Ops Team Verification Week.	Quarter	QPI Ops Team Verification Week	%	Less than 3 Sessions	3 14 Sessions	15 30 Sessions	31 46 Sessions	47 Sessions
	1	October 1-5, 2018	30%	\$150	\$300	\$600	\$750	\$900
	2	January 2-4, 2019	30%	\$150	\$300	\$600	\$750	\$900
	3	April 1-5, 2019	20%	\$100	\$200	\$400	\$500	\$600
	4	June 3-7, 2019	20%	\$100	\$200	\$400	\$500	\$600
Total Possible Stipend:			100%	\$500	\$1,000	\$2,000	\$2,500	\$3,000

# Data Representatives Annual Data Quality Assurances Stipend

## Quality Assurances

*Note: Evidence of completion of all quarterly Data Quality Assurances is required to earn a stipend. The stipend amounts above are only available if all of the following quality assurances are completed for your QPI session(s):*

### Quarter 1 (July 1 – September 30)

#### Set up all QPI sessions:

- Ensure all required data fields on the session landing page(s) in Pinwheel are complete and accurate. (see QPI 2018-19 Data Dictionary)
- Due: within 2 weeks of QPI contract execution date or the agency start date, whichever is later.

#### Student Demographics:

- Ensure all data fields listed as required in the QPI 2018-19 Data Dictionary are complete and accurate for all children at program year set up on the Student Demographic screen in Pinwheel. Ensure that these fields remain up-to-date throughout the year. Updates (new enrollments, drops, etc.) for both new and returning students must be entered or imported no later than every two weeks. Every child enrolled in a QPI session must be reported regardless of funding source. Run quality assurance checks by deadline.
- Due: September 21, 2018 and update ongoing

#### Staff Profiles:

- Create and update to ensure all data fields listed as required in the QPI 2018-19 Data Dictionary are complete and accurate on the Staff Profile screen in Pinwheel, including contact information and demographic information. Ensure that these fields remain up-to-date throughout the year, within two weeks of any changes. Run quality assurance checks by deadline.
- Due: Within 2 weeks of staff start date

#### Student Attendance:

- Enter attendance daily into Pinwheel for all children in each QPI session for every in-session day of the program year. Providers who import attendance from another primary data system may import monthly.
- Due: Daily for manual entry; by 11<sup>th</sup> of each month if importing

#### Staff Attendance:

- Enter attendance daily into Pinwheel for all staff in each QPI session for every in-session day of the program year. Providers who maintain staff attendance in a separate data system may submit staff attendance via a QPI-provided staff verification template. Data representative must take initiative to request template if needed.
- Due: Daily for manual entry; Primary system: quarterly report to be submitted within two weeks of receipt of template

### Quarter 2 (October 1 – December 31)

#### Desired Results Developmental Profile (DRDP-2015):

- Ensure DRDP-2015 scores for all appropriate “fundamental view” measures for all children are entered into Pinwheel. Note: the initial DRDP-2015 must be completed by the teacher within 60 days of the child’s first day of attendance.
- Due: December 21, 2018

#### Ages & Stages Questionnaire (ASQ-3):

- All information in the ASQ-3 must be scored and entered into Pinwheel within 90 days of each child’s first day of attendance.
- All children must have the correct version of the ASQ-3. It is the Data Representative’s responsibility to run the quality assurance checks to ensure the correct version of the ASQ-3 is used.
- Due: within 90 days of each child’s first day of attendance

#### Student Demographics:

- Ensure all data fields listed in the QPI 2018-19 Data Dictionary Pinwheel are complete and accurate for all children on the Student landing page in Pinwheel. Ensure that these fields remain up-to-date throughout the year. Updates (new enrollments, drops, etc.) for both new and returning students must be entered or imported no later than every two weeks. Every child enrolled in a QPI session must be reported regardless of funding source. Run quality assurance checks by deadline.
- Due: Within 2 weeks of each child’s enrollment or drop

#### Student Attendance:

- Enter attendance daily into Pinwheel for all children in each QPI session for every in-session day of the program year. Providers who import attendance from another primary data system may import monthly.
- Due: Daily for manual entry; by 11<sup>th</sup> of each month if importing

#### Staff Attendance:

- Enter attendance daily into Pinwheel for all staff in each QPI session for every in-session day of the program year. Providers who maintain staff attendance in a separate data system may submit staff attendance via a QPI-provided staff verification template. Data representative must take initiative to request template if needed.
- Due: Daily for manual entry; Primary system: quarterly report to be submitted within two weeks of receipt of template

### Quarter 3 (January 1 – March 31)

- Due: within 30 days; update as necessary

#### **Ages & Stages Questionnaire (ASQ-3):**

- All information in the ASQ-3 screen must be entered into Pinwheel within 90 days of each child's first day of attendance.
- Due: within 90 days of each child's first day of attendance.

#### **Ages & Stages Questionnaire: Social Emotional (ASQ:SE-2):**

- When a parent response indicates an area of concern with behavior and/or the teacher has concerns with behavior, the ASQ:SE-2 shall be administered within 30 days of scoring the ASQ-3.
- Due: within 30 days of ASQ-3 score date

#### **Referrals:**

- Referrals based on ASQ-3 scores are due in Pinwheel 30 days after completion of the ASQ-3. All other referrals are due in Pinwheel within 30 days of making the referral. Ensure every child who scored in the black on the ASQ-3 and/or ASQ:SE-2 has a referral entered in Pinwheel. All referrals shall be input and tracked (dated) in Pinwheel as they occur throughout the program year and as long as the child demonstrates a need. All referrals must have the Source, Area of Concern, Referred To, Referral Status, and Referral Start Date fields completed. Closed referrals should also have an End Date entered.

#### **Physician's Reports & General Screenings:**

- Ensure all children have the date of their most recent physician's report entered.
- Hearing and vision screenings must be entered as services are rendered and may be input individually or using the batch referrals feature.
- Due: March 30, 2018; update as necessary

#### **IEP and Special Needs:**

- Ensure every child with an IEP has the original IEP date listed in the IEP Original Date field and that the IEP at Enrollment field indicated "yes." This is true for all IEPs, regardless of whether the date falls within the program year or upon enrollment.
- If a child exits an IEP during the program year, the following note must be placed in the IEP Original Date Note field on the Student Demographic screen: "Exited IEP on xx/xx/xxxx (IEP exit date)"
- If a child is identified as having special needs upon enrollment, the Special Needs/At Risk at Enrollment field should indicate "yes." If a child is identified during the program year as having special needs, the Special Needs/At Risk During the Year field should indicate "yes." See QPI 2018-19 Data Dictionary for the definition of special needs/at risk.
- All IEP and Special Needs fields should be updated as soon as identification occurs.
- Due: as identification occurs

#### **Student Demographics:**

- Ensure all data fields listed as required in the QPI 2018-19 Data Dictionary are complete and accurate for all children on the Student landing page in Pinwheel. Ensure that these fields remain up-to-date throughout the year. Updates (new enrollments, drops, etc.) for both new and returning students must be entered or imported no less than every two weeks. Every child enrolled in a QPI session must be reported regardless of funding source. Run quality assurance checks by deadline.
- Due: Within 2 weeks of each child's enrollment or drop

#### **Student Attendance:**

- Enter attendance daily into Pinwheel for all children in each QPI session for every in-session day of the program year. Providers who import attendance from another primary data system may import monthly.
- Due: Daily for manual entry; by 11<sup>th</sup> of each month if importing

#### **Staff Attendance:**

- Enter attendance daily into Pinwheel for all staff in each QPI session for every in-session day of the program year. Providers who maintain staff attendance in a separate data system may submit staff attendance via a QPI-provided staff verification template. Data Representative must take initiative to request template if needed.
- Due: Daily for manual entry; Primary system: quarterly report to be submitted within two weeks of receipt of template

## Quarter 4 (April 1 – June 30)

### **Desired Results Developmental Profile (DRDP-2015) – Final Assessment:**

- Ensure DRDP-2015 scores for all appropriate “fundamental view” measures for all children are entered into Pinwheel or submitted to SDCOE’s file transfer site by the deadline. The second DRDP-2015 must be completed by the teacher 6 months after the initial assessment, and scores must be entered into Pinwheel by the due date.
- Due: May 17, 2019

### **Student Demographics:**

- Ensure all data fields identified as required in the QPI 218-19 Data Dictionary are complete and accurate for all children on the Student landing page in Pinwheel. Ensure that these fields remain up-to-date throughout the year. Updates (new enrollments, drops, etc.) for both new and returning students must be entered or imported no less than every two weeks. Every child enrolled in a QPI session must be reported regardless of funding source. Run quality assurance checks by deadline.

### **Student Attendance:**

- Enter attendance daily into Pinwheel for all children in each QPI session for every in-session day of the program year. Providers who import attendance from another primary data system may import monthly.
- Due: Daily for manual entry; by 11<sup>th</sup> of each month if importing

### **Staff Attendance:**

- Enter attendance daily into Pinwheel for all staff in each QPI session for every in-session day of the program year. Providers who maintain staff attendance in a separate data system may submit staff attendance via a QPI-provided staff verification template. Data representative must take initiative to request template if needed.
- Due: Daily for manual entry; Primary system: quarterly report to be submitted within two weeks of receipt of template.

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “B”: Scope of Work  
Attachment 7: Guidelines for Presentation and Publication Materials  
Approval**



## **Guidelines for Presentation and Publication Materials Approval**

### **Introduction**

The following guidelines outline the approval process for presentation and publication materials for QPI agencies.

### **Approval**

QPI agencies are required to obtain San Diego County Office of Education (SDCOE) approval before sharing information and material publicly on projects that are partially funded by First 5 San Diego (F5SD)\*. Previously approved material does not require SDCOE approval. New material added to previously approved documents requires SDCOE approval. Approval applies only to presentations of agencies' own/internal data. There is currently no approval for any agency to share QPI Initiative-level data or any comparison of an agency's data to another QPI agency.

### **Procedures**

QPI Directors shall inform their QPI Coordinator as soon as they know that they have material to be approved. The following types of material require approval:

- Presentations at public meetings
- Conference presentations/workshops
- Publicity materials
- Op-eds and articles (newspaper, magazine, catalogs, etc.)

The QPI Coordinator will review grammar, content, branding, formatting, and length (see Publication and Materials Approval Checklist). QPI Directors need to submit the material to their QPI Coordinator at least five (5) business days before the requested return date. The QPI Director shall also provide the following supplemental information:

- Purpose (conference, lecture, etc.)
- Guidelines (length, number of slides, etc.)
- Timeline (when the final approval from QPI Coordinator is requested by the QPI Director as well as the submission deadline and presentation/publication dates, if applicable)

The material will go through a two-step review process. The QPI Coordinator will notify the QPI Director of requested edits.

\*To receive electronic logos for "SDCOE" and "Partially Funded by First 5", please email Nora Leyva at [nora.leyva@sdcoe.net](mailto:nora.leyva@sdcoe.net).

## QPI PUBLICATION AND MATERIAL APPROVAL CHECKLIST

<b>Agency Name:</b>	<b>Purpose/Presentation Type:</b>
<b>Contact Person Submitting Form:</b>	<b>Expected Presentation Date:</b>
<b>Phone No.:</b>	<b>Timeline (when final approval from QPI Coordinator is requested):</b>
<b>Email:</b>	<b>Audience:</b>
<b>Date Submitted:</b>	<b>QPI Coordinator Name:</b>

QPI Agency Self-Check List		QPI Coordinator Initials
<input type="checkbox"/>	Proper Branding for QPI, SDCOE and F5SD (Partially Funded by First 5 San Diego)	
<input type="checkbox"/>	No grammatical errors	
<input type="checkbox"/>	Data – QPI Initiative level data not previously approved by F5SD or already published in an annual report must receive approval from F5SD	
<input type="checkbox"/>	Length – no more than 30 slides for a one-hour presentation	
<input type="checkbox"/>	Slides are numbered	
<input type="checkbox"/>	Pictures are appropriate for topic and audience	
<input type="checkbox"/>	Images are clear (no fuzzy photos or figures)	
<input type="checkbox"/>	Background colors allow for text to be clearly visible	
<input type="checkbox"/>	Color-coded categories in figures have colors that are distinguishable from each other	
<input type="checkbox"/>	Consistency throughout document in writing style (for example, use or no use of serial comma, period or no period at end of each dot point, etc.)	

<b>For Use by QPI Coordinator</b>
<b>Approval Date:</b>
<b>QPI Coordinator Signature:</b>

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit “C”: First 5 Commission Mandatory Article Flow-Down Language**

**ARTICLE 3  
DISENTANGLEMENT**

**3.1 General Obligations**

At County’s discretion, Provider shall accomplish a complete transition of the services as set forth in Exhibit B to this Agreement (for purposes of this Article 3.1, these shall be referred to as the “Disentangled Services”) being terminated from Provider and the Subcontractors to County, or to any replacement Provider designated by County, without any interruption of or adverse impact on the Disentangled Services or any other services provided by third parties. This process shall be referred to as the Disentanglement. Provider shall fully cooperate with County and any new service Provider and otherwise promptly take all steps, including, but not limited to providing to County or any new service Provider all requested information or documentation, required to assist County in effecting a complete Disentanglement. Provider shall provide all information or documentation regarding the Disentangled Services or as otherwise needed for Disentanglement, including, but not limited to, data conversion, client files, interface specifications, training staff assuming responsibility, and related professional services. Provider shall provide for the prompt and orderly conclusion of all work required under the Agreement, as County may direct, including completion or partial completion of projects, documentation of work in process, and other measures to assure an orderly transition to County or County’s designee of the Disentangled Services. All Provider work done as part of the Disentanglement shall be performed by Provider and will be reimbursed by County at no more than Provider’s costs, up to the total amount of this Agreement. Provider shall not receive any additional or different compensation for the work otherwise required by the Agreement. Provider’s obligation to provide the Services shall not cease until the earlier of the following: 1) the Disentanglement is satisfactory to the County, including the performance by Provider of all asset-transfers and other obligations of Provider provided in this Paragraph, has been completed to County’s reasonable satisfaction or 2) twelve (12) months after the Expiration Date of the Agreement.

