

# **EXHIBIT A**

**November 14, 2018**

I.	Purchase Orders	\$	329,280.26
II.	Consultant Contracts (not to exceed \$500 each)	\$	0.00
III.	Miscellaneous Contracts	\$	0.00
IV.	Commercial Warrants	\$	1,496,222.58
V.	Revolving Cash Fund Business I (Month ending October 31, 2018)	\$	2,206.51
VI.	Revolving Cash Fund Business II (Month ending October 31, 2018)	\$	3.00
VII.	Purchasing Card Expenses September 2018	\$	23,255.66



PO Dates Included : 09/25/2018 Thru: 10/29/2018  
 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
09/25/2018	0000004806		0	0	Michelle Mendoza	LE0110	Leforts Small Engine Repairs	Dispatched	N	N	USD	750.00
09/25/2018	0000004807		0	0	Michelle Mendoza	SO2075	SOUTHWEST SCHOOL&OFFICE SUPPLY	Dispatched	N	N	USD	500.00
09/25/2018	0000004809		0	0	Michelle Mendoza	SO0100	SC Commerical, LLC.	Dispatched	N	N	USD	3,500.00
09/25/2018	0000004815		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	R	USD	368.00
09/25/2018	0000004817		0	0	Jennifer Sandoval	TO0115	TOSHIBA FINANCIAL SERVICES	Dispatched	N	N	USD	1,246.14
09/25/2018	0000004819		0	1	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	1,066.23
09/25/2018	0000004826		0	0	Jennifer Sandoval	OR0220	ORIENTAL TRADING COMPANY	Dispatched	N	N	USD	251.84
09/25/2018	0000004827		0	0	Jennifer Sandoval	EN0700	ENGINEERING IS ELEMENTARY	Dispatched	N	R	USD	48,243.00
09/26/2018	0000004831		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	P	USD	2,022.21
09/26/2018	0000004832		0	0	Jennifer Sandoval	SC0327	SCHOLASTIC INC.	Dispatched	N	P	USD	312.20
09/26/2018	0000004833		0	0	Jennifer Sandoval	BA0975	BARNES & NOBLE	Dispatched	N	R	USD	314.65
09/26/2018	0000004834		0	0	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	R	USD	7,472.90
09/26/2018	0000004835		0	1	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	R	USD	8,087.60
09/26/2018	0000004836		0	0	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	R	USD	7,555.00
09/26/2018	0000004839		0	0	Jennifer Sandoval	CA3100	CAROLINA BIOLOGICAL SUPPLY	Dispatched	N	R	USD	1,935.45
09/26/2018	0000004841		0	0	Jennifer Sandoval	BA0975	BARNES & NOBLE	Dispatched	N	R	USD	463.84

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 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
09/26/2018	0000004842		0	0	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	R	USD	570.90
09/27/2018	0000004845		0	1	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	24.59
09/27/2018	0000004848		0	0	Jennifer Sandoval	KE0100	KELLY PAPER	Dispatched	N	R	USD	112.54
09/28/2018	0000004850		0	2	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	P	USD	12,635.24
09/28/2018	0000004851		0	0	Jennifer Sandoval	CR0750	CREATIVE TEACHING PRESS	Dispatched	N	R	USD	128.43
09/28/2018	0000004852		0	0	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	P	USD	5,577.24
09/28/2018	0000004853		0	0	Jennifer Sandoval	ET0300	ETA HAND2MIND	Dispatched	N	N	USD	12,361.29
09/28/2018	0000004855		0	0	Jennifer Sandoval	SC0850	SCHOOL SERVICES OF CALIFORNIA,	Dispatched	N	N	USD	1,125.00
09/28/2018	0000004857		0	0	Jennifer Sandoval	PR0900	PRO-ED, INC.	Dispatched	N	N	USD	74.00
10/01/2018	0000004858		0	0	Jennifer Sandoval	SC0327	SCHOLASTIC INC.	Dispatched	N	P	USD	190.72
10/01/2018	0000004862		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	308.54
10/01/2018	0000004863		0	0	Jennifer Sandoval	ZU0200	ZULUDESK, INC.	Dispatched	N	N	USD	87.50
10/01/2018	0000004864		0	0	Jennifer Sandoval	ZU0200	ZULUDESK, INC.	Dispatched	N	N	USD	35.00
10/02/2018	0000004865		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	R	USD	38.00
10/02/2018	0000004868		0	0	Adriana Orendain	IN0100	Intent Digital	Dispatched	N	N	USD	8,500.00
10/03/2018	0000004869		0	0	Michelle Mendoza	0000000219	Hanson Aggregates	Dispatched	N	N	USD	1,000.00
10/03/2018	0000004872		0	0	Michelle Mendoza	ME1000	HANDY METAL MART	Dispatched	N	N	USD	1,500.00



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PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/03/2018	0000004873		0	0	Michelle Mendoza	DI0600	DIXIELINE LUMBER & HOME CENTER	Dispatched	N	N	USD	3,000.00
10/03/2018	0000004874		0	0	Michelle Mendoza	DO0400	DOOR-MAN	Dispatched	N	N	USD	500.00
10/03/2018	0000004875		0	0	Jennifer Sandoval	HA0080	HANDWRITING WITHOUT TEARS	Dispatched	N	N	USD	140.00
10/03/2018	0000004876		0	0	Michelle Mendoza	EW0100	EWING	Dispatched	N	N	USD	1,000.00
10/03/2018	0000004877		0	0	Michelle Mendoza	WA1175	WAXIE SANITARY SUPPLY	Dispatched	N	N	USD	30,000.00
10/03/2018	0000004878		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	62.94
10/03/2018	0000004882		0	0	Michelle Mendoza	HO0350	THE HOME DEPOT	Dispatched	N	N	USD	794.00
10/03/2018	0000004883		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	115.97
10/04/2018	0000004884		0	0	Michelle Mendoza	CA1414	CALIFORNIA ELECTRIC SUPPLY	Dispatched	N	N	USD	1,500.00
10/04/2018	0000004885		0	0	Michelle Mendoza	HU0500	HUNTER'S NURSERY, INC.	Dispatched	N	N	USD	2,000.00
10/04/2018	0000004886		0	0	Michelle Mendoza	OP0130	OPTIMUM FLOORCARE	Dispatched	N	N	USD	3,000.00
10/05/2018	0000004887		0	0	Jennifer Sandoval	EN0700	ENGINEERING IS ELEMENTARY	Dispatched	N	R	USD	2,208.00
10/05/2018	0000004888		0	0	Jennifer Sandoval	FO0301	FOLLETT LIBRARY RESOURCES	Dispatched	N	P	USD	52.56
10/09/2018	0000004889		0	0	Jennifer Sandoval	EC0101	ECONOMY RESTAURANT EQUIPMENT	Dispatched	N	N	USD	189.66
10/09/2018	0000004890		0	0	Jennifer Sandoval	MO1420	MORE DIRECT INC	Dispatched	N	R	USD	888.17
10/09/2018	0000004891		0	0	Jennifer Sandoval	TO0111	TOSHIBA BUSINESS SOLUTIONS	Dispatched	N	N	USD	1,500.00
10/10/2018	0000004892		0	0	Lino Garcia	BL0800	BLUE LABEL POWER, INC.	Dispatched	N	R	USD	1,020.00

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PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/10/2018	0000004894		0	1	Jennifer Sandoval	KO0160	KONICA MINOLTA BUSINESS SOLUTI	Dispatched	N	N	USD	7,269.03
10/10/2018	0000004895		0	0	Jennifer Sandoval	KE0100	KELLY PAPER	Dispatched	N	R	USD	476.96
10/10/2018	0000004899		0	0	Jennifer Sandoval	CA3100	CAROLINA BIOLOGICAL SUPPLY	Dispatched	N	R	USD	87.75
10/11/2018	0000004902		0	1	Michelle Mendoza	WE1100	WESTAIR GASES & EQUIPMENT	Dispatched	N	N	USD	2,028.00
10/11/2018	0000004903		0	0	Michelle Mendoza	NA0076	NAPA AUTO PARTS	Dispatched	N	N	USD	2,000.00
10/11/2018	0000004904		0	0	Michelle Mendoza	PA0200	PACIFIC LAWN MOWER WORKS	Dispatched	N	N	USD	1,500.00
10/11/2018	0000004905		0	0	Michelle Mendoza	KB0100	KB13 VENTURES INC.	Dispatched	N	N	USD	10,885.00
10/11/2018	0000004906		0	0	Michelle Mendoza	KB0100	KB13 VENTURES INC.	Dispatched	N	N	USD	4,085.00
10/11/2018	0000004907		0	0	Michelle Mendoza	KB0100	KB13 VENTURES INC.	Dispatched	N	N	USD	1,295.00
10/11/2018	0000004908		0	0	Michelle Mendoza	KB0100	KB13 VENTURES INC.	Dispatched	N	N	USD	1,600.00
10/12/2018	0000004909		0	0	Michelle Mendoza	BR0230	BRIAN'S LIVE BEE REMOVAL	Dispatched	N	N	USD	225.00
10/12/2018	0000004910		0	0	Michelle Mendoza	TI0015	TIERRASANTA HEATING & AIR INC	Dispatched	N	N	USD	98.00
10/12/2018	0000004911		0	0	Jennifer Sandoval	CH1450	CHULA VISTA PHOTO STUDIO	Dispatched	N	N	USD	110.00
10/12/2018	0000004912		0	0	Michelle Mendoza	VA0050	VALLEY INDUSTRIAL SPECIALTIES	Dispatched	N	N	USD	5,000.00
10/15/2018	0000004913		0	0	Jennifer Sandoval	KO161	Konica Minolta Premier Finance	Dispatched	N	N	USD	2,272.00
10/15/2018	0000004915		0	0	Jennifer Sandoval	CO1317	CDW	Dispatched	N	N	USD	153.00
10/15/2018	0000004916		0	0	Michelle Mendoza	ST0100	STANDARD ELECTRONICS	Dispatched	N	N	USD	190.00



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PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/15/2018	0000004917		0	0	Michelle Mendoza	ST0100	STANDARD ELECTRONICS	Dispatched	N	N	USD	190.00
10/15/2018	0000004918		0	0	Jennifer Sandoval	MO1420	MORE DIRECT INC	Dispatched	N	R	USD	551.46
10/15/2018	0000004919		0	0	Jennifer Sandoval	SC0305	SCHOLASTIC NEWS & MAGAZINES	Dispatched	N	N	USD	74.90
10/16/2018	0000004920		0	0	Michelle Mendoza	BE1500	BEST SMOG STATION	Dispatched	N	N	USD	500.00
10/16/2018	0000004921		0	0	Lino Garcia	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	14,171.08
10/16/2018	0000004922		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	N	USD	1,445.65
10/16/2018	0000004923		0	0	Michelle Mendoza	FI0150	THE FIBAR GROUP LLC	Dispatched	N	N	USD	20,451.12
10/16/2018	0000004924		0	0	Jennifer Sandoval	AD0710	ADVANCED CLASSROOM TECHNOLOGIE	Dispatched	N	R	USD	347.00
10/16/2018	0000004925		0	0	Jennifer Sandoval	SO1330	SOUTHLAND TECHNOLOGY	Dispatched	N	N	USD	5,532.00
10/17/2018	0000004926		0	0	Michelle Mendoza	GO0700	GOTHAM	Dispatched	N	N	USD	6,591.00
10/17/2018	0000004927		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	N	USD	498.00
10/17/2018	0000004928		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	N	USD	500.00
10/17/2018	0000004929		0	0	Jennifer Sandoval	KE0100	KELLY PAPER	Dispatched	N	R	USD	476.96
10/17/2018	0000004930		0	0	Jennifer Sandoval	PE1305	PERSEUS ASSOCIATES	Dispatched	N	N	USD	5,075.00
10/17/2018	0000004931		0	0	Jennifer Sandoval	PE0071	PEARSON ASSESSMENT	Dispatched	N	R	USD	331.00
10/17/2018	0000004932		0	0	Jennifer Sandoval	WE1675	WESTERN PSYCHOLOGICAL SERVICES	Dispatched	N	R	USD	283.00
10/17/2018	0000004933		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	278.48

PO Dates Included : 09/25/2018 Thru: 10/29/2018

Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/17/2018	0000004934		0	0	Michelle Mendoza	WE1390	WESTERN ENVIRONMENTAL & SAFETY	Dispatched	N	N	USD	975.00
10/17/2018	0000004935		0	0	Michelle Mendoza	WE1390	WESTERN ENVIRONMENTAL & SAFETY	Dispatched	N	N	USD	1,945.00
10/17/2018	0000004936		0	0	Michelle Mendoza	WE1390	WESTERN ENVIRONMENTAL & SAFETY	Dispatched	N	N	USD	2,127.50
10/18/2018	0000004937		0	0	Lino Garcia	SO2075	SOUTHWEST SCHOOL&OFFICE SUPPLY	Dispatched	N	R	USD	208.80
10/18/2018	0000004938		0	0	Lino Garcia	SC0875	SCHOOL SPECIALTY	Dispatched	N	R	USD	154.32
10/18/2018	0000004939		0	0	Jennifer Sandoval	SO0400	SOCIAL SKILL BUILDER	Dispatched	N	R	USD	80.00
10/18/2018	0000004940		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	1,253.00
10/19/2018	0000004941		0	0	Michelle Mendoza	DI0273	DISCOUNT TIRE (CAS-06)	Dispatched	N	N	USD	1,000.00
10/19/2018	0000004942		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	P	USD	115.21
10/19/2018	0000004943		0	0	Jennifer Sandoval	MO1000	MONOPRICE, INC.	Dispatched	N	N	USD	29.99
10/19/2018	0000004944		0	0	Michelle Mendoza	SO0100	SC Commerical, LLC.	Dispatched	N	N	USD	3,500.00
10/19/2018	0000004945		0	0	Jennifer Sandoval	FR0200	FRUTH GROUP	Dispatched	N	R	USD	720.00
10/19/2018	0000004946		0	0	Michelle Mendoza	EX0310	EXPRESS PIPE & SUPPLY CO, INC	Dispatched	N	N	USD	1,500.00
10/19/2018	0000004947		0	0	Michelle Mendoza	RI0020	RCOM RADIO LLC	Dispatched	N	N	USD	325.00
10/19/2018	0000004948		0	0	Jennifer Sandoval	ID0400	IDENT-A-KID SERVICES OF	Dispatched	N	N	USD	228.00
10/22/2018	0000004949		0	0	Michelle Mendoza	SK0500	SKY CLEAN AIR	Dispatched	N	N	USD	450.00

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 Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/23/2018	0000004952		0	0	Michelle Mendoza	AM3100	AMERI-MEX PLUMBING INC	Dispatched	N	N	USD	249.08
10/23/2018	0000004953		0	0	Michelle Mendoza	MI1030	MIRACLE PLAYGROUND SALES	Dispatched	N	N	USD	3,000.00
10/23/2018	0000004954		0	0	Michelle Mendoza	ME1000	HANDY METAL MART	Dispatched	N	N	USD	1,500.00
10/24/2018	0000004955		0	0	Adriana Orendain	OF0075	OFFICE DEPOT	Dispatched	N	N	USD	555.93
10/24/2018	0000004958		0	0	Jennifer Sandoval	LA0500	LAKE SHORE LEARNING MATERIALS	Dispatched	N	N	USD	99.99
10/24/2018	0000004959		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	329.99
10/24/2018	0000004960		0	0	Jennifer Sandoval	ZU0200	ZULU DESK, INC.	Dispatched	N	N	USD	875.00
10/24/2018	0000004961		0	0	Jennifer Sandoval	OK0100	Okapi Educational Publishing, Inc.	Dispatched	N	N	USD	9,995.80
10/24/2018	0000004962		0	0	Jennifer Sandoval	UN1510	UC REGENTS	Dispatched	N	N	USD	1,125.00
10/25/2018	0000004965		0	0	Jennifer Sandoval	LA0700	THE LATINO FAMILY LITERACY PROJECT	Dispatched	N	N	USD	1,950.00
10/25/2018	0000004966		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	61.10
10/25/2018	0000004967		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	R	USD	136.62
10/25/2018	0000004968		0	0	Jennifer Sandoval	TH0800	Thrively, Inc.	Dispatched	N	N	USD	15,000.00
10/25/2018	0000004969		0	0	Jennifer Sandoval	RE0325	REALLY GOOD STUFF	Dispatched	N	N	USD	77.97
10/25/2018	0000004970		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	61.98
10/25/2018	0000004971		0	0	Jennifer Sandoval	ST0585	STAPLES BUSINESS ADVANTAGE	Dispatched	N	R	USD	149.90
10/25/2018	0000004972		0	0	Jennifer Sandoval	ID0400	IDENT-A-KID SERVICES OF	Dispatched	N	N	USD	4,593.00

PO Dates Included : 09/25/2018 Thru: 10/29/2018

Business Unit: 02300

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
10/25/2018	0000004973		0	0	Jennifer Sandoval	LA0500	LAKESHORE LEARNING MATERIALS	Dispatched	N	N	USD	299.00
10/25/2018	0000004974		0	0	Jennifer Sandoval	PR0500	PROTECH SYSTEMS	Dispatched	N	N	USD	1,175.00
10/26/2018	0000004976		0	0	Jennifer Sandoval	MR0200	MRC / MR. COPY	Dispatched	N	N	USD	6,500.00
10/26/2018	0000004977		0	0	Jennifer Sandoval	AM3200	AMPLIFIED IT, LLC	Dispatched	N	N	USD	2,250.00
10/26/2018	0000004978		0	0	Jennifer Sandoval	AP0053	APPLE COMPUTER	Dispatched	N	N	USD	98.00
10/26/2018	0000004979		0	0	Adriana Orendain	DA0110	D'Amico Printing & Graphics, Inc.	Dispatched	N	N	USD	62.00
10/26/2018	0000004980		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	45.98
10/26/2018	0000004981		0	0	Jennifer Sandoval	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	29.99
10/26/2018	0000004982		0	0	Jennifer Sandoval	AM0100	AMAZON.COM	Dispatched	N	N	USD	726.66
10/29/2018	0000004983		0	0	Lino Garcia	SO2075	SOUTHWEST SCHOOL&OFFICE SUPPLY	Dispatched	N	N	USD	2,950.00
10/29/2018	0000004984		0	0	Lino Garcia	OF0075	OFFICE DEPOT	Dispatched	N	R	USD	552.96
10/29/2018	0000004985		0	0	Lino Garcia	SC0875	SCHOOL SPECIALTY	Dispatched	N	N	USD	41.76
10/29/2018	0000004987		0	0	Lino Garcia	UN0740	UNITED HEALTH SUPPLIES	Dispatched	N	N	USD	578.00



### **CONSULTANT CONTRACTS**

**Under \$500**

<b>Contract #</b>	<b>Vendor</b>	<b>Cost</b>	<b>Services</b>	<b>Date</b>	<b>Location</b>
CT3544	Regents of the University of California, San Diego	No Cost	Expanded Food Nutrition Education Program	10/1/18-9/30/19	Multiple Sites
CT3545	Follett Book Fairs	No Cost	Books Fair	2019-2020	Ira Harbison
CT3546	Apple Inc.	No Cost	Apple Hardware Loan	10/16/18-10/30/18	District Office

### **MISCELLANEOUS CONTRACTS**

None

## **Explanation of Columns for Commercial Warrants**

**Column A** is the Vendor Name.

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

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

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

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

**Column F** is the Purchase Order Number.

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

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

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

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PeopleSoft Accounts Payable  
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**A B C D E F G H I J K L M N O**  
**02300: National School District 2018-09-26**

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000058 - Leticia Segura	14456193	491.49	LS091418	491.49		491.49	0100	0980000	1110	1000	4300000	800		
0000000213 - Amy Wert	14456194	21.32	AW091418	21.32		21.32	0100	3010100	1110	1000	4300000	300		
0000000219 - Hanson Aggregates	14456195	599.81	1940596	599.81		64.12	0100	0000660	0000	8100	4300000	057		
0000000219 - Hanson Aggregates	14456195	599.81	1940596	599.81	0000004427	535.69	0100	0000660	0000	8100	4300000	057		
0000000324 - Amalia B. Hernandez	14456196	47.13	ABH092118	47.13		47.13	0100	0980140	8100	5000	4300400	000		
CL0700 - CLARK SECURITY PRODUCTS	14456197	1,611.88	18K345989	1,611.88	0000003901	1,611.88	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167435	82.12	0000004725	82.12	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167492	150.71	0000004725	150.71	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167511	235.27	0000004725	235.27	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167842	19.16	0000004725	19.16	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167859	57.02	0000004725	57.02	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167963	141.91	0000004725	141.91	0100	0000660	0000	8100	4300000	057		
EW0100 - EWING	14456199	1,232.85	6210563	1,232.85	0000004782	1,232.85	0100	0000660	0000	8100	4300000	057		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		

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## 02300: National School District

2018-09-26

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000058 - Leticia Segura	14456193	491.49	LS091418	491.49		491.49	0100	0980000	1110	1000	4300000	800		
0000000213 - Amy Wert	14456194	21.32	AW091418	21.32		21.32	0100	3010100	1110	1000	4300000	300		
0000000219 - Hanson Aggregates	14456195	599.81	1940596	599.81		64.12	0100	0000660	0000	8100	4300000	057		
0000000219 - Hanson Aggregates	14456195	599.81	1940596	599.81	0000004427	535.69	0100	0000660	0000	8100	4300000	057		
0000000324 - Amalia B. Hernandez	14456196	47.13	ABH092118	47.13		47.13	0100	0980140	8100	5000	4300400	000		
CL0700 - CLARK SECURITY PRODUCTS	14456197	1,611.88	18K345989	1,611.88	0000003901	1,611.88	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167435	82.12	0000004725	82.12	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167492	150.71	0000004725	150.71	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167511	235.27	0000004725	235.27	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167842	19.16	0000004725	19.16	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167859	57.02	0000004725	57.02	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14456198	686.19	09-0167963	141.91	0000004725	141.91	0100	0000660	0000	8100	4300000	057		
EW0100 - EWING	14456199	1,232.85	6210563	1,232.85	0000004782	1,232.85	0100	0000660	0000	8100	4300000	057		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MATERIALS														
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	14.84	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	16.08	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	18.55	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	21.03	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	24.70	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE	14456200	535.44	4076100918	535.44	0000004666	34.64	0100	0000779	0001	1000	4300000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	P.O Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
LEARNING MATERIALS														
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	37.00	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	37.11	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	37.11	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	61.86	0100	0000779	0001	1000	4300000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14456200	535.44	4076100918	535.44	0000004666	98.96	0100	0000779	0001	1000	4300000	000		
LE0110 - Leforts Small Engine Repairs	14456201	257.76	11582	257.76	0000003864	257.76	0100	0000660	0000	8100	4300000	057		
MI1200 - MISSION JANITORIAL SUPPLIES	14456202	146.68	620864-01	146.68	0000004781	146.68	0100	0000644	0000	8100	4300000	056		
NA0076 - NAPA AUTO PARTS	14456203	79.31	ADJ 3930-208640	-9.79		-9.79	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14456203	79.31	3930-208641	97.80	0000004424	97.80	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14456203	79.31	ADJ 3930-208678	-19.55		-19.55	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14456203	79.31	3930-208680	10.85	0000004424	10.85	0100	0000660	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14456204	1,966.13	443938	184.74	0000004308	184.74	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14456204	1,966.13	443939	854.74	0000004779	854.74	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14456204	1,966.13	443940	926.65	0000004779	926.65	0100	0000644	0000	8100	4300000	056		
PE0071 - PEARSON ASSESSMENT	14456205	441.92	11785269	441.92	0000004604	441.92	0100	6500000	5001	3120	4300000	022		
RE0475 - RSD - NATIONAL CITY	14456206	103.32	61142969-00	103.32	0000004515	103.32	0100	0000660	0000	8100	4300000	057		

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TO0115 - TOSHIBA FINANCIAL SERVICES	14456207	431.93	366810653	431.93	0000004070	431.93	0100	1100699	1110	1000	5600200	333		

Business Unit Total: \$8,653.16

0100	\$8,653.16
<b>TOTAL:</b>	<b>\$8,653.16</b>

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## 02300: National School District

2018-09-27

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BL0010 - BLACKBOARD INC K-12	14456758	12,240.00	CT3419 1300565	12,240.00		12,240.00	0100	0000615	0000	7100	5800000	010		
OP0130 - OPTIMUM FLOORCARE	14456759	694.02	444201	694.02	0000004779	694.02	0100	0000644	0000	8100	4300000	056		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14456760	859.29	A256898	859.29	0000004688	859.29	0100	0000660	0000	8100	4300000	057		
WE1100 - WESTAIR GASES & EQUIPMENT	14456761	308.51	10750279	308.51	0000004681	308.51	0100	0000660	0000	8100	4300000	057		
YM0021 - YMCA OF SAN DIEGO COUNTY	14456762	194,858.81	CT3045 NSD 0718	32,172.89		32,172.89	0100	9065100	1110	1000	5800000	026		
YM0021 - YMCA OF SAN DIEGO COUNTY	14456762	194,858.81	CT3045 NSD-0818	162,685.92		162,685.92	0100	9065100	1110	1000	5800000	026		

Business Unit Total: \$208,960.63

0100 \$ 208,960.63

TOTAL: \$ 208,960.63



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## 02300: National School District