**3.2 Disentanglement Process**

The Disentanglement process shall begin on any of the following dates: (i) the date County notifies Provider that no funds or insufficient funds have been appropriated so that the Term shall be terminated pursuant to the Agreement, Article 7; (ii) the date designated by County, not earlier than sixty (60) days prior to the end of the Agreement Term or extended term, that County has not elected to extend pursuant to the Agreement’s Signature Page, Agreement Term ; or (iii) the date any Termination Notice is delivered, if County elects to terminate any or all of the Services pursuant to this Agreement, Article 7. Subject to Exhibit B, Provider’s obligation to perform Disentangled Services and County’s obligation to pay for Disentangled Services shall expire: (A) when funds appropriated for payment under this Agreement are exhausted, as provided in this Agreement, Article 7; (B) at the end of the initial term or extended term set forth in this Agreement’s Signature Page, Agreement Term; or (C) on the Termination Date, pursuant to this Agreement, Article 7 (with the applicable date on which Provider’s obligation to perform the Services expires being referred to herein as the “Expiration Date”). Provider and County shall discuss in good faith a plan for determining the nature and extent of Provider’s Disentanglement obligations and for the transfer of the Disentangled Services in process provided, however, that Provider’s obligation under this Agreement to provide all Disentangled Services shall not be lessened in any respect.

**3.3 Specific Obligations**

The Disentanglement shall include the performance of the following specific obligations:

**3.3.1 No Interruption or Adverse Impact**

Provider shall cooperate with County and all of the County’s other service Providers to ensure a smooth transition at the time of Disentanglement, with no interruption of Disentangled Services or other work required under the Agreement, no adverse impact on the provision of Disentangled Services or other work required under the Agreement or County’s activities, no interruption of any services provided by third parties, and no adverse impact on the provision of services provided by third parties.

**3.3.2 Third-Party Authorizations**

Without limiting the obligations of Provider pursuant to any other clause in Exhibit B herein, Provider shall, subject to the terms of any third-party agreements, procure at no charge to County any third-party authorizations necessary to grant County the use and benefit of any third-party agreements between Provider and third-party contractors used to provide the Disentangled Services, pending their assignment to County. Similarly, at County’s direction, Provider shall obtain all legally necessary client consents or authorizations legally to transfer client data to County or any new service Provider.

3.3.3 Transfer of Leases, Licenses, and Agreements

Provider, at its expense, shall convey or assign to County or its designee such fully-paid leases, licenses, and other agreements used by Provider, County, or any other person in connection with the Disentangled Services, as County may select, when such leases, licenses, and other agreements have no other use by Provider. Provider's obligation described herein shall include Provider's performance of all obligations under such leases, licenses, and other agreements to be performed by it with respect to periods prior to the date of conveyance or assignment and Provider shall reimburse County for any losses resulting from any claim that Provider did not perform any such obligations.

3.3.4 Delivery of Documentation

Provider shall deliver to County or its designee, at County's request, all documentation and data related to County, including, but not limited to, County Data and client files, held by Provider, and Provider shall destroy all copies thereof not turned over to County, all at no charge to County. Notwithstanding the foregoing, Provider may retain one (1) copy of the documentation and data, excluding County data, for archival purposes or warranty support.

3.4 Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by Provider under this Agreement that the County requests to be kept as confidential shall not be made available to any individual or organization by the Provider without the prior written approval of County.

3.5 Publication, Reproduction or Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. County shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. All reports, data and other materials prepared under this Agreement shall be the property of the County upon completion of this Agreement.

## **ARTICLE 7**

### **SUSPENSION, DELAY AND TERMINATION**

7.1 Termination for Default. Upon Provider's breach of this Agreement, County shall have the right to terminate this Agreement, in whole or part. Prior to termination for default, County will send Provider written notice specifying the cause. The notice will give Provider ten (10) days from the date the notice is issued to cure the default or make progress satisfactory to County in curing the default, unless a different time is given in the notice. If County determines that the default contributes to the curtailment of an essential service or poses an immediate threat to life, health or property, County may terminate this Agreement immediately upon issuing oral or written notice to the Provider without any prior notice or opportunity to cure. In the event of termination under this Article, all finished or unfinished documents and other materials prepared by Provider under this Agreement shall become the sole and exclusive property of County.

In the event of such termination, the County may purchase or obtain the supplies or services elsewhere, and Provider shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the County. The prevailing market price shall be considered the fair repurchase price. Notwithstanding the above, Provider shall not be relieved of liability to County for damages sustained by County by virtue of any breach of this Agreement by Provider, and County may withhold any reimbursement to Provider for the purpose of offsetting until such time as the exact amount of damages due County from Provider is determined.

If, after notice of termination of this Agreement under the provisions of this clause, it is determined for any reason that the Provider was not in default under the provisions of this clause, the rights and obligations of the parties shall, if this Agreement contains a clause providing for termination for convenience of the County, be the same as if the notice of termination had been issued pursuant to such clause.

7.2 Damages for Delay. If Provider refuses or fails to prosecute the work, or any separable part thereof, with such diligence as shall ensure its completion within the time specified in this Agreement or any extension thereof, or fails to complete said work within such time, County will be entitled to the resulting damages caused by the delay. Damages will be the cost to County incurred as a result of continuing the current level and type of service over that cost that would be incurred had the Agreement segments been completed by the time frame stipulated and any other damages suffered by County.

7.3 County Exemption from Liability. In the event there is a reduction of funds made available by County to Provider under this or subsequent agreements, County and its Departments, officers and employees shall incur no liability to Provider and shall be held harmless from any and all claims, demands, losses, damages, injuries, or liabilities arising directly or from such action.

7.4 Full Cost Recovery Of Investigation And Audit Costs. Provider shall reimburse County for all direct and indirect expenditures incurred in conducting an audit/investigation when Provider is found in violation (material breach) of the terms of the Agreement.

At the sole discretion of the County, and subject to funding source restrictions and Federal and State law, County may (1) withhold reimbursement for such costs from any amounts due to Provider pursuant to the payment terms of the Agreement, (2) withhold reimbursement for such costs from any other amounts due to Provider from County, and/or (3) require Provider to remit a check for the total amount due (or a lesser amount specified by the County) to County within thirty (30) days of request by County. Alternatively, at the County's sole discretion, County and Provider may enter into a written repayment plan for the reimbursement of the audit/investigation costs.

7.5 Termination for Convenience. County may, by written notice stating the extent and effective date, terminate this Agreement for convenience in whole or in part, at any time. County shall pay the Provider as full compensation for work performed in accordance with the terms of this Agreement until such termination:

7.5.1 The unit or pro rata price for any delivered and accepted portion of the work.

7.5.2 A reasonable amount, as costs of termination, not otherwise recoverable from other sources by the Provider as approved by County, with respect to the undelivered or unaccepted portion of the order, provided compensation hereunder shall in no event exceed the total price.

7.5.3 In no event shall County be liable for any loss of profits on the resulting order or portion thereof so terminated.

7.5.4 County's termination of this Agreement for convenience shall not preclude County from taking any action at law or in equity against Provider for:

7.5.4.1 Fraud, waste or abuse Agreement funds, or

7.5.4.2 Improperly submitted claims, or

7.5.4.3 Any failure to perform the work in accordance with the Statement of Work, or

7.5.4.4 Any breach of any term or condition of the Agreement, or

7.5.4.5 Any actions under any warranty, express or implied, or

7.5.4.6 Any claim of professional negligence, or

7.5.4.7 Any other matter arising from or related to this Agreement, whether known, knowable or unknown before, during or after the date of termination.

7.6 Suspension of Work. The County may order the Provider, in writing, to suspend, delay, or interrupt all or any part of the work under this Agreement for the period of time that the County determines appropriate for the convenience of the Government. County reserves the right to prohibit, without prior notice, Provider or Provider's employees, directors, officers, agents, subcontractors, vendors, consultants or volunteers from 1) accessing County data systems and County owned software applications, including websites, domain names, platforms, physical files, 2) treating County's patients, clients, or facility residents, or 3) providing any other services under this Agreement.

7.7 Remedies Not Exclusive. The rights and remedies of County provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law, equity, or under resulting order.

## **ARTICLE 8**

### **COMPLIANCE WITH LAWS AND REGULATIONS**

8.1 Compliance with Laws and Regulations. Provider shall at all times perform its obligations hereunder in compliance with all applicable federal, State, San Diego County and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. Provider shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

- 8.2 Provider Permits and License. Provider certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to County, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations or other laws that may be applicable to performance of services hereunder. County reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
- 8.3 Equal Opportunity. Provider shall comply with the provisions of Title VII of the Civil Rights Act of 1964 in that it will not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment nor shall Provider discriminate in any way that would deprive or intend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, handicap, medical condition, sexual orientation or marital status.
- 8.4 Affirmative Action. Each Provider of services and supplies employing fifteen (15) or more full-time permanent employees shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (commencing at Section 84) of the San Diego County Administrative Code, which program is incorporated herein by reference. A copy of this Affirmative Action Program will be furnished by the County upon request or can be obtained from the County of San Diego Internet web-site ([www.co.san-diego.ca.us](http://www.co.san-diego.ca.us)).
- 8.5 Non Discrimination. Provider shall ensure that services and facilities are provided without regard to ethnic group identification, race, color, nation origin, creed, religion, age, sex, physical, or mental disability, political affiliation or marital status in accordance with applicable laws, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200-d), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C 324), Section 504 of the Rehabilitation Act of 1973, The Civil Rights Restoration Act of 1987 (P.L. 100-209), Executive Order 12898 (February 11, 1994), Executive Order 13166 (August 16, 2000), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000-d), the Age Discrimination of 1975 (42 U.S.C. 6101), Article 9.5, Chapter 1, Part 1, Division 2, Title 2 (Section 11135, et seq.) of the California Government Code, Title 9, Chapter 4, Subchapter 6 (Section 10800, et seq.) of the CCR and California Dept. of Social Services Manual of Policies and Procedures (CDSS MPP) Division 21.
- 8.6 AIDS Discrimination. Provider shall not deny any person the full and equal enjoyment of, or impose less advantageous terms, or restrict the availability of the use of any County facility or participation in any County-funded or supported service or program on the grounds that such person has Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome, (AIDS) as those terms are defined in Title 3, Division 2, Chapter 8, Section 32.803, of the San Diego County Code of Regulatory Ordinances.
- 8.7 American with Disabilities Act (ADA) 1990. Provider shall not discriminate against qualified people with disabilities in employment, public services, transportation, public accommodations and telecommunications services in compliance with the Americans with Disabilities Act (ADA) and California Administrative Code Title 24.
- 8.8 Political Activities Prohibited. None of the funds, provided directly or indirectly, under this Agreement shall be used for any political activities or to further the election or defeat of any candidate for public office. Provider shall not utilize or allow its name to be utilized in any endorsement of any candidate for elected office. Neither this Agreement nor any funds provided hereunder shall be utilized in support of any partisan political activities, or activities for or against the election of a candidate for an elected office.
- 8.9 Lobbying. Provider agrees to comply with the lobbying ordinances of the County of San Diego and to assure that its officers and employees comply before any appearance before the County. Except as required by this Agreement, none of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat any legislation pending before State and federal Legislatures or the Board of Supervisors of the County, or before any other local governmental entity. This provision shall not preclude Provider from seeking necessary permits, licenses and the like necessary for it to comply with the terms of this Agreement.
- 8.10 Religious Activity Prohibited. There shall be no religious worship, instructions or proselytization as part of or in connection with the performance of this Agreement.
- 8.11 Drug and Alcohol-Free Workplace. County, in recognition of individual rights to work in a safe, healthful and productive work place, has adopted a requirement for a drug and alcohol free work place, County of San Diego Drug and Alcohol Use, Policy C-25, available on the County of San Diego website. This policy provides that all County-employed Providers and Provider employees shall assist in meeting this requirement.

- 8.11.1 As a material condition of this Agreement, the Provider agrees that the Provider and the Provider's employees, while performing service for County, on County property, or while using County equipment:
- 8.11.1.1 Shall not be in any way impaired because of being under the influence of alcohol or a drug.
  - 8.11.1.2 Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal drug.
  - 8.11.1.3 Shall not sell, offer, or provide alcohol or an illegal drug to another person; provided, however, that the foregoing restriction shall not be applicable to a Provider or Provider's employee who as part of the performance of normal job duties and responsibilities prescribes or administers medically prescribed drugs.
- 8.11.2 Provider shall inform all employees who are performing services for County on County property or using County equipment of County objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for County.
- 8.11.3 County may terminate for default or breach this Agreement, and any other agreement the Provider has with County, if the Provider, or Provider's employees are determined by the County not to be in compliance with the conditions listed herein.
- 8.12 Board of Supervisors' Policies. Provider represents that it is familiar, and shall use its best efforts to comply, with the following policies of the Board of Supervisors, available on the County of San Diego website
- 8.12.1 Board Policy B-67, which encourages the County's Providers to offer products made with recycled materials, reusable products, and products designed to be recycled to the County in response to the County's requirements; and
  - 8.12.2 Board Policies B-53 and B-39a, which encourage the participation of small and disabled veterans' business enterprises in County procurements; and
  - 8.12.3 Zero Tolerance for Fraudulent Conduct in County Services. Provider shall comply with County of San Diego Board of Supervisors Policy A-120 "Zero Tolerance for Fraudulent Conduct in County Services." There shall be "Zero Tolerance" for fraud committed by Providers in the administration of County programs and the provision of County services. Upon proven instances of fraud committed by independent contractors in connection with their performance under the Agreement, said Provider shall be subject to corrective action up to and including termination of the Agreement; and
  - 8.12.4 Interlocking Directorate. In recognition of Board Policy A-79, available on the County of San Diego website, not-for-profit Providers shall not subcontract with related for-profit subcontractors for which an interlocking relationship exist unless specifically authorized in writing by the County; and
  - 8.12.5 Zero Tolerance in Coaching Medi-Cal or Welfare Clients (Including Undocumented Immigrants). The County of San Diego, in recognition of its unique geographical location and the utilization of the Welfare and Medi-Cal systems by foreign nationals who are not legal residents of this county or country, has adopted a Zero Tolerance policy and shall aggressively prosecute employees and contractors who coach Medi-Cal or Welfare clients (including undocumented immigrants), to obtain services for which they are not otherwise entitled. As a material condition of this Agreement, Provider agrees that the Provider and Provider's employees, while performing service for County, on County property or while using County equipment shall not:
    - (a) in any way coach, instruct, advise, or guide any Medi-Cal or Welfare clients or prospective clients who are undocumented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.
    - (b) support or provide funds to any organization engaged directly or indirectly in advising un- documented immigrants on ways to obtain or qualify for Medi-Cal assistance, for which they are not otherwise entitled.
 Provider shall inform all employees that are performing service for the County on County property or using County equipment of the Zero Tolerance Policy as referenced herein. County may terminate for default this Agreement and any other agreement Provider has with County, if Provider or Provider employees are determined not to be in compliance with the conditions stated herein.
- 8.13 Cartwright Act. Following receipt of final payment under the Agreement, Provider assigns to County all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright act (Chapter 2) (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Provider for sale to the County under this Agreement.
- 8.14 Hazardous Materials. Provider shall comply with all Environmental Laws and all other laws, rules, regulations, and requirements regarding Hazardous Materials, health and safety, notices, and training. Provider agrees that it will not store any Hazardous Materials at any County facility for periods in excess of ninety (90) days or in violation of the applicable site storage limitations imposed by Environmental Law. Provider agrees to take, at its expense, all actions

necessary to protect third parties, including, without limitation, employees and agents of County, from any exposure to Hazardous Materials generated or utilized in its performance under this Agreement. Provider agrees to report to the appropriate governmental agencies all discharges, releases, and spills of Hazardous Materials that are required to be reported by any Environmental Law and to immediately notify County of it. Provider shall not be liable to County for County's failure to comply with, or violation of, any Environmental Law. As used in this section, the term "Environmental Law" means any and all federal, State or local laws or ordinances, rules, decrees, orders, regulations or court decisions (including the so-called "common law"), including, but not limited to, the Resource Conservation and Recovery Act, relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions or other similar substances or conditions. As used in this section the term "Hazardous Materials" means any chemical, compound, material, substance or other matter that: (a) is a flammable, explosive, asbestos, radioactive nuclear medicine, vaccine, bacteria, virus, hazardous waste, toxic, overtly injurious or potentially injurious material, whether injurious or potentially injurious by itself or in combination with other materials; (b) is controlled, referred to, designated in or governed by any Environmental Laws; (c) gives rise to any reporting, notice or publication requirements under any Environmental Laws, or (d) is any other material or substance giving rise to any liability, responsibility or duty upon County or Provider with respect to any third person under any Environmental Laws.

8.15 Clean Air Act and Federal Water Pollution Control Act.

8.15.1 Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Provider agrees to report each violation to the USDA and the appropriate EPA Regional Office.

8.15.2 Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq.). Provider agrees to report each violation to the USDA and the appropriate EPA Regional Office.

8.16 Debarment, Exclusion, Suspension, and Ineligibility.

8.16.1 Provider certifies that, except as disclosed to County and acknowledged in writing by County prior to the execution of this Agreement, Provider, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers:

8.16.1.1 Are not presently debarred, excluded, suspended, declared ineligible, voluntarily excluded, or proposed for debarment, exclusion, suspension or ineligibility by any federal, state, or local department or agency; and

8.16.1.2 Have not within a 3-year period preceding this Agreement been convicted of, or had a civil or administrative judgment rendered against them for, the commission of fraud or a criminal offense or civil action in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction; violation of federal or State anti-trust statutes or Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, physical, financial or sexual abuse or misconduct with a patient or client, or medical negligence or malpractice;

8.16.1.3 Are not presently indicted or otherwise criminally, civilly or administratively charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and

8.16.1.4 Have not within a 3-year period preceding this Agreement had one or more public transaction (Federal, State, or local) terminated for cause or default.

8.16.2 Provider shall have an ongoing duty during the term of this Agreement to disclose to the County any occurrence that would prevent Provider from making the certifications contained in this Section 8.16 on an ongoing basis. Such disclosure shall be made in writing to the County and the County Office of Ethics and Compliance within five (5) business days of when Provider discovers or reasonably believes there is a likelihood of such occurrence.

8.16.3 Provider invoices shall include the following language:

I certify that the above deliverables and/or services were delivered and/or performed specifically for this Agreement in accordance with the terms and conditions set forth herein.

I further certify, under penalty of perjury under the laws of the State of California, that no employee or entity providing services under the terms and conditions of this Agreement is currently listed as debarred, excluded, suspended, or ineligible on the Federal System for Award Management (SAM: <http://SAM.gov>), the Federal Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE: <http://exclusions.oig.hhs.gov>), or the State of California Medi-Cal Suspended and Ineligible list ([www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)).



- 8.17 Display of Fraud Hotline Poster(s). As a material term and condition of this Agreement, Provider shall:
- 8.17.1 Prominently display in common work areas within all business segments performing work under this Agreement County of San Diego Office of Ethics and Compliance Ethics Hotline posters;
- 8.17.2 Posters may be downloaded from the County Office of Ethics and Compliance website at: <http://www.sandiegocounty.gov/content/sdc/cao/oec.html>. Additionally, if Provider maintains a company website as a method of providing information to employees, the Provider shall display an electronic version of the poster(s) at the website;
- 8.17.3 If Provider has implemented a business ethics and conduct awareness program, including a reporting mechanism, the Provider need not display the County poster;
- 8.17.4 In the event Provider subcontracts any of the work performed under this Agreement, Provider include this clause in the subcontract(s) and shall take appropriate steps to ensure compliance by the subcontractor (s).
- 8.18 False Claims Act Training. Provider shall, not less than annually, provide training on the Federal False Claims Act (31 USC 3729-3730) and State False Claims Act (California Government Code 12650-12653) to all employees, directors, officers, agents, subcontractors, consultants or volunteers providing services under this Agreement. Provider shall maintain verification of this training. Provider shall retain these forms, or an electronic version, in accordance with the Agreement requirement for retention of records. For the purposes of this section, "Subcontractor " shall include any entity, other than County, that furnishes to Provider services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.
- 8.19 Code of Ethics. As a material term and condition of this Agreement, Provider shall develop and implement a Code of Ethics or similar document and maintain it during the term of this Agreement. Additionally, Provider shall train all employees and volunteers on the Code of Ethics, and all employees, volunteers, directors, officers, and agents shall certify that they have received training and have been provided an opportunity to ask questions of their employer regarding the Code of Ethics. Provider shall retain these certifications in accordance with the Agreement's provision regarding retention of records. Provider shall pass this requirement down to its subcontractors in its entirety. For purposes of this section, "Subcontractor " shall mean any entity, other than the County, that furnishes to Provider services or supplies relevant to this Agreement other than standard commercial supplies, office space, and printing services.
- 8.20 Compliance Program. Providers with an agreement that exceeds more than \$250,000 in value annually shall establish, and maintain for the duration of this Agreement, a compliance program that meets the standards of Federal Sentencing Guidelines section 8B2.1 and 42 CFR 438.608 (b)(1) – (b) (7) regardless of funding source or services.
- 8.21 Investigations. Unless prohibited by an investigating government authority, Provider shall cooperate and participate fully in any investigation initiated by the County relative to this Agreement. Upon County's request, Provider shall promptly provide to County any and all documents, including any and all communications or information stored digitally, and make available for interviews any employee(s) of Provider identified by County. Provider further agrees to immediately notify County if any employee, director, officer, agent, subcontractor, vendor, consultant or volunteer of Provider comes under investigation by any federal, State or local government entity with law enforcement or oversight authority over the Agreement or its funding for conduct arising out of, or related to, performance under this Agreement.

Provider shall promptly make available to County all internal investigative results, findings, conclusions, recommendations and corrective action plans pertaining to the investigation in its possession as requested by the County, unless otherwise protected by applicable law or privilege.

## **ARTICLE 9**

### **CONFLICTS OF INTEREST; PROVIDER'S CONDUCT**

- 9.1 Conflicts of Interest. Provider presently has no interest, including but not limited to other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Provider shall not employ any person having any such interest in the performance of this Agreement. Provider shall not hire County's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of County. Without such written approval, performance of services under this Agreement by associates or employees of County shall not relieve Provider from any responsibility under this Agreement.

9.1.1 California Political Reform Act and Government Code Section 1090 Et Seq. Provider acknowledges that the California Political Reform Act ("Act"), Government Code section 81000 et seq., provides that contractors hired by a public agency, such as County, may be deemed to be a "public official" subject to the Act if the Provider advises the agency on decisions or actions to be taken by the agency. The Act requires such public officials to disqualify themselves from participating in any way in such decisions if they have any one of several specified "conflicts of interest" relating to the decision. To the extent the Act applies to Provider, Provider shall abide by the Act. In addition, Provider acknowledges and shall abide by the conflict of interest restrictions imposed on public officials by Government Code section 1090 et seq.

9.2 Conduct of Provider.

9.2.1 Provider shall inform County of all Provider's interests, if any, that are, or that Provider believes to be incompatible with any interests of County.

9.2.2 Provider shall not, under circumstances that might reasonably be interpreted as an attempt to influence the recipient in the conduct of his duties, accept any gratuity or special favor from individuals or organizations with whom the Provider is doing business or proposing to do business, in accomplishing the work under this Agreement.

9.2.3 Provider shall not use for personal gain or make other improper use of confidential information, which is acquired in connection with his employment. In this connection, the term "confidential information" includes, but is not limited to, unpublished information relating to technological and scientific development; medical, personnel, or security records of the individuals; anticipated materials requirements or pricing actions; and knowledge of selections of contractors or subcontractors in advance of official announcement.

9.2.4 Provider, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers shall not offer, directly or indirectly any unlawful gift, gratuity, favor, entertainment, or other item(s) of monetary value to an employee or official of the County.

9.2.5 Referrals. Provider further covenants that no referrals of clients through Provider's intake or referral process shall be made to the private practice of any person(s) employed by Provider.

9.3 Prohibited Agreements. As required by Section 67 of the San Diego County Administrative Code, Provider certifies that it is not in violation of the provisions of Section 67, and that Provider is not, and will not subcontract with, any of the following:

9.3.1. Persons employed by Commission, County or of public agencies for which the Board of Supervisors or County is the governing body;

9.3.2 Profit-making firms or businesses in which employees described in sub-section 9.3.1, above, serve as officers, principals, partners, or major shareholders;

9.3.3 Persons who, within the immediately preceding twelve (12) months came within the provisions of the above sub-sections and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the Agreement, or (2) participated in any way in developing the Agreement or its service specifications; and

9.3.4 Profit-making firms or businesses in which the former employees described in sub-section 9.3.3 above, serve as officers, principals, partners, or major shareholders.

9.4 Limitation of Future Agreements or Grants. It is agreed by the parties to the Agreement that Provider shall be restricted in its future contracting with County to the manner described below. Except as specifically provided in this clause, Provider shall be free to compete for business on an equal basis with other companies.

9.4.1 If Provider, under the terms of the Agreement, or through the performance of tasks pursuant to this Agreement, is required to develop specifications or statements of work and such specifications or statements of work are to be incorporated into a solicitation, Provider shall be ineligible to perform the work described within that solicitation as a prime or subcontractor under an ensuing County agreement. It is further agreed, however, that County will not, as additional work, unilaterally require Provider to prepare such specifications or statements of work under this Agreement.

9.4.2 Provider may not apply for nor accept additional payments for the same services contained in the Statement of Work.

**ARTICLE 10**  
**INDEMNITY AND INSURANCE**

- 10.1 Indemnity. County shall not be liable for, and Provider shall defend and indemnify County and their employees and agents (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to this Agreement or the work covered by this Agreement and arising either directly or indirectly from any act, error, omission or negligence of Provider or its contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the sole passive negligent act or the concurrent negligent act, error or omission, whether active or passive, of County Parties. Provider shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
- 10.2 Insurance. Prior to execution of this Agreement, Provider must obtain at its own cost and expense, and keep in force and effect during the Agreement Term, including all extensions, the insurance specified in Exhibit A, attached hereto.

**ARTICLE 11**  
**AUDIT AND INSPECTION OF RECORDS**

The County shall have the audit and inspection rights described in this section.

- 11.1 Audit and Inspection. Provider agrees to maintain and/or make available within San Diego County accurate books and accounting records relative to all its activities under this Agreement. Authorized federal, State, San Diego County representatives shall have the right to monitor, assess, or evaluate Provider's performance pursuant to this Agreement, said monitoring, assessments, or evaluations to include but not be limited to audits, inspection of premises, reports, and interviews of project staff and participants. Provider assertions of confidentiality shall not be a bar to full access to the records.