2018-10-04

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000157 - Jennifer Jaquish	14459710	245.29	JJ09191801	226.47		226.47	0100	0100182	1110	1000	4300000	200		
0000000157 - Jennifer Jaquish	14459710	245.29	JJ09191802	18.82		18.82	0100	0100182	1110	1000	4300000	200		
0000000207 - Luz Vicario	14459711	500.00	LVAOR100218	500.00		500.00	0100	0000460	0000	2700	1300000	444		
0000000361 - Phillip Scott	14459712	5.23	PS091418	5.23		5.23	0100	0980700	4760	2100	5200500	024		
0000000385 - Elvia Garcia	14459713	135.10	EGAOR093018	135.10		135.10	0100	6500000	5770	1110	1100300	022		
CA0602 - CASBO	14459714	1,020.00	60883	1,020.00	0000004816	1,020.00	0100	0000623	0000	7200	5200000	000		
FE0100 - FedEx Office	14459715	19,389.69	2697-02Z89-1	19,389.69	0000004866	19,389.69	0100	6300000	1110	1000	4200000	020		
HE0052 - HEAR & C	14459716	50.00	1956	50.00	0000004812	50.00	0100	0000500	0000	3140	4300000	022		
JL0200 - JLAB Audio	14459717	3,480.00	INV166341	3,480.00	0000004626	3,480.00	0100	0000626	0000	7200	4300990	000		
NA0925 - NATIONAL CITY TROPHY	14459718	45.13	70890	45.13	0000004824	20.66	0100	0000615	0000	7100	4300000	010		
NA0925 - NATIONAL CITY TROPHY	14459718	45.13	70890	45.13	0000004824	24.47	0100	0000615	0000	7100	4300000	010		
NEXTEM0100 - EmergencyKits.com	14459719	3,557.33	40393	3,557.33	0000004643	85.00	0100	0000779	1110	1000	4300000	000		
NEXTEM0100 - EmergencyKits.com	14459719	3,557.33	40393	3,557.33	0000004643	3,472.33	0100	0000779	1110	1000	4300000	000		
RO0030 - ROAD ONE	14459720	143.44	A712058	143.44	0000004825	143.44	1300	5310000	0000	3700	5600000	000		
SA1960 - SAN DIEGO REFRIGERATION	14459721	4,218.75	87652	4,218.75	0000004620	1,500.00	0100	0000660	0000	8100	4300000	057		
SA1960 - SAN DIEGO REFRIGERATION	14459721	4,218.75	87652	4,218.75	0000004620	2,718.75	0100	0000660	0000	8100	4300000	057		
SC0305 - SCHOLASTIC NEWS & MAGAZINES	14459722	3,316.26	M6429581	3,316.26	0000004854	3,316.26	0100	3010100	1110	1000	4200000	600		
ST0585 - STAPLES BUSINESS ADVANTAGE	14459723	402.89	3390019963	402.89	0000004673	402.89	0100	0980000	1110	1000	4300000	700		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1973624	65.00	0000004142	65.00	0100	0980110	1110	1000	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	7.72	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	7.72	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	17.83	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	20.21	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	29.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	35.67	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	39.23	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	41.60	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	51.72	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	51.72	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	54.69	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	57.06	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	57.06	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	68.37	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	68.97	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	68.97	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	70.15	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	73.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	73.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	73.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	73.12	0100	0980110	1110	1000	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	73.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	77.28	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	77.28	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	79.66	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	80.26	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	80.26	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	82.04	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	83.23	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	83.23	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	89.17	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	115.33	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	120.08	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	128.40	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	128.40	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	128.40	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	128.40	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	146.23	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	154.56	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	154.56	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	164.06	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	164.06	0100	0980110	1110	1000	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	164.06	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	164.06	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	166.45	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	180.71	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	180.71	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	228.27	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	230.65	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	230.65	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	304.36	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	309.12	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	332.89	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	356.66	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	810.83	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	832.24	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	861.94	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	1,253.11	0100	0980110	1110	1000	4300000	020		
VO0300 - VOYAGER SOPRIS LEARNING	14459724	11,588.50	1968130	11,523.50	0000004142	1,538.49	0100	0980110	1110	1000	4300000	020		

Business Unit Total: \$48,097.61

0100	\$ 47,954.17
1300	\$ 143.44
<b>TOTAL:</b>	<b>\$ 48,097.61</b>

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## 02300: National School District

2018-10-05

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000029 - Leon Ostepye	14460293	149.98	LP093018	149.98		74.99	0100	6500000	5750	1190	5200500	022		
0000000029 - Leon Ostepye	14460293	149.98	LP093018	149.98		74.99	0100	6500000	5770	1190	5200500	022		
0000000030 - Meghann O'Connor	14460294	224.00	MO092018	224.00		224.00	0100	0982000	1110	3600	5800000	022		
0000000149 - Sandra Hollis	14460295	190.48	SH092118	190.48		190.48	0100	6500000	5730	1110	4300000	022		
0000000307 - Luz A. Avalos	14460296	118.79	LA091418	118.79		118.79	0100	0980000	1110	1000	4300000	800		
AD0295 - ADAPTIVEMALL.COM	14460297	432.43	K61895	432.43	0000004671	49.23	0100	3310000	5750	1130	4300000	022		
AD0295 - ADAPTIVEMALL.COM	14460297	432.43	K61895	432.43	0000004671	130.31	0100	3310000	5750	1130	4300000	022		
AD0295 - ADAPTIVEMALL.COM	14460297	432.43	K61895	432.43	0000004671	252.89	0100	3310000	5750	1130	4300000	022		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0798735	1,761.11	0000004363	134.03	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0798735	1,761.11	0000004363	1,627.08	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0799434	386.10	0000004363	386.10	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0800049	2,473.92	0000004363	2,473.92	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0802306	1,743.90	0000004363	241.26	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0802306	1,743.90	0000004363	1,502.64	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0803213	1,551.35	0000004363	174.00	1300	5310000	0000	3700	4300000	000		
AL0250 - ALL AMERICAN PLASTIC & PACKAGING	14460298	7,916.38	0803213	1,551.35	0000004363	1,377.35	1300	5310000	0000	3700	4300000	000		
AP0053 - APPLE COMPUTER	14460299	4,061.40	6757376752	75.04	0000004677	75.04	0100	0000460	0000	2700	4300000	500		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
AP0053 - APPLE COMPUTER	14460299	4,061.40	67579041 63	3,986.36	00000047 59	15.00	0100	0980110	1110	1000	4400380	000		
AP0053 - APPLE COMPUTER	14460299	4,061.40	67579041 63	3,986.36	00000047 59	549.00	0100	0980110	1110	1000	4400380	000		
AP0053 - APPLE COMPUTER	14460299	4,061.40	67579041 63	3,986.36	00000047 59	3,422.36	0100	0980110	1110	1000	4400380	000		
AS0140 - ASELTIME SCHOOL	14460300	4,003.87	CT3508 Sept 2018	4,003.87		4,003.87	0100	6500000	5770	1110	5800500	022		
CA1414 - CALIFORNIA ELECTRIC SUPPLY	14460301	344.06	1069-748143	344.06	00000046 83	344.06	0100	0000660	0000	8100	4300000	057		
CH0800 - RADY CHILDREN'S HOSPITAL	14460302	65,305.65	CT3451 1063	6,716.32		6,716.32	0100	0000500	1110	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14460302	65,305.65	CT3451 1063	58,589.33		32,616.75	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14460302	65,305.65	CT3451 1063	58,589.33		25,972.58	0100	0000500	1110	3140	5800000	022		
CH1200 - CHULA VISTA ALARM INC	14460303	390.00	48280	390.00		390.00	0100	0000665	0000	8100	5600100	000		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	10.17	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	10.93	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	18.41	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	21.25	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	22.17	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	36.17	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	50.58	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	58.68	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	103.90	0100	0000440	0000	2420	4300000	020		
DE0700 - DEMCO, INC.	14460304	493.55	6450366	493.55	00000047 01	161.29	0100	0000440	0000	2420	4300000	020		
ED0300 - EDCO DISPOSAL CORPORATION	14460305	3,534.70	MT401 17-F3 102933 093018	232.70		232.70	0100	0000665	0000	8100	5500400	000		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
ED0300 - EDCO DISPOSAL CORPORATION	14460305	3,534.70	MT401 17-F3 102934	3,302.00		3,302.00	0100	0000665	0000	8100	5500400	000		
FI0550 - FISHER WIRELESS SERVICES INC	14460306	349.86	059906	349.86	00000044 48	349.86	0100	0982000	0000	3600	5900200	038		
GA0020 - GALASSO'S BAKERY	14460307	3,824.59	4370 SEPT 2018	3,824.59	00000043 70	3,824.59	1300	5310000	0000	3700	4700000	000		
GO0301 - GOLD STAR FOODS	14460308	53,389.20	4371 SEPT 2018	53,389.20	00000043 71	53,389.20	1300	5310000	0000	3700	4700000	000		
HA0080 - HANDWRITING WITHOUT TEARS	14460309	463.03	1247673-1	28.78	00000046 63	28.78	0100	0980110	1110	1000	4300000	000		
HA0080 - HANDWRITING WITHOUT TEARS	14460309	463.03	1244949-1	434.25	00000047 23	217.12	0100	0980110	1110	1000	4300000	000		
HA0080 - HANDWRITING WITHOUT TEARS	14460309	463.03	1244949-1	434.25	00000047 23	217.13	0100	0980110	1110	1000	4300000	000		
JI0400 - JIVE COMMUNICATIONS, INC.	14460310	8,076.62	CT3365 IN2000108 7397	682.19		682.19	0100	0000665	0000	8100	5900100	000		
JI0400 - JIVE COMMUNICATIONS, INC.	14460310	8,076.62	CT3365 IN2000108 7848	7,394.43		7,394.43	0100	0000665	0000	8100	5900100	000		
LI0800 - LITTLE CAESARS PIZZA	14460311	4,318.86	4374 SEPT 2018	4,318.86	00000043 74	4,318.86	1300	5310000	0000	3700	4700000	000		
OR0500 - ORKIN EXTERMINATING INC	14460312	2,535.05	27021289 093018	418.00	00000043 77	418.00	1300	5310000	0000	8100	5500600	000		
OR0500 - ORKIN EXTERMINATING INC	14460312	2,535.05	27096642 093018	2,117.05	00000045 24	2,117.05	0100	0000660	0000	8100	5500600	057		
PE0071 - PEARSON ASSESSMENT	14460313	244.71	11791898	244.71	00000046 65	48.94	0100	3327200	5001	3120	4300000	022		
PE0071 - PEARSON ASSESSMENT	14460313	244.71	11791898	244.71	00000046 65	195.77	0100	3327200	5001	3120	4300000	022		
PR0050 - PRACTICAL, INC.	14460314	188.89	CT1294 341585	188.89		188.89	0100	5640568	0000	3140	5800490	022		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14460315	1,382.96	20171394-00	1,382.96	00000047 94	161.00	0100	0000626	0000	7200	4300990	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14460315	1,382.96	20171394-00	1,382.96	00000047 94	586.20	0100	0000626	0000	7200	4300990	000		

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PR0100 - P&R PAPER SUPPLY COMPANY INC	14460315	1,382.96	20171394-00	1,382.96	0000004794	635.76	0100	0000626	0000	7200	4300990	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14460316	32.58	MT101 4272 792 788 9 100118	32.58		32.58	0100	0000665	0000	8100	5500100	000		
SC0875 - SCHOOL SPECIALTY	14460317	1,209.33	20812159 1940	1,060.97	0000004597	41.87	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14460317	1,209.33	20812159 1940	1,060.97	0000004597	334.95	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14460317	1,209.33	20812159 1940	1,060.97	0000004597	684.15	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14460317	1,209.33	20812158 7385	148.36	0000004611	148.36	0100	3310000	5750	1130	4300000	022		
SO1227 - SO-CAL TRUCK STOP	14460318	5,128.05	MT831 SEPT 2018	5,128.05		2,449.91	0100	0982000	0000	3600	4300560	038		
SO1227 - SO-CAL TRUCK STOP	14460318	5,128.05	MT831 SEPT 2018	5,128.05		2,678.14	0100	0983000	5001	3600	4300560	038		
SO1330 - SOUTHLAND TECHNOLOGY	14460319	15,603.08	SI-77328	15,438.30	0000004623	48.00	0100	0980190	1110	1000	4400380	000		
SO1330 - SOUTHLAND TECHNOLOGY	14460319	15,603.08	SI-77328	15,438.30	0000004623	15,390.30	0100	0980190	1110	1000	4400380	000		
SO1330 - SOUTHLAND TECHNOLOGY	14460319	15,603.08	SI-77347	164.78	0000004689	6.00	0100	0000779	1110	1000	4400380	000		
SO1330 - SOUTHLAND TECHNOLOGY	14460319	15,603.08	SI-77347	164.78	0000004689	158.78	0100	0000779	1110	1000	4400380	000		

Business Unit Total: \$183,912.10

0100	\$ 114,045.07
1300	\$ 69,867.03
<b>TOTAL:</b>	<b>\$ 183,912.10</b>



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## 02300: National School District

2018-10-08

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	P.O. Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op. Unit	PY
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	78.08	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	110.76	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	117.12	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	117.12	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	130.43	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	184.60	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	234.57	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	234.57	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	241.10	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	321.47	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	1,107.62	0100	0980110	0000	2420	4200000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	123.65	0100	0980110	0000	2420	4300000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	123.65	0100	0980110	0000	2420	4300000	020		
AB0200 - ABDO PUBLISHING	14460905	3,274.49	222309	3,274.49	0000004143	149.75	0100	0980110	0000	2420	4300000	020		
BR0230 - BRIAN'S LIVE BEE REMOVAL	14460906	300.00	923-250	300.00	0000004811	300.00	0100	0000660	0000	8100	5500600	057		
CA1414 - CALIFORNIA ELECTRIC SUPPLY	14460907	592.54	1069-754921	592.54	0000004683	592.54	0100	0000660	0000	8100	4300000	057		
CO1317 - CDW	14460908	38.73	PHG7266	38.73	0000004740	38.73	0100	0000624	0000	2100	4300000	020		
CP0110 - CRISIS PREVENTION INSTITUTE	14460909	190.00	CUS0162508	190.00	0000004879	190.00	0100	6500000	5001	3120	4300000	022		
DE0220 - KING BUSINESS SERVICES, INC.	14460910	1,415.00	145801	745.00	0000004722	745.00	0100	0000660	0000	8100	5600150	057		

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DE0220 - KING BUSINESS SERVICES, INC.	14460910	1,415.00	145826	670.00	0000004775	670.00	0100	0000660	0000	8100	5600150	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168223	65.49	0000004725	65.49	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168373	197.37	0000004725	197.37	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168473	28.10	0000004725	28.10	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168485	157.83	0000004725	157.83	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168501	156.17	0000004725	156.17	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168555	188.79	0000004725	188.79	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14460911	852.39	09-0168627	58.64	0000004725	58.64	0100	0000660	0000	8100	4300000	057		
DO0400 - DOOR-MAN	14460912	141.38	918021	141.38	0000004186	141.38	0100	0000660	0000	8100	4300000	057		
ED4500 - EDUPOINT EDUCATIONAL SYSTEMS	14460913	13,880.00	CT3051	13,880.00		13,880.00	0100	0000630	0000	7700	5800000	000		
ES0206 - ESCUELA DE MUSICA	14460914	6,844.80	CT3193801	6,844.80		6,844.80	0100	0922003	1110	1000	5800100	020		
EW0100 - EWING	14460915	342.84	6269097	342.84	0000004187	342.84	0100	0000660	0000	8100	4300000	057		
FR0200 - FRUTH GROUP	14460916	416.97	296933	153.84	0000003211	65.79	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14460916	416.97	296933	153.84	0000003211	88.05	0100	0980000	1110	1000	5600200	600		
FR0200 - FRUTH GROUP	14460916	416.97	296932	105.78	0000004217	9.89	0100	0980000	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14460916	416.97	296932	105.78	0000004217	42.99	0100	0980000	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14460916	416.97	296932	105.78	0000004217	9.90	0100	3010100	1110	1000	4400000	900		
FR0200 - FRUTH GROUP	14460916	416.97	296932	105.78	0000004217	43.00	0100	3010100	1110	1000	4400000	900		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
FR0200 - FRUTH GROUP	14460916	416.97	296291	157.35	0000004754	157.35	0100	1100699	1110	1000	5600200	555		
FR0602 - NEOPOST USA INC	14460917	1,000.00	7900 0110 3954 0938 092618	1,000.00	0000004228	1,000.00	0100	0000623	0000	7200	4300000	000		
HA0100 - HARBOR FREIGHT TOOLS	14460918	32.46	857387	32.46	0000003276	32.46	0100	0000660	0000	8100	4300000	057		
HU0200 - Huard and Associates	14460919	1,500.00	CT3423 NSD- 092018	1,500.00		1,500.00	0100	0000623	0000	7200	5800000	000		
HU0500 - HUNTER'S NURSERY, INC.	14460920	5,303.10	33664	2,332.15	0000004744	2,332.15	0100	0000660	0000	8100	4300000	057		
HU0500 - HUNTER'S NURSERY, INC.	14460920	5,303.10	33666	1,351.78	0000004744	1,351.78	0100	0000660	0000	8100	4300000	057		
HU0500 - HUNTER'S NURSERY, INC.	14460920	5,303.10	33672	1,037.26	0000004744	1,037.26	0100	0000660	0000	8100	4300000	057		
HU0500 - HUNTER'S NURSERY, INC.	14460920	5,303.10	33675	581.91	0000004744	278.81	0100	0000660	0000	8100	4300000	057		
HU0500 - HUNTER'S NURSERY, INC.	14460920	5,303.10	33675	581.91		303.10	0100	0000660	0000	8100	4300000	057		
KB0100 - KB13 VENTURES INC.	14460921	3,800.00	20853	2,850.00	0000004800	2,850.00	0100	0000644	0000	8100	5600150	056		
KB0100 - KB13 VENTURES INC.	14460921	3,800.00	20862	950.00	0000004800	950.00	0100	0000644	0000	8100	5600150	056		
KO161 - Konica Minolta Premier Finance	14460922	194.35	37222197	194.35	0000004495	194.35	0100	1100699	1110	1000	5600200	777		
KO161 - Konica Minolta Premier Finance	14460923	237.08	68808514	237.08	0000004248	237.08	0100	1100699	1110	1000	5600200	666		
LE0110 - Leforts Small Engine Repairs	14460924	184.86	11587	184.86	0000004806	184.86	0100	0000660	0000	8100	5600150	057		
ME1000 - HANDY METAL MART	14460925	1,640.57	457350	281.88	0000004204	281.88	0100	0000660	0000	8100	4300000	057		
ME1000 - HANDY METAL MART	14460925	1,640.57	457173	1,358.69	0000004802	1,358.69	0100	0000660	0000	8100	4300000	057		
MI1200 - MISSION JANITORIAL SUPPLIES	14460926	220.02	620864-02	220.02	0000004781	220.02	0100	0000644	0000	8100	4300000	056		
OF0075 - OFFICE DEPOT	14460927	548.53	20616231 0001	434.99	0000004761	434.99	0100	0000624	0000	2100	4300000	020		
OF0075 - OFFICE DEPOT	14460927	548.53	20891638 4001	113.54	0000004792	113.54	0100	0000626	0000	7200	4300990	000		
OP0130 - OPTIMUM FLOORCARE	14460928	1,014.74	444401	73.83	0000004779	73.83	0100	0000644	0000	8100	4300000	056		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	IPY
OP0130 - OPTIMUM FLOORCARE	14460928	1,014.74	444230	424.89	0000004779	424.89	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14460928	1,014.74	444519	516.02	0000004779	28.13	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14460928	1,014.74	444519	516.02		487.89	0100	0000644	0000	8100	4300000	056		
RE0475 - RSD - NATIONAL CITY	14460929	227.65	61143088-00	227.65	0000004515	227.65	0100	0000660	0000	8100	4300000	057		
RI0020 - RCOM RADIO LLC	14460930	548.63	14671	548.63	0000004801	255.00	0100	0000660	0000	8100	5600150	057		
RI0020 - RCOM RADIO LLC	14460930	548.63	14671	548.63	0000004801	293.63	0100	0000660	0000	8100	5600150	057		
SC0305 - SCHOLASTIC NEWS & MAGAZINES	14460931	870.64	M66135203	870.64	0000004077	271.89	0100	0980000	1110	1000	4300000	700		
SC0305 - SCHOLASTIC NEWS & MAGAZINES	14460931	870.64	M66135203	870.64	0000004077	271.89	0100	0980000	1110	1000	4300000	700		
SC0305 - SCHOLASTIC NEWS & MAGAZINES	14460931	870.64	M66135203	870.64	0000004077	326.86	0100	0980000	1110	1000	4300000	700		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14460932	252.27	6846-6	252.27	0000004514	252.27	0100	0000660	0000	8100	4300000	057		
SO0100 - THE SOCO GROUP, INC.	14460933	2,068.55	0583124-IN	1,227.43	0000004809	1,227.43	0100	0000660	0000	8100	4300560	057		
SO0100 - THE SOCO GROUP, INC.	14460933	2,068.55	0585732-IN	841.12	0000004809	841.12	0100	0000660	0000	8100	4300560	057		
SO1115 - SOUTH BAY WINDOW & GLASS CO.	14460934	240.07	087891	240.07	0000004426	240.07	0100	0000660	0000	8100	4300000	057		
SO1330 - SOUTHLAND TECHNOLOGY	14460935	558.49	SI-77361	558.49	0000004739	48.00	0100	0000624	0000	2100	4400380	020		
SO1330 - SOUTHLAND TECHNOLOGY	14460935	558.49	SI-77361	558.49	0000004739	510.49	0100	0000624	0000	2100	4400380	020		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0484562	125.62	0000003949	125.62	0100	0000660	0000	8100	4300000	057		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	68.60	0100	0000626	0000	7200	4300990	000		

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SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	111.45	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	181.10	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	203.58	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	293.63	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14460936	2,161.74	PINV0481757	2,036.12	0000004716	1,177.76	0100	0000626	0000	7200	4300990	000		
TO0112 - TOSHIBA FINANCIAL SERVICES	14460937	511.13	68835041	511.13	0000004517	511.13	0100	1100699	1110	1000	5600200	999		
UN0800 - UNITED REFRIGERATION INC.	14460938	206.15	64869125-00	206.15	0000004537	206.15	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14460939	3,044.60	A256986	632.87	0000004688	632.87	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14460939	3,044.60	A257052	532.61	0000004688	532.61	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14460939	3,044.60	A256858	1,879.12	0000004803	1,879.12	0100	0000660	0000	8100	4300000	057		
YO0200 - ARTS FOR LEARNING SAN DIEGO	14460940	8,520.00	CT3322001084	8,520.00		8,520.00	0100	0922003	1110	1000	5800100	020		

Business Unit Total: \$63,174.77

0100 \$ 63,174.77

TOTAL: \$ 63,174.77

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## 02300: National School District

2018-10-09

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
HO0350 - THE HOME DEPOT	14461378	3,960.91	4242880	248.90	0000004692	248.90	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	3249996	282.00	0000004692	282.00	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	3243009	170.44	0000004692	170.44	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	1243168	292.27	0000004692	292.27	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	7078918	167.66	0000004692	167.66	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	4971083	197.96	0000004692	197.96	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	10560	172.72	0000004692	172.72	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	9033349	36.31	0000004692	36.31	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	9971631	144.21	0000004692	144.21	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	8244421	265.23	0000004692	265.23	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	8971912	351.63	0000004692	351.63	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	7011823	32.83	0000004692	32.83	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	7071062	118.84	0000004692	118.84	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	3314109	1,233.31	0000004692	1,233.31	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	2405091	16.81	0000004692	16.81	0100	0000660	0000	8100	4300000	057		
HO0350 - THE HOME DEPOT	14461378	3,960.91	1245150	229.79	0000004692	229.79	0100	0000660	0000	8100	4300000	057		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	19.75	1300	5310000	0000	3700	4300000	000		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	34.64	1300	5310000	0000	3700	4300000	000		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	60.52	1300	5310000	0000	3700	4300000	000		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	227.32	1300	5310000	0000	3700	4300000	000		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	337.23	1300	5310000	0000	3700	4300000	000		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	504.17	1300	5310000	0000	3700	4300000	000		
KI0900 - KITTREDGE EQUIPMENT COMPANY	14461380	1,858.39	248252	1,858.39	0000004536	674.76	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20168171-00	512.76	0000004378	205.76	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20168171-00	512.76	0000004378	307.00	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20169232-00	990.89	0000004378	495.19	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20169232-00	990.89	0000004378	495.70	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20170722-00	1,541.66	0000004378	322.35	1300	5310000	0000	3700	4300000	000		
PR0100 - P&R PAPER SUPPLY COMPANY INC	14461381	3,045.31	20170722-00	1,541.66	0000004378	1,219.31	1300	5310000	0000	3700	4300000	000		

Business Unit Total: \$8,864.61

0100	\$ 3,960.91
1300	\$ 4,903.70
<b>TOTAL:</b>	<b>\$ 8,864.61</b>

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## 02300: National School District