At any time during normal business hours and as often as County may deem necessary, Provider shall make available to County, State or federal officials for examination all of its records with respect to all matters covered by this Agreement and will permit County, State or federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this Agreement. If an audit is conducted, it will be done in accordance with generally accepted government auditing standards as described in "Government Auditing Standards," published for the United States General Accountability Office or the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

If any services performed hereunder are not in conformity with the specifications and requirements of this Agreement, County shall have the right to require the Provider to perform the services in conformity with said specifications and requirements at no additional increase in total Agreement amount. When the services to be performed are of such nature that the difference cannot be corrected, County shall have the right to (1) require Provider to immediately take all necessary steps to ensure future performance of the services in conformity with requirements of the Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services performed. In the event Provider fails to perform the services promptly or to take necessary steps to ensure future performance of the service in conformity with the specifications and requirements of the Agreement, County shall have the right to either (1) by agreement or to otherwise have the services performed in conformity with the Agreement specifications and charge to Provider any cost occasioned to County that is directly related to the performance of such services, or (2) terminate this Agreement for default as provided in the Termination clause.

- 11.2 External Audits. Providers will provide the following to the County Program Business Specialist:
- 11.2.1 Provider shall provide County Program Business Specialist a copy of all notifications of audits or pending audits by federal or State representatives regarding contracted services identified in this Agreement no later than three (3) business days of Provider receiving notice of the audit.
- 11.2.2 Provider shall provide County Program Business Specialist with a copy of the draft and final State or federal audit reports within twenty-four (24) hours of receiving them. (Health and Human Services Agency (HHSA) Providers shall also provide electronic copies to Agency Contract Support (ACS) at [ACS.HHSA@sdcounty.ca.gov](mailto:ACS.HHSA@sdcounty.ca.gov)).

- 11.2.3 Provider shall provide County Program Business Specialist a copy of the Provider's response to the draft and final State or federal audit reports at the same time as response provided to the State or federal representatives.
- 11.2.4 Unless prohibited by the government agency conducting the audit, Provider shall provide County Program Business Specialist a copy of all responses made by the federal or State audit representative to the Provider's audit response no later than three (3) business days of receiving it. This will continue until the federal or State auditors have accepted and closed the audit.
- 11.3 Cost or Pricing Data. If the Provider submitted cost or pricing data in connection with the pricing of this Agreement or any change or modification thereto, unless such pricing was based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the general public, or prices set by law or regulation, the County or its representatives who are employees of the County or its agent shall have the right to examine all books, records, documents and other data of the Provider related to the negotiation pricing or performance of such Agreement, change or modification, for the purpose of evaluating the accuracy, completeness and currency of the cost or pricing data submitted.
- 11.4 Availability. The materials described above shall be made available at the office of the Provider, at all reasonable times, for inspection, audit or reproduction, until the expiration of seven (7) years from the date of final payment under this Agreement, or as provided in sections 11.4.1 and 11.4.2, below:
- 11.4.1 If this Agreement is completely or partially terminated, the records relating to the work terminated shall be made available for a period of seven (7) years from the date of any resulting final settlement.
- 11.4.2 Record that relate to appeals under the "Disputes" clause of this Agreement, or litigation or the settlement of claims arising out of the performance of this Agreement, shall be made available until such appeals, litigation, or claims have been disposed of, or seven (7) years after Agreement completion, whichever is longer. County shall keep the materials described above confidential unless otherwise required by law.
- 11.5 Subcontract. The Provider shall insert a clause containing all the provisions of this Article 11 in all subcontracts hereunder except altered as necessary for proper identification of the contracting parties and the contracting officer.

## **ARTICLE 12**

### **INSPECTION OF SERVICE**

- 12.1 Subject to Inspection. All performance (including services, materials, supplies and equipment furnished or utilized in the performance of this Agreement, and workmanship in the performance of services) shall be subject to inspection and test by County at all times during the Agreement Term. Provider shall cooperate with any inspector assigned by County to permit the inspector to determine whether Provider's performance conforms to the requirements of this Agreement. County shall perform such inspection in a manner as not to unduly interfere with Provider's performance.
- 12.2 Specification and Requirements. If any services performed by Provider do not conform to the specifications and requirements of this Agreement, County may require Provider to re-perform the services until they conform to said specifications and requirements, at no additional cost to County, and County may withhold payment for such services until Provider correctly performs them. When the services to be performed are of such a nature that Provider's cannot correct its performance, County shall have the right to (1) require the Provider to immediately take all necessary steps to ensure future performance of services conforms to the requirements of this Agreement, and (2) reduce the Agreement price to reflect the reduced value of the services received by County. In the event Provider fails to promptly re-perform the services or to take necessary steps to ensure that future performance of the service conforms to the specifications and requirements of this Agreement, County shall have the right to either (1) without terminating this Agreement, have the services performed, by agreement or otherwise, in conformance with the specifications of this Agreement, and charge Provider, and/or withhold from payments due to Provider, any costs incurred by County that are directly related to the performance of such services, or (2) terminate this Agreement for default.

## **ARTICLE 13**

### **USE OF DOCUMENTS AND REPORTS**

- 13.1 Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by Provider under this Agreement that County requests to be kept as confidential shall not be made available to any individual or organization by the Provider without the prior written approval of County.

- 13.2 Ownership, Publication, Reproduction and Use of Material. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other material or properties produced under this Agreement shall be the sole and exclusive property of County. No such materials or properties produced in whole or in part under this Agreement shall be subject to private use, copyright or patent right by Provider in the United States or in any other country without the express written consent of County. County shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced under this Agreement.
- 13.3 Confidentiality. Provider agrees to maintain the confidentiality of and take industry appropriate and legally required measures to prevent the unlawful disclosure of any information that is legally required to be kept confidential. Except as otherwise allowed by local, State or federal law or regulation and pursuant to this Section 13.3, Provider agrees to only disclose confidential records where the holder of the privilege, whether the County, or a third party, provides written permission authorizing the disclosure.
- 13.4 Public Records Act. The California Public Records Act (“CPRA”) requires County to disclose “public records” in its actual or constructive possession unless a statutory exemption applies. This generally includes contracts and related documents. If County receives a CPRA request for records relating to the Agreement, County may, at its sole discretion, either determine its response to the request without notifying Provider or notify Provider of the request. If County determines its response to the request without notifying Provider, Provider shall hold County harmless for such determination. If County notifies Provider of the request, Provider may request that County withhold or redact records, responsive to the request by submitting to County a written request within five (5) business days after receipt of the County’s notice. Provider’s request must identify specific records to be withheld or redacted and applicable exemptions. Upon timely receipt of Provider’s request, County will review the request and at its sole discretion withhold and/or redact the records identified by Provider. Provider shall hold County harmless for County’s decision whether to withhold and/or redact pursuant to Provider’s written request. Provider further agrees that its defense and indemnification obligations set forth in Section 10.1 of this Agreement extend to any Claim (as defined in Section 10.1) against the County Parties (as defined in Section 10.1) arising out of County’s withholding and/or redacting of records pursuant to Provider’s request. Nothing in this section shall preclude Provider from bringing a “reverse CPRA action” to prevent disclosure of records. Nothing in this section shall prevent the County or its agents or any other governmental entity from accessing any records for the purpose of audits or program reviews if that access is legally permissible under the applicable local, State or federal laws or regulations. Similarly, County or its agent or designee may take possession of the record(s) where legally authorized to do so.
- 13.5 Maintenance of Records. Provider shall maintain all records relating to its performance under this Agreement, including all records of costs charged to this Agreement, and shall make them available within San Diego County for a minimum of five (5) years from the ending date of this Agreement, or longer where required by funding source or while under dispute under the terms of this Agreement, unless County agrees in writing to an earlier disposition. Provider shall provide any requested records to County within two (2) business days of request.
- 13.6 Custody of Records. County, at its option, may take custody of Provider’s client records upon Agreement, termination, expiration, or at such other time as County may deem necessary. County agrees that such custody will conform to applicable confidentiality provisions of State and federal law. Said records shall be kept by County in an accessible location within San Diego County and shall be available to Provider for examination and inspection.
- 13.7 Audit Requirement.
- a) Provider shall annually engage a Licensed Certified Public Accountant licensed to perform audits and attests in the State of California to conduct an annual audit of its operations. Providers that expend \$750,000 or more of federal grant funds per year shall also have an audit conducted in compliance with Government Auditing Standards, which includes Single Audit Act Amendments and the Compliance Supplement (2 CFR part 200 App. XI). Providers that are commercial organizations (for-profit) are required to have a non-federal audit if, during its fiscal year, it expended a total of \$750,000 or more under one or more HHS awards. 45 CFR part 74.26(d) incorporates the threshold and deadlines of the Compliance Supplement but provides for-profit organizations two options regarding the type of audit that will satisfy the audit requirements. Provider shall include a clause in any agreement entered into with an audit firm, or notify the audit firm in writing prior to the audit firm commencing its work for Provider, that the audit firm shall, pursuant to 31 U.S.C. 7503, and to the extent otherwise required by law, provide access by the federal government or other legally required entity to the independent auditor’s working papers that were part of the independent auditor’s audit of Provider. Provider shall submit two (2) copies of the annual audit report, the audit performed in accordance with the Compliance Supplement, and the management letter to the County fifteen (15) days after receipt from the independent Certified Public Accountant but no later than nine (9) months after the Provider’s fiscal year end.

b) Provider shall immediately notify County Program Business Specialist upon learning that Provider's independent Certified Public Accountant may or will issue a disclaimer of opinion due to substantial doubt of Provider's ability to continue as a going concern.

- 13.8 **Reports.** Provider shall submit reports required in Exhibit "B" and additional reports as may be requested by the County and agreed to by the Provider. Format for the content of such reports may be developed by County. The timely submission of these reports is a necessary and material provision of this Agreement, and Provider agrees that failure to meet specified deadlines will be sufficient cause to withhold payment. Provider shall submit to County within thirty (30) days of the termination of this Agreement a report detailing all work done pursuant to this Agreement by Provider.
- 13.9 **Evaluation Requirements.** Provider shall participate as requested by the County in program evaluation activities and/or research studies designed to show the effectiveness and/or efficiency of Provider services and to demonstrate the impact of County projects. Provider shall work with and coordinate program evaluation with County staff so that Provider's data collection and reports will be in compliance with local and State reporting requirements. Provider shall collect and report data, using the tools and protocols identified by the County. Provider shall cooperate with County staff in the development of an evaluation framework and implementation plan that supports the County's Strategic Plan and its overall goals. Provider shall abide by all evaluation expectations and requirements as noted elsewhere in this Agreement, as well as in any County administrative documents relating specifically to evaluation.
- 13.9.1 **Data System.** Provider shall input the program, financial and outcome data specified by the County into its Contract Management and Evaluation Data System (CMEDS) at the intervals identified in this Agreement, but in no event less often than quarterly. Provider shall comply with any County administrative documents which includes CMEDS requirements and First 5 Commission of San Diego: Evaluation Roles and Responsibilities.
- 13.9.2 **Reporting Schedule.** Provider shall submit complete and accurate data and reports within thirty (30) days after the end of each reporting period, in accordance with the schedule outlined in this Agreement. End of the year reports shall be submitted no later than thirty (30) days after the end of the fiscal year. County may withhold payment if said data and reports are not received within forty-five (45) days following the end of the reporting period.
- 13.9.3 **Privacy Notice.** Provider shall provide clients with a Notice of Privacy Practices form in accordance with the process and per the requirements defined by the County for this Project noted in the Statement of Work as appropriate.
- 13.9.4 **Confidentiality.** Provider and County shall maintain the confidentiality of all records, including any hard copies, and/or electronic or computer based data, and/or audio and/or video recording. Records shall be handled and maintained in accordance with all applicable State and federal statutes and regulations relating to privacy and confidentiality, as well as with the County policies and Section 13.3.

## **ARTICLE 14**

### **PRIVACY STATEMENT**

Provider shall comply will all applicable laws pertaining to privacy and security of Protected Information and shall maintain the confidentiality

## **ARTICLE 16**

### **GENERAL PROVISIONS**

- 16.1 **Assignment and Subcontracting.** Provider shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of County, County's consent shall not be unreasonably withheld. The Provider shall make no agreement with any party for furnishing any of the work or services herein contained without the prior written consent of the County.
- 16.2 **Entire Agreement.** This Agreement, together with all Exhibits attached hereto and other agreements expressly referred to herein, constitute the entire agreement between the parties with respect to the subject matter contained herein. All prior or contemporaneous agreements, understandings, representations, warranties and statements, oral or written, including any proposals from Provider and requests for proposals from County, are superseded.
- 16.3 **Sections and Exhibits.** All sections and exhibits referred to herein are attached hereto and incorporated by reference.

- 16.4 Further Assurances. Parties agree to perform such further acts and to execute and deliver such additional documents and instruments as may be reasonably required in order to carry out the provisions of this Agreement and the intentions of the parties.
- 16.5 Governing Law. This Agreement shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California.
- 16.6 Headings. The Article captions, Clause and Section headings used in this Agreement are inserted for convenience of reference only and are not intended to define, limit or affect the construction or interpretation of any term or provision hereof.
- 16.7 Modification Waiver. No modification, waiver, amendment or discharge of this Agreement shall be valid unless the same is in writing and signed by both parties.
- 16.8 Neither Party Considered Drafter. Despite the possibility that one party may have prepared the initial draft of this Agreement or played the greater role in the physical preparation of subsequent drafts, neither party shall be deemed the drafter of this Agreement and that, in construing this Agreement in case of any claim that any provision hereof may be ambiguous, no such provision shall be construed in favor of one party on the ground that such provision was drafted by the other.
- 16.9 No Other Inducement. The making, execution and delivery of this Agreement by the parties hereto has been induced by no representations, statements, warranties or agreements other than those expressed herein.
- 16.10 Notices. Notice to either party shall be in writing and personally delivered; sent by certified mail, postage prepaid, return receipt requested; or emailed to the County's or Provider's designated representative (or such party's authorized representative). Any such notice shall be deemed received by the party (or such party's authorized representative) on the earliest of the date of personal delivery, three (3) business days after deposit in the U.S. Mail, or upon sending of an email from which an acknowledgement of receipt has been received other than an out of office, unavailable, or undeliverable reply.
- 16.11 Severability. If any term, provision, covenant or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 16.12 Successors. Subject to the limitations on assignment set forth in Clause 16.1 above, all terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, legal representatives, successors, and assigns.
- 16.13 Time. Time is of the essence for each provision of this Agreement.
- 16.14 Time Period Computation. All periods of time referred to in this Agreement shall be calendar days unless the period of time specifies business days. Calendar days shall include all days of the week, including holidays. Business days shall be Monday through Friday, excluding County observed holidays.
- 16.15 Waiver. The waiver by one party of the performance of any term, provision, covenant or condition shall not invalidate this Agreement, nor shall it be considered as a waiver by such party of any other term, provision, covenant or condition. Delay by any party in pursuing any remedy or in insisting upon full performance for any breach or failure of any term, provision, covenant or condition shall not prevent such party from later pursuing remedies or insisting upon full performance for the same or any similar breach or failure.
- 16.16 Third Party Beneficiaries Excluded. This Agreement is intended solely for the benefit of the County and its Provider. Any benefit to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.

- 16.17 Publicity Announcements and Materials. All public announcements, including those issued on Provider letterhead, and materials distributed to the community shall identify County and First 5 Commission of San Diego County as the funding source for contracted programs identified in this Agreement. All publicity materials shall comply with the standards provided in the Commission's Public Outreach Program Graphics Reproductions Standards. Copies of publicity materials related to contracted programs identified in this Agreement shall be submitted to and approved by Commission's Community Engagement Section for approval before publication or release. Provider shall advise County at least 48 hours in advance of all locally generated press releases and media events regarding contracted programs identified in this Agreement.
- 16.18 Critical Incidents. Provider shall have written plans or protocols and provide employee training for handling critical incidents involving: external or internal instances of violence or threats of violence directed toward staff or clients; loss, theft, or unlawful accessing of confidential client, patient, or facility resident Personal Information (PI). Personally Identifiable Information (PII) and/or Personal Health Information (PHI); fraud, waste and/or abuse of agreement funds; unethical conduct; or violation of any portion of San Diego County Board of Supervisors Policy C-25 "Drug & Alcohol Use" while performing under this Agreement. Provider shall report all such incidents to the County within one business day of their occurrence. However, if this Agreement includes Article 14, Provider must adhere to the timelines and processes contained in Article 14.
- 16.19 Responsiveness to Community Concerns. Unless prohibited by applicable State or federal law, Provider shall notify County within one business day of receipt of any material complaints including, but not limited to, complaints referring to issues of abuse or quality of care, submitted to Provider orally or in writing, regarding the operation of Provider's services or facility under this Agreement. Provider shall take appropriate steps to acknowledge receipt of said complaint(s) from individuals or organizations. Provider shall take appropriate steps to utilize appropriate forums to address or resolve any such complaints received. Nothing in this provision shall be interpreted to preclude Provider from engaging in any legally authorized use of its facility, property or business as approved, permitted or licensed by the applicable authority.
- 16.20 Criminal Background Check Requirements. Provider shall ensure that criminal background checks are required and completed prior to employment or placement of any employee, director, officer, agent, subcontractor, consultant or volunteer in compliance with any licensing, certification, funding, or Agreement requirements, including the Statement of Work, which may be higher than the minimum standards described herein. At a minimum, background checks shall be in compliance with Board of Supervisors Policy C-28, available on the County of San Diego website, and are required for any individuals identified above who will be providing services under this Agreement or who will be assigned to sensitive positions funded by this Agreement. Sensitive positions are those that: (1) physically supervise minors or vulnerable adults; (2) have unsupervised physical contact with minors or vulnerable adults; and/or (3) have a fiduciary responsibility to any County client, or direct access to, or control over, bank accounts or accounts with financial institutions of any client. If this Agreement includes Article 14, Provider must also adhere to requirements contained in Article 14.
- Provider shall have a documented process for reviewing the information and determine if criminal history demonstrates behavior that could create an increased risk of harm to clients. Provider shall document review of criminal background findings and consideration of criminal history in the selection of such persons listed above in this section.
- 16.20.1 Provider shall utilize a subsequent arrest notification service during the term of this Agreement for any individual required to undergo the Criminal Background Check process described in 16.20.
- 16.20.2 Provider shall keep the documentation of their review and consideration of the individual's criminal history on file in accordance with paragraph 13.5 "Maintenance of Records."
- 16.20.3 Definitions
- A. Activities of Daily Living: The basic tasks of everyday life, such as eating, bathing, dressing, toileting, and transferring.
  - B. Minor: Individuals under the age of eighteen (18) years old.
  - C. Sensitive Position: A job with responsibilities that can be criminally abused at great harm to the Agreement or the clients served. All positions that (1) physically supervise minors or vulnerable adults, (2) have unsupervised physical contact with minors or vulnerable adults, or (3) have fiduciary responsibility to a County client or direct access to, or control over client bank accounts, or serve in a financial capacity to the County client.
  - D. Vulnerable Adult: (1) Individuals age eighteen (18) years or older, who require assistance with activities of daily living and who may be put at risk of abuse during service provision; (2) Individuals age eighteen (18) years or older who have a permanent or temporary limited physical and/or mental capacity which may put them at risk of abuse during service provision because it renders them unable to make decisions for



themselves, unable to physically defend themselves, or unaware of physical abuse or other harm that could be perpetrated against them.

E. Volunteer: A person who performs a service willingly and without pay.

- 16.21 Notification of Key Personnel Changes. Provider shall notify the County in writing within 72 hours of a change of key personnel funded under this Agreement. Key personnel include personnel who provide direct services, management oversight, or any combination of these duties. Provider shall also notify County in writing within 72 hours of when a subcontractor is changed. Upon reasonable cause, County shall have the right to reject any change in key personnel or a new subcontractor (direct services or management staff), funded under this Agreement.
- 16.22 Coordinated Services.
- 16.22.1 Provider shall coordinate services with other County funded programs and initiatives.
- 16.22.2 Providers providing direct services to the public shall ask if the client and any minor(s) for whom they are responsible have health insurance coverage. If the response is “no” for client or minor(s), the Provider shall refer the client to covered California at <https://www.coveredca.com> or call 1-800-300-1506.
- 16.23 Equipment Retention. Provider shall be entitled to retain ownership of any equipment or computers identified in the approved budget at the end of the Agreement Term under the condition that the equipment will continue to be used to serve children ages 0 – 5 and their families. Equipment must be in the budget and meet the definition of minor equipment – less than \$5,000 for a single item.
- 16.24 Survival. The following sections or articles of this Agreement shall survive the expiration or earlier termination of the Agreement: Sections 8.1, 8.13, 8.14, 8.16, 8.21, 10.1, 11.1, and 11.4, and articles 7 and 13.

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit “D”: Pinwheel Use  
Attachment 1: Pinwheel Limited Use Agreement**

I acknowledge that SDCOE will accept no liability if my Agency uses Pinwheel data fields that do not pertain to this Agreement as the required data fields necessary to meet Quality Preschool Initiative reporting requirements, as specified in Exhibit B: Provider Scope of Work and Exhibit B, Attachment 1: 2018-19 QPI Data Reporting Requirements.

I acknowledge that QPI funds are used to provide access to the Agency for the use of Pinwheel, and this access is limited only to the QPI required data fields. The Agency will accept all liability if other data fields are used.

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Signature

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Print Name & Title

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Date

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit “D”: Pinwheel Use  
Attachment 2: Documentation of Pinwheel Compliance with AB1584**

**This packet should be reviewed and maintained by the subcontracting agency.**

Early Quality Systems has provided this information packet as proof of compliance with California AB 1584 to San Diego County Office of Education with regard to data use and storage in Pinwheel.

## **Early Quality Systems**

### **End of Contract data transfer process**

Early Quality Systems provides extensive data export capabilities allowing the export of all Pinwheel data to its customer at any time. This process may be executed at the end of contract period or at any time desired.

Contract data may downloaded by following these steps

- Customer should first ensure that browser downloads of Pinwheel data go to a secure download environment at SDCOE
  - all Pinwheel downloads are done via SSL
  - browser should be set to download on a secure/encrypted drive
- Download all data by following these steps
  - In Pinwheel Log on as admin user
  - from main menu go to exports page
  - for each data item select item type (radio button) and then select export
  - each export file will be downloaded as an excel file
- Alternatively
  - log on as statistical analysis user
  - create workspace
  - select all data files in Pinwheel
  - download all Pinwheel files using links on Statistical Analysis Data Files
  - each export file will be downloaded as a CSV file

## **Early Quality Systems FERPA Policy**

The Family Educational Rights and Privacy Act, known as FERPA, protects the privacy interests of students in their education records. It controls the disclosure of a student's personally identifiable information from education records without the consent of the parent or eligible student. As part of Early Quality Systems, LLC. (EQS) Student Information System and Program Management System, agencies, and funders enter personally identifiable information about their infant, toddler, and preschool students into the Pinwheel website (Pinwheel).

EQS, through Pinwheel, supplies capabilities for the agencies and funders to use the personally identifiable information in the context of a Student Information System and Program Management System. EQS has no direct use of the personally identifiable information. The agreements between the funder and EQS meet the requirements for the consent requirement for the release of student records.

- EQS agrees to only use the personally identifiable student information supplied by the agencies and funder for the specified purposes and to return or delete the personally identifiable information when the funder is no longer under contract with the EQS; in this way, the data owner retains control over its data as required under FERPA.
- As required under FERPA, notation is made on the student's record that their data is shared with the agency they are enrolled in and the funder; individual students have a right to request the identity of any organization with which their enrollment information was shared.
- The EQS does not data-mine or commercialize information held for agencies or the funder and it does not collect any information directly from students or their parents.

## Early Quality Systems HIPAA Compliance

Ensuring that our customers' data is safe, secure and always available to them is one of our top priorities. For customers who are subject to the requirements of the Health Insurance Portability and Accountability Act (HIPAA), Early Quality Systems (EQS) web-based applications (Apps) support HIPAA compliance.

Under HIPAA, certain information about a person's health or health care services is classified as Protected Health Information (PHI). EQS customers who are subject to HIPAA and wish to use EQS Apps with PHI should execute an Agreement with EQS indicating this requirement.

Administrators for EQS Apps can request an Agreement before using EQS services with PHI.

EQS customers are responsible for determining whether they are subject to HIPAA requirements and whether they use or intend to use EQS services in connection with PHI. Customers who have not entered into an Agreement with EQS should not use EQS services in connection with PHI.

EQS complies with HIPAA security requirements; Please note that EQS is not a *Covered Entity* such as:

- a health care provider that conducts certain transactions in electronic form.
- a health care clearinghouse.
- a **health** plan.

EQS employs the following physical and technical safeguards:

- **Physical safeguards** include limited facility access and control, with authorized access in place. All co-location entities, or companies used by EQS are HIPAA compliant, and have policies about use and access to workstations and electronic media.
- **Technical safeguards** with access control to allow only the authorized to access electronic protected health data. Access control includes using unique user IDs, Whitelist IP address restricted access to protected health data, an emergency access procedure, automatic log off and encryption and decryption.
- Audit reports, or tracking logs, are implemented to keep records of activity on hardware and software. This is especially useful to pinpoint the source or cause of any security violations.
- **EQS Technical policies** also cover integrity controls, or measures put in place to confirm that PHI hasn't been altered or destroyed. IT disaster recovery and offsite backup are employed to ensure that any electronic media errors or failures can be quickly remedied and PHI can be recovered accurately and intact.
- **Network, or transmission, security** is used as a technical safeguard (required of HIPAA compliant hosts) to protect against unauthorized public access of PHI. This concerns all methods of transmitting data. EQS uses secure VPN to communicate with its systems and provides and requires the use of SSL for authorized user access.
- **Unique User Identification:** Assigns a unique name and/or number for identifying and tracking user identity.
- **Emergency Access:** Has procedures for obtaining necessary electronic protected health information during an emergency.
- **Automatic Logoff:** Has electronic procedures that terminate an electronic session after a predetermined time of inactivity.
- **Encryption and Decryption:** Has a mechanism to encrypt and decrypt electronic protected health information when deemed appropriate.
- **Audit Controls:** Has hardware, software, and/or procedural mechanisms that record and examine activity in information systems that contain or use electronic protected health information.

- **PHI Integrity:** Has policies and procedures to Protect electronic protected health information from improper alteration or destruction.
- **Authentication:** Has procedures to verify that a person or entity seeking access to electronic protected health information is the one claimed.
- **Transmission Security:** Has technical security measures to guard against unauthorized access to electronic protected health information that is transmitted over an electronic communications network.

EQS employs the following Administrative practices:

- **Risk Analysis:** Performs and documents a risk analysis to see where PHI is being used and stored and to determine what all possible ways HIPAA could be violated are
- **Risk Management:** Implements measures sufficient to reduce these risks to an appropriate level.
- **Information Systems Activity Reviews:** Regularly reviews system activity, logs, audit trails, etc.
- **Officers:** Designates a HIPAA Security and Privacy Officer
- **Employee Oversight:** Implements procedures to authorize and supervise employees who work with PHI, and for granting and removing PHI access to employees. Ensure that an employee's access to PHI ends with termination of employment.
- **Multiple Organizations:** Ensures that PHI is not accessed by parent or partner organizations or subcontractors that are not authorized for access.
- **PHI Access:** Implements procedures for granting access to PHI and which document access to PHI or to services and systems which grant access to PHI.
- **Security Reminders:** Periodically sends updates and reminders of security and privacy policies to employees.
- **Protection against Malware:** Has procedures for guarding against, detecting, and reporting malicious software.
- **Login Monitoring:** Institutes monitoring of logins to systems and reporting of discrepancies.
- **Password Management:** Ensures there are procedures for creating, changing, and protecting passwords.
- **Response and Reporting:** Implements policies to identify, document, and respond to security incidents.
- **Contingency Plans:** Ensures there are accessible backups of PHI and that there are procedures for restore any lost data.
- **Contingency Plans Updates and Analysis:** Has procedures for periodic testing and revision of contingency plans. Assess the relative criticality of specific applications and data in support of other contingency plan components.
- **Emergency Mode:** Establishes (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of electronic protected health information while operating in emergency mode.
- **Evaluations:** Performs periodic evaluations to see if any changes in your business or the law require changes to your HIPAA compliance procedures.
- **Business Associate Agreements:** Has special contracts with business partners who will have access to PHI to ensure that they will be compliant. Chooses partners that have similar agreements with any of their partners to which they are also extending access.