2018-10-10

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000037 - AMERICAN FIDELITY ADMINISTRATIVE	14462001	621.50	32909	621.50		621.50	0100	0000623	0000	7200	5800000	000		
0000000124 - Charleen Mancilla	14462002	13.84	CM042318	13.84		13.84	0100	0000623	0000	7200	5200500	000		
0000000210 - Rachel Pedregal	14462003	32.61	RP100518	32.61		32.61	0100	6500000	5001	2100	4300000	022		
0000000309 - Sandy Hindi	14462004	157.67	SH092818	157.67		157.67	1300	5310000	0000	3700	5200500	000		
AT0050 - A TREE OF KNOWLEDGE EDUCATIONAL SERV.	14462005	1,182.50	NSD0918	1,182.50		1,182.50	0100	6500000	5770	1110	5800000	022		
DI0020 - DIAMOND JACK ENTERPRISES INC	14462006	24,612.75	4364 Sept 2018	24,612.75	0000004364	24,612.75	1300	5310000	0000	3700	4700000	000		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462007	3,533.69	09-0163443	3,024.76	0000004534	3,024.76	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462007	3,533.69	09-0168703	320.18	0000004725	320.18	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462007	3,533.69	09-0168783	118.33	0000004725	118.33	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462007	3,533.69	09-0168784	70.42	0000004725	70.42	0100	0000660	0000	8100	4300000	057		
FA0110 - FAGEN FRIEDMAN & FULFROST, LLP	14462008	14,285.00	CT3145 59750 Sept 2018	14,285.00		14,285.00	0100	0000623	0000	7200	5800700	000		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 587	219.74	0000004708	11.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 587	219.74	0000004708	208.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 877	238.18	0000004708	12.18	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 877	238.18	0000004708	226.00	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE	14462009	2,232.99	SS100112 586	219.74	0000004707	11.24	0100	0982000	0000	3600	5600100	038		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
POWER SYSTEMS														
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 586	219.74	00000047 07	208.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 805	873.24	00000047 07	421.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 805	873.24	00000047 07	452.00	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 917	682.09	00000047 07	282.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462009	2,232.99	SS100112 917	682.09	00000047 07	399.59	0100	0982000	0000	3600	5600100	038		
HO0230 - HOLLANDIA DAIRY	14462010	26,981.84	4372 Sept 2018	26,981.84	00000043 72	26,981.84	1300	5310000	0000	3700	4700000	000		
LA0500 - LAKESHORE LEARNING MATERIALS	14462011	468.99	46974110 18	468.99	00000048 14	37.11	0100	6500000	5750	1110	4300000	022		
LA0500 - LAKESHORE LEARNING MATERIALS	14462011	468.99	46974110 18	468.99	00000048 14	61.86	0100	6500000	5750	1110	4300000	022		
LA0500 - LAKESHORE LEARNING MATERIALS	14462011	468.99	46974110 18	468.99	00000048 14	370.02	0100	6500000	5750	1110	4300000	022		
MO1415 - Moore Medical	14462012	380.52	70051063	380.52	00000047 95	77.15	0100	0000626	0000	7200	4300990	000		
MO1415 - Moore Medical	14462012	380.52	70051063	380.52	00000047 95	303.37	0100	0000626	0000	7200	4300990	000		
OR0500 - ORKIN EXTERMINATING INC	14462013	1,080.00	17753250 2A	330.00	00000045 24	330.00	0100	0000660	0000	8100	5500600	057		
OR0500 - ORKIN EXTERMINATING INC	14462013	1,080.00	17840554 1	750.00	00000045 24	750.00	0100	0000660	0000	8100	5500600	057		
PR0050 - PRACTICAL, INC.	14462014	204.12	CT294 341638	204.12		204.12	0100	5640568	0000	3140	5800490	022		
SA1200 - SAN DIEGO GAS & ELECTRIC	14462015	17,545.03	MT101 1065 749 430 3 100218	17,545.03		17,545.03	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14462016	12.28	MT102 4440 144	12.28		12.28	0100	0000665	0000	8100	5500100	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
			556 8 100318											
SA1200 - SAN DIEGO GAS & ELECTRIC	14462017	46.56	MT102 4440 142 383 9 100318	46.56		46.56	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14462018	9,150.73	MT101 7398 594 232 8 100218	9,150.73		9,150.73	0100	0000665	0000	8100	5500100	000		
<del>SO0100 - THE SOCO GROUP, INC.</del>	<del>14462019</del>	<del>6,286.20</del>	<del>NCCFRC Sept 2018</del>	<del>6,286.20</del>		<del>6,286.20</del>	<del>0100</del>	<del>0000737</del>	<del>8100</del>	<del>5000</del>	<del>5800100</del>	<del>021</del>		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	11.67	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	13.18	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	13.70	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	14.76	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	18.15	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	19.02	0100	0000100	1110	1000	4300000	500		
SS0090 - S&S WORLD WIDE	14462020	207.26	10465362	207.26	00000047 63	116.78	0100	0000100	1110	1000	4300000	500		
TO0115 - TOSHIBA FINANCIAL SERVICES	14462021	378.59	36771265 0	378.59	00000042 13	123.82	0100	1100699	1110	1000	5600200	444		
TO0115 - TOSHIBA FINANCIAL SERVICES	14462021	378.59	36771265 0	378.59	00000042 13	254.77	0100	1100699	1110	1000	5600200	444		
WI0155 - WILKINSON HADLEY KING & CO LLP	14462022	8,150.00	CT2889 24574	8,150.00		8,150.00	0100	0000623	0000	7190	5800800	000		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14462023	41.22	1-294205	41.22	00000047 20	41.22	0100	0000660	0000	8100	4300000	057		
XE0100 - XEROX CORPORATION	14462024	357.57	09470817 8	357.57	00000040 66	90.23	0100	0980000	1110	1000	5600200	700		
XE0100 - XEROX CORPORATION	14462024	357.57	09470817 8	357.57	00000040 66	267.34	0100	0980000	1110	1000	5600200	700		
XE0100 - XEROX CORPORATION	14462024	357.57	To Close PO #288	0.00		-131.89	0100	1100699	1110	1000	5600200	777		

10/11 - Canceled

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
XE0100 - XEROX CORPORATION	14462024	357.57	To Close PO #288	0.00	0000000288	131.89	0100	1100699	1110	1000	5600200	777		
XE0120 - XEROX FINANCIAL SERVICES	14462025	613.06	1316553	613.06	0000004065	613.06	0100	0000625	0000	7200	5600200	020		

Business Unit Total: \$118,576.52

0100	\$ 66,824.26
1300	\$ 51,752.26
<b>TOTAL:</b>	<b>\$ 118,576.52</b>

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## 02300: National School District

2018-10-11

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000207 - Luz Vicario	14462796	21.98	LV100118	21.98		21.98	0100	0000570	1110	1000	4300000	400		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462797	251.56	09-0169100	169.88	0000004725	169.88	0100	0000660	0000	8100	4300000	057		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14462797	251.56	09-169181	81.68	0000004725	81.68	0100	0000660	0000	8100	4300000	057		
FO0301 - FOLLETT LIBRARY RESOURCES	14462798	27.98	876299F	27.98		5.64	0100	0980110	0000	2420	4200000	020		
FO0301 - FOLLETT LIBRARY RESOURCES	14462798	27.98	876299F	27.98	0000004153	22.34	0100	0980110	0000	2420	4200000	020		
HA1525 - HAWTHORNE POWER SYSTEMS	14462799	439.48	SS100112947	219.74	0000004708	11.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462799	439.48	SS100112947	219.74	0000004708	208.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462799	439.48	SS100112948	219.74	0000004707	11.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14462799	439.48	SS100112948	219.74	0000004707	208.50	0100	0982000	0000	3600	5600100	038		
PI0625 - PIPS C/O KEENAN - SETECH	14462800	79,253.67	213854	79,253.67		79,253.67	0100	0000000			9910360			
SA0280 - SAMBASAFETY	14462801	40.80	INV00112133	40.80	0000004326	40.80	0100	0982000	0000	3600	5600100	038		
SE0250 - 701 NATIONAL CITY BLVD FUND	14462802	26,522.50	111418	26,522.50		26,522.50	6200	0000000	0000	8700	5600400	062		
UN0500 - UNION-TRIBUNE PUBLISHING	14462803	880.44	001443967000	880.44	0000004880	880.44	0100	0000623	0000	7200	5800845	000		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	0000004680	3,030.02	0100	0000644	0000	8100	4300000	056		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	0000004680	4,391.25	0100	0000644	0000	8100	4300000	111		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	0000004680	2,704.25	0100	0000644	0000	8100	4300000	222		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	0000004680	3,960.81	0100	0000644	0000	8100	4300000	225		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op. Unit	PY
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	46.10	0100	0000644	0000	8100	4300000	333		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	2,619.55	0100	0000644	0000	8100	4300000	444		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	2,669.83	0100	0000644	0000	8100	4300000	555		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	4,324.29	0100	0000644	0000	8100	4300000	666		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	4,283.88	0100	0000644	0000	8100	4300000	777		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	15.06	0100	0000644	0000	8100	4300000	888		
WA1175 - WAXIE SANITARY SUPPLY	14462804	30,874.01	4680 Sept 2018	30,874.01	00000046 80	2,828.97	0100	0000644	0000	8100	4300000	999		
WE1100 - WESTAIR GASES & EQUIPMENT	14462805	151.47	10743058	151.47	00000046 81	151.47	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$138,463.89

0100	\$ 111,941.39
6200	\$ 26,522.50
<b>TOTAL:</b>	<b>\$ 138,463.89</b>

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## 02300: National School District

2018-10-12

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funcr	Object	Site	Op Unit	PY
0000000015 - Norma Luna	14463464	10.85	NL100418	10.85		10.85	1200	6105100	0001	1000	4300000	000		
0000000017 - Hada Morales-Lopez	14463465	28.46	HML100418	28.46		28.46	1200	5210000	0001	1000	4300000	000		
0000000018 - Jeanette Pearson	14463466	19.31	JP100418	19.31		19.31	1200	5210000	0001	1000	4300000	000		
0000000107 - Diana Gamboa	14463467	42.99	DG100418	42.99		42.99	1200	5210000	0001	1000	4300000	000		
0000000386 - Norma Victorio	14463468	38.46	NV100918	38.46		38.46	0100	0000570	1110	1000	4300000	215		
AP0053 - APPLE COMPUTER	14463469	1,391.87	6761026177	63.08	0000004730	63.08	0100	3010100	1110	1000	4400380	300		
AP0053 - APPLE COMPUTER	14463469	1,391.87	6759997418	1,145.79	0000004760	5.00	0100	0000624	0000	2100	4400380	020		
AP0053 - APPLE COMPUTER	14463469	1,391.87	6759997418	1,145.79	0000004760	1,140.79	0100	0000624	0000	2100	4400380	020		
AP0053 - APPLE COMPUTER	14463469	1,391.87	6759863799	183.00	0000004760	183.00	0100	0000624	0000	2100	4400380	020		
CP0110 - CRISIS PREVENTION INSTITUTE	14463470	16.63	CUS0162508	16.63		16.63	0100	6500000	5001	3120	4300000	022		
ED0300 - EDCO DISPOSAL CORPORATION	14463471	242.58	17-FR 288860 093018	242.58	0000004330	242.58	6200	0000000	0000	8100	5500400	062		
ED5000 - EHS CONSULT	14463472	2,025.00	EHS604	2,025.00	0000004118	193.00	0100	0000623	0000	7200	4300000	000		
ED5000 - EHS CONSULT	14463472	2,025.00	EHS604	2,025.00		253.55	0100	0000623	0000	7200	4300000	000		
ED5000 - EHS CONSULT	14463472	2,025.00	EHS604	2,025.00	0000004118	1,578.45	0100	0000623	0000	7200	4300000	000		
EM0075 - ECOM ELECTRONIC SYSTEMS INC	14463473	54.00	22976	54.00	0000004329	54.00	6200	0000000	0000	8100	5500000	062		
HA1525 - HAWTHORNE POWER SYSTEMS	14463474	357.26	SS100112876	357.26	0000004707	18.26	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14463474	357.26	SS100112876	357.26	0000004707	339.00	0100	0982000	0000	3600	5600100	038		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14463475	1,179.26	254406167	298.49	0000001953	298.49	0100	1100699	1110	1000	5600200	777		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14463475	1,179.26	254313684	145.68	0000004056	145.68	0100	1100699	1110	1000	5600200	555		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14463475	1,179.26	254313685	735.09	0000004499	735.09	0100	1100699	1110	1000	5600200	555		
LA0500 - LAKESHORE LEARNING MATERIALS	14463476	268.15	4703541018	268.15	0000004840	268.15	0100	6300000	1110	1000	4300000	020		
MO1420 - MORE DIRECT INC	14463477	106.58	5628104	106.58	0000004808	106.58	0100	0980000	1110	1000	4300000	700		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210878573001	43.98	0000004778	43.98	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210915308001	70.35	0000004810	10.02	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210915308001	70.35	0000004810	13.58	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210915308001	70.35	0000004810	46.75	0100	0000623	0000	7200	4300000	000		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210931102001	1,350.95	0000004813	21.04	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210931102001	1,350.95	0000004813	181.60	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210931102001	1,350.95	0000004813	226.19	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210931102001	1,350.95	0000004813	922.12	0100	6500000	5001	2100	4300000	022		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210947224002	41.86	0000004819	41.86	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948346001	109.91	0000004819	42.08	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948346001	109.91	0000004819	67.83	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948347001	142.71	0000004819	3.36	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948347001	142.71	0000004819	19.55	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948347001	142.71	0000004819	20.21	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948347001	142.71	0000004819	99.59	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	210948348001	59.36	0000004819	59.36	0100	0000620	0000	7200	4300000	030		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
OF0075 - OFFICE DEPOT	14463478	2,608.38	21094834 9001	58.28	00000048 19	58.28	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21094835 1001	50.54		20.23	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21094835 1001	50.54	00000048 19	30.31	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21098172 7001	463.21	00000048 37	91.33	0100	0982000	0000	3600	4300000	038		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21098172 7001	463.21	00000048 37	141.35	0100	0982000	0000	3600	4300000	038		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21098172 7001	463.21	00000048 37	230.53	0100	0982000	0000	3600	4300000	038		
OF0075 - OFFICE DEPOT	14463478	2,608.38	21115801 7001	217.23	00000048 49	217.23	0100	0980110	1110	1000	4300000	000		
SC0805 - SCHOOL HEALTH CORP.	14463479	330.54	3503627-00	330.54	00000047 97	330.54	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14463480	941.96	20812165 1951	941.96	00000044 71	430.61	0100	0000779	1110	1000	4400000	666		
SC0875 - SCHOOL SPECIALTY	14463480	941.96	20812165 1951	941.96	00000044 71	511.35	0100	0000779	1110	1000	4400000	666		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14463481	6,286.20	NCCTFC SEPT 2018	6,286.20		6,286.20	0100	0000737	8100	5000	5800100	021		
SO1330 - SOUTHLAND TECHNOLOGY	14463482	309.41	SI-77491	309.41	00000047 31	6.00	0100	0000623	0000	7200	4300000	000		
SO1330 - SOUTHLAND TECHNOLOGY	14463482	309.41	SI-77491	309.41	00000047 31	303.41	0100	0000623	0000	7200	4300000	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14463483	7,261.46	PINV0486 839	7,261.46	00000047 93	114.24	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14463483	7,261.46	PINV0486 839	7,261.46	00000047 93	2,870.12	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14463483	7,261.46	PINV0486 839	7,261.46	00000047 93	4,277.10	0100	0000626	0000	7200	4300990	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14463484	1,619.47	80541330 36	271.74	00000043 27	271.74	6200	0000100	1110	1000	4300000	062		
ST0585 - STAPLES BUSINESS	14463484	1,619.47	80515166 54	1,282.38	00000043 27	1,282.38	6200	0000100	1110	1000	4300000	062		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
ADVANTAGE														
ST0585 - STAPLES BUSINESS ADVANTAGE	14463484	1,619.47	8051596942	65.35	0000004327	65.35	6200	0000100	1110	1000	4300000	062		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	12.17	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	38.99	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	41.69	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	66.72	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	74.87	0100	0000625	0000	7200	4300000	020		
SY0170 - MYBINDING	14463485	337.65	181388	337.65	0000004856	103.21	0100	0000625	0000	7200	4300000	020		
TE1300 - TERMINIX INTERNATIONAL	14463486	37.00	379467362	37.00	0000004774	37.00	0100	0000660	0000	8100	5500600	057		
TO0111 - TOSHIBA BUSINESS SOLUTIONS	14463487	26.96	14845493	26.96	0000004891	26.96	0100	1100699	1110	1000	5600200	333		
TO0115 - TOSHIBA FINANCIAL SERVICES	14463488	320.24	368047874	160.12	0000004067	160.12	1300	5310000	0000	3700	4400380	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14463488	320.24	368047874.	160.12	0000004516	160.12	0100	0000660	0000	8100	5600200	057		
UN0800 - UNITED REFRIGERATION INC.	14463489	217.12	64951953-00	217.12	0000004537	217.12	0100	0000660	0000	8100	4300000	057		
UN0900 - UNIFIRST CORPORATION	14463490	4,118.43	MT502 Sept 2018	4,118.43		4,118.43	0100	0000665	0000	8100	5500500	000		
UP0010 - UPS	14463491	11.61	0000VA6289408	11.61		11.61	0100	0000624	0000	2100	4300000	020		
US0275 - US GAMES	14463492	1,788.96	903192316	1,788.96	0000004790	815.64	0100	0000626	0000	7200	4300990	000		
US0275 - US GAMES	14463492	1,788.96	903192316	1,788.96	0000004790	973.32	0100	0000626	0000	7200	4300990	000		
VO0150 - VOLUNTEERS OF AMERICA SW CALIF	14463493	20,374.12	CINV-139	20,374.12	0000004675	20,374.12	6200	5310000	0000	3700	4700000	062		
WE1675 - WESTERN PSYCHOLOGICAL SERVICES	14463494	430.65	WPS-231908	430.65	0000004785	143.55	0100	6500000	5001	3120	4300000	022		

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WE1675 - WESTERN PSYCHOLOGICAL SERVICES	14463494	430.65	WPS-231908	430.65	0000004785	287.10	0100	6500000	5001	3120	4300000	022		
YM0021 - YMCA OF SAN DIEGO COUNTY	14463495	124,069.00	CT3045 NSD-0918	124,069.00		124,069.00	0100	9065100	1110	1000	5800000	026		

Business Unit Total: \$176,870.56

0100	\$ 154,318.66
1200	\$ 101.61
1300	\$ 160.12
6200	\$ 22,290.17
<b>TOTAL:</b>	<b>\$ 176,870.56</b>

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## 02300: National School District

2018-10-15

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000075 - Barbara Avalos	14464095	260.86	BA080618-1	151.60		151.60	0100	0000618	0000	7100	5200000	003		
0000000075 - Barbara Avalos	14464095	260.86	BA090518	109.26		109.26	0100	0000618	0000	7100	5200000	003		
0000000146 - Jessica Gastelum	14464096	68.00	JG100918	68.00		68.00	0100	0000100	1110	1000	4200000	600		
0000000372 - Richard Bermudez	14464097	33.85	RB101018	33.85		33.85	0100	0000100	1110	1000	4300000	900		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	636.19	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	734.06	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	978.75	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	1,125.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	1,165.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	3,148.31	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	3,643.13	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464098	16,213.26	INV17999	16,213.26	0000004581	4,782.82	0100	0000127	1110	1000	4400000	000		
CA3100 - CAROLINA BIOLOGICAL SUPPLY	14464099	211.01	50434968 RI	62.78	0000004838	62.78	0100	6300000	1110	1000	4300000	020		
CA3100 - CAROLINA BIOLOGICAL SUPPLY	14464099	211.01	50433509	148.23	0000004839	148.23	0100	6300000	1110	1000	4300000	020		
CU0412 - CURRIER & HUDSON	14464100	6,916.06	CT3414 100118	6,916.06		6,916.06	0100	0000616	0000	7200	5800700	010		
DO0400 - DOOR-MAN	14464101	1,140.52	127045	1,140.52	0000004871	1,140.52	0100	0000660	0000	8100	4300000	057		
EW0100 - EWING	14464102	315.95	6294996	315.95	0000004876	315.95	0100	0000660	0000	8100	4300000	057		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KE0150 - KEENAN & ASSOCIATES	14464103	618.00	18118	618.00		618.00	0100	0000667	0000	7200	5450100	000		
ME1000 - HANDY METAL MART	14464104	658.69	457249	443.36	0000004872	443.36	0100	0000660	0000	8100	4300000	057		
ME1000 - HANDY METAL MART	14464104	658.69	457586	215.33	0000004872	215.33	0100	0000660	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14464105	46.24	444329	36.24	0000004886	15.53	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14464105	46.24	444329	36.24	0000004886	20.71	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14464105	46.24	444532	10.00	0000004886	10.00	0100	0000644	0000	8100	4300000	056		
OR0220 - ORIENTAL TRADING COMPANY	14464106	118.69	692196553-01	118.69	0000004789	11.39	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14464106	118.69	692196553-01	118.69	0000004789	18.04	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14464106	118.69	692196553-01	118.69	0000004789	18.99	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14464106	118.69	692196553-01	118.69	0000004789	28.48	0100	0980000	1110	1000	4300000	800		
OR0220 - ORIENTAL TRADING COMPANY	14464106	118.69	692196553-01	118.69	0000004789	41.79	0100	0980000	1110	1000	4300000	800		
PH0200 - PHONAK	14464107	1,642.95	5158304791	1,642.95	0000004764	0.00	0100	6500500	5770	1190	4300000	022		
PH0200 - PHONAK	14464107	1,642.95	5158304791	1,642.95	0000004764	15.81	0100	6500500	5770	1190	4300000	022		
PH0200 - PHONAK	14464107	1,642.95	5158304791	1,642.95	0000004764	706.22	0100	6500500	5770	1190	4300000	022		
PH0200 - PHONAK	14464107	1,642.95	5158304791	1,642.95	0000004764	920.92	0100	6500500	5770	1190	4300000	022		
RG0200 - RGC General Engineering, Inc.	14464108	19,536.00	2525	19,536.00	0000004870	19,536.00	0100	0000660	0000	8500	6170000	057		
SA1200 - SAN DIEGO GAS & ELECTRIC	14464109	7,064.60	MT102 8019 205 888 9 100918	7,064.60		7,064.60	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14464110	32.80	MT102 8019 213 602 4 101018	32.80		32.80	0100	0000665	0000	8100	5500100	000		
SC0875 - SCHOOL SPECIALTY	14464111	130.05	208121697414	130.05	0000004593	21.67	0100	0000100	1110	1000	4300000	700		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SC0875 - SCHOOL SPECIALTY	14464111	130.05	208121697414	130.05	0000004593	30.56	0100	0000100	1110	1000	4300000	700		
SC0875 - SCHOOL SPECIALTY	14464111	130.05	208121697414	130.05	0000004593	34.55	0100	0000100	1110	1000	4300000	700		
SC0875 - SCHOOL SPECIALTY	14464111	130.05	208121697414	130.05	0000004593	43.27	0100	0000100	1110	1000	4300000	700		
SO0100 - THE SOCO GROUP, INC.	14464112	735.63	0588808-IN	735.63	0000004809	735.63	0100	0000660	0000	8100	4300560	057		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14464113	129.50	PINV0486820	129.50	0000004716	18.05	0100	0000626	0000	7200	4300990	000		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14464113	129.50	PINV0486820	129.50	0000004716	111.45	0100	0000626	0000	7200	4300990	000		
ST0585 - STAPLES BUSINESS ADVANTAGE	14464114	215.75	3392167238	215.75	0000004859	215.75	0100	0000624	0000	2100	4300000	020		
SU0425 - SUPER DUPER PUBLICATIONS	14464115	145.98	2382420A	145.98	0000004786	145.98	0100	6500000	5001	3120	4300000	022		
US0230 - US BANK EQUIPMENT FINANCE	14464116	2,102.74	366941771	2,102.74	0000004332	2,102.74	6200	0000000	0000	2700	5600200	062		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	10.61	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	10.61	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	13.87	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	24.48	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	37.55	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	46.94	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	46.94	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	53.06	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	57.14	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	61.22	0100	0980110	1110	1000	4300000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	93.88	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	100.41	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	556.75	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2002330	1,705.31	0000004703	591.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	14.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	14.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	14.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	14.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	15.38	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	17.41	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	25.10	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	30.73	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	33.81	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	33.81	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	35.87	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	35.87	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	43.03	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	49.18	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	49.18	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	55.32	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	55.32	0100	0980110	1110	1000	4300000	000		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	60.45	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	65.57	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	66.60	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	66.60	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	66.60	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	66.60	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	69.16	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	70.69	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	71.71	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	76.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	76.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	76.85	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	99.37	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	99.37	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	99.37	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	99.37	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	99.37	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	133.18	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	133.18	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	143.44	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	143.44	0100	0980110	1110	1000	4300000	000		

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VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	143.44	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	159.82	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	215.15	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	698.73	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	698.73	0100	0980110	1110	1000	4300000	000		
VO0300 - VOYAGER SOPRIS LEARNING	14464117	6,787.97	2001042	5,082.66	0000004641	742.76	0100	0980110	1110	1000	4300000	000		

Business Unit Total: \$65,125.10

0100	\$ 63,022.36
6200	\$ 2,102.74
<b>TOTAL:</b>	<b>\$ 65,125.10</b>



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## 02300: National School District