EQS HIPAA Physical Requirements

- **Contingency Operations:** Establishes (and implement as needed) procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.
- **Facility Security:** Implements policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft.

- **Access Control and Validation:** Implements procedures to control and validate a person's access to facilities based on their role or function, including visitor control, and control of access to software programs for testing and revision.
- **Maintenance Records:** Implements policies and procedures to document repairs and modifications to the physical components of a facility which are related to security
- **Workstations:** Implements policies governing what software can/must be run and how it should be configured on systems that provide access PHI. Safeguards all workstations providing access to PHI and restricts access to authorized users.
- **Devices and Media Disposal and Re-use:** Has procedures for the secure final disposal of media that contain PHI and for the reuse of devices and media that could have been used for PHI.
- **Media Movement:** Records movements of hardware and media associated with PHI storage. Create a retrievable, exact copy of electronic protected health information, when needed, before movement of equipment.



## **Early Quality Systems**

### **Unauthorized Disclosure of Pupil Record Data Action Plan**

When an unauthorized disclosure of pupil record data has occurred (breach) the following steps shall be taken by the Early Quality Systems (EQS) Program Coordinator:

- Validate the data breach
  - Do not assume that every identified incident is actually a breach of PII.
  - Examine the initial information and available logs to confirm that a breach has occurred.
  - If possible, identify the type of information disclosed and estimate the method of disclosure (internal/external disclosure, malicious attack, or accidental).
- Begin breach response documentation and reporting process.
  - Coordinate the flow of information to Client
- Include representatives from EQS and Client management, information technology, legal, public affairs media relations, risk management, finance, and audit departments (and possibly HR, for internal incidents) in the incident response team.
- Immediately determine the status of the breach (on-going, active, or post breach).
- If the breach is active or on-going, take action to prevent further data loss by securing and blocking unauthorized access to systems/data and preserve evidence for investigation.
- Document all mitigation efforts for later analysis.
- Advise staff who are informed of the breach to keep breach details in confidence until notified otherwise.
- If criminal activity is suspected, notify law enforcement and follow any applicable federal, State, or local legal requirements relating to the notification of law enforcement. (The decision to involve outside entities, including law enforcement, should generally be made in consultation with executive leadership and legal counsel.)
- Identify all affected data, machines, and devices.
- Conduct interviews with key personnel and document facts (if criminal activity is suspected,
  - Coordinate these interviews with law enforcement).
- When possible, preserve evidence (backups, images, hardware, etc.) for later forensic examination.
- Locate, obtain, and preserve (when possible) all written and electronic logs and records applicable to the breach for examination.
- Reach out to data owners as soon as possible to notify them about the breach.
  - Foster a cooperative relationship between the incident response team and data owners.
  - Work collaboratively with data owners to secure sensitive data, mitigate the damage that may arise from the breach, and determine the root cause(s) of the breach to devise mitigating strategies and prevent future occurrences.

## **Early Quality Systems Information Security Program**

### **Program Objectives**

The objectives of this Information Security Program ("Program") are as follows:

Insure the security and confidentiality of the Early Quality System's customer information. Protect against any anticipated threats or hazards to the security and/or integrity of the Early Quality System's customer information.

Protect against unauthorized access to or use of the Early Quality System's customer information that could result in substantial harm or inconvenience to any customer.

For purposes of the Program, "customer information" means any information about a customer of the Early Quality System, or information the Early Quality System receives about the customer of another financial institution that can be directly or indirectly attributed to the customer.

This Program, in and of itself, does not create a contract between the Early Quality System and any person or entity.

### **Program Coordinator(s)**

This Program and the safeguards it contemplates shall be implemented and maintained by an employee or employees ("Program Coordinator") designated by the Early Quality System. The Program Coordinator shall design, implement and maintain new safeguards as he or she determines to be necessary from time to time. The Program Coordinator shall report to the Early Quality System president. The Program Coordinator may delegate or outsource the performance of any function under the Information Security Program as he or she deems necessary from time to time.

In the event the Program Coordinator leaves the employment of the Early Quality System, the Early Quality System president shall take over the responsibilities of the Program Coordinator until a new Program Coordinator is designate.

### **Risk Assessment**

The Program Coordinator shall conduct a risk assessment to identify reasonably foreseeable internal and external risks to the security, confidentiality and integrity of customer information that could result in its unauthorized disclosure, misuse, alteration, destruction or other compromise, and assess the sufficiency of any safeguards in place to control these risks.

The risk assessment shall cover all relevant areas of the Early Quality System's operations, as determined by the Program Coordinator. At a minimum, the risk assessment shall cover the following:

- Employee training and management;
- Information systems, including network and software design, as well as
- Information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions or other systems failures.

Once the Program Coordinator has identified the reasonably foreseeable risks to the Early Quality System's customer information, the Program Coordinator will determine whether the Early Quality System's current policies and procedures in these areas sufficiently mitigate the potential risks identified. If not, the Program Coordinator shall design new policies and procedures that meet the objectives of the Program. Final policies and procedures that meet the objectives of the Program shall be made part of the Program.

**Audit**

The Program Coordinator shall regularly test or audit the effectiveness of the Early Quality System's safeguards' key controls, systems, and procedures, to ensure that all safeguards implemented as a result of the risk assessment are effective to control the risks identified in the risk assessment. The Program Coordinator shall revise current safeguards and/or implement new safeguards as necessary to ensure the continued viability of the Program.

**Overseeing Service Providers**

The Program Coordinator shall be responsible for overseeing the Early Quality System's service providers who handle or have access to customer information. The Program Coordinator shall take reasonable steps to select and retain service providers that are capable of maintaining safeguards to protect the specific customer information handled or accessed by each service provider that are consistent with the level of safeguards employed by the Early Quality System for such information.

The Program Coordinator shall review and approve each service provider contract prior to its execution by the Early Quality System to ensure that each contract contains appropriate obligations of the service provider to comply with the Early Quality System's safeguarding requirements.

**Periodic Reevaluation of the Program**

The Program Coordinator shall reevaluate and modify the Program from time to time as the Program Coordinator deems appropriate. The Program Coordinator shall base such reevaluation and modification on the following:

- The results of the Program Coordinator's testing and monitoring efforts;
- Any material changes to the Early Quality System's operations, business or information technology arrangements; or
- Any other circumstances that the Program Coordinator knows, or has reason to know, may have a material impact of the Program.

In order to assist the Program Coordinator in the regard, the Early Quality System shall keep the Program Coordinator apprised of the nature and extent of all third party relationships and any operational changes or other matters that may impact the security or integrity of the Early Quality System's customer information.

**Information Security Policies and Procedures - Employee Training and Management**

In keeping with the objectives of the Program, the Early Quality System shall implement, maintain and enforce the following employee management and training safeguards:

1. All employees and independent contractors are responsible for complying with the Early Quality System's Program.
2. The Early Quality System will check references of each potential employee prior to the commencement of the applicant's employment.
3. The Early Quality System will obtain a consumer report and criminal background check of each applicant prior to the commencement of the applicant's employment.
4. All offers of employment shall be subject to satisfactory references and consumer/criminal report investigations.
5. All new employees, and independent contractors who perform services in the Early Quality System, that have access to customer information will participate in the Early Quality System's information security training. Each person shall sign and acknowledge his or her agreement to abide by the Early Quality System's Program. Training will recur at least once each year, or sooner, as determined by Early Quality System management and as required by changes to the Program.

6. Such training program shall include, at a minimum, basic steps to maintain the security, confidentiality and integrity of customer information, such as:
  - Identifying for employees and independent contractors the types of customer information subject to protection under the Information Security Program.
  - Locking rooms and file cabinets where paper records are kept.
  - Using password-activated computer software, systems, applications or
  - Terminals or an automatic log-off function that terminates access after a short period of inactivity.
  - Using strong passwords (at least eight characters long and alpha-numeric).
  - Changing passwords periodically, and maintaining the security of passwords.
  - Sending electronic information over secure channels only.
  - Appropriately disposing of paper and electronic records.
  - Other training as determined appropriate by management from time to time.
7. The Early Quality System will take appropriate steps to encourage awareness of, and compliance with the Program.
8. All employees and independent contractors will be permitted to access customer information on a “need-to-know” basis as determined by Early Quality System management.
9. Personnel shall not be permitted to access, use or reproduce customer information, whether electronic or non-electronic, for their own use or for any use not authorized by the Early Quality System.
10. All persons who fail to comply with the Early Quality System’s Program shall be subject to disciplinary measures, up to and including termination of employment for employees or contract termination for independent contractors that perform services with the Early Quality System. This remedy shall be expressly provided for in Dealer’s agreements with such independent contractors.

### **Information Security Policies and Procedures - Information Systems**

In keeping with the objectives of the Program, the Early Quality System shall implement, maintain and enforce the following information systems safeguards:

1. All records containing customer information shall be stored and maintained in a secure area.
  - Paper records shall be stored in a room, cabinet, or other container that is locked when unattended. The Program Coordinator shall control access to such areas.
  - All storage areas shall be protected against destruction or potential damage from physical hazards, like fire or floods.
  - Electronic customer information shall be stored on secure servers. Access to such information shall be password controlled, and the Program Coordinator shall control access to such servers.
  - Customer information consisting of financial or other similar information (e.g., social security numbers, etc.) shall not be stored on any computer system with a direct Internet connection.
  - All customer information shall be backed up on a daily basis. Such back up data shall be stored in a secure location as determined by the Program Coordinator.
2. All electronic transmissions of customer information, whether inbound or outbound, shall be performed on a secure basis.
  - Inbound credit card information, credit applications, or other sensitive financial data transmitted to the Early Quality System directly from consumers shall use a secure connection, such as a Secure Sockets Layer (SSL) or other currently accepted standard, so that the security of such information is protected in transit. Such secure transmissions shall be automatic.
  - Consumers shall be advised against transmitting sensitive data, like account numbers, via electronic mail.
  - Early Quality Systems shall require by contract that inbound transmissions of customer information delivered to the Early Quality System via other sources be encrypted or otherwise secured.

- All outbound transmissions of customer information shall be secured in a manner acceptable to the Program Coordinator.
  - To the extent sensitive data must be transmitted to the Early Quality System by electronic mail, such transmissions shall be password controlled or otherwise protected from theft or unauthorized access at the discretion of the Program Coordinator.
  - The Program Coordinator shall review all vendor applications to ensure an appropriate level of security both within the Early Quality System and with the Early Quality System's business partner and vendors.
3. Information stored on portable communications equipment, e.g. laptops, PDA's or other portable devices, shall be encrypted.
  4. All paper transmissions of customer information by the Early Quality System shall be performed on a secure basis.
    - Sensitive customer information shall be properly secured at all times.
    - Customer information delivered by the Early Quality System to third parties shall be kept sealed at all times.
    - Paper-based customer information shall not be left unattended at any time it is in an unsecured area.
  5. All customer information shall be disposed of in a secure manner.
    - The Program Coordinator shall supervise the disposal of all records containing customer information.
    - Paper based customer information shall be shredded and stored in a secure area until a disposal or recycling service picks it up. All hard drives, diskette, magnetic tapes, or any other electronic media containing customer information shall be erased and/or destroyed prior to disposing of computers or other hardware.
    - All hardware shall be effectively destroyed.
    - All customer information shall be disposed of in a secure manner after any applicable retention period.
  6. The Program Coordinator shall maintain an inventory of Early Quality System computers, including any handheld devices or PDAs, on or through which customer information may be stored, accessed or transmitted.
  7. The Program Coordinator shall develop and maintain appropriate oversight or audit procedures to detect the improper disclosure or theft of customer information.

## **Information Security Policies and Procedures – Detecting, Preventing and Responding to Attacks, Intrusions or Other Systems Failures**

In keeping with the objectives of the Program, the Early Quality System shall implement, maintain and enforce the following attack and intrusion safeguards:

1. The Program Coordinator shall ensure the Early Quality System has adequate procedures to address any breaches of the Early Quality System's information safeguards that would materially impact the confidentiality and security of customer information.
2. The procedures shall address the appropriate response to specific types of breaches, including hackers, general security compromises, denial of access to databases and computer systems, etc.
3. The Program Coordinator shall utilize and maintain a working knowledge of widely available technology for the protection of customer information.
4. The Program Coordinator shall communicate with the Early Quality System's computer vendors from time to time to ensure that the Early Quality System has installed the most recent patches that resolve software vulnerabilities.
5. The Early Quality System shall utilize anti-virus software that updates automatically.
6. The Early Quality System shall maintain up-to-date firewalls.
7. The Program Coordinator shall manage the Early Quality System's information security tools for employees and pass along updates about any security risks or breaches.
8. The Program Coordinator shall establish procedures to preserve the security, confidentiality and integrity of customer information in the event of a computer or other technological failure.
9. The Program Coordinator shall ensure that access to customer information is granted only to legitimate and valid users.
10. The Program Coordinator shall notify customers promptly if their customer information is subject to loss, damage or unauthorized access.

### **Continuity of Operations Plan (COOP)**

Provide for and restore access to critical data resources required by Early Quality Systems to carry out service delivery operations. Data resources include but are not limited to email; contents of all shared network file storage; Websites, databases and any other data resources deemed to be critical to restoring operations. Providing access to these resources in the event of displacement/relocation will require the commensurate hardware, software, and facility infrastructure to allow for access to the data.

Vital records and databases identified as critical to supporting mission-essential functions, both paper and electronic, have been identified and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how emergency operating records will be made available to qualified personnel and will ensure backup for legal and financial records. Identified below are different categories of vital records:

- Vital records essential to the continued functioning or reconstitution of an organization during and after an emergency in a secure offsite location:
  - Emergency plans and directives
  - Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming normal operations at its conclusion
- Vital records critical to carrying out an organization's essential legal and financial functions and activities:
  - Accounts receivable
  - Contracting and acquisition files
  - Official personnel files
  - Payroll
  - Property management and inventory records

Disaster which involves information security or data loss shall be handled by the following procedures:

- Program Coordinator shall immediately assess nature of breach and best recovery option
- Program Coordinator shall immediately inform Early Quality Systems president
- Early Quality System's president shall inform all affected customers of nature and severity of breach and recovery plans in a timely fashion
- Early Quality System's president shall inform appropriate insurance company if breach has material financial consequences in a timely fashion

## **Early Quality Systems Removal of Pupil Record Data**

At the end of contract or upon request of Client Early Quality Systems (EQS) will follow the following procedures from removal of pupil record data from its systems

- These procedures are to be undertaken by EQS Program Manager and Technical manager
- Program Manager inform Client of timeline for data removal and ensure that Client has retrieved all information before removal
- When Client has ensured EQS Program Manager that data has retrieved all desired information, Program Manager informs Technical Manager to perform removal of Pupil Record Data.
- EQS Technical Manager will use HIPAA, SOX, PCI compliant drive wipe/erasure software to eliminate all data on drive used to store Pupil Record Data.
- EQS Technical Manager will maintain log of erasures and report erasures to EQS Program Manager.
- EQS Program Manager will inform Client of removal of Pupil Record Data.



**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit “D”: Pinwheel Use**

**Attachment 3: Subcontractor End User Agreement Terms of Use: Privacy Policy and User Agreement for  
Use of “Pinwheel”**

**Subcontractor End User Agreement  
TERMS OF USE: PRIVACY POLICY AND USER AGREEMENT  
FOR USE OF “PINWHEEL”**

(A third-party software system utilized in the implementation of the  
California Quality Rating and Improvement Grant)

YOU ARE REQUIRED TO READ AND ACCEPT THESE TERMS AND CONDITIONS AS A REQUIREMENT OF YOUR CONTRACT.

Before using Pinwheel, please read this Privacy Policy and the Terms of Use for the Pinwheel Site carefully. By using Pinwheel and its services, you acknowledge that you understand, accept and agree to the terms of this Privacy Policy and the Terms of Use for Pinwheel. If you have any questions concerning this Privacy Policy or the Terms of Use for Pinwheel, please contact the San Diego County Office of Education’s Early Education Unit.

**Introduction**

Early Quality Systems, Inc. (EQS) is under contract with the San Diego County Office of Education (SDCOE) to provide a web-based Quality Rating and Improvement System (QRIS) data collection and program management system (Pinwheel) for use by designated Preschool Agencies, SDCOE staff, and selected sub-contractors. SDCOE contracts with EQS to provide the Pinwheel Site pursuant to agreed specifications. Some features of the Pinwheel Site may not be accessible to all users. This Privacy Policy explains SDCOE’s privacy policy with respect to the personally-identifiable data collected through the Pinwheel Site.

**Purpose of Pinwheel**

Pinwheel is a program management and reporting system with features designed for use by a wide variety of early education stakeholders, including preschool teachers and other staff at preschool sites, funders, independent assessors, and professional development coaches. Some features of Pinwheel are designed for and available only to the preschool providers and their authorized staff ("Educators"). Other features of Pinwheel are designed for SDCOE staff and selected sub-contractors.

**Terms of Use and Privacy Policy**

**Information Use or Disclosure**

Named sub-contractor will not share with, or disclose to, third parties, the names of users, staff, students or other personally identifiable information collected through or in connection with the Pinwheel Site.

**Security and Confidentiality**

Subject to the other provisions of this Privacy Policy and contractual obligations, named sub-contractor will take reasonable steps to maintain the confidentiality of all personal information and student records collected and managed through the Pinwheel Site.

**FERPA Assurances**

When an unauthorized disclosure of pupil record data has been disclosed, named sub-contractor shall immediately notify SDCOE’s Early Education Unit Executive Director.

User information and access to the Pinwheel Site is password protected for the privacy and protection of student personal and student assessment data. Educators, and selected sub-contractors of SDCOE are mandated by the Family Education Rights and Privacy Act (FERPA) to keep all user information and passwords confidential. If storage of this information is required, it is required that it be kept in a secure location. To protect data, users should always logoff when exiting the Pinwheel Site and not divulge or share user identification or passwords with anyone.

The sub-contractor is entirely responsible for maintaining the confidentiality of Pinwheel passwords and account information of all/any employees designated as Pinwheel users. Furthermore, as a sub-contractor, the agency is entirely responsible for any and all activities which occur under its account. The account holders agree to indemnify, defend and hold harmless SDCOE for any liability or expense arising from such use or misuse. Sub-contractor agrees to notify SDCOE's Early Education Unit Executive Director of any unauthorized use of the account or any other breach of security known to the sub-contractor.

#### **Restrictions on use of materials**

Personally identifiable information, or materials found on the Pinwheel Site may not be disclosed to any unauthorized third party, or used for any purpose not authorized by the functions/duties of the sub-contractor contracted with SDCOE. No data or material from the Site may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way that is not authorized by these Terms and Conditions of Use or SDCOE.

#### **Limitation of Liability**

Under no circumstances, including, but not limited to, negligence, shall SDCOE be liable to you or any party for any direct, indirect, special, or consequential damages that result from the use of, or inability to use, this web site. Applicable law may not allow the limitation or exclusion of liability or incidental or consequential damages, so the above limitation or exclusion may not apply to you. In addition, nothing in these terms and conditions is intended to waive or limit the sovereign immunity of SDCOE.

#### **Termination**

You may terminate your use of the Pinwheel Site at any time by ceasing to use the Pinwheel Site. Your use of the Pinwheel Site may also be terminated immediately by SDCOE if in SDCOE or EQS's sole determination you fail to comply with any term or provision of these terms and conditions.

#### **Privacy**

Users of the Pinwheel Site must review and uphold the terms of the Privacy Policy found on the Pinwheel Site. This Privacy Policy and the Terms of Use for the Pinwheel Site may be revised from time to time through an updated posting. You should, therefore, check both this Privacy Policy and the Terms of Use periodically. Revisions are effective upon posting and your continued use of the Pinwheel Site following the posting of such revisions will indicate your acceptance of such revisions.

#### **End User Agreement**

This End User Agreement shall be reviewed and executed by SDCOE and any Authorized Users designated by SDCOE as a sub-contractor to use the Pinwheel Site. Execution of the End User Agreement evidences the user's intent to be bound by the Terms of Use, Privacy Policy and End User Agreement.

SDCOE shall retain copies of executed End User Agreements. SDCOE agrees to use its best efforts to ensure that the Authorized Users use the Pinwheel site in accordance to the Terms of Use.

**THE UNDERSIGNED HAS CAREFULLY READ THE TERMS OF USE AND PRIVACY POLICY APPLICABLE TO THE PINWHEEL SITE, AS SET FORTH ABOVE, AND AGREES TO BE BOUND BY SUCH TERMS, CONDITIONS AND POLICIES.**

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Signature

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Print Name & Title

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Date

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services  
Exhibit “E”: Quality Preschool Initiative Reimbursement System**

Child Development Associates (CDA) has been designated as the QPI reimbursement agency. Each Agency must have the following documentation on file with CDA. New agencies will be required to sign and return the following documentation to CDA no later than September 30, 2018 (documents will be sent to each agency directly from CDA):

- CDA QPI Reimbursement Agreement
- Direct Deposit Participation Agreement
- Authorization Agreement for Direct Deposit (attach a voiced check)
- IRS form W-9
- Verification of Tin number or copy of Social Security Card

**CDA Contact Info:**

Linda Marvin-Livermore  
QPI Program Supervisor  
Child Development Associates, Inc.  
Office (619) 427-4411 Ext. 220  
Fax (619) 205-6299  
[lm Marvin@cdasandiego.com](mailto:lm Marvin@cdasandiego.com)

**Note:**

- Reimbursement funds to the Agency may be suspended at any point during the program year when violations to the contract occur.
- Estimated Not-to-Exceed (NTE) amounts are included as attachment 1 to this Exhibit.

**San Diego County Superintendent of Schools  
Agreement with National School District  
For Quality Preschool Initiative Services**

**Exhibit “E”: Quality Preschool Initiative Reimbursement System  
Attachment 1: NTE Estimate, 2018-19**

# 2018-19 QPI Preliminary Not-to-Exceed (NTE) Report

The reimbursement amounts below reflect the June 2017 Site Tier Ratings. It is a Preliminary Not-To-Exceed (NTE) Report, to be used for projecting purposes only. Actual reimbursement will be based upon certified data in Pinwheel. Certification takes place on or about November 1, 2018, after which a Certified NTE Report will be provided, based on the number of sessions participating in FY2018-19 and each site's tier rating established in June 2018.

May 9, 2018

Agency Name	Site Name	Session	Tier	QPI Total (CSPP + First 5)
National School District	Central	SE10	5	\$9,600
National School District	Central	SE5	5	\$9,600
National School District	Central	SE282	5	\$9,600
National School District	Central	SE1015	5	\$9,600
National School District	El Toyon	SE15	5	\$9,600
National School District	El Toyon	SE505	5	\$9,600
National School District	El Toyon	SE25	5	\$9,600
National School District	Kimball	SE445	4	\$7,100
National School District	Las Palmas	SE508	5	\$9,600
National School District	Las Palmas	SE18	5	\$9,600
National School District	Olivewood	SE28	5	\$9,600
National School District	Olivewood	SE21	5	\$9,600
National School District	Otis (John A.)	SE12	5	\$9,600
National School District	Palmer Way	SE27	5	\$9,600
National School District	Palmer Way	SE29	5	\$9,600
National School District	Palmer Way	SE24	5	\$9,600
National School District	Preschool Center	SE11819	5	\$9,600
National School District	Preschool Center	SE7	5	\$9,600
<b>National School District Total</b>				<b>\$170,300</b>

# **EXHIBIT C**

**August 8, 2018**



**Chairperson**  
Dr. Jeffrey D. Carr, Sr.

**President and CEO**  
Rudolph A. Johnson, III

## **HEAD START SERVICES AGREEMENT**

### **Contract No. 18-007012-HS**

This Head Start Services Agreement ("Agreement") is entered into effective July 1, 2018, 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").

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### **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 NSD 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, 2018 ("Effective Date") and automatically expire on June 30, 2019, 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 eighty-eight (188) 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-two (32) weeks, or one hundred twenty-eight (128) days per year.
- B. Within 30 days of the execution of this agreement DELEGATE shall submit to GRANTEE for approval of procedures related to Health, Safety and Supervision including:
  - Use of safety vests
  - Use of transition ropes
  - Ensuring latches on gates cannot be accessed by children
  - Transition protocols for the indoor and outdoor movement of children
  - Utilization of Hazard Maps
  - Active Shooters
  - Sign in and out procedures related to releasing a child from the facility
- 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 at the Sites 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, 2019, 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). Provide reports according to NHA mandates; including names of children that have been identified and/or referred for special education and mental health services. NHA will treat all such information provided as confidential as required by Head Start regulations.
- 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. NSD 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-R) 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. NSD 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, NSD 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 NSD staff referenced in Section 2.3(S) above, performing Services hereunder. NSD 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. NSD 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 NSD employees assigned to perform the Services pursuant to this Agreement and those NSD employees relieved from performing the Services hereunder. The NSD 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 NSD'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 NSD.

### **3.0 NHA SUPPORT.** NHA agrees to:

- A. [RESERVED]
- B. Conduct fiscal and programmatic reviews during its on-going monitoring process as required by the Administration for Children and Families.
- C. 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.
- D. 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.
- E. 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.
- F. 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.).

- G. Provide copies of the Head Start Program Performance Standards to the NATIONAL SCHOOL DISTRICT.
- H. Provide training opportunities for NATIONAL SCHOOL DISTRICT staff to acquire knowledge related to the implementation of the Head Start Program Performance Standards.
- I. Follow NATIONAL SCHOOL DISTRICT State preschools calendars for the operation of the Head Start program at NATIONAL SCHOOL DISTRICT Sites.
- J. 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.
- K. Perform ongoing Quality Assurance monitoring of enrollment which is designed to ensure that all vacancies are filled timely. NSD shall ensure that any enrollment vacancies are filled within thirty (30) calendar days.
- L. 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 2018 - 2019 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, NSD 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.** NSD 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, NSD

and/or any of its principals shall attach to this Agreement an account of the circumstances and any explanations therefore.

- F. NSD further agrees to request this certification from any subcontractors that perform services under this Agreement.

**6.11 Final Report and Settlement.** NSD 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 NSD under this Agreement, NSD 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, 2019, 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, NSD 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 NSD. 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, Dr. Lily Cosico-Berge  
The Neighborhood House Association  
5660 Copley Drive  
San Diego, California 92111

**or to NSD 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 NSD 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)(1) 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 "I1"** and **EXHIBIT "I2"** (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.

**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 NSD personnel referenced in Section 2.3(BB) above, assigned by NSD 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- NSD shall ensure that not later than September 30, 2013, 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- NSD shall ensure that, not later than September 30, 2013, 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.

(C) PROGRESS-

(i) IMPLEMENTATION- NSD 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 NSD 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.