2018-10-16

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op. Unit	PY
0000000170 - Jamie Hill	14464685	37.96	JH101118	37.96		37.96	0100	0000100	1110	1000	4300000	900		
0000000182 - Maria Dalla	14464686	134.61	MD010918	134.61		34.67	0100	0000618	0000	7100	5200000	005		
0000000182 - Maria Dalla	14464686	134.61	MD010918	134.61		99.94	0100	0000618	0000	7100	5200000	007		
AC0390 - ACCO BRANDS USA LLC	14464687	1,546.43	27776006	1,546.43	0000004799	1,546.43	0100	0000626	0000	7200	4300990	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17913	16,739.89	0000004128	16,739.89	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17932	2,625.00	0000004128	2,625.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17934	4,545.00	0000004414	1,495.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17934	4,545.00	0000004414	1,500.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17934	4,545.00	0000004128	1,550.00	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	848.25	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	978.75	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	1,957.50	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	3,643.13	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	4,782.83	0100	0000127	1110	1000	4400000	000		
AD0710 - ADVANCED CLASSROOM TECHNOLOGIE	14464688	42,416.97	INV17884	18,507.08	0000004414	6,296.62	0100	0000127	1110	1000	4400000	000		
AP0053 - APPLE COMPUTER	14464689	2,884.80	6761454510	2,045.81	0000004860	395.00	0100	3327200	5001	3120	4300000	022		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AP0053 - APPLE COMPUTER	14464689	2,884.80	6761454510	2,045.81	0000004860	1,625.81	0100	3327200	5001	3120	4300000	022		
AP0053 - APPLE COMPUTER	14464689	2,884.80	6761454510	2,045.81	0000004860	25.00	0100	3327200	5001	3120	4400380	022		
AP0053 - APPLE COMPUTER	14464689	2,884.80	2825030418	818.33	0000004861	158.00	0100	6500000	5770	1110	4300000	022		
AP0053 - APPLE COMPUTER	14464689	2,884.80	2825030418	818.33	0000004861	650.33	0100	6500000	5770	1110	4300000	022		
AP0053 - APPLE COMPUTER	14464689	2,884.80	2825030418	818.33	0000004861	10.00	0100	6500000	5770	1110	4400380	022		
AP0053 - APPLE COMPUTER	14464689	2,884.80	2826126239	20.66	0000004865	20.66	0100	6500000	5770	1110	4300000	022		
ES0206 - ESCUELA DE MUSICA	14464690	3,668.46	800	3,668.46	0000004898	640.28	0100	9010999	1110	1000	4300000	020		
ES0206 - ESCUELA DE MUSICA	14464690	3,668.46	800	3,668.46	0000004898	962.03	0100	9010999	1110	1000	4300000	020		
ES0206 - ESCUELA DE MUSICA	14464690	3,668.46	800	3,668.46	0000004898	2,066.15	0100	9010999	1110	1000	4300000	020		
ET0300 - ETA HAND2MIND	14464691	376.10	60114651	376.10	0000004852	376.10	0100	6300000	1110	1000	4300000	020		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RESOURCES														
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FO0301 - FOLLETT LIBRARY RESOURCES	14464692	696.00	313317F	696.00	0000004732	43.50	0100	0980110	0000	2420	4200000	000		
FR0200 - FRUTH GROUP	14464693	157.35	298057	157.35	0000004754	157.35	0100	1100699	1110	1000	5600200	555		
HE0060 - HEINEMANN EDUCATIONAL BOOKS	14464694	1,715.42	6985456	1,715.42	0000004804	857.71	0100	0980000	1110	1000	4300000	300		
HE0060 - HEINEMANN EDUCATIONAL BOOKS	14464694	1,715.42	6985456	1,715.42	0000004804	857.71	0100	0980000	1110	1000	4300000	300		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	000295763-0001 NOV 2018	19,150.13		1,949.05	6200	0000460	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	000295763-0001 NOV 2018	19,150.13		413.26	6200	0981115	0000	2100	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	000295763-0001 NOV 2018	19,150.13		7,940.75	6200	0000100	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	000295763-0001 NOV 2018	19,150.13		584.85	6200	0981104	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	000295763-0001 NOV 2018	19,150.13		1,032.73	6200	0981210	1110	1000	3401000	062		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	00029576 3-0001 NOV 2018	19,150.13		3,846.66	6200	1400000	1110	1000	3401000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	00029576 3-0001 NOV 2018	19,150.13		2,166.64	6200	0000460	0000	2700	3402000	062		
KA0100 - KAISER FOUNDATION HEALTH PLAN	14464695	19,150.13	00029576 3-0001 NOV 2018	19,150.13		1,216.19	6200	0000000	0000	8100	3402000	062		
KO0160 - KONICA MINOLTA BUSINESS SOLUTI	14464696	5,009.24	25437926 6	5,009.24	00000048 96	5,009.24	0100	0000625	0000	7200	5600200	020		
KO161 - Konica Minolta Premier Finance	14464697	1,265.38	68877866	1,098.99		530.99	0100	1100699	1110	1000	5600200	111		
KO161 - Konica Minolta Premier Finance	14464697	1,265.38	68877866	1,098.99	00000030 09	568.00	0100	1100699	1110	1000	5600200	111		
KO161 - Konica Minolta Premier Finance	14464697	1,265.38	68882128	166.39	00000047 46	41.60	0100	1100699	1110	1000	5600200	888		
KO161 - Konica Minolta Premier Finance	14464697	1,265.38	68882128	166.39	00000047 46	124.79	0100	1100699	1110	1000	5600200	888		
MA1000 - MALCOLITE CORPORATION	14464698	931.85	0131804-IN	931.85	00000048 81	931.85	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		149.66	0100	0000100	1110	1000	4200000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		288.24	0100	0000100	1110	1000	4200000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		100.66	0100	0944003	1110	1000	4200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		272.73	0100	0980000	1110	1000	4200000	100		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		261.44	0100	0000624	0000	2100	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		500.00	0100	0944003	0000	2100	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		92.57	0100	0000460	0000	2700	4300000	100		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		566.05	0100	0000460	0000	2700	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		13.73	0100	0000460	0000	2700	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		117.03	0100	0000460	0000	2700	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		276.98	0100	0000460	0000	2700	4300000	400		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		312.99	0100	0000460	0000	2700	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		145.14	0100	0000460	0000	2700	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		125.45	0100	0000460	0000	2700	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		78.45	0100	0000460	0000	2700	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		104.60	0100	0000500	0000	3140	4300000	400		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		19.58	0100	0982000	0000	3600	4300000	038		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		97.77	0100	0000623	0000	7200	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		23.98	0100	0000660	0000	8100	4300000	057		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		114.89	0100	0000100	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		75.86	0100	0000100	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		214.38	0100	0000100	1110	1000	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		1,815.32	0100	0000560	1110	1000	4300000	400		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		459.40	0100	0000570	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		550.33	0100	0000570	1110	1000	4300000	500		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		22.67	0100	0000779	1110	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		69.67	0100	0944003	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		148.41	0100	0980000	1110	1000	4300000	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		950.59	0100	0980000	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		278.00	0100	0980000	1110	1000	4300000	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		585.30	0100	0980100	1110	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		2,117.49	0100	0980100	1110	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		351.30	0100	3010100	1110	1000	4300000	215		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		99.95	0100	3010100	1110	1000	4300000	300		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		41.75	0100	3010100	1110	1000	4300000	700		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		296.45	0100	6300000	1110	1000	4300000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		476.40	0100	9010999	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		1,342.93	0100	9010999	1110	1000	4300000	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		43.15	0100	6500000	5001	2100	4300000	022		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		177.23	0100	6500000	5750	1110	4300000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		96.12	0100	6500000	5770	1190	4300000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		168.82	1200	5210000	0001	1000	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		145.33	1200	5210000	0001	2700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		22.44	1300	5310000	0000	3700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		38.97	1300	5310000	0000	3700	4300000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		247.19	0100	0000570	1110	1000	4300350	600		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		105.32	0100	0000615	0000	7100	4300400	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		425.36	0100	0000615	0000	7100	4300400	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		802.23	0100	0000620	0000	7200	4300400	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		121.67	0100	0944003	1110	1000	4300400	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		95.93	0100	0980140	8100	5000	4300400	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		119.05	1200	5210000	0001	3140	4400000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		1,043.30	0100	0000160	0000	2100	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		136.45	0100	0944003	0000	2100	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		38.91	0100	0000460	0000	2700	5200000	100		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		309.40	0100	0000615	0000	7100	5200000	010		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		433.92	0100	0000620	0000	7200	5200000	030		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		503.98	0100	0000623	0000	7200	5200000	000		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		544.60	0100	0944003	0000	7200	5200000	020		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		720.00	0100	0980000	1110	1000	5200000	100		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		220.00	0100	0980000	1110	1000	5200000	400		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		2,753.22	0100	6500000	5001	2100	5200000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		49.00	0100	0000460	0000	2700	5600050	200		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		216.00	0100	0982000	1110	3600	5800000	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		109.95	0100	0980000	1110	1000	5800710	900		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		4.99	0100	6500000	5770	1130	5800710	022		
MI1151 - MISSION FEDERAL CREDIT UNION	14464699	23,255.66	MFCU P-Card Sept 2018	23,255.66		4.99	0100	6500000	5770	1190	5800710	022		
PR0050 - PRACTICAL, INC.	14464700	252.10	CT1294 341688	252.10		252.10	0100	5640568	0000	3140	5800490	022		
SC0875 - SCHOOL SPECIALTY	14464701	761.42	20812175 64633	761.42	00000047 17	761.42	0100	0000626	0000	7200	4300990	000		
SC1050 - SCANNING SERVICE CORP	14464702	3,246.43	CT3268 2018045	3,246.43		3,246.43	0100	0000623	0000	7200	5800000	000		
SH0300 - SHERWIN-WILLIAMS - STORE 8171	14464703	80.20	6609-8	80.20	00000045 14	80.20	0100	0000660	0000	8100	4300000	057		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14464704	1,494.61	A257486	948.62	00000046 88	948.62	0100	0000660	0000	8100	4300000	057		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14464704	1,494.61	A257495	545.99	0000004688	545.99	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14464705	74.93	1-395491	74.93	0000004720	74.93	0100	0000660	0000	8100	4300000	057		
ZU0200 - ZULUDESK, INC.	14464706	17.50	2556	17.50	0000004893	17.50	0100	0980000	1110	1000	4300300	200		

Business Unit Total: \$109,173.55

0100	\$ 89,528.81
1200	\$ 433.20
1300	\$ 61.41
6200	\$ 19,150.13
<b>TOTAL:</b>	<b>\$ 109,173.55</b>

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## 02300: National School District

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op. Unit	PY
0000000170 - Jamie Hill	14465432	32.33	JH101118	32.33		32.33	0100	0000460	0000	2700	4300000	900		
0000000219 - Hanson Aggregates	14465433	407.83	593943	407.83	0000004869	407.83	0100	0000660	0000	8100	4300000	057		
AL0110 - Alert Services, Inc.	14465434	540.27	5030670	540.27	0000004798	540.27	0100	0000626	0000	7200	4300990	000		
AM0100 - AMAZON.COM	14465435	4,088.05	869873834367	336.12	0000004661	336.12	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	453474357744	83.13		83.13	0100	0980000	1110	1000	4300000	100		
AM0100 - AMAZON.COM	14465435	4,088.05	ADJ 448364838837	-69.70		-69.70	0100	0980000	1110	1000	4300000	100		
AM0100 - AMAZON.COM	14465435	4,088.05	448889883643	41.09	0000004674	18.48	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	448889883643	41.09	0000004674	22.61	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	943754374339	24.68	0000004714	24.68	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	443936788675	179.40	0000004714	179.40	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	473684464499	32.99	0000004627	32.99	0100	6500000	5770	1190	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	553639785367	55.41	0000004733	55.41	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	487948958786	22.95	0000004762	22.95	0100	3010100	1110	1000	4300000	500		
AM0100 - AMAZON.COM	14465435	4,088.05	954845575676	14.77	0000004762	14.77	0100	3010100	1110	1000	4300000	500		
AM0100 - AMAZON.COM	14465435	4,088.05	439448596775	47.96	0000004847	47.96	0100	0000100	1110	1000	4300000	500		
AM0100 - AMAZON.COM	14465435	4,088.05	454933646994	18.15	0000004828	18.15	0100	6500000	5750	1110	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	46566296935	71.99	0000004844	71.99	0100	0000424	1110	1000	4300000	024		
AM0100 - AMAZON.COM	14465435	4,088.05	683387673398	17.94	0000004830	17.94	0100	0980000	1110	1000	4300000	900		
AM0100 - AMAZON.COM	14465435	4,088.05	877686445974	13.94	0000004769	13.94	0100	0000779	1110	1000	4400380	000		
AM0100 - AMAZON.COM	14465435	4,088.05	948854777963	68.85	0000004828	13.30	0100	6500000	5750	1110	4300000	022		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14465435	4,088.05	94885477 7963	68.85	00000048 28	15.68	0100	6500000	5750	1110	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	94885477 7963	68.85	00000048 28	17.72	0100	6500000	5750	1110	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	94885477 7963	68.85	00000048 28	22.15	0100	6500000	5750	1110	4300000	022		
AM0100 - AMAZON.COM	14465435	4,088.05	54645846 8766	2,737.75	00000048 43	26.90	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14465435	4,088.05	54645846 8766	2,737.75	00000048 43	271.08	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14465435	4,088.05	54645846 8766	2,737.75	00000048 43	2,439.77	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14465435	4,088.05	46433875 5584	30.39	00000048 45	11.86	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	46433875 5584	30.39	00000048 45	18.53	0100	0980000	1110	1000	4300000	800		
AM0100 - AMAZON.COM	14465435	4,088.05	79345456 8385	360.24		39.25	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14465435	4,088.05	79345456 8385	360.24	00000048 46	320.99	0100	6300000	1110	1000	4300000	020		
AS0100 - A&S FLOORING	14465437	55,677.80	CT3387 A-212871	55,677.80		55,677.80	0100	8150100	0000	8500	5600000	057		
AS0140 - ASELTINE SCHOOL	14465438	632.19	CT3508 Aug 2018	632.19		632.19	0100	6500000	5770	1110	5800500	022		
CA3100 - CAROLINA BIOLOGICAL SUPPLY	14465439	342.45	50434962 RI	342.45	00000048 39	342.45	0100	6300000	1110	1000	4300000	020		
CH0800 - RADY CHILDREN'S HOSPITAL	14465440	38,047.16	CT3451 1067	38,047.16		20,382.45	0100	0000900	0000	3140	5800000	022		
CH0800 - RADY CHILDREN'S HOSPITAL	14465440	38,047.16	CT3451 1067	38,047.16		17,664.71	0100	0000500	1110	3140	5800000	022		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14465441	92.28	09-0169891	92.28	00000048 73	92.28	0100	0000660	0000	8100	4300000	057		
FA0100 - FASTSIGNS	14465442	95.70	237-34593	95.70	00000041 88	95.70	0100	0000660	0000	8100	4300000	057		
LE0110 - Leforts Small Engine Repairs	14465443	142.11	11720	142.11	00000048 06	142.11	0100	0000660	0000	8100	5600150	057		
ME1000 - HANDY METAL MART	14465444	512.35	458311	512.35	00000048 72	512.35	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14465445	960.52	3930-210920	145.03	00000049 03	145.03	0100	0000660	0000	8100	4300000	057		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
NA0076 - NAPA AUTO PARTS	14465445	960.52	3930-211342	168.45	0000004903	168.45	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14465445	960.52	3930-211509	511.11	0000004903	511.11	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14465445	960.52	3930-212005	135.93	0000004903	135.93	0100	0000660	0000	8100	4300000	057		
OP0130 - OPTIMUM FLOORCARE	14465446	263.82	444794	155.39	0000004886	155.39	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14465446	263.82	444796	108.43	0000004886	18.48	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14465446	263.82	444796	108.43	0000004886	89.95	0100	0000644	0000	8100	4300000	056		
PA0110 - Pacific Rim Mechanical	14465447	278.00	SRV094796	278.00	0000004770	278.00	0100	0000660	0000	8100	4300000	057		
PA0200 - PACIFIC LAWN MOWER WORKS	14465448	1,330.60	220000041194	269.36	0000003448	269.36	0100	0000660	0000	8100	4300000	057		
PA0200 - PACIFIC LAWN MOWER WORKS	14465448	1,330.60	220000041190	592.60	0000004901	592.60	0100	0000644	0000	8100	4300000	056		
PA0200 - PACIFIC LAWN MOWER WORKS	14465448	1,330.60	220000041193	468.64	0000004904	468.64	0100	0000660	0000	8100	4300000	057		
RE0475 - RSD - NATIONAL CITY	14465449	213.51	61143557-00	213.51	0000004515	213.51	0100	0000660	0000	8100	4300000	057		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14465450	167.17	PINV0491085	167.17	0000004716	167.17	0100	0000626	0000	7200	4300990	000		
SO2900 - SOUTHWEST MOBILE STORAGE,INC	14465451	212.06	RI583850	212.06	0000004914	70.68	0100	0000127	1110	1000	4400000	000		
SO2900 - SOUTHWEST MOBILE STORAGE,INC	14465451	212.06	RI583850	212.06	0000004914	70.69	0100	0000127	1110	1000	4400000	000		
SO2900 - SOUTHWEST MOBILE STORAGE,INC	14465451	212.06	RI583850	212.06	0000004914	70.69	0100	0000127	1110	1000	4400000	000		
SW0100 - SWEETWATER AUTHORITY	14465452	26,233.20	MT302524-0341-0101218	26,233.20		25,023.88	0100	0000665	0000	8100	5500300	000		
SW0100 - SWEETWATER AUTHORITY	14465452	26,233.20	MT302524-0341-0101218	26,233.20		810.24	0100	9010377	0001	8100	5500300	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SW0100 - SWEETWATER AUTHORITY	14465452	26,233.20	MT302 524-0341-0 101218	26,233.20		399.08	0100	6500000	5001	8100	5500300	022		
TO0115 - TOSHIBA FINANCIAL SERVICES	14465453	200.08	36831196 5	200.08	00000045 19	16.67	0100	1100699	1110	1000	5600200	225		
TO0115 - TOSHIBA FINANCIAL SERVICES	14465453	200.08	36831196 5	200.08	00000045 19	183.41	0100	1100699	1110	1000	5600200	225		
VA0050 - VALLEY INDUSTRIAL SPECIALTIES	14465454	286.28	A257846	286.28	00000046 88	286.28	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$130,755.76

0100 \$ 130,755.76

TOTAL: \$ 130,755.76

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## 02300: National School District

2018-10-18

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
AM0100 - AMAZON.COM	14466041	3,082.80	53844443 8588	82.55	00000048 62	82.55	0100	0000615	0000	7100	4300000	010		
AM0100 - AMAZON.COM	14466041	3,082.80	68738375 3799	16.29	00000040 08	16.29	0100	0000460	0000	2700	4300000	100		
AM0100 - AMAZON.COM	14466041	3,082.80	44663638 7673	948.00		103.28	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14466041	3,082.80	44663638 7673	948.00	00000048 46	844.72	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14466041	3,082.80	58973787 5618	542.60	00000048 67	542.60	0100	6300000	1110	1000	4300000	020		
AM0100 - AMAZON.COM	14466041	3,082.80	73944486 3547	53.61	00000048 83	53.61	0100	6500000	5750	1110	4300000	022		
AM0100 - AMAZON.COM	14466041	3,082.80	87857459 8485	1,439.75	00000048 44	1,439.75	0100	0000424	1110	1000	4300000	024		
BH0100 - B&H PHOTO VIDEO	14466042	299.00	14795833 8	299.00	00000047 91	299.00	0100	0000779	1110	1000	4400000	666		
CA1801 - CSBA	14466043	6,045.00	INV-39424-G4Y5J9	6,045.00		6,045.00	0100	0000618	0000	7100	5800490	000		
CA3100 - CAROLINA BIOLOGICAL SUPPLY	14466044	1,507.82	50438218 RI	1,507.82	00000048 39	1,507.82	0100	6300000	1110	1000	4300000	020		
CH0800 - RADY CHILDREN'S HOSPITAL	14466045	7,349.12	CT3451 1068	7,349.12		7,349.12	1200	5210000	0001	3140	5800000	000		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	93.76	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	93.76	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	93.76	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	254.65	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	254.65	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	00000048 27	254.65	0100	6300000	1110	1000	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	972.30	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	1,088.05	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	2,037.20	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	7,674.23	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	8,577.08	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14466046	31,441.19	1-7012701-02	31,441.19	0000004827	10,047.10	0100	6300000	1110	1000	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412398	122.39	0000004848	122.39	0100	0980000	1110	1000	4300000	800		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	18.27	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	27.75	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	38.28	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	62.99	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	78.91	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14466047	641.08	9412397	518.69	0000004895	125.96	0100	0000625	0000	7200	4300000	020		
NA0076 - NAPA AUTO PARTS	14466048	119.61	3930-210918	119.61		34.20	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14466048	119.61	3930-210918	119.61	0000004424	85.41	0100	0000660	0000	8100	4300000	057		
SC0875 - SCHOOL SPECIALTY	14466049	2,208.37	208121742705	1,624.73	0000004693	54.16	0100	0000626	0000	7200	4300990	000		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SC0875 - SCHOOL SPECIALTY	14466049	2,208.37	20812174 2705	1,624.73	00000046 93	1,570.57	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14466049	2,208.37	20812177 4748	583.64	00000047 45	583.64	0100	0000779	1110	1000	4300000	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14466050	27,620.18	SBCS Preschool Sept 2018	27,620.18		23,629.57	1200	5210000	0001	1000	5800100	000		
SO1000 - SOUTH BAY COMMUNITY SERVICES	14466050	27,620.18	SBCS Preschool Sept 2018	27,620.18		3,990.61	1200	9024977	7110	1000	5800100	028		

Business Unit Total: \$80,314.17

0100	\$ 45,344.87
1200	\$ 34,969.30
<b>TOTAL:</b>	<b>\$ 80,314.17</b>



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## 02300: National School District

2018-10-19

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000058 - Leticia Segura	14466618	18.30	LS092218	18.30		18.30	0100	0980000	1110	1000	4300000	800		
0000000175 - Breanne McCartney	14466619	39.28	BMC100818	39.28		39.28	0100	0980000	1110	1000	4300000	400		
BR0230 - BRIAN'S LIVE BEE REMOVAL	14466620	225.00	104-256	225.00	0000004909	225.00	0100	0000660	0000	8100	5500600	057		
CH1450 - CHULA VISTA PHOTO STUDIO	14466621	119.63	21520	119.63	0000004911	16.31	0100	0000615	0000	7100	4300000	010		
CH1450 - CHULA VISTA PHOTO STUDIO	14466621	119.63	21520	119.63	0000004911	32.63	0100	0000615	0000	7100	4300000	010		
CH1450 - CHULA VISTA PHOTO STUDIO	14466621	119.63	21520	119.63	0000004911	70.69	0100	0000615	0000	7100	4300000	010		
CR0750 - CREATIVE TEACHING PRESS	14466622	138.21	1019408	138.21	0000004851	138.21	0100	6300000	1110	1000	4300000	020		
KB0100 - KB13 VENTURES INC.	14466623	17,865.00	20916	10,885.00	0000004905	10,885.00	0100	0000644	0000	8100	4300000	056		
KB0100 - KB13 VENTURES INC.	14466623	17,865.00	20917	4,085.00	0000004906	4,085.00	0100	0000644	0000	8100	4300000	056		
KB0100 - KB13 VENTURES INC.	14466623	17,865.00	20918	1,295.00	0000004907	1,295.00	0100	0000644	0000	8100	4300000	056		
KB0100 - KB13 VENTURES INC.	14466623	17,865.00	20919	1,600.00	0000004908	1,600.00	0100	0000644	0000	8100	4300000	056		
PE1305 - PERSEUS ASSOCIATES	14466624	5,075.00	3021	5,075.00	0000004930	5,075.00	0100	0982000	0000	3600	5800710	038		
SO1227 - SO-CAL TRUCK STOP	14466625	91.39	0200-0154	91.39	0000002454	91.39	1300	5310000	0000	3700	4300560	000		
TI0015 - TIERRASANTA HEATING & AIR INC	14466626	98.00	32922	98.00	0000004910	98.00	0100	0000660	0000	8100	5600150	057		

Business Unit Total: \$23,669.81

0100	\$ 23,578.42
1300	\$ 91.39
<b>TOTAL:</b>	<b>\$ 23,669.81</b>

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## 02300: National School District

2018-10-22

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BL0800 - BLUE LABEL POWER, INC.	14467072	1,109.25	100001275	1,109.25	0000004892	1,109.25	0100	0000626	0000	7200	4300990	000		
CA3340 - CATHOLIC CHARITIES	14467073	1,400.00	CT3453101618	1,400.00		1,400.00	0100	3010100	1110	1000	4300000	900		
DI0270 - DISCOUNT SCHOOL SUPPLY	14467074	619.44	P37581590101	619.44	0000003999	309.72	0100	0980100	1110	1000	4300000	000		
DI0270 - DISCOUNT SCHOOL SUPPLY	14467074	619.44	P37581590101	619.44	0000003999	309.72	0100	0980100	1110	1000	4300000	000		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	42.39	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	42.39	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	42.39	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	129.53	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	129.53	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	129.53	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	494.55	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	553.43	0100	6300000	1110	1000	4300000	020		
EN0700 - ENGINEERING IS ELEMENTARY	14467075	2,599.94	1-7012750-01	2,599.94	0000004887	1,036.20	0100	6300000	1110	1000	4300000	020		
FA0110 - FAGEN FRIEDMAN & FULFROST, LLP	14467076	4,888.74	CT341560148-1	4,888.74		4,888.74	0100	0000623	0000	7200	5800700	000		
GI0300 - GIRLS ON THE RUN SAN DIEGO	14467077	545.00	F18	545.00		545.00	0100	3010100	1110	1000	5300000	300		
HU0600 - HUMANSIZE CORPORATION	14467078	107.53	N00400013737	107.53	0000004659	107.53	0100	0000624	0000	2100	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
ME0501 - METRO REFRIGERATION	14467079	721.62	18354	410.17	0000002451	149.27	1300	5310000	0000	3700	5600000	000		
ME0501 - METRO REFRIGERATION	14467079	721.62	18354	410.17	0000002451	260.90	1300	5310000	0000	3700	5600000	000		
ME0501 - METRO REFRIGERATION	14467079	721.62	18356	311.45	0000004373	96.14	1300	5310000	0000	3700	5600000	000		
ME0501 - METRO REFRIGERATION	14467079	721.62	18356	311.45	0000004373	215.31	1300	5310000	0000	3700	5600000	000		
NA0076 - NAPA AUTO PARTS	14467080	370.47	3930-212546	104.31	0000004903	104.31	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14467080	370.47	3930-212548	98.38	0000004903	98.38	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14467080	370.47	4939-499635	167.78	0000004903	167.78	0100	0000660	0000	8100	4300000	057		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	5.63	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	9.96	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	11.16	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	11.17	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	11.90	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	12.95	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	18.19	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	19.98	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	20.10	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	20.10	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	20.10	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	20.10	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	21.73	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	210947224001	736.50	0000004819	22.34	0100	0000620	0000	7200	4300000	030		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	IPY
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	26.85	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	31.70	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	32.80	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	33.46	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	33.51	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	35.40	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	41.37	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	44.66	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	47.64	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	76.60	0100	0000620	0000	7200	4300000	030		
OF0075 - OFFICE DEPOT	14467081	736.50	21094722 4001	736.50	00000048 19	107.10	0100	0000620	0000	7200	4300000	030		
OP0130 - OPTIMUM FLOORCARE	14467082	108.43	444958	108.43	00000048 86	18.48	0100	0000644	0000	8100	4300000	056		
OP0130 - OPTIMUM FLOORCARE	14467082	108.43	444958	108.43	00000048 86	89.95	0100	0000644	0000	8100	4300000	056		
SC0327 - SCHOLASTIC INC.	14467083	198.31	17905999	198.31	00000048 32	198.31	0100	6300000	1110	1000	4300000	020		
SO0100 - THE SOCO GROUP, INC.	14467084	719.72	0591666-IN	719.72	00000048 09	719.72	0100	0000660	0000	8100	4300560	057		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	21.64	0100	0000626	0000	7200	4300000	000		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	44.37	0100	0000626	0000	7200	4300000	000		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	117.45	0100	0000626	0000	7200	4300000	000		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	117.45	0100	0000626	0000	7200	4300000	000		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	117.45	0100	0000626	0000	7200	4300000	000		
UL0080 - ULINE	14467085	690.45	10205215 9	690.45	00000042 15	135.07	0100	0000626	0000	7200	4300000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
UL0080 - ULINE	14467085	690.45	102052159	690.45	0000004215	137.02	0100	0000626	0000	7200	4300000	000		
VE0055 - VERIZON WIRELESS	14467086	3,981.32	MT2369816581935	3,981.32		3,981.32	0100	0000665	0000	8100	5900100	000		

Business Unit Total: \$18,796.72

0100	\$ 18,075.10
1300	\$ 721.62
<b>TOTAL:</b>	<b>\$ 18,796.72</b>

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**02300: National School District**

**2018-10-23**

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
EX0150 - EXCELLENT PARTY RENTAL	14467487	242.50	I180614212	242.50	0000003842	40.00	0100	0000460	0000	2700	5600300	700		
EX0150 - EXCELLENT PARTY RENTAL	14467487	242.50	I180614212	242.50	0000003842	202.50	0100	0000460	0000	2700	5600300	700		

Business Unit Total: \$242.50

0100	\$ 242.50
<b>TOTAL:</b>	<b>\$ 242.50</b>

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## 02300: National School District

2018-10-24

Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000030 - Meghann O'Connor	14467999	112.00	MO011818	112.00		112.00	0100	6500000	5001	2100	5200000	022		
0000000038 - David Mahlow	14468000	166.66	DM101918	101.78		101.78	0100	6500000	5750	1110	4300000	022		
0000000038 - David Mahlow	14468000	166.66	DM101918-2	64.88		64.88	0100	6500000	5750	1110	4300000	022		
0000000086 - Patricia Felix	14468001	188.07	PF102218	188.07		106.37	0100	0000460	0000	2700	4300000	215		
0000000086 - Patricia Felix	14468001	188.07	PF102218	188.07		81.70	0100	0000570	1110	1000	4300000	215		
0000000136 - San Diego County Dental FBC	14468002	315.96	SDCDFBC Classified Oct 2018	315.96		315.96	0100	0000000			9910099			
0000000136 - San Diego County Dental FBC	14468003	1,606.15	SDCDFBC Certificate d Oct 2018	1,606.15		1,606.15	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14468004	26.66	SDCVSP Classified Oct. 2018	26.66		26.66	0100	0000000			9910099			
0000000137 - San Diego County VSP FBC	14468005	119.97	SDCVSP Certificate d Oct. 2018	119.97		119.97	0100	0000000			9910099			
0000000163 - Evelyn Gonzales	14468006	120.00	EG101918	120.00		120.00	0100	6500000	5001	2100	5200000	022		
0000000231 - Elizabeth Fogaren	14468007	107.69	EF102218	107.69		107.69	0100	6500000	5001	2100	5200000	022		
0000000289 - Christina Dickey	14468008	59.26	CD102218	59.26		59.26	0100	0000100	1110	1000	4300000	600		
0000000324 - Amalia B. Hernandez	14468009	85.63	AH101918	85.63		85.63	0100	6500000	5001	2100	5200000	022		
AT0500 - AT&T INFORMATION SYSTEMS	14468010	866.16	MT201 93910501 14 101318	866.16		866.16	0100	0000665	0000	8100	5900100	000		
AT0500 - AT&T INFORMATION SYSTEMS	14468011	466.11	MT201 00001024 1318	466.11		466.11	0100	0000665	0000	8100	5900100	000		
DE0200 - Delta Dental Insurance	14468012	45.87	Delta Cobra Oct 2018	45.87		45.87	0100	0000000			9910099			
HA0080 - HANDWRITING WITHOUT TEARS	14468013	28.78	1234642-1	28.78	00000045 46	28.78	0100	0980110	1110	1000	4300000	000		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0400 - RAYNE WATER SYSTEMS	14468014	235.00	MT310 029671 101718	167.00		167.00	0100	0000665	0000	8100	5600100	000		
RA0400 - RAYNE WATER SYSTEMS	14468014	235.00	MT312 208477 101718	68.00		68.00	0100	0000460	0000	2700	5600100	400		
SA0702 - SDCOE-Superintendent of Schools	14468015	55.00	099-021171	55.00		55.00	0100	0000460	0000	2700	5200000	100		
SU0900 - Superior Vision Services	14468016	75.36	Superior Vision Cobra Oct 2018	75.36		75.36	0100	0000000			9910099			
VE0200 - Veba	14468017	711.96	Veba Cobra Oct 2018	711.96		711.96	0100	0000000			9910099			

Business Unit Total: \$5,392.29

0100 \$5,392.29

TOTAL: \$5,392.29

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	26.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	26.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	26.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	105.00	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	105.00	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	131.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	131.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	131.25	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	157.50	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	157.50	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	157.50	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	183.75	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	183.75	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	183.75	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	210.00	0100	0980110	0000	2420	4200000	020		
BR0400 - BRAINSTORM LIBRARY	14468752	2,493.75	103464	2,493.75	0000004154	210.00	0100	0980110	0000	2420	4200000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
CA3100 - CAROLINA BIOLOGICAL SUPPLY	14468753	104.47	50446875	104.47	0000004899	104.47	0100	0000470	1110	1000	4300000	024		
DI0600 - DIXIELINE LUMBER & HOME CENTER	14468754	104.37	09-0170154	104.37	0000004725	104.37	0100	0000660	0000	8100	4300000	057		
ET0300 - ETA HAND2MIND	14468755	4,066.40	60115527	4,066.40	0000004850	1,030.25	0100	6300000	1110	1000	4300000	020		
ET0300 - ETA HAND2MIND	14468755	4,066.40	60115527	4,066.40	0000004850	3,036.15	0100	6300000	1110	1000	4300000	020		
FR0200 - FRUTH GROUP	14468756	141.00	ADJ 298837	-324.53		-324.53	0100	1100699	1110	1000	5600200	111		
FR0200 - FRUTH GROUP	14468756	141.00	ADJ 297035	-625.15		-625.15	0100	1100699	1110	1000	5600200	555		
FR0200 - FRUTH GROUP	14468756	141.00	299842	153.84	0000003628	65.79	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14468756	141.00	299842	153.84	0000003628	88.05	0100	1100699	1110	1000	5600200	444		
FR0200 - FRUTH GROUP	14468756	141.00	298711	783.00	0000004831	282.75	0100	1100699	1110	1000	5600200	111		
FR0200 - FRUTH GROUP	14468756	141.00	298711	783.00	0000004831	500.25	0100	1100699	1110	1000	5600200	111		
FR0200 - FRUTH GROUP	14468756	141.00	299342	153.84	0000004831	153.84	0100	1100699	1110	1000	5600200	111		
FU1510 - FUN AND FUNCTION	14468757	34.94	320127	34.94	0000004610	34.94	0100	3310000	5750	1130	4300000	022		
GR0200 - GRAINGER	14468758	322.24	9933971187	322.24	0000003944	322.24	0100	0000660	0000	8100	4300000	057		
HA0110 - Hamel School Outfitters, Inc.	14468759	478.91	315	478.91	0000003977	478.91	0100	0000127	1110	1000	4400000	000		
HA1525 - HAWTHORNE POWER SYSTEMS	14468760	439.48	SS100113053	219.74	0000004708	11.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14468760	439.48	SS100113053	219.74	0000004708	208.50	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14468760	439.48	SS10113054	219.74	0000004707	11.24	0100	0982000	0000	3600	5600100	038		
HA1525 - HAWTHORNE POWER SYSTEMS	14468760	439.48	SS10113054	219.74	0000004707	208.50	0100	0982000	0000	3600	5600100	038		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	18.27	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	27.75	0100	0000625	0000	7200	4300000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	38.28	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	55.51	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	62.99	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	62.99	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	62.99	0100	0000625	0000	7200	4300000	020		
KE0100 - KELLY PAPER	14468761	518.69	9407862	518.69	0000004929	78.89	0100	0000625	0000	7200	4300000	020		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	29.96	0100	0980300	0000	3130	4400380	000		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	59.59	0100	0980300	0000	3130	4400380	000		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	210.30	0100	0980300	0000	3130	4400380	000		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	29.96	0100	6500000	5770	1110	4400380	022		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	59.60	0100	6500000	5770	1110	4400380	022		
MO1420 - MORE DIRECT INC	14468762	599.71	5653182	599.71	0000004918	210.30	0100	6500000	5770	1110	4400380	022		
OF0075 - OFFICE DEPOT	14468763	12,854.92	199422041001	1,803.51	0000004547	15.70	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	199422041001	1,803.51	0000004547	78.65	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	199422041001	1,803.51	0000004547	275.27	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	199422041001	1,803.51	0000004547	394.76	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	199422041001	1,803.51	0000004547	1,039.13	0100	0000127	1110	1000	4400000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	209991292001	626.95	0000004765	626.95	0100	9010999	1110	1000	4300000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	209927340001	8,872.93	0000004765	8,802.94	0100	9010999	1110	1000	4300000	000		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
OF0075 - OFFICE DEPOT	14468763	12,854.92	20992734 0001	8,872.93	00000047 65	69.99	0100	9010999	1110	1000	5800000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	20992734 1002	1,034.37	00000047 65	1,034.37	0100	9010999	1110	1000	4300000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	20992734 1002	1,034.37	00000047 65	0.00	0100	9010999	1110	1000	5800000	000		
OF0075 - OFFICE DEPOT	14468763	12,854.92	20992734 2002	517.16	00000047 65	517.16	0100	9010999	1110	1000	4300000	000		
PE0071 - PEARSON ASSESSMENT	14468764	1,288.20	11839365	865.92	00000047 84	90.60	0100	6500000	5001	3120	4300000	022		
PE0071 - PEARSON ASSESSMENT	14468764	1,288.20	11839365	865.92	00000047 84	269.59	0100	6500000	5001	3120	4300000	022		
PE0071 - PEARSON ASSESSMENT	14468764	1,288.20	11839365	865.92	00000047 84	505.73	0100	6500000	5001	3120	4300000	022		
PE0071 - PEARSON ASSESSMENT	14468764	1,288.20	11822713	422.28	00000048 15	422.28	0100	6500000	5001	3120	5800710	022		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03		-312.44	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	10.82	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	10.86	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	11.91	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	11.91	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	14.08	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	14.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	14.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	15.17	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	15.17	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	15.21	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	15.21	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	00000043 89	16.26	0100	0980110	0000	2420	4200000	020		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Func	Object	Site	Op Unit	PY
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.26	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.30	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.30	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.30	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.30	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	16.30	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	17.35	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	17.35	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	17.35	0100	0980110	0000	2420	4200000	020		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	17.39	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	17.39	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.43	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.43	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.43	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.43	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.43	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.48	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.76	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	18.76	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.52	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.56	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.56	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.56	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.56	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	19.56	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.61	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.65	0100	0980110	0000	2420	4200000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.65	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	20.65	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	21.74	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	22.02	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	22.02	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	22.02	0100	0980110	0000	2420	4200000	020		

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	24.96	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	24.96	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	25.00	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	25.00	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	25.00	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	26.05	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	27.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	27.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	27.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	27.13	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	29.31	0100	0980110	0000	2420	4200000	020		
RA0120 - RAINBOW BOOK COMPANY	14468765	2,278.03	159111	2,278.03	0000004389	31.47	0100	0980110	0000	2420	4200000	020		
RI0020 - RCOM RADIO LLC	14468766	1,288.68	14702	1,288.68	0000004642	1,288.68	0100	0000660	0000	8100	4300000	057		
SA0702 - SDCOE-Superintendent of Schools	14468767	40.00	099-022096	40.00	0000004734	40.00	0100	0980000	1110	1000	5200000	400		
SC0327 - SCHOLASTIC INC.	14468768	8.93	17940931	8.93	0000004858	8.93	0100	6300000	1110	1000	4200000	020		
SC0875 - SCHOOL SPECIALTY	14468769	2,093.41	208121827185	160.97	0000004787	160.97	0100	0980000	1110	1000	4300000	100		
SC0875 - SCHOOL SPECIALTY	14468769	2,093.41	308103201652	1,932.44	0000004796	214.93	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14468769	2,093.41	308103201652	1,932.44	0000004796	262.70	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14468769	2,093.41	308103201652	1,932.44	0000004796	368.01	0100	0000626	0000	7200	4300990	000		
SC0875 - SCHOOL SPECIALTY	14468769	2,093.41	308103201652	1,932.44	0000004796	1,086.80	0100	0000626	0000	7200	4300990	000		
SO1330 - SOUTHLAND TECHNOLOGY	14468770	309.41	SI-77233	309.41	0000004656	6.00	0100	0000624	0000	2100	4300000	020		



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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
SO1330 - SOUTHLAND TECHNOLOGY	14468770	309.41	SI-77233	309.41	0000004656	303.41	0100	0000624	0000	2100	4300000	020		
SO2075 - SOUTHWEST SCHOOL&OFFICE SUPPLY	14468771	97.52	PINV0491858	97.52	0000004716	97.52	0100	0000626	0000	7200	4300990	000		
TO0115 - TOSHIBA FINANCIAL SERVICES	14468772	487.52	368704193	226.54	0000004068	113.27	0100	0000737	8100	5000	5600200	021		
TO0115 - TOSHIBA FINANCIAL SERVICES	14468772	487.52	368704193	226.54	0000004068	113.27	0100	0000737	8100	5000	5600200	021		
TO0115 - TOSHIBA FINANCIAL SERVICES	14468772	487.52	368704359	260.98	0000004069	260.98	0100	1100699	1110	1000	5600200	222		
WE1100 - WESTAIR GASES & EQUIPMENT	14468773	78.20	10761905	78.20	0000004681	78.20	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14468774	124.59	1-395848	24.69	0000004720	24.69	0100	0000660	0000	8100	4300000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14468774	124.59	1-396295	99.90	0000004720	99.90	0100	0000660	0000	8100	4300000	057		

Business Unit Total: \$30,358.79

0100 \$ 30,358.79

TOTAL: \$ 30,358.79

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## 02300: National School District

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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
0000000058 - Leticia Segura	14469410	85.22	LS092018	85.22		85.22	0100	0980000	1110	1000	4300000	800		
0000000110 - Michelle Manchester	14469411	109.07	MM102018	78.38		78.38	0100	0000779	1110	1000	4300000	000		
0000000110 - Michelle Manchester	14469411	109.07	MM10201802	30.69		30.69	0100	0000779	1110	1000	4300000	000		
0000000320 - Marc Salter	14469412	413.66	MS102318	413.66		413.66	0100	0000623	0000	7200	5800000	000		
0000000380 - Wendy O'Connor	14469413	14.93	WO102518	14.93		14.93	0100	0000700	4760	2100	5200000	020		
0000000387 - Enriqueta Mendez	14469414	94.91	EM102318	94.91		94.91	0100	0000623	0000	7200	5800000	000		
0000000388 - Kara Morales	14469415	530.59	KM102318	530.59		530.59	0100	0000623	0000	7200	5800000	000		
BE1500 - BEST SMOG STATION	14469416	170.00	R26383	50.00	0000004920	50.00	0100	0000660	0000	8100	5600150	057		
BE1500 - BEST SMOG STATION	14469416	170.00	R26385	60.00	0000004920	60.00	0100	0000660	0000	8100	5600150	057		
BE1500 - BEST SMOG STATION	14469416	170.00	R26391	60.00	0000004920	60.00	0100	0000660	0000	8100	5600150	057		
CH0800 - RADY CHILDREN'S HOSPITAL	14469417	15,064.14	CT34511072	15,064.14		15,064.14	0100	0000900	0000	3140	5800000	022		
DI0273 - DISCOUNT TIRE (CAS-06)	14469418	709.86	2390665	169.83	0000004941	169.83	0100	0000660	0000	8100	4300000	057		
DI0273 - DISCOUNT TIRE (CAS-06)	14469418	709.86	2391430	540.03	0000004941	540.03	0100	0000660	0000	8100	4300000	057		
ME1000 - HANDY METAL MART	14469419	169.35	458671	65.69	0000004872	65.69	0100	0000660	0000	8100	4300000	057		
ME1000 - HANDY METAL MART	14469419	169.35	458997	103.66	0000004872	103.66	0100	0000660	0000	8100	4300000	057		
MO1420 - MORE DIRECT INC	14469420	455.75	5656570	455.75	0000004705	80.46	0100	0000624	0000	2100	4300000	020		
MO1420 - MORE DIRECT INC	14469420	455.75	5656570	455.75	0000004705	125.09	0100	0000624	0000	2100	4300000	020		
MO1420 - MORE DIRECT INC	14469420	455.75	5656570	455.75	0000004705	125.10	0100	0000624	0000	2100	4300000	020		
MO1420 - MORE DIRECT INC	14469420	455.75	5656570	455.75	0000004705	125.10	0100	0000624	0000	2100	4300000	020		
NA0076 - NAPA AUTO PARTS	14469421	372.15	3930-212804	54.36	0000004903	54.36	0100	0000660	0000	8100	4300000	057		



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PeopleSoft Accounts Payable  
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Vendor	Warrant	Warrant Amount	Invoice Id	Invoice Amount	PO Id	Distribution Amount	Fund	Resource	Goal	Funct	Object	Site	Op Unit	PY
NA0076 - NAPA AUTO PARTS	14469421	372.15	3930-212950	102.20	0000004903	102.20	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14469421	372.15	3930-213554	45.54	0000004903	45.54	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14469421	372.15	ADJ 3930-213562	-25.00		-25.00	0100	0000660	0000	8100	4300000	057		
NA0076 - NAPA AUTO PARTS	14469421	372.15	3930-213642	195.05	0000004903	195.05	0100	0000660	0000	8100	4300000	057		
PE1290 - PERRY FORD OF NATIONAL CITY	14469422	75.21	5120044	75.21	0000003274	75.21	0100	0000660	0000	8100	4300000	057		
RI0020 - RCOM RADIO LLC	14469423	325.00	14708	325.00	0000004947	325.00	0100	0000660	0000	8100	5600150	057		
SA0260 - SAN BERNARDINO COUNTY SUPT OF	14469424	250.00	o&#-s1pyth	250.00		250.00	0100	6500000	5001	2100	5200000	022		
SA1200 - SAN DIEGO GAS & ELECTRIC	14469425	12,999.88	MT102 1045 573 681 4 102218	12,999.88		11,488.10	0100	0000665	0000	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14469425	12,999.88	MT102 1045 573 681 4 102218	12,999.88		1,511.78	0100	9010377	0001	8100	5500100	000		
SA1200 - SAN DIEGO GAS & ELECTRIC	14469426	45,764.16	MT102 5919 266 448 2 102218	45,764.16		45,764.16	0100	0000665	0000	8100	5500100	000		
ST0100 - STANDARD ELECTRONICS	14469427	380.00	S41867	190.00	0000004916	190.00	0100	0000660	0000	8100	5600150	057		
ST0100 - STANDARD ELECTRONICS	14469427	380.00	S41866	190.00	0000004917	190.00	0100	0000660	0000	8100	5600150	057		
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14469428	5,047.50	18-316	975.00	0000004934	975.00	0100	0000660	0000	8100	5800710	057		
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14469428	5,047.50	18-314	1,945.00	0000004935	1,945.00	0100	0000660	0000	8100	5800000	057		
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14469428	5,047.50	18-325	882.50	0000004936	882.50	0100	0000660	0000	8100	5800000	057		
WE1390 - WESTERN ENVIRONMENTAL & SAFETY	14469428	5,047.50	18-329	1,245.00	0000004936	1,245.00	0100	0000660	0000	8100	5800000	057		
WI0475 - WILLY'S ELECTRONIC SUPPLY CO	14469429	74.86	1-396434	74.86	0000004720	74.86	0100	0000660	0000	8100	4300000	057		

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Business Unit Total: \$83,106.24

0100	\$ 83,106.24
TOTAL:	\$ 83,106.24

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

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
10/31/18	5335	Valeria Haymes	Emergency Payroll	1714.80
10/31/18	5336	Ellie Pantoja	Emergency Payroll	488.71
10/31/18	Bank Fee	Union Bank	Check Image Fee	3.00
TOTAL				\$2206.51

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

DATE	NUM.	PAYEE	DESCRIPTION	AMOUNT
10/31/18	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  
SEPTEMBER 2018 - BOARD REPORT**

Account Name	Merchant Name	Amount	Expense Description
ARANCIBIA,DELIA	AMAZON.COM	476.40	Twenty copies of "A Mindset for Learning" Books for staff and Twenty Packs of Multiplication Flash Cards.
ARANCIBIA,DELIA	AMZN MKTP US*MT77V6N12	35.99	Office Supplies- USB Cozysmart
ARANCIBIA,DELIA	AMZN MKTP US*MT2CV4ZB2	164.85	Classroom Supplies- Ink Toner Cartridges
ARANCIBIA,DELIA	AMZN MKTP US*MT9HU1Z41	254.41	Classroom Supplies- Ink Toner Cartridges
ARANCIBIA,DELIA	OFFICE DEPOT #2371	12.60	Office Supplies- Three Compartment Desk organizer
ARANCIBIA,DELIA	OFFICE DEPOT #5125	14.24	Office Supplies- Plastic stack-a-file Vertical Filing System.
ARANCIBIA,DELIA	OFFICE DEPOT #5125	13.03	Office Supplies- Two Packages of Post-it signature arrows.
ARANCIBIA,DELIA	AMZN MKTP US*MT7FH4A90	598.92	Classroom Supplies- Seven Ink Toner Cartridges
ARANCIBIA,DELIA	OFFICE DEPOT #5125	<u>95.61</u>	Office Supplies- Seven Packages of Name Tags for Campus Supervisors.
<b>ARANCIBIA,DELIA Total</b>		1,666.05	
BRADY,LEIGHANGELA	STARBUCKS STORE 22419	33.90	Refreshments- Two Coffee Travelers for the Executive Cabinet Coffee Chat at Olivewood School.
BRADY,LEIGHANGELA	MSFT * E02006IA8B	4.05	Monthly charge for one Office 365/SharePoint license.
BRADY,LEIGHANGELA	UNITED AIRLINES	309.40	Airfare- San Francisco Technology Tour in San Francisco on October 15-16, 2018- Dr. Brady
BRADY,LEIGHANGELA	STONE OVEN PLAZA BONIT	37.52	Dinner for Governing Board on September 12, 2018.
			Tickets- Salute to Navy Luncheon in San Diego on November 1, 2018- Governing Board and Executive Cabinet.
BRADY,LEIGHANGELA	NATIONAL CITY CHAM	400.00	
BRADY,LEIGHANGELA	AMZN MKTP US*MT38A1N92	21.31	Twenty-Five Gold Gift Boxes for the Employee of the Month watch gift.
BRADY,LEIGHANGELA	STARBUCKS STORE 06783	<u>33.90</u>	Refreshments- Two Coffee Travelers for the Executive Cabinet Coffee Chat at Palmer Way School.
<b>BRADY,LEIGHANGELA Total</b>		840.08	
			Airfare- California Assessment of Student Performance and Progress and English Language Proficiency Assessments for California Training for New Coordinators on September 17-20, 2018 in Sacramento - Beverly Hayes
CARSON,CHRISTOPHER B	SOUTHWEST AIRLINES	264.96	Hotel- California Assessment of Student Performance and Progress and English Language Proficiency Assessments for California Training for New Coordinators on September 17-20, 2018 in Sacramento- Beverly Hayes
CARSON,CHRISTOPHER B	DOUBLETREE	778.34	Office Supplies- Ten Binders and Ten Binder Tab Dividers
CARSON,CHRISTOPHER B	OFFICE DEPOT #5125	198.80	Airfare- 2018 California PBIS Conference on September 25-26, 2018 in Sacramento- Elizabeth Fogaren
CARSON,CHRISTOPHER B	ALASKA AIRLINES INC.	211.40	Airfare- 2018 California PBIS Conference on September 25-26, 2018 in Sacramento- Amalia Hernandez
CARSON,CHRISTOPHER B	ALASKA AIRLINES INC.	211.40	Airfare- 2018 Chief Business Officials Symposium on November 15-16, 2018 in Monterey, CA- Chris Carson
CARSON,CHRISTOPHER B	TRAVELOCITY*7380711795	3.32	Airfare- 2018 Chief Business Officials Symposium on November 15-16, 2018 in Monterey, CA - Chris Carson
CARSON,CHRISTOPHER B	UNITED AIRLINES	393.79	Refund- Office Supplies- Ten Binders
CARSON,CHRISTOPHER B	OFFICE DEPOT #5125	-101.03	Parking- County Courthouse on September 20, 2018.
CARSON,CHRISTOPHER B	ACE PARKING 1022	30.00	Reservation- Van for walk through for Citizens' Bond Oversight Committee Meeting on September 20, 2018.
CARSON,CHRISTOPHER B	ENTERPRISE RENT-A-CAR	76.87	