NSD 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. NSD 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 NSD and NHA Project Managers.

4. Professional Development Plans. NSD shall prepare professional development plans for all of its employees performing direct services to children. NSD 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 2018
Licensing Certificate	NSD	Associate Vice President, Lily Cosico-Berge	July 2018
Daily Classroom Schedules	NSD	Associate Vice President, Lily Cosico-Berge	July 2018 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, 2019
Quarterly update, 5-Year Goals and Objectives Program Plan for the FY 53 grant (July 2018 - June 2019)	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 2019 - 2020 Program Budget (Policy Council and Board Approval, 3 originals)	NSD	Associate Vice President, Lisa Gillespie	February 15, 2019
Budget modifications	NSD	Associate Vice President, Lisa Gillespie	March 29, 2018
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 2019 - 2020 Program Narrative (Policy Committee and Board Approval)	NSD	Governance and Program Planning	February 22, 2019
Content area data/PIR data	Joint Responsibility	PROMIS	Ongoing throughout the year
Pre-service Training Schedule	NSD	Training, Research & Professional Development	July 2018

<b><u>Item</u></b>	<b><u>Submitted by</u></b>	<b><u>Submit to</u></b>	<b><u>Due Date</u></b>
Training Plan (training events, staff development days)	NSD	Training, Research & Professional Development	July 2018
School Readiness Action Plan	NSD	Training, Research & Professional Development	July 2018
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 2018, Winter 2019, Spring 2019)
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 2018, April 2019
Professional development plans for teaching staff and home visitors - exception report (by position)	NSD	Training, Research & Professional Development	Nov 2018, March 2019
CLASS pre & post program reports (by domains and dimensions)	Joint Responsibility	Training, Research & Professional Development	Pre-assessment by Dec 2018 Post-assessment by June 2019
Curriculum Fidelity Survey	Joint Responsibility	Training, Research & Professional Development	March 2019
DRDP results Parent Survey	Joint Responsibility	Training, Research & Professional Development	April 2019

# **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**  
**45 CFR Chapter XIII**  
**SUBCHAPTER B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAMS**  
**EXCERPTS RELATED TO SPECIFIC TIMELINES/TIMEFRAMES**

Citation	Text	Timelines/Timeframes
<b>PART 1302 – PROGRAM OPERATIONS</b>		
<b>Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance</b>		
<b>§1302.12</b> <b>Determining, verifying, and documenting eligibility.</b> (k) <u>Records.</u> (m) <u>Training on Eligibility.</u>	<p>[...](k) <u>Records.</u> [...]</p> <p>(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>[...]</p> <p>(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 Within</p> <p>180 days of beginning of term</p>
<b>§1302.14 Selection process.</b> (a) <u>Selection criteria.</u> (c) <u>Waiting lists.</u>	<p>(a) Selection criteria.</p> <p>(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>
<b>§1302.15 Enrollment.</b> (a) <u>Funded enrollment.</u> (c) <u>Reserved slots.</u>	<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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**HEAD START PROGRAM PERFORMANCE STANDARDS**

## 45 CFR Chapter XIII

Citation	Text	Timelines/Timeframes
<p><b>§1302.16 Attendance.</b></p> <p>(a) <u>Promoting regular attendance</u></p> <p>(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></p> <p>(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>
<b>Subpart C – Education and Child Development Program Services</b>		
<p><b>§1302.33 Child screenings and assessment.</b></p> <p>(a) <u>Screening.</u></p>	<p>(a) <u>Screening.</u></p> <p>(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><b>§1302.34 Parent and family engagement in education and child development services.</b></p> <p>(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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## HEAD START PROGRAM PERFORMANCE STANDARDS

### 45 CFR Chapter XIII

## 45 CFR Chapter XIII

SUBCHAPTER B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAMS  
EXCERPTS RELATED TO SPECIFIC TIMELINES/TIMEFRAMES

Citation	Text	Timelines/Timeframes
<p><b>§1302.42 Child health status and care.</b></p> <p>(a) <u>Source of health care.</u></p> <p>(b) <u>Ensuring up-to-date child health status.</u></p> <p>(c) <u>Ongoing care.</u></p>	<p><u>(a)Source of health care.</u></p> <p>(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></p> <p>(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><b>§1302.47 Safety practices.</b></p> <p>(b) (4) <u>Safety Training</u></p>	<p>(4) <u>Safety training.</u></p> <p>(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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# 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

Citation	Text	Timelines/Timeframes
<b>Subpart G—Transition Services</b>		
<b>§1302.70 Transitions from Early Head Start.</b> 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
<b>§1302.72 Transitions between programs.</b> (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
<b>Subpart H – Services to Enrolled Pregnant Women</b>		
<b>§1302.80 Enrolled pregnant women.</b> (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
<b>Subpart I – Human Resources Management</b>		
<b>§1302.90 Personnel policies.</b> (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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# 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

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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>	At least once every 5 years
<p><b>§1302.91 Staff qualifications and competency requirements.</b></p> <p>(b) <u>Early Head Start or Head Start director.</u></p> <p>(c) <u>Fiscal officer.</u></p> <p>(d) <u>Child and family services management staff qualification requirements.</u></p> <p>(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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## 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**

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	<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><b>§1302.92 Training and professional development.</b></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><b>Subpart J—Program Management and Quality Improvement</b></p>		
<p><b>§1302.101 Management system.</b>  <b>(b) <u>Coordinated approaches.</u></b></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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# 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

Citation	Text	Timelines/Timeframes
<b>§1302.102 Achieving program goals.</b> (c) <u>Using data for continuous improvement.</u> (d) <u>Reporting</u>	(c) <u>Using data for continuous improvement.</u> [...]	
	(2) This process must: [...]	
	(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,	At least three times a year
	(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; [...]	For programs operating fewer than 90 days a year, at least twice during the program operating period
	(d) <u>Reporting.</u>	
	(1) A program must submit:	
	(i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;	At least semi-annually
	(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:[...]	Immediately or as soon as practicable
	(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[...]	Annually

NOTE: This document consists of excerpts from the Head Start Program Performance Standards (HSPPS). The excerpts refer to timelines/timeframes for specific standards. Missing text is indicated by [...]. Readers are advised to review the complete standards for more information on timelines/timeframes. The effective dates for certain standards can be found in the Compliance Table in the Appendix of the PPS.

# 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

Citation	Text	Timelines/Timeframes
<b>PART 1303 - FINANCIAL AND ADMINISTRATIVE REQUIREMENTS</b>		
<b>Subpart C – Protections for the Privacy of Child Records</b>		
<b>§1303.22 Disclosures with, and without, parental consent.</b> (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
<b>§1303.23 Parental rights.</b> (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
<b>Subpart E – Facilities</b>		
<b>§1303.41 Approval of previously purchased facilities.</b>	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
<b>§1303.49 Protection of federal interest in mortgage agreements.</b>	(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
<b>§1303.50 Third party leases and occupancy arrangements.</b> (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

NOTE: This document consists of excerpts from the Head Start Program Performance Standards (HSPPS). The excerpts refer to timelines/timeframes for specific standards. Missing text is indicated by [...]. Readers are advised to review the complete standards for more information on timelines/timeframes. The effective dates for certain standards can be found in the Compliance Table in the Appendix of the PPS.

## 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

Citation	Text	Timelines/Timeframes
<b>§1303.52 Insurance, bonding, and maintenance.</b> (b) <u>Insurance coverage</u>	[...] (b) <u>Insurance coverage</u> .  (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).	Within 10 days after coverage begins
<b>§1303.53 Copies of documents.</b>	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.	Within 10 days after filing or execution
<b>§1303.56 Inspection of work.</b>	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.	Within 30 calendar days after project is completed
<b>Subpart F – Transportation</b>		
<b>§1303.72 Vehicle operation.</b> (c) <u>Driver application review</u> . (d) Driver training.	(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: [...]  (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.  (d) Driver training. (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. [...]  (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.	After conditional employment offer and before the applicant begins work as a driver  Training prior to transporting any enrolled child and receives refresher training each year  Annual evaluation
<b>NOTE: Text not excerpted from PART 1304 - FEDERAL ADMINISTRATIVE PROCEDURES</b>		

NOTE: This document consists of excerpts from the Head Start Program Performance Standards (HSPPS). The excerpts refer to timelines/timeframes for specific standards. Missing text is indicated by [...]. Readers are advised to review the complete standards for more information on timelines/timeframes. The effective dates for certain standards can be found in the Compliance Table in the Appendix of the PPS.

## **EXHIBIT “E” – PAYMENT & BUDGET**

**For Services performed by NSD pursuant to this Agreement, NHA agrees to reimburse NSD in an amount not to exceed One Million Two Hundred Fifty-Nine Thousand Four Hundred Fifty Dollars (\$1,259,450.00), as follows:**

**A) Head Start Center Based Option:**

154 Funded Enrollment = \$1,031,677

**B) Head Start Combination Option:**

34 Funded Enrollment = \$227,773

**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 NSD’s performance of the Services.

**E) Between January 1, 2019 and January 31, 2019, NHA will review NSD’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 \$6,699.20 per Funded Enrollment.**

## **EXHIBIT “E” – Continued**

[Attach budget information]



# EXHIBIT “F”

## Common Budget Changes Requiring Prior Approval

### 2 CFR Part 200 Subpart A – Acronyms and Definitions

### References

**§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.

(1)

**§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.

**§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.

(2)

### 2 CFR 200 Subpart E – Cost Principles

#### **General Provisions for Selected Items of Cost**

##### **§200.439 Equipment and other capital expenditures.**

(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.

(b) The following rules of allowability must apply to equipment and other capital expenditures:

(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.

(3a)

(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.

(3b)

(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.

(4)

**§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.

(5)

### 45 CFR Part 1305.2 - Definitions

**Construction** means new buildings, and excludes renovations, alterations, additions, or work of any kind to existing buildings.

(6)

**Minor renovation** means improvements to facility which do not meet the definition of major renovation.

(7)

**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.

(8)

**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.

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)	Yes 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 Yes
	•	All	All	(1) / (8)	(3a)	Yes 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 Yes
	• Maintenance and Repair	\$ 5,000	No	(5)		No Yes if over \$2000
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**

<b>Examples of Equipment and Facilities Projects</b>				
<b>Object Class Category</b>		<b>Description ----- See definitions on page one.</b>	<b>Grantee Approval Required</b>	<b>ACF Approval Required</b>
<b>D. Equipment</b>	♦	<b>Equipment purchases that equal or exceed:</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
		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
<b>G. Construction/ Renovation</b>	♦	<b>Construction or purchase of facilities with Federal funds</b>	<b>All</b>	<b>All</b>
	♦	<b>Major renovations that exceed \$200,000; adjusted for CPI after 2003; or structural changes</b>	<b>All</b>	<b>All</b>
		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		
<b>H. Other</b>	♦	<b>Minor Renovations (<i>Incidental alterations and renovations</i>)</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
		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
	♦	<b>Maintenance and Repairs</b>	<b>\$ 5,000</b>	<b>No</b>
		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.

### **OHS – PC – A – 074**

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 \$189,600 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.

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Signature

Date:

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Assistant Superintendent of Business Services

Title

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National School District

Organization



## EXHIBIT “H”

Neighborhood House Association

Year End Closing Schedule  
Fiscal Year Ending June 30, 2019

### ***Partner Agencies***

REPORTS, EXPENDITURES, JOURNALS, ETC.

<b>Reports/Transactions Needed by Grantee</b>	<b>Preliminary Closing</b>	<b>Final Closing</b>
Reimbursement Reports (all cash disbursements through 06/30/19).	7/15/19	8/31/19
A complete and current inventory report of equipment over \$5,000.00	7/15/19	8/31/19
Submit Non-federal Contribution (In-kind)	7/15/19	8/31/19
<b>Reports/Transactions due to Grantee</b>	<b>Preliminary Closing</b>	<b>Final Closing</b>
<b><u>REPORT ALL OBLIGATED EXPENSES FOR FY 2018 - 2019</u></b> <i>*See definition of Obligated Expenses*</i>  <b>Agencies must disclose and report all obligated expenses for Fiscal Year 2018 - 2019 by July 15<sup>th</sup>, 2019.</b>  <u><b>Any obligations not disclosed by July 15<sup>th</sup>, 2019 will be disallowed.</b></u>	7/15/19	
Obligated A/P Invoices and Receiving Reports (all goods and services <b>received on or before 06/30/19</b> ).	7/15/19	8/31/19
Obligated Payroll and Payroll Journals to include Fringe Benefits and Accrued Leave incurred through 06/30/2019	7/15/19	8/31/19

Non-payroll Journals and Accruals: <ol style="list-style-type: none"> <li>1) Staff Mileage</li> <li>2) Utility bills (Estimated on a daily pro-rated basis)</li> <li>3) Leased Payments (Office machinery/equipment)</li> <li>4) Consultants or contract services received, but not yet billed</li> <li>5) All other unpaid obligations for goods and services received, but not yet billed.</li> </ol>	7/15/19	8/31/19
Claim for Reimbursement: <ol style="list-style-type: none"> <li>1) Final Claim for Reimbursement report is due <b><u>by August 31, 2019</u></b> <b>Any expenses not resubmitted will become the obligation of your agency.</b></li> </ol>	7/15/19	8/31/19

**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 -**

Obligation -	<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><b><u>Partner Agencies must disclose and report all obligations by July 15, 2019.</u></b></p>
Liquidation –	<p>Are payments of obligations or expenditures incurred in the concluding fiscal year but <b><u>paid after June 30</u></b>, 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><b><u>Final Claim for Reimbursement is due by August 31, 2019.</u></b></p>

## **EXHIBIT “I1” 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, NSD 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 Clear 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 of not less than \$10,000 and not more than \$100,000, for each such failure.

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Signature

Date:

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Assistant Superintendent of Business Services

Title

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National School District

Organization