CARSON,CHRISTOPHER B	SHERATON	1,075.76	Hotel- 2018 California PBIS Conference on September 25-26, 2018 in Sacramento- Amalia Hernandez
CARSON,CHRISTOPHER B	SHERATON	<u>1,075.76</u>	Hotel- 2018 California PBIS Conference on September 25-26, 2018 in Sacramento- Elizabeth Fogaren
<b>CARSON,CHRISTOPHER B Total</b>		<b>4,219.37</b>	
CASTANEDA,LINNETTE G	POSITIVE PROMOTIONS IN	125.45	Office Supplies- Teacher Staff Calendar and Planners for all staff.
CASTANEDA,LINNETTE G	SCHOLASTIC EDUCATION	149.66	Learning Materials- Classroom Reading Books for 2nd grade- Antonia Lopez
CASTANEDA,LINNETTE G	OFFICE DEPOT #0963	24.32	Meeting Supplies- Two Packs of Pens, Journal Bullet, and Three Packs of Notebooks for DPAC meeting.
CASTANEDA,LINNETTE G	EL SUPER # 25	<u>17.43</u>	Refreshments- Cookies and Coffee Supplies for school parent meeting.
<b>CASTANEDA,LINNETTE G Total</b>		<b>316.86</b>	
DENEGRI,ALFONSO	AMZN MKTP US	92.63	Supplies- Swivel Stapler, Two Books "Setting the Standard for Project Based Learning" and Two Books "Hacking Project Based Learning".
DENEGRI,ALFONSO	LEARNING A-Z, LLC	109.95	Learning Materials- Renewal of subscription of Learning A-Z RAZ Kids program
DENEGRI,ALFONSO	AMZN MKTP US	191.77	Classroom Supplies- Five Ink Toner Cartridges
DENEGRI,ALFONSO	AMAZON.COM	10.86	Office Supplies- 6-Outlet Surge Protector Power Strip
DENEGRI,ALFONSO	LITTLE CAESARS 1250-00	19.54	Attendance Incentive- Three Cheese Pizzas for Class Pizza Party
DENEGRI,ALFONSO	AMZN MKTP US	11.75	Office Supplies- Sparco Long Reach Stapler
DENEGRI,ALFONSO	AMZN MKTP US	195.61	Classroom Library Books- Thirty Four of "The Great Horn Spoon!"
DENEGRI,ALFONSO	THE HOME DEPOT #1032	58.91	Supplies for School Garden- Vegetable Seedlings and Soil Amendments (Worm Casings)
DENEGRI,ALFONSO	AMAZON.COM	139.00	Learning Materials- Bose SoundLink Color Bluetooth Speaker
DENEGRI,ALFONSO	AMAZON.COM	<u>139.00</u>	Learning Materials- Bose SoundLink Color Bluetooth Speaker
<b>DENEGRI,ALFONSO Total</b>		<b>969.02</b>	
HANSEN,JON	SMARTNFINAL34710803476	22.44	Cafeteria Supplies- Three Packages of Hamburger Rolls and Thee Packages of Dinner Rolls
HANSEN,JON	HOBBY-LOBBY #739	<u>38.97</u>	Educational Materials- Framing Service
<b>HANSEN,JON Total</b>		<b>61.41</b>	
HAYES,BEVERLY A	AMZN MKTP US	63.42	Learning Materials for Enrichment Programs- Two Rolls of Foil, 12 Tacky Glue, and Box of Plaster Cloth.
HAYES,BEVERLY A	SACRAMENTOC	100.00	Registration- Cast Academy in San Diego on October 16, 2018- Beverly Hayes
HAYES,BEVERLY A	OFFICE DEPOT #0963	244.65	Office Supplies- Ink Toner Cartidges (Cyan, Magenta and, Yellow)
HAYES,BEVERLY A	AMZN MKTP US	54.94	Learning Materials for Enrichment Programs- Two Packs of Pipe Cleaners and Two Rolls of Foil.
HAYES,BEVERLY A	AMAZON.COM	31.71	Learning Materials for Enrichment Programs- Classroom Set of Oil Pastels
HAYES,BEVERLY A	AMAZON.COM	31.71	Learning Materials for Enrichment Programs- Classroom Set of Oil Pastels
HAYES,BEVERLY A	SUPERSHUTTLE EXECUCARS	18.40	Transportation- From Hotel to Airport- California Assessment of Student Performance and Progress, and English Language Proficiency Assessments for California Conference on September 17-20, 2018 in Sacramento- Beverly Hayes
HAYES,BEVERLY A	SUPERSHUTTLE EXECUCARS	18.05	Transportation- From Airport to Hotel- California Assessment of Student Performance and Progress, and English Language Proficiency Assessments for California Conference on September 17-20, 2018 in Sacramento- Beverly Hayes
HAYES,BEVERLY A	WM SUPERCENTER #3947	52.00	Healthy Snacks, Plates, Cutlery, and Napkins for Meetings at the District Office.
HAYES,BEVERLY A	SMARTNFINAL93610609360	110.07	Healthy Snacks for Meetings at the District Office- Struedel, Bear Paws, Cinnamon Rolls, and Tangerines.
HAYES,BEVERLY A	VONS #2130	61.05	Healthy Snacks for Meeting at the District Office- Muffins, Fruit, Cookies, and Granola Bars
HAYES,BEVERLY A	SMARTNFINAL34710803476	78.46	Candy and Water for District Office Meetings.
HAYES,BEVERLY A	EINSTEIN BROS-ONLINE C	59.98	Healthy Snacks for Meetings at the District Office- Two Dozen Bagels and Cream Cheese.
HAYES,BEVERLY A	SMARTNFINAL34710803476	41.96	Healthy Snacks for Meetings at the District Office- Tangerines, Granola Bars, and Cheese Crackers.
HAYES,BEVERLY A	OFFICE DEPOT 1135	16.79	Office Supplies- Calculator

HAYES,BEVERLY A	AMAZON.COM*MT0W48MG1	35.08	Meeting Supplies- Four packages of 1/4" Binding Combs.
HAYES,BEVERLY A	AMZN MKTP US*MT8K51VI0	<u>34.59</u>	Meeting Supplies- Three packages of 3/8" Binding Combs.
<b>HAYES,BEVERLY A Total</b>		1,052.86	
HERNANDEZ,LETICIA	SOUTHWEST AIRLINES	216.96	Airfare- 40th Annual 2018 Credential Counselors and Analyst of California in Sacramento, CA on October 10-12, 2018- Martha Vazquez
HERNANDEZ,LETICIA	SOUTHWEST AIRLINES	216.96	Airfare- 40th Annual 2018 Credential Counselors and Analyst of California in Sacramento, CA on October 10-12, 2018- Sandy Ellis
HERNANDEZ,LETICIA	AMAZON.COM*MT0HB3OL2	<u>802.23</u>	Office Supplies- Ink Toner Catridges (Cyan, Magenta, and Yellow)
<b>HERNANDEZ,LETICIA Total</b>		1,236.15	
KRAFT,SHARMILA	HILTON HOTELS	178.90	Hotel Reservation- Special Education Law: A Year in Review and What's New in Palm Springs on October 24-26, 2018- Meghann O'Connor (One night paid in Advance)
KRAFT,SHARMILA	SMARTNFINAL34710803476	95.93	Refreshments for DPAC (District Parent Advisory Committee) Meeting on September 5, 2018- Coffee, Creamer, Cups, Tangerines, Cheese, and Crackers
KRAFT,SHARMILA	GREAT POTENTIAL PRESS	296.45	Testing Materials- Iowa Acceleration Scale Manual, 3rd Edition Forms and, Scale Forms
KRAFT,SHARMILA	SOUTHWEST AIRLINES	<u>544.60</u>	Airfare- The Women's Leadership Forum: Engaging Girls in STEM on October 15-16, 2018 in St. Paul, MN- Sharmila Kraft
<b>KRAFT,SHARMILA Total</b>		1,115.88	
LAWSON,CHARMAINE	WAL-MART #2177	151.67	Office Supplies- Twenty-One Binders, Seven File Boxes, and Two Packages of Paper Cups for Material Safety Data Sheets (MSDS) binders and supplies to be kept in each classroom, to meet a Health & Safety requirement from Headstart.
LAWSON,CHARMAINE	SMARTNFINAL34710803476	17.97	Healthy Refreshments (Tangerines, sugar, and mini muffins) for Meet & Greets held at all school sites; to introduce School Principal and support staff to parents.
LAWSON,CHARMAINE	AMZN MKTP US*MT5RS9FN1	92.86	First Aid Supplies- Three Backpacks to be used for children who have seizures, Six Pages of Outlet Cover Plugs and, Two Flashlight Key Chains.
LAWSON,CHARMAINE	AMZN MKTP US*MT31L14L2	13.52	One package of 6 of toothpaste purchased for all Headstart classrooms, children must brush teeth to meet a Headstart requirement.
LAWSON,CHARMAINE	WAL-MART #5338	12.67	First Aid Supplies- Three towels purchased to be placed in backpacks created in case a child has a seizure.
LAWSON,CHARMAINE	KOHL'S #1377	150.85	Learning Materials- Plush dolls of Pete the Cat were purchased for each classroom to go along with the reading books.
LAWSON,CHARMAINE	WAL-MART #5338	<u>-6.34</u>	Refund- Returned a defective File Box.
<b>LAWSON,CHARMAINE Total</b>		433.20	
MARTINEZ,RAUL	CALIFORNIA UNDER LOCK	23.98	Eleven Wheelchair Lift Keys for Olivewood & Palmer Way
MARTINEZ,RAUL	B&H PHOTO 800-606-696	<u>303.00</u>	Portable Address Speaker for Las Palmas.
<b>MARTINEZ,RAUL Total</b>		326.98	
MELANESE,KATHERINE	DSS*ACHIEVMNTPRODUCTS	647.62	Classroom Supplies- Eight Kraft Paper rolls in various colors
MELANESE,KATHERINE	AMAZON.COM	266.72	Classroom Supplies- Four Ink Toner Cartridges and Two Cassette Players.
MELANESE,KATHERINE	AMAZON.COM	84.58	Classroom Supplies- Two Ink Toner Cartridges
MELANESE,KATHERINE	AMZN MKTP US	8.99	Classroom Supplies- Red Plastic Three Prong Pocket Folder
MELANESE,KATHERINE	STAPLES DIRECT	4.74	Classroom Supplies- Five Packages of Red Two-Pocket Folders (Coupon Applied)
MELANESE,KATHERINE	AMZN MKTP US	280.00	Classroom Supplies- Ladibug Document Camera
MELANESE,KATHERINE	AMZN MKTP US	<u>22.97</u>	Classroom Supplies- Eight Piece Set of Adjustable Table Risers



<b>MELANESE,KATHERINE Total</b>		1,315.62	
O'CONNOR,MEGHANN	SANDAG	36.00	Bus pass for homeless student #3711280.
O'CONNOR,MEGHANN	SANDAG	72.00	Bus pass for parent of homeless student #3711280.
O'CONNOR,MEGHANN	COWRITER UNIVERSAL	4.99	Monthly fee for Co-Writer Universal Student Licenses requested by RSP teacher.
O'CONNOR,MEGHANN	WAL-MART #5023	43.15	Office Supplies- Package of Eight- 18 Gallon Storage Bins to be used for student files.
			Classroom Supplies- Two Tri-color Ink Toner Cartridges for printer used in Mild/Severe classroom at Rancho.
O'CONNOR,MEGHANN	OFFICE DEPOT #5125	121.78	
O'CONNOR,MEGHANN	OFFICE DEPOT #0963	55.45	Classroom Supplies- Ink Toner Cartridge for printer used in Mild/Severe classroom at Rancho.
O'CONNOR,MEGHANN	APL* ITUNES.COM/BILL	4.99	iTranslateTranslator App used by Speech & Language Specialist.
O'CONNOR,MEGHANN	SANDAG	36.00	Bus pass for homeless student #3711280.
O'CONNOR,MEGHANN	WALMART.COM	96.12	Classroom Supplies- Eight Storage Bins to be used in a Speech and Language Pathologist classroom.
O'CONNOR,MEGHANN	SANDAG	72.00	Bus pass for parent of homeless student #3711280.
<b>O'CONNOR,MEGHANN Total</b>		542.48	
O'CONNOR,WENDY	SUBWAY 00999912	79.98	Lunch- Sandwiches for Transitional Kindergarten STEMSCOPE Training
O'CONNOR,WENDY	SMARTNFINAL34710803476	18.73	Lunch- Water and Chips for Transitional Kindergarten STEMSCOPES Training
O'CONNOR,WENDY	SCHED ORG	500.00	Cloud access for online software to personalize NSD staff development schedules.
O'CONNOR,WENDY	STATERBROS150	22.96	Refreshments- Four Cases of Water for Fall Break grade level UCI math PD
O'CONNOR,WENDY	AMAZON.COM*MT0K70X22	100.66	Books for Library Media Specialists for Professional Growth on October 8, 2018 - One of "Blueprint for Tomorrow" and Two of "Creative Cultures of Thinking".
<b>O'CONNOR,WENDY Total</b>		722.33	
ORENDAIN,ADRIANA	EMERGENCYKITS.COM	22.67	Safety Supplies- Emergency Backpack Sample
			Learning Materials for Enrichment Programs for Ed. Services- Two Magnus Jump Rope and Hula Hoop Racks
ORENDAIN,ADRIANA	GOPHER SPORT	430.06	
ORENDAIN,ADRIANA	DOLLAR TREE	554.93	Learning Materials for Enrichment Programs for Ed. Services- 432 Scotch Tape and 78 Playing Cards
ORENDAIN,ADRIANA	DOLLARTREE	116.37	Learning Materials for Enrichment Programs for Ed. Services- 108 Scotch Tape
ORENDAIN,ADRIANA	99-CENTS-ONLY #0144	188.54	Learning Materials for Enrichment Programs for Ed. Services- 175 Scotch Tape
ORENDAIN,ADRIANA	99 CENTS ONLY STORES#0	77.57	Learning Materials for Enrichment Programs for Ed. Services- 72 Scotch Tape
ORENDAIN,ADRIANA	THE HOME DEPOT #1032	750.02	Learning Materials for Enrichment Programs for Ed. Services- 44 Masking Tape and 19 Rolls of Twine
<b>ORENDAIN,ADRIANA Total</b>		2,140.16	
PEREZ,JUAN ANTONIO	OFFICE DEPOT #0963	19.58	Office Supplies for Bus Passes- 5 Pack of Markers and Five Zip Tie Assortments.
<b>PEREZ,JUAN ANTONIO Total</b>		19.58	
			Attendance Incentive- Four Packages Fruit pops and Two Boxes of Popcorn to be used for the classrooms with perfect attendance.
RUAN,SONIA	SMARTNFINAL93610609360	37.94	
RUAN,SONIA	AMZN MKTP US	80.91	Student Incentive- Eight Board games for 6th grade students who met AR goals.
RUAN,SONIA	AMZN MKTP US	26.98	Student Safety- Ten Pack of High Visibility Vests for Running Club
			Attendance Incentive- Two Packages of Microwave Popcorn and Three Cases of Water for students with perfect attendance.
RUAN,SONIA	SMARTNFINAL34710803476	45.99	
RUAN,SONIA	IMAGESTUFF.COM	332.90	Attendance Incentive- 2,250 Perfect Attendance Tags and 250 Chains
			Attendance Incentive- Case of Microwave Popcorn and Popcorn Bags and Four Cases of Water for students with perfect attendance.
RUAN,SONIA	SMARTNFINAL93610609360	88.52	
			Attendance Incentive- Four Packages of Microwave Popcorn and Four Cases of Water for students with perfect attendance.
RUAN,SONIA	SMARTNFINAL93610609360	44.98	

RUAN,SONIA	SMARTNFINAL93610609360	9.99	To be Reimbursed.
RUAN,SONIA	TEACHERSPAYTEACHERS.CO	<u>7.00</u>	Learning Materials- Accountable Talk On-line programs for teachers.
<b>RUAN,SONIA Total</b>		675.21	
RUIZ,RAYMOND	MIKE'S NY GIANT PIZZA	151.26	Attendance Incentive- Pizza's for classrooms with best attendance for P-1
RUIZ,RAYMOND	TARGET 00002014	49.53	Office Supplies- Two Poster Picture frames for District Mission statement
RUIZ,RAYMOND	CARNIVAL CANDIES ICE C	74.80	Attendance Incentive- Seventeen packages of Ice-cream Popsicles for student with the best attendance by grade level.
RUIZ,RAYMOND	FOOD4LESS #0346	<u>21.13</u>	Attendance Incentive- Seven packages of Popsicles for best classroom attendance, P-1.
<b>RUIZ,RAYMOND Total</b>		296.72	
SANCHEZ,STEVEN	SACRAMENTOC	200.00	Conference- California Assessment of Student Performance and Progress in San Diego on October 22-23, 2018- Lisette Blanchet
SANCHEZ,STEVEN	SACRAMENTOC	200.00	Conference- California Assessment of Student Performance and Progress in San Diego on October 22-23, 2018- Maria Duarte
SANCHEZ,STEVEN	SACRAMENTOC	200.00	Conference- California Assessment of Student Performance and Progress in San Diego on October 22-23, 2018- Steven Sanchez
SANCHEZ,STEVEN	AMZN MKTP US	211.28	Classroom Supplies- Set of Four Ink Toner Cartridges
SANCHEZ,STEVEN	AMAZON.COM	33.94	Office Supplies- Two Foot rests for office staff
SANCHEZ,STEVEN	AMZN MKTP US*MT5826CDO	61.45	Classroom Supplies- Display Folders for Student Classroom Work
SANCHEZ,STEVEN	SAN DIEGO COUNTY SUPER	120.00	Conference- Productive Struggle for All Conference in San Diego on October 8, 2018- Common Core State Standards- Erica Parris
SANCHEZ,STEVEN	LITTLE CAESARS 1250-00	58.63	Attendance Incentive- Nine Pizza's for Pizza party for classroom with Perfect Attendance
SANCHEZ,STEVEN	OFFICE DEPOT #5125	<u>38.91</u>	Office Supplies- Two Brother P-touch label maker tape cartridges
<b>SANCHEZ,STEVEN Total</b>		1,124.21	
SILVA,ISABEL	OFFICE DEPOT #5125	27.12	Office Supplies- Correction Tape Variety Pack and, Glade Plug-In Air Freshener
SILVA,ISABEL	OFFICE DEPOT #5125	75.64	Office Supplies- Boxes of File Folders, Pens, White-Out, and Copy Paper
SILVA,ISABEL	OFFICE DEPOT #913	14.27	Office Supplies- Glade Plug-In Air Freshener Variety Pack
SILVA,ISABEL	NIMCO INC NIMCO	295.10	Student Incentives for "Red Ribbon Week"- Red Ribbon Pennant, Stickers and, Pencils for students.
SILVA,ISABEL	LEARNING A-Z, LLC	99.95	Learning Materials- One year Science A-Z License for three Third grade classrooms
SILVA,ISABEL	US SCHOOL SUPPLY INC	<u>164.30</u>	Student Incentive- Prizes for good behavior includes; Rings, Rubix Cubes, Balls, Wallets, Keychains and Pencil Wraps.
<b>SILVA,ISABEL Total</b>		676.38	
VICARIO,LUZ S	SAN DIEGO COUNTY SUPER	60.00	Conference- New Language Educator's Orientation in San Diego on August 18, 2018- Mrs. Franco
VICARIO,LUZ S	SAN DIEGO COUNTY SUPER	60.00	Conference- New Dual Language Educator's Orientation in San Diego on August 18, 2018- Luz Vicario
VICARIO,LUZ S	SAN DIEGO COUNTY SUPER	100.00	Conference- Language Learner Leadership Institute in San Diego on August 29, 2018- Luz Vicario
VICARIO,LUZ S	PERFORMANCE BIKE SHOP	400.72	Attendance Incentive- Fourteen Bike Helmets
VICARIO,LUZ S	PERFORMANCE BIKE SHOP	1,385.62	Attendance Incentive- Eight Bikes for students with perfect attendance.
VICARIO,LUZ S	AMZN MKTP US	24.57	Classroom Supplies- Brother Printer Fuser Roller
VICARIO,LUZ S	OTC BRANDS, INC.	28.98	Attendance Incentive- Two Dozen Trophies purchased as an incentive to pass from classroom to classroom for winning classrooms with best attendance
VICARIO,LUZ S	AMZN MKTP US	119.54	Safety Supplies- Nine Campus Student Supervisor Vests
VICARIO,LUZ S	OFFICE DEPOT #5125	104.60	Office Supplies- Wall File holder and Wall Display Unit for health office
VICARIO,LUZ S	OFFICE DEPOT #5125	46.95	Office Supplies- Two Poster frames for Kimball Vision and Mission Statement
VICARIO,LUZ S	AMZN MKTP US	21.94	Safety Supplies- Campus Student Supervisor Vest for crosswalk duty.

VICARIO,LUZ S	OFFICE DEPOT #2327	21.74	Office Supplies- Wireless Laser Mouse
VICARIO,LUZ S	OFFICE DEPOT #902	36.92	Office Supplies- Three Sets of Binder Divider Tabs and Six Clipboards.
VICARIO,LUZ S	OFFICE DEPOT #935	21.74	Office Supplies- Box of File Folders
VICARIO,LUZ S	AMZN MKTP US	-16.42	Refund- Brother Printer Fuser Roller
<b>VICARIO,LUZ S Total</b>		2,416.90	
VINE,BRYAN	AMAZON PRIME	129.41	Amazon membership annual fee for Lincoln Acres.
VINE,BRYAN	WWW.NEWEGG.COM	23.15	Classroom Supplies- USB Port with 3' of Extension Cable
VINE,BRYAN	AMAZON.COM	83.74	Office Supplies- Apple MacBook Pro Computer charger for Mr. Vine.
VINE,BRYAN	99 CENTS ONLY STORES #	47.63	Classroom Supplies- Fouty-Four Storage Baskets- Classroom Innovation Station.
VINE,BRYAN	AMZN MKTP US	148.41	Classroom Supplies- Three Ink Toner Cartridges
VINE,BRYAN	HONEY B DESIGNS	324.75	Student Peace Patrol T-shirts for the whole school- Lincoln Acres
VINE,BRYAN	AMZN MKTP US	232.40	Supplies- 120- Two-Pocket Folders for classroom assignments and two Stamp Refill Ink Bottles for school office.
VINE,BRYAN	AMAZON.COM	49.72	Office Supplies- Two PTA/Teacher Cash Boxes for school events.
VINE,BRYAN	APL*APPLE ONLINE STORE	49.00	Teacher's damaged iPad replacement (covered under Apple Care).
<b>VINE,BRYAN Total</b>		1,088.21	

**Grand Total: 23,255.66**

# **EXHIBIT B**

**November 14, 2018**

# National SD

## Board Policy

### Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0100(a)

#### PHILOSOPHY

~~As part of its responsibility~~ **In order** to establish **and support** a guiding vision for the district, the Governing Board shall develop, **articulate**, and regularly review **a an overarching** set of fundamental principles which describes the district's **core** beliefs, values, **and** ~~or~~ tenets. The Board and district staff shall incorporate ~~this philosophy in these principles into~~ all ~~district~~ programs, ~~and~~ activities, **and operations of the district.**

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

***(cf. 0460 - Local Control and Accountability Plan)***

*(cf. 9000 - Role of the Board)*

It is the philosophy of the district that:

1. All students can learn and succeed.

~~2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high quality education that challenges the student to achieve to his/her fullest potential. Every student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.~~

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

**3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.**

~~3.~~ **4.** The future of our nation and community depends on students possessing the skills to be lifelong learners, **collaborative and creative problem solvers**, and effective, contributing members of **a global and technologically advanced** society.

**5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.**

~~4.~~ **6.** A safe, nurturing environment **and positive school climate are** ~~is~~ necessary for learning, **academic achievement, and student development.**

**7. The District will ensure low class sizes whenever feasible.**

## PHILOSOPHY (continued)

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

**5. 7.** Parents/guardians have a right and an obligation to ~~participate~~ **be engaged** in their child's ~~schooling~~ **education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.**

*(cf. 6020 - Parent Involvement)*

**6. 8.** The **needs of the whole child must be addressed, as the** ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.

**7. 9.** Early identification of ~~student~~ learning and behavioral difficulties **and timely and appropriate support and intervention** contribute to student success.

**8. 10.** Students and staff ~~respond positively to~~ **are encouraged and motivated by** high expectations and recognition for their accomplishments.

**9. 11.** ~~Continuous~~ School improvement is ~~necessary~~ **a dynamic process requiring flexibility and innovation** to meet the needs of students in a changing ~~economy and society world.~~

**12.** Professional development for the Board and district staff is essential for the **growth and success of the district and its students.**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 9240 - Board Training)*

**10. 13.** The diversity of the student ~~population body~~ and ~~school~~ staff enriches the learning experience ~~for all students,~~ **promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.**

**11. 14.** ~~A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.~~ **A common set of norms and protocols is crucial to effective governance.**

**12. 15.** ~~A high level of eC~~ommunication, trust, respect, **collaboration,** and teamwork **strengthen the relationship** among Board members and **between** the **Board and Superintendent, and** contributes to **the** effectiveness of **the** ~~decision-making.~~ **governance team.**

## PHILOSOPHY (continued)

**13. 16.** The community provides an essential resource to the educational program and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.

*(cf. 1000 - Concepts and Roles)*

**14. 17.** Effective Two-way communication with all stakeholders helps build support for the school is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.

**18.** The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.

**19.** A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.

**15. 20.** Accountability-Responsibility for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

### *Legal Reference:*

#### EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

**51100-51101 Parental involvement**

### *Management Resources:*

#### CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014

#### WEB SITES

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

National School Climate Center: <http://schoolclimate.org>

(2/98) 7/17

### **Policy Reference UPDATE Service**

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# National SD

## Board Policy

All Personnel

BP 4111(a)

4211

### RECRUITMENT AND SELECTION

4311

The Governing Board is committed to employing suitable, qualified individuals to **effectively** carry out the district's **vision, mission, and goals**, ~~to provide high quality education to its students and to ensure the efficiency of district operations.~~

*(cf. 0000 - Vision)*

*(cf. ~~0100~~ 0200 - Goals for the School District)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4100 - Certificated Personnel)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

The Superintendent or designee shall develop **equitable**, fair, **open**, and transparent recruitment and selection processes and procedures **which that** ensure **that** individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she **also** shall **also** disseminate job announcements to ensure a wide range of candidates.

BP 4111(b)

4211

4311

### RECRUITMENT AND SELECTION (continued)

~~With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low performing schools or in hard to fill positions.~~

*(cf. ~~4113~~ Assignment)*

The district's selection procedures shall include screening processes, interviews, **observations**, **and** recommendations from previous employers, **and observations when appropriate**, as necessary to identify the best possible candidate for a position.

*(cf. 4112.61/4212.61/4312.61 - Employment References)*

The Superintendent or designee may establish an interview committee, ~~as appropriate,~~ to rank candidates and recommend finalists. ~~During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.~~ All discussions and recommendations shall be confidential in accordance with law.

*(cf. 2230 - Representative and Deliberative Groups)*

~~During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.~~ No inquiry shall be made with regard to any ~~category of discrimination information~~ prohibited by state or federal **nondiscrimination** laws.

**The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)**

BP 4111(c)  
4211  
4311

## **RECRUITMENT AND SELECTION (continued)**

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

*(cf. 4112 - Appointment and Conditions of Employment)*  
*(cf. 4112.2 - Certification)*  
*(cf. 4112.22 - Staff Teaching English Learners)*  
*(cf. 4112.23 - Special Education Staff)*  
*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*  
*(cf. 4212 - Appointment and Conditions of Employment)*  
*(cf. 4312.1 - Contracts)*

## Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

*Legal Reference: (see next page)*

BP 4111(d)  
4211  
4311

## RECRUITMENT AND SELECTION (continued)

*Legal Reference:*

### EDUCATION CODE

200-262.4 Prohibition of discrimination

**35035 Responsibilities of superintendent**

~~41530-41533 Professional Development Block Grant~~

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

~~44735 Teaching as a Priority block grant~~

~~44740-44741 Personnel management assistance teams~~

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re: residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

### GOVERNMENT CODE

815.2 Liability of public entities and public employees

**6250-6276.48 Public Records Act**

12900-12996 Fair Employment and Housing Act, including:

12940-~~12956~~ **12957** Discrimination prohibited; unlawful practices

### HEALTH AND SAFETY CODE

**53570-53574 Teacher Housing Act of 2016**

### LABOR CODE

**432.3 Salary information**

### UNITED STATES CODE, TITLE 5

**552 Freedom of Information Act**

### UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related **employment** practices

### UNITED STATES CODE, TITLE 20

**1681-1688 Title IX prohibition against discrimination**

### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

~~2000h-2-2000h-6 Title IX, 1972 Education Act Amendments~~

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

106.51-106.61 *Nondiscrimination on the basis of sex in employment in education program or activities*

COURT DECISIONS

*C.A. v William S. Hart Union High School District et al.*, (2012) 138 Cal.Rptr.3d 1

*Management Resources: (see next page)*

BP 4111(e)

4211

4311

## **RECRUITMENT AND SELECTION (continued)**

*Management Resources:*

**CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS**

***Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017***

**WEB SITES**

**California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>**

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

**California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>**

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

**Education Job Opportunities Information Network: <http://www.edjoin.org>**

**Teach USA: ~~<http://www.calteach.org>~~ <https://culturalvistas.org/programs/us/teach-usa>**

**U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>**

# Exhibit

## All Personnel

E 4112.9(a)

4212.9

## EMPLOYEE NOTIFICATIONS

4312.9

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR <b>41023-11024</b>	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
<b>At least once per year</b>	<b>Education Code 49414.3</b>	<b>AR 5141.21</b>	<b>Request for volunteers to be trained to administer opioid antagonist</b>
<del>Electronically to all employees, no more than twice per school year per child needing medication</del>	<del>Education Code 49414.7</del>	<del>AR 5141.21</del>	<del>Request for volunteers to administer emergency antiseizure medication; training to be provided</del>

E 4112.9(b)  
4212.9  
4312.9

## EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b> (continued)			
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102; <b>34 CFR 84.205, 84.210</b>	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
<b>Upon employment</b>	<b>Government Code 21029</b>	<b>None</b>	<b>Right to purchase PERS service credit for military service performed prior to public employment</b>
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

E 4112.9(c)  
4212.9  
4312.9

## EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b> (continued)			
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	<b>2 CCR 11023; 34 CFR 104.8, 106.9</b>	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR <del>11096;</del> <b>11091, 11095;</b> 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act ( <del>CFRA</del> <b>CFRA</b> ); obligation to provide 30 days' notice of need for leave when possible
<del>To all employees and job applicants</del>	<del>34 CFR 104.8, 106.9</del>	<del>BP 0410 BP 4030</del>	<del>District's policy on nondiscrimination and related complaint procedures</del>
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
<b>II. To Certificated Employees</b>			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time



E 4112.9(d)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment	Education Code 44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

E 4112.9(e)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing

E 4112.9(f)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. To Classified Employees</b>			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy

## **IV. To Administrative/Supervisory Personnel**

To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
			E 4112.9(g) 4212.9 4312.9

#### **EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>IV. To Administrative/Supervisory Personnel (continued)</b>			
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records, to affected employees	Civil Code <del>1798.21</del> <b>1798.29</b>	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
<b>To employees returning from military leave of absence, within 30 days of return</b>	<b>Government Code 20997</b>	<b>AR 4161.5 4261.5 4361.5</b>	<b>Right to receive PERS service credit for military service; application form</b>
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of	Labor Code 3553,	BP 4157.1	Potential eligibility for

work-related injury or victimization of crime	5401	4257.1 4357.1	workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
			E 4112.9(h) 4212.9 4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>V. To Individual Employees Under Special Circumstances (continued)</b>			
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; <b>2 CCR 11049, 11091</b>	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice

Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations
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(5/16 7/16) 3/17

**Policy Reference UPDATE Service**

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# National SD

## Board Policy

All Personnel

BP 4119.11(a)

4219.11

**SEXUAL HARASSMENT**

4319.11

~~The Governing Board prohibits sexual harassment of district employees. The Board also prohibits~~ **The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and** retaliatory behavior or action against ~~district employees or other~~ **any** persons who complains, ~~testify~~ **testifies**, or otherwise participates in the complaint process established ~~pursuant to~~ **for the purpose of** this policy ~~and accompanying administrative regulation.~~

**Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.**

This policy shall apply to all district employees and, ~~when applicable,~~ to **other persons on district property or with some employment relationship with the district, such as** interns, volunteers, **contractors**, and job applicants.

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

*(cf. 4030 - Nondiscrimination in Employment)*

BP 4119.11(b)

4219.11

4319.11

**SEXUAL HARASSMENT** (continued)

**Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.**

*(cf. 4117.7/4317.7 - Employment Status Reports)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation



2. Publicizing and disseminating the district's sexual harassment policy to **staff employees and others to whom the policy may apply**

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

3. Ensuring prompt, thorough, and fair investigation of complaints

BP 4119.11(c)  
4219.11  
4319.11

## **SEXUAL HARASSMENT** (continued)

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

**The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.**

~~All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)~~

## **Sexual Harassment Reports and Complaints**

Any district employee who feels that he/she has been sexually harassed **in the performance of his/her district responsibilities** or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her **direct** supervisor, **another supervisor, the principal, district administrator, the district's coordinator for nondiscrimination, or the Superintendent, or, if available, a complaint hotline or an ombudsman.** A supervisor, ~~principal, or other district administrator~~ who receives a harassment complaint shall promptly notify the **coordinator. Superintendent or designee.**

## SEXUAL HARASSMENT (continued)

Complaints of sexual harassment shall be filed **and investigated** in accordance with **the complaint procedure specified in** AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

**All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)**

~~Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4118 Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4218 Dismissal/Suspension/Disciplinary Action)~~

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

#### **12950 Sexual harassment; distribution of information**

12950.1 Sexual harassment training

#### LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

#### CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

#### CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

#### **UNITED STATES CODE, TITLE 20**

**1681-1688 Title IX prohibition against discrimination**

#### UNITED STATES CODE, TITLE 42

~~2000d-2000d-7 Title VI, Civil Rights Act of 1964~~

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

~~2000h-2-2000h-6 Title IX, 1972 Education Act Amendments~~

## SEXUAL HARASSMENT (continued)

### Legal Reference: (continued)

#### CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

106.9 Dissemination of policy

#### COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

### Management Resources:

#### OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January 1999

#### U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

#### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

# National SD

## Administrative Regulation

All Personnel

AR 4119.11(a)

4219.11

**SEXUAL HARASSMENT**

4319.11

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

### Definitions

*Prohibited sexual harassment* includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

*Prohibited sexual harassment* also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

AR 4119.11(b)

4219.11

4319.11

**SEXUAL HARASSMENT** (continued)

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

## Training

AR 4119.11(c)  
4219.11  
4319.11

## SEXUAL HARASSMENT (continued)

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include **how to recognize prohibited or harassing conduct**, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. **The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.**

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 5145.7 - Sexual Harassment)*

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

AR 4119.11(d)  
4219.11  
4319.11

## SEXUAL HARASSMENT (continued)

*A supervisory employee* is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees,

or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

*(cf. 4300 - Administrative and Supervisory Personnel)*

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed

AR 4119.11(e)  
4219.11  
4319.11

#### **SEXUAL HARASSMENT** (continued)

6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received

7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

**8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation**

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

**Notifications**

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

AR 4119.11(f)  
4219.11  
4319.11

**SEXUAL HARASSMENT** (continued)

All employees shall receive either a copy of an information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment, **and the DFEH poster regarding transgender rights**. (Government Code 12950)



# National SD

## Board Policy

All Personnel

BP 4119.21(a)

4219.21

### PROFESSIONAL STANDARDS

4319.21

The Governing Board expects district employees to maintain the highest ethical standards, ~~exhibit professional behavior~~ **behave professionally**, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. ~~Employee conduct should enhance~~ **Employees shall engage in conduct that enhances** the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

*(cf. 0200 - Goals for the School District)*

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9005 - Governance Standards)*

Each employee ~~should make a commitment~~ **is expected** to acquire the knowledge and skills necessary to fulfill his/her responsibilities and ~~should focus on his/her contribution~~ **to contribute** to the learning and achievement of district students.

*(cf. 4112.2 - Certification)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

### **Inappropriate Conduct**

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

## PROFESSIONAL STANDARDS (continued)

*(cf. 0450 - Comprehensive Safety Plan)*

***(cf. 3515.7 - Firearms on School Grounds)***

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

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

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

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

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

***(cf. 3515.2 - Disruptions)***

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, **on district property**, or at a school-sponsored activity

*(cf. 3513.3 - Tobacco-Free Schools)*

**PROFESSIONAL STANDARDS** (continued)

**(cf. 3513.4 - Drug and Alcohol Free Schools)**

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

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

9. **Being dishonest** with students, parents/guardians, staff, or members of the public, including, but not limited to, **falsification of falsifying** information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons **or entities** not authorized to receive the information

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

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

## **PROFESSIONAL STANDARDS (continued)**

### **Reports of Misconduct**

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

*(cf. 4117.7/4317.7 - Employment Status Reports)*  
*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

BP 4119.21(e)  
4219.21  
4319.21

## PROFESSIONAL STANDARDS (continued)

### Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)  
(cf. 5145.6 - Parental Notifications)

*Legal Reference: (see next page)*

## PROFESSIONAL STANDARDS (continued)

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

**44050 Employee code of conduct; interaction with students**

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

#### PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

#### CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

### *Management Resources:*

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

**California Professional Standards for Educational Leaders, February 2014**

*California Standards for the Teaching Profession, 2009*

**California Professional Standards for Educational Leaders, February 2014**

#### COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

**Educational Leadership Policy Standards: ISLLC 2008, 2008**

**Professional Standards for Educational Leaders, 2015**

#### NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

*Code of Ethics of the Education Profession, 1975*

#### WESTED PUBLICATIONS

*Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003*

#### WEB SITES

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

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

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

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

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.wested.org>

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# National SD

## Board Policy

All Personnel

BP 4140(a)

4240

**BARGAINING UNITS**

4340

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 9000 - Role of the Board)*

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

~~The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)~~

BP 4140(b)

4240

4340

**BARGAINING UNITS** (continued)

### Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

BP 4140(c)

4240

4340

## **BARGAINING UNITS** (continued)

2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

## **Membership**

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, **authorizing representation by an employee**



**organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)**

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

**The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.**

**However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain**

BP 4140(d)  
4240  
4340

#### **BARGAINING UNITS (continued)**

**from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)**

#### **Access to Employee Orientations and Contact Information**

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest

arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

BP 4140(e)

4240

4340

## **BARGAINING UNITS** (continued)

**The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)**

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information **on in regard to** all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

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

BP 4140(f)  
4240  
4340

**BARGAINING UNITS (continued)**

**Payment of Dues or Service Fee Membership Dues or Service Fee or Other Payments to an Employee Organization**

BP 4140(g)  
4240  
4340

**BARGAINING UNITS (continued)**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168; Government Code 3546)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

BP 4140(h)  
4240  
4340

## **BARGAINING UNITS (continued)**

~~Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)~~

~~Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)~~

~~(cf. 3460—Financial Reports and Accountability)~~

### *Legal Reference:*

#### EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

#### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership  
3555-3559 Public employee communication, information and orientation  
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking  
6254.3 Disclosure of employee contact information to employee organization  
6503.5 Joint powers agencies  
53260-53264 Employment contracts  
CODE OF REGULATIONS, TITLE 8  
33015-33490 Recognition of exclusive representative; proceedings  
33700-33710 Severance of established unit  
34020 Petition to rescind organizational security arrangement  
34055 Reinstatement of organizational security arrangement

Legal Reference continued: (see next page)

BP 4140(i)  
4240  
4340

## **BARGAINING UNITS (continued)**

Legal Reference: (continued)

### COURT DECISIONS

Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

Management Resources:

### WEB SITES

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

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

(11/11 10/17) 7/18

### **Policy Reference UPDATE Service**

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# National SD

## Administrative Regulation

All Personnel

AR 4144(a)

4244

COMPLAINTS

4344

~~Except as specified below, the following~~ **The procedure specified in this administrative regulation** shall be used ~~for~~ **to investigate and resolve** any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

~~Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure for complaints regarding discrimination in employment.~~

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

~~(cf. 4030 - Nondiscrimination in Employment)~~

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

~~Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the district's Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition, or the failure to provide intensive instruction to students who did not pass the high school exit examination by the end of grade 12 shall be resolved in accordance with the district's Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~

~~For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.~~

## **COMPLAINTS (continued)**

Any of the time limits specified in **this the following** procedure may be extended by written agreement between the district and complainant.

### **Step 1: Informal Complaint Process**

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

### **Step 2: Site Level Formal Complaint Process**

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered **settled resolved** on the basis of the **answer given at the** preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

### **Step 3: District Level Appeal**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

## **COMPLAINTS (continued)**

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

### **Step 4: Appeal to the Governing Board**

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

### **Alternate Procedures**

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure ~~for complaints regarding discrimination in employment~~ **in BP/AR 4030 - Nondiscrimination in Employment.**

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

*(cf. 4030 - Nondiscrimination in Employment)*

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

Complaints regarding unlawful discrimination in district programs or the district's failure to



**COMPLAINTS** (continued)

comply with state or federal laws regarding educational programs shall be resolved in accordance with ~~the district's~~ **BP/AR 1312.3** - Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, **or** an urgent or emergency facility condition, ~~or the failure to provide intensive instruction to students who did not pass the high school exit examination by the end of grade 12~~ shall be resolved in accordance with ~~the district's~~ **AR 1312.4** - Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.

(6/90 3/08) 12/17

# CSBA Sample

## Board Policy

All Personnel

BP 4154(a)  
4254  
4354

### HEALTH AND WELFARE BENEFITS

The Governing Board recognizes that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The district shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4151/4251/4351 - Employee Compensation)*

**OPTION 1:** Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

*(cf. 4300 - Administrative and Supervisory Personnel)*

For purposes of granting benefits, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5, 300)

BP 4154(b)  
4254  
4354

### HEALTH AND WELFARE BENEFITS (continued)

The district shall offer full-time employees who work an average of 30 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

BP 4154(c)  
4254  
4354

## **HEALTH AND WELFARE BENEFITS (continued)**

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

### **Continuation of Coverage**

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

### **Confidentiality**

BP 4154(d)  
4254  
4354

## **HEALTH AND WELFARE BENEFITS (continued)**

The Superintendent or designee shall not use or disclose any employee's medical information the district possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

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

### *Legal Reference:*

#### EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 *Leave of absence, state disability benefits*  
 45136 *Benefits for classified employees*  
CIVIL CODE  
 56.10-56.16 *Disclosure of information by medical providers*  
 56.20-56.245 *Use and disclosure of medical information by employers*  
FAMILY CODE  
 297-297.5 *Rights, protections and benefits under law; registered domestic partners*  
GOVERNMENT CODE  
 12940 *Discrimination in employment*  
 22750-22944 *Public Employees' Medical and Hospital Care Act*  
 53200-53210 *Group insurance*  
HEALTH AND SAFETY CODE  
 1366.20-1366.29 *Cal-COBRA program, health insurance*  
 1367.08 *Disclosure of fees and commissions paid related to health care service plan*  
 1373 *Health services plan, coverage for dependent children who are full-time students*  
 1373.621 *Continuation coverage, age 60 or older after five years with district*  
 1374.58 *Coverage for registered domestic partners, health service plans and health insurers*

*Legal Reference continued: (see next page)*

BP 4154(e)  
 4254  
 4354

## **HEALTH AND WELFARE BENEFITS (continued)**

*Legal Reference: (continued)*

INSURANCE CODE  
 10116.5 *Continuation coverage, age 60 or older after five years with district*  
 10128.50-10128.59 *Cal-COBRA program, disability insurance*  
 10277-10278 *Group and individual health insurance, coverage for dependent children*  
 10604.5 *Annual disclosure of fees and commissions paid*  
 12670-12692.5 *Conversion coverage*  
LABOR CODE  
 2800.2 *Notification of conversion and continuation coverage*  
 4856 *Health benefits for spouse of peace officer killed in performance of duties*  
UNEMPLOYMENT INSURANCE CODE  
 2613 *Education program; notice of rights and benefits*  
UNITED STATES CODE, TITLE 1  
 7 *Definition of marriage, spouse*  
UNITED STATES CODE, TITLE 26  
 105 *Self-insured medical reimbursement plan; definition of highly compensated individual*  
 4980B *COBRA continuation coverage*  
 4980H *Penalty for noncompliance with employer-provided health care requirements*  
 5000A *Minimum essential coverage*  
 6056 *Report of health coverage provided to employees*  
UNITED STATES CODE, TITLE 29  
 1161-1168 *COBRA continuation coverage*

UNITED STATES CODE, TITLE 42

300gg-300gg95 Patient Protection and Affordable Care Act, especially:

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

54.4980H-1-54.4980H-6 Patient Protection and Affordable Care Act

1.105-11 Self-insured medical reimbursement plan

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources: (see next page)

BP 4154(f)

4254

4354

**HEALTH AND WELFARE BENEFITS (continued)**

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Health Policy: Implications of Covered California for School Boards, Districts and Personnel, Governance Brief, January 2013

INTERNAL REVENUE SERVICE NOTICES

2011-1 Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans

U.S. DEPARTMENT OF TREASURY PUBLICATIONS

Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015

WEB SITES

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

California Employment Development Department: <http://www.edd.ca.gov>

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

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:

<http://www.cms.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE

# CSBA Sample

## Administrative Regulation

All Personnel

AR 4154(a)

4254

**HEALTH AND WELFARE BENEFITS**

4354

### Affordability of Health Coverage

The Superintendent or designee shall seek written assurance from the district's health insurance carrier(s) that the health plan offered to full-time district employees and their dependents meets all requirements of the federal Patient Protection and Affordable Care Act. (42 USC 300gg-300gg95; 26 USC 4980H; 26 CFR 54.4980H-1-54.4980H-6)

The Superintendent or designee also shall ensure that each employee's contribution to the employee-only health coverage does not exceed 9.5 percent of his/her modified household income, as defined in 26 USC 5000A. The Superintendent or designee shall calculate the affordability of the coverage using one or more of the following methods in a uniform and consistent basis for all employees within the same category: (26 USC 4980H; 26 CFR 54.4980H-4-54.4980H-5)

1. The district shall ensure that the lowest cost employee-only coverage does not exceed 9.5 percent of wages paid to the employee by the district for the calendar year as reported on the employee's W-2 tax form. For an employee not offered coverage for an entire calendar year, the wages shall be adjusted to reflect the period for which coverage was offered.
2. The district shall ensure that the employee's required monthly contribution for the lowest cost employee-only coverage does not exceed 9.5 percent of an amount equal to 130 hours multiplied by the employee's hourly rate of pay on the first day of the plan year or his/her lowest hourly pay during the calendar month, whichever is lower.

## **HEALTH AND WELFARE BENEFITS (continued)**

3. The district shall ensure that the employee's contribution does not exceed 9.5 percent of a monthly amount determined as the federal poverty line for a single individual for the applicable calendar year, divided by 12.

### **Retired Certificated Employees**

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district under any public retirement system or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. If he/she does not enroll during this initial enrollment period, he/she may be denied further opportunity to do so. (Education Code 7000)

### **COBRA/Cal-COBRA Continuation Coverage**

Covered district employees and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

3. Divorce or legal separation of the covered employee
4. The covered employee becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

AR 4154(d)

4254

4354

## **HEALTH AND WELFARE BENEFITS (continued)**

### **OPTION 1: (Districts with 20 or more employees)**

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 4 above, within 30 days of the event. A covered employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and federal and state law. (26 USC 4980B; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5)

### **OPTION 2: (Districts with 2-19 employees)**

The Superintendent or designee shall provide written notification to the health care service plan administrator of a qualifying event listed in item #2 above, within 30 days of the event.

A covered employee or qualified beneficiary shall provide written notification to the health care service plan administrator regarding any other qualifying event listed above within 60 days of the event or of the date that the covered employee or qualified beneficiary was notified of the ability to continue coverage, whichever is later. (Health and Safety Code 1366.24, 1366.25; Insurance Code 10128.54, 10128.55)

Continuation coverage shall be terminated in accordance with the district's insurance plan and state law. (Health and Safety Code 1366.22, 1366.27, 1373.621; Insurance Code 10116.5, 10128.52, 10128.57)

The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

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



## **HEALTH AND WELFARE BENEFITS** (continued)

### **Disability Insurance**

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

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

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4261.1 - Personal Illness and Injury Leave)*

When disabled by an injury sustained from a violent act while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

# National SD

## Administrative Regulation

All Personnel

AR 4157.2(a)

4257.2

ERGONOMICS

4357.2

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

AR 4157.2(b)

4257.2

4357.2

ERGONOMICS (continued)

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

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

~~To minimize employee's risk of repetitive motion injuries (RMIs), the Superintendent or designee shall implement an ergonomics program whenever two or more RMIs from an identical work activity have been reported by district employees within a 12-month period beginning July 3, 1997. In addition, all reported injuries must satisfy all of the following conditions: (8 CCR 5110)~~

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

1. ~~The RMIs were predominantly caused (i.e., 50 percent or more) by a repetitive job, process or operation.~~
2. ~~The employees incurring the RMIs were performing a job process or operation of identical work activity. Identical work activity means that the employees were performing the same repetitive motion task, such as similar word processing, assembly or loading tasks.~~
3. ~~The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.~~

~~The Superintendent or designee shall ensure that the ergonomics program be designed to minimize RMIs in accordance with law. The program shall be composed of the following components: (8 CCR 5110)~~

AR 4157.2(c)  
4257.2  
4357.2

## ERGONOMICS (continued)

### 1. **Worksite evaluation**

**Evaluate** ~~each~~ each job, process, or operation of identical work activity **at the worksite**, or a representative number of such jobs, processes, or operations of identical **work** activities, ~~shall be evaluated~~ for exposures which have caused RMIs;

### 2. **Control of exposures which have caused RMIs**

**Correct in a timely manner, or minimize to the extent feasible if correction is not possible, a**Any exposures that have caused RMIs, ~~shall, in a timely manner, be corrected or, if not capable of being corrected, be minimized to the extent feasible. The district shall consider taking into consideration~~ engineering controls, such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job **station rotation**, work pacing, or work breaks.

### 3. **Training**

~~Employees shall be provided~~ **Provide staff** training that includes an explanation of:

- a. The district's **ergonomics** program

- b. The exposures that have been associated with RMIs
- c. The symptoms and consequences of injuries caused by repetitive motion
- d. The importance of reporting symptoms and injuries to the **employer district**
- e. Methods used by the district to minimize RMIs

AR 4157.2(d)  
4257.2  
4357.2

## ERGONOMICS (continued)

**Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.**

(cf. 4157 /4257/4357 - Employee Safety)  
(cf. 4157.1/4257.1/4357.1 — ~~Work Related Injuries~~)

### Legal Reference:

#### EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

#### GOVERNMENT CODE

21153 Employer not to separate for disability members eligible to retire

#### LABOR CODE

142.3 Adoption, amendment or repeal of standards and orders

3200-4855 Workers' compensation, especially:

3550-3553 Employee **An**notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5404 Notice of injury or death

6303 Place of employment; employment

6305 Occupational safety and health standards; special orders

6310 Retaliation for filing complaint prohibited

6357 Standards for workplace ergonomics

6401.7 Injury prevention programs

6409.1 Reports

#### CODE OF REGULATIONS, TITLE 8

3203 Injury and Illness Prevention Program

5110 Repetitive motion injuries

### **Management Resources:**

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS**

**Ergonomic Hazards, Fact Sheet H**

**Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011**

**WEB SITES**

**California Department of Industrial Relations, Division of Occupational Safety and Health: <http://www.dir.ca.gov/dosh>**

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**Policy Reference UPDATE Service**

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# National SD

## Board Policy

All Personnel

BP 4158(a)

4258

### EMPLOYEE SECURITY

4358

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing **them with** necessary assistance and support when emergency situations occur.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

*(cf. 5131.4 - Student Disturbances)*

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. **As appropriate,** ~~The~~ Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

~~In addition, the Superintendent or designee may initiate legal proceedings against any~~

BP 4158(b)

4258

4358

### EMPLOYEE SECURITY (continued)

~~individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises. The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)~~

*(cf. 3320 - Claims and Actions Against the District)*

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

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

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

The Superintendent or designee shall ensure that employees ~~are trained~~ **receive training** in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, **procedures for responding to an active shooter situation**, and crisis resolution.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee also shall ~~ensure that employees are informed~~ **inform teachers**, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. **(Education Code 48201, 49079; Welfare and Institutions Code 827)**

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

*(cf. 5141 - Health Care and Emergencies)*

## **Use of Pepper Spray**

BP 4158(c)

4258

4358

## **EMPLOYEE SECURITY (continued)**

**OPTION 1:** ~~Employees may possess pepper spray that meets the requirements of Penal Code 12403.7 on school property and at school activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.~~

**OPTION 2:** Employees ~~may shall~~ not carry or possess pepper spray on school property or at school activities, **except when authorized by**. ~~On a case-by-case basis, however, the Superintendent or designee for self-defense purposes. may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810.~~ Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

## Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of **a weapon or an** unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and ~~based upon this analysis,~~ shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

BP 4158(d)  
4258  
4358

## EMPLOYEE SECURITY (continued)

### ***(cf. 3515.7 - Firearms on School Grounds)***

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144 - Discipline)*

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

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

*Legal Reference: (see next page)*



## EMPLOYEE SECURITY (continued)

### Legal Reference:

#### EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

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

49330-49335 Injurious objects

#### CIVIL CODE

51.7 Freedom from violence or intimidation

#### CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

#### GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

#### PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, **including especially:**

241.3 Assault against school bus drivers

241.6 Assault on school employee **including** board member

243.3 Battery against school bus drivers

243.6 Battery against school employee **including** board member

245.5 Assault with deadly weapon, **against** school employee **including** board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

~~12403.7 Weapons approved for self defense~~

**22810 Purchase, possession, and use of tear gas**

#### WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

#### COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

### Management Resources:

#### WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention  
Office: <http://www.cde.ca.gov/ss>

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### Policy Reference UPDATE Service

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# National SD

## Administrative Regulation

All Personnel

AR 4158(a)

4258

EMPLOYEE SECURITY

4358

An employee may use reasonable and necessary force for **his/her** self-defense or defense of another person, ~~or protection of property;~~ to quell a disturbance threatening physical injury to others **or damage to property;** or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144 - Discipline)*

~~Employees~~**An employee** shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against ~~them~~ **him/her** by a student; **or by any other individual in relation to the employee's performance of his/her duties, and any action the employee took in response. When appropriate, the employee and the principal or other immediate supervisor shall report the incident to law enforcement.**

~~Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)~~

~~In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.~~

*(cf. 3515.2 - Disruptions)*

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

*(cf. 3320 - Claims and Actions Against the District)*

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

*(cf. 3530 - Risk Management/Insurance)*

## EMPLOYEE SECURITY (continued)

### Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher(s) of each student who, **during the previous three school years**, has engaged in, or is reasonably suspected **of to have engaged in**, any act, **except** the possession or use of tobacco products, **during the previous three school years which could that would** constitute **a grounds** for suspension or expulsion **as specified in AR 5144.1 - Suspension and Expulsion/Due Process.** ~~under Education Code 48900, with the exception of the possession or use of tobacco products., or Education Code 48900.2, 48900.3, 48900.4, or 48900.7~~ This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

*(cf. 5125 - Student Records)*

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended **from school** or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

### Notice Regarding Student Offenses Committed While Outside School Jurisdiction

## EMPLOYEE SECURITY (continued)

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of

violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

*(cf. 3515.3 - District Police/Security Department)*

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal **shall** also **may** inform any teacher or administrator **directly supervising or reporting on the student's behavior or progress whom** he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

### **Procedures to Maintain Confidentiality of Student Offenses**

AR 4158(d)  
4258  
4358

### **EMPLOYEE SECURITY (continued)**

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This

notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee. **The staff member He/she** shall also initial the student's file when reviewing it in the school office. **Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.**

## Use of Pepper Spray

**The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee.** Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. **Should tThe Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.** **determines that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.**

**Employees who possess pepper spray on school property shall be notified When approving an employee's request, the Superintendent or designee shall inform the employee** of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

AR 4158(e)  
4258  
4358

## EMPLOYEE SECURITY (continued)

3. **Employees shall ensure that tThe pepper spray is must be** stored in a secure place and not **be** accessible to students or other individuals. **An employee who is negligent in the Negligent** storage of **the** pepper spray may **be** subject **the employee** to disciplinary action.

# National SD

## Administrative Regulation

### Certificated Personnel

AR 4161.1(a)  
4361.1

### PERSONAL ILLNESS/INJURY LEAVE

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee who is entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 44978; Labor Code 245-249)

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

### Use of Sick Leave

Certificated employees may use sick leave for absences due to:

AR 4161.1(b)  
4361.1

### PERSONAL ILLNESS/INJURY LEAVE (continued)

1. Accident or illness, whether or not the absence arises out of or in the course of employment; quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

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

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

3. Personal necessity (Education Code 44981)

*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

AR 4161.1(c)  
4361.1

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

- 6.7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)
- 7.8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #6-7 7-8, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

AR 4161.1(d)  
4361.1

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 44979, 44980)

### **Additional Leave for Disabled Military Veterans**

In addition to any other entitlement for sick leave with pay, a ~~newly hired~~ certificated employee who is a ~~military veteran with~~ **former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component** ~~a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs~~ shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, **including mental health treatment**, for ~~his/her~~ **a** military service-connected disability **rated at 30 percent or more by the U.S. Department of Veterans Affairs**. An eligible employee ~~employed who works~~ less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 44978.2)

AR 4161.1(e)  
4361.1

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

The amount of leave shall be credited to the employee **either** on the ~~first day of employment and shall remain available for the following 12 months of employment. Leave not used during the 12-month period shall not be carried over and shall be forfeited. date the employee receives confirmation of the submission of his/her disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later.~~ **When the employee receives his/her disability rating decision, he/she shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance.** (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.



Leave for military-service connected disability shall ~~remain~~ **be** available for ~~the following~~ 12 months ~~of employment~~ **following the first date that the leave was credited**. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

### **Notification of Absence**

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

*(cf. 4121 - Temporary/Substitute Personnel)*

AR 4161.1(f)  
4361.1

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

#### **Continued Absence After Available Sick Leave Is Exhausted/Differential Pay\**

#### **OPTION 2:**

After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five months, he/she shall receive 50 percent of his/her regular salary during the additional period of absence. (Education Code 44983)

AR 4161.1(g)  
4361.1

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

#### **Absence Beyond Five-Month Period/Reemployment List**

If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the

expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

### **Differential Pay for Parental Leave**

AR 4161.1(h)  
4361.1

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

During each school year, ~~any a~~ certificated employee ~~who has exhausted~~ **may use** all available sick leave, including accumulated sick leave, ~~and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay for the purpose of parental leave for a period~~ up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. **(Education Code 44977.5)**

~~Eligibility for parental leave pursuant to Education Code 44977.5~~ **such leave** shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

**An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay for the remainder of the 12 work weeks. (Education Code 44977.5)**

~~Such p~~Parental leave **taken pursuant to Education Code 44977.5** shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 **or 12945.6**, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. **(Education Code 44977.5; Government Code 12945.2, 12945.6)**

### **Verification Requirements**

AR 4161.1(i)  
4361.1

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

AR 4161.1(j)  
4361.1

## **PERSONAL ILLNESS/INJURY LEAVE (continued)**

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

## **Healthy Workplaces, Healthy Families Act Requirements**

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days

- b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

AR 4161.1(k)  
4361.1

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

#### *Legal Reference:*

##### **EDUCATION CODE**

44964 Power to grant leave of absence in case of illness, accident, or quarantine  
 44965 Granting of leaves of absence for pregnancy and childbirth  
 44976 Transfer of leave rights when school is transferred to another district  
 44977 Salary deduction during absence from duties up to five months after sick leave is exhausted  
 44977.5 Differential pay during parental leave up to 12 weeks after sick leave is exhausted  
 44978 Provisions for sick leave of certificated employees  
 44978.1 Inability to return to duty; placement in another position or on reemployment list  
 44978.2 Leave for military service connected disability  
 44979 Transfer of accumulated sick leave to another district  
 44980 Transfer of accumulated sick leave to a county office of education  
 44981 Leave of absence for personal necessity  
 44983 Exception to sick leave when district adopts specific rule  
 44984 Industrial accident or illness  
 44986 Leave of absence for disability allowance applicant

##### **GOVERNMENT CODE**

**12945.1-12945.2 California Family Rights Act**

**12945.6 Parental leave**

##### **LABOR CODE**

220 Sections inapplicable to public employees  
 230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off  
 230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 *Illness of child, parent, spouse or domestic partner*  
234 *Absence control policy*  
245-249 *Healthy Workplaces, Healthy Families Act of 2014*  
CODE OF REGULATIONS, TITLE 5  
5601 *Transfer of accumulated sick leave*  
**UNITED STATES CODE, TITLE 29**  
**2601-2654 Family and Medical Leave Act of 1993, as amended**  
UNITED STATES CODE, TITLE 42  
2000ff-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

*Legal Reference continued: (see next page)*

AR 4161.1(l)  
4361.1

## **PERSONAL ILLNESS/INJURY LEAVE (continued)**

*Legal Reference: (continued)*

CODE OF FEDERAL REGULATIONS, TITLE 29  
**825.100-825.800 Family and Medical Leave Act of 1993**  
1635.1-1635.12 *Genetic Information Nondiscrimination Act of 2008*  
COURT DECISIONS  
*Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th 406*

# CSBA Sample

## Administrative Regulation

**Classified Personnel**

AR 4261.1(a)

### **PERSONAL ILLNESS/INJURY LEAVE**

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

#### **Use of Sick Leave**

A classified employee may use sick leave for absences due to:

AR 4261.1(b)

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)
2. Pregnancy, childbirth, and recovery (Education Code 45193)
3. Personal necessity as specified in Education Code 45207
4. Medical or dental appointments, in increments of not less than one hour
5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

*(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)*

**6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)**

**6. 7.** Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

**7. 8.** Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #~~6-7~~ **7-8**, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

AR 4261.1(d)

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

## **Additional Leave for Disabled Military Veterans**

In addition to any other entitlement for sick leave with pay, a **newly hired** classified employee who is a **military veteran with former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component** ~~a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs~~ shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, **including mental health treatment**, for ~~his/her~~ **a** military service-connected disability **rated at 30 percent or higher by the U.S. Department of Veterans Affairs**. An eligible employee **employed who works** less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 45191.5)

The amount of leave shall be credited to the employee **either** on the **first day of employment** and ~~shall remain available for the following 12 months of employment. Leave not used during the 12-month period shall not be carried over and shall be forfeited.~~ **date the employee receives confirmation of the submission of his/her disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later.** When the employee receives his/her disability rating decision, he/she shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision **shall be counted toward the 12-day**

AR 4261.1(e)

## **PERSONAL ILLNESS/INJURY LEAVE (continued)**

**maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance.** (Education Code 45191.5)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall ~~remain~~ **be** available for ~~the following 12 months of employment~~ **following the first date that the leave was credited.** Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

## **Notification of Absence**



An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

### **Continued Absence After Available Sick Leave Is Exhausted/Differential Pay**

AR 4261.1(f)

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

#### **OPTION 1:**

A classified employee who has exhausted all paid leaves, including sick leave, shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee's position during his/her absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

#### **OPTION 2:**

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or accident, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

AR 4261.1(g)

### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

#### **Differential Pay for Parental Leave**

During each school year, ~~any~~ classified employee ~~who has exhausted~~ **may use** all available sick leave, including accumulated sick leave, ~~and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay for~~ **the purpose of parental leave for a period** up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. **(Education Code 45196.1)**

Eligibility for ~~parental leave pursuant to Education Code 45196.1~~ **such leave** shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

AR 4261.1(h)

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

**An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay for the remainder of the 12 work weeks. (Education Code 45196.1)**

~~Such parental leave~~ **Parental leave taken pursuant to Education Code 45196.1** shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 **or 12945.6**, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. **(Education Code 45196.1; Government Code 12945.2, 12945.6)**

#### **Extension of Leave**

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

*(cf. 4216 - Probationary/Permanent Status)*

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

## **Verification Requirements**

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

AR 4261.1(j)

## **PERSONAL ILLNESS/INJURY LEAVE (continued)**

### **Short-Term and Substitute Employees**

#### **OPTION 2:**

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall accrue, on a regular basis, paid sick leave of up to 24 hours by the 120th calendar day of his/her

employment or each calendar year or 12-month period. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

AR 4261.1(k)

#### **PERSONAL ILLNESS/INJURY LEAVE (continued)**

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

#### **Healthy Workplaces, Healthy Families Act Requirements**

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

- b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
- 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
  - 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

- 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

*Legal Reference: (see next page)*

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

*Legal Reference:*

**EDUCATION CODE**

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45191.5 Leave for military service connected disability

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted

45202 Transfer of accumulated sick leave and other benefits

**GOVERNMENT CODE**

**12945.1-12945.2 California Family Rights Act**

**12945.6 Parental leave**

**LABOR CODE**

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

**UNITED STATES CODE, TITLE 29**

**2601-2654 Family and Medical Leave Act of 1993, as amended**

**UNITED STATES CODE, TITLE 42**

**2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008**

**CODE OF FEDERAL REGULATIONS, TITLE 29**

**825.100-825.800 Family and Medical Leave Act of 1993**

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

**COURT DECISIONS**

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

**ATTORNEY GENERAL OPINIONS**

53 Ops.Cal.Atty.Gen. 111 (1970)

# National SD

## Board Policy

Certificated Personnel

BP 4161.3(a)

### PROFESSIONAL LEAVES

**The Governing Board recognizes that a broad range of experiences can strengthen an employee's ability to meet the educational needs of the district's students.**

The ~~Governing~~ Board may grant a **professional** leave of absence ~~of for~~ up to one year to certificated employees for the purpose of permitting study or travel which will benefit the schools and students of the district. **No more than one such leave of absence may shall be granted to an employee in a each seven-year period.** (Education Code 44966, **44967**)

*(cf. 4131 - Staff Development)*

*(cf. 4161/4261/4361 - Leaves)*

To be eligible for a **professional** leave of absence for these purposes, ~~the an~~ employee must have served in the district for at least seven consecutive years preceding the **granting of the** leave. ~~No more than one such leave of absence shall be granted in each seven-year period. No other types of leaves shall be considered a break in service for purposes of meeting this requirement and the period of such absence shall not be included as service in computing the seven consecutive years of service required for a professional leave.~~ **For this purpose, any prior professional leave taken by an employee shall be deemed a break in the employee's service. No other type of leave authorized by the Board, and no service by the employee for one year or less under a national recognized fellowship or foundation approved by the State Board of Education for research, teaching, or lecturing, shall be deemed a break in the employee's service.** (Education Code 44967)

**Rather than granting a professional leave for a continuous one-year period, t**~~The~~ Board may require that ~~such leaves of absence~~ **the leave** be taken in separate six-month periods or separate quarters, **provided that as long as** the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for a subsequent leave of absence. (Education Code 44966)

## PROFESSIONAL LEAVES (continued)

As a condition ~~to~~ of being granted ~~such a~~ **professional** leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)

~~Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee agree upon in writing. The Board and employee may agree in writing to have the employee perform services for the district during the professional leave.~~ (Education Code 44968)

~~Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.~~

Unless the employee agrees in writing with the Board not to receive compensation during the leave, the employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall **not** be ~~not~~ less than the difference between the employee's salary and the salary of a substitute employee **in the position which the employee held prior to the granting of the leave**. In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 44968, 44968.5)

~~Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.~~

~~As a condition to being granted leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)~~

At the end of the **professional** leave, the employee shall be reinstated in the position he/she held when the leave was granted, **unless otherwise agreed upon by the employee**. (Education Code 44973)

*Legal Reference:*

EDUCATION CODE

44966-44973 ~~36~~ Leaves of absence for study or travel

(10/98) 7/18

Policy Reference UPDATE Service

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# National SD

## Administrative Regulation

All Personnel

AR 4161.8(a)  
4261.8  
4361.8

### FAMILY CARE AND MEDICAL LEAVE

The district shall not deny any eligible employee ~~his/her the~~ right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) ~~or nor~~ restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4033 - Lactation Accommodation)

### Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

*Child (son or daughter)* means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in *loco parentis*, as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

AR 4161.8(b)  
4261.8  
4361.8

### FAMILY CARE AND MEDICAL LEAVE (continued)

*Eligible employee for FMLA and CFRA purposes* means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

*Employee disabled by pregnancy* means ~~a woman who, in the opinion of her~~ **an employee whose** health care provider **states that the employee** is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of ~~her the~~ job or to perform any of them without undue risk to ~~herself the employee or other persons or to her the~~ pregnancy's successful completion, ~~or to other persons~~
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

*Parent* means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in *loco parentis* to the employee when the employee was a child. *Parent* does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

*Serious health condition* means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

AR 4161.8(c)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

*Incapacity* means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
  - a. A period of incapacity of more than three consecutive full days
  - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
  - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA

- d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
- e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

*Spouse* means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

### **Eligibility**

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, **12945.6**; 29 USC 2612; 29 CFR 825.112)

AR 4161.8(d)  
4261.8  
4361.8

### **FAMILY CARE AND MEDICAL LEAVE (continued)**

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (**baby bonding-parental leave**)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any **female** employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

### **Terms of Leave**

AR 4161.8(e)  
4261.8  
4361.8

#### **FAMILY CARE AND MEDICAL LEAVE (continued)**

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

**OPTION 1:** This 12-month period shall coincide with the calendar year. (29 CFR 825.200)

In addition, ~~for each pregnancy,~~ any **female** employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of **her a** child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

AR 4161.8(f)  
4261.8  
4361.8

#### **FAMILY CARE AND MEDICAL LEAVE (continued)**

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2, **12945.6**; 2 CCR 11088; 29 USC 2612)

#### **Use/Substitution of Paid Leave**

**OPTION 1:** An employee shall use his/her accrued vacation leave, other accrued time off, and any other paid time off negotiated with the district for any otherwise unpaid FMLA or CFRA leave not involving his/her own serious health condition. For PDL, CFRA, or FMLA leave due to an employee's own serious health condition, the employee shall use accrued sick leave and may use accrued vacation leave and other paid time off at his/her option. (Government Code 12945, 12945.2, **12945.6**; 2 CCR 11044; 29 USC 2612)

**OPTION 2:** During the period of PDL or any FMLA or CFRA leave, the employee may elect to use his/her accrued vacation leave, accrued sick leave, or any other paid time off negotiated with the district that he/she is eligible to use. (Government Code 12945, 12945.2, **12945.6**; 2 CCR 11044; 11092; 29 USC 2612)

The district and employee may also negotiate for the employee's use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

AR 4161.8(g)

4261.8

4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

*(cf. 4261.1 - Personal Illness/Injury Leave)*

### **Intermittent Leave/Reduced Work or Leave Schedule**

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

The basic minimum duration of leave for the birth, **adoption**, or **foster care** placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position ~~if the employee is pregnant and provides medical certification from her health care provider of a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family~~

member. under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.

AR 4161.8(h)  
4261.8  
4361.8

#### **FAMILY CARE AND MEDICAL LEAVE (continued)**

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

~~(cf. 4113.4/4213.4/4313.4 – Temporary Modified/Light Duty Assignment)~~

#### **Request for Leave**

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

AR 4161.8(i)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for **the** PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

### **Certification of Health Condition**

AR 4161.8(j)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began

2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
  - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision
  - b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

AR 4161.8(k)  
4261.8  
4361.8

#### **FAMILY CARE AND MEDICAL LEAVE (continued)**

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

For PDL, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the



need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because **she the employee** is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

AR 4161.8(l)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

### **Release to Return to Work**

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work. **The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.**

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

### **Rights to Reinstatement**

AR 4161.8(m)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

*(cf. 4117.3 - Personnel Reduction)*  
*(cf. 4217.3 - Layoff/Rehire)*

The district may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

## **Maintenance of Benefits/Failure to Return from Leave**

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

AR 4161.8(n)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

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

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion **of** the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

## **Military Family Leave Resulting from Qualifying Exigencies**

AR 4161.8(o)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

An eligible employee may take up to 12 work weeks of unpaid FMLA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status. (29 USC 2612; 29 CFR 825.126)

*Covered active duty* means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

*Qualifying exigencies* include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, **R**est and **R**ecuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings

AR 4161.8(p)  
4261.8  
4361.8

#### **FAMILY CARE AND MEDICAL LEAVE** (continued)

8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

### **Military Caregiver Leave**

AR 4161.8(q)  
4261.8  
4361.8

### **FAMILY CARE AND MEDICAL LEAVE (continued)**

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

*Covered servicemember* may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

*Son or daughter of a covered servicemember* means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in *loco parentis*. (29 CFR 825.127)

*Parent of a covered servicemember* means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in *loco parentis* to the covered servicemember (except "parents in law"). (29 CFR 825.127)

*Next of kin* means the nearest blood relative to the covered servicemember, or as designated in writing by the covered servicemember. (29 USC 2611, 2612)

**FAMILY CARE AND MEDICAL LEAVE** (continued)

*Outpatient status* means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

*Serious injury or illness* means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
  - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
  - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
  - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
  - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

AR 4161.8(s)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE** (continued)

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

AR 4161.8(t)  
4261.8  
4361.8

## **FAMILY CARE AND MEDICAL LEAVE** (continued)

### **Notifications**

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. **General Notice:** Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11050, 11091)

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

2. **Eligibility Notice:** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

AR 4161.8(u)

4261.8

4361.8

#### **FAMILY CARE AND MEDICAL LEAVE** (continued)

3. **Rights and Responsibilities Notice:** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
- a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
  - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
  - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
  - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
  - e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
  - f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
  - g. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave



## **FAMILY CARE AND MEDICAL LEAVE (continued)**

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

4. **Designation Notice:** When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

## **Records**

## **FAMILY CARE AND MEDICAL LEAVE (continued)**

The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

*Legal Reference:*

EDUCATION CODE

44965 *Granting of leaves of absence for pregnancy and childbirth*

FAMILY CODE

297-297.5 *Rights, protections, and benefits under law; registered domestic partners*

300 *Validity of marriage*

GOVERNMENT CODE

12926 *Fair employment and housing act, definitions*

12940 *Unlawful employment practices*

12945 *Pregnancy; childbirth or related medical condition; unlawful practice*

12945.1-12945.2 *California Family Rights Act*

**12945.6 Parental leave**

12946 *Fair Employment and Housing Act: discrimination prohibited*

CODE OF REGULATIONS, TITLE 2

11035-11051 *Sex discrimination: pregnancy, childbirth and related medical conditions*

11087-11098 *California Family Rights Act*

UNITED STATES CODE, TITLE 1

7 *Definition of marriage*

UNITED STATES CODE, TITLE 29

2601-2654 *Family and Medical Leave Act of 1993, as amended*

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 *Family and Medical Leave Act of 1993*

COURT DECISIONS

*United States v. Windsor*, (2013) 699 F.3d 169

*Faust v. California Portland Cement Company*, (2007) 150 Cal.App.4th 864

*Tellis v. Alaska Airlines*, (9th Cir., 2005) 414 F.3d 1045

*Management Resources:*

**FEDERAL REGISTER**

***The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903-8947***

U.S. DEPARTMENT OF LABOR PUBLICATIONS

*Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers*

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

# National SD

## Board Policy

All Personnel

BP 4161.9(a)

4261.9

### CATASTROPHIC LEAVE PROGRAM

4361.9

The Governing Board recognizes that district employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The Superintendent or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The district's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The Superintendent or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

~~When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time and the employee has exhausted all paid leaves of absence, other employees may donate accrued vacation and/or sick leave credits to that employee under the specific requirements of the district's catastrophic leave program. An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when he/she has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of his/her family for an extended period of time. (Education Code 44043.5)~~

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*Legal Reference: (see next page)*

BP 4161.9(b)  
4261.9  
4361.9

## **CATASTROPHIC LEAVE PROGRAM** (continued)

*Legal Reference:*

**EDUCATION CODE**

*44043.5 Catastrophic leave*

*44977 Salary deduction during sick leave, certificated employees*

*44978 Sick leave, certificated employees*

*44983 Compensation during leave, certificated employees*

*45190-45191 Sick leave and vacation, classified employees*

*45196 Salary deductions during sick leave, classified employees*

**LABOR CODE**

*245-249 Healthy Workplaces, Healthy Families Act*

(3/92 10/98) 5/18

**Policy Reference UPDATE Service**

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# National SD

## Administrative Regulation

All Personnel

AR 4161.9(a)

4261.9

### CATASTROPHIC LEAVE PROGRAM

4361.9

#### Donations to Catastrophic Leave Program

~~Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee.~~ **An employee who chooses to donate accrued vacation and/or sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount and type of leave he/she wishes to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.**

Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

AR 4161.9(b)

4261.9

4361.9

### CATASTROPHIC LEAVE PROGRAM (continued)

~~To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than \_\_\_\_\_ hours.~~ **Employees should be cautious in making large donations of leave that they may need for their own use in the future.**

The Superintendent or designee shall ensure that all donations are confidential.

#### Requests for Catastrophic Leave

~~When an employee or a member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. (Education Code 44043.5) A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.~~

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

~~In making such a request, t~~**The employee shall provide verification of the catastrophic illness or injury or illness.** (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the ~~sick or injured person's physician~~ **individual's health care provider**, indicating the incapacitating nature and probable duration of the illness or injury.

AR 4161.9(c)

4261.9

4361.9

## **CATASTROPHIC LEAVE PROGRAM** (continued)

**An employee may apply to receive up to 20 days of paid leave from the catastrophic leave program per school year. At the end of the 20-day period, he/she may apply for up to 20 days of additional leave credits.**

**Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.**

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

**The An** employee who is the recipient of ~~the~~ donated leave credits shall use those credits within 12 consecutive months. **(Education Code 44043.5)**

If donated **leave** credits are not used by the employee within 12 consecutive months, the credits shall be ~~placed in a pool that will be available to the next eligible employee who requests~~

~~catastrophic leave~~ returned to the pool of catastrophic leave for use by other eligible employees.

An employee who receives ~~paid~~ catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

(3/92 10/98) 5/18

# National SD

## Board Policy

Classified Personnel

BP 4200(a)

### CLASSIFIED PERSONNEL

The Governing Board shall fill each of its classified positions with qualified persons, consistent with position requirements. The primary role of **recognizes that** classified personnel is to provide **essential** services that support and enhance the district's educational program. **The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.**

*(cf. 0200 - Goals for the School District)*

*(cf. 4211 - Recruitment and Selection)*

~~Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.~~

~~*(cf. 4215 - Evaluation/Supervision)*~~

### **Classification of Employees**

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

*(cf. 4211 - Recruitment and Selection)*

*(cf. 4212 - Appointment and Conditions of Employment)*

BP 4200(b)

### CLASSIFIED PERSONNEL (continued)

~~Before employing a short term classified employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending~~



date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. (Education Code 45103)

Each **classified** position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year. ~~A job description shall be established for each position.~~

### **Assignment**

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

Each classified ~~staff member~~ **employee** shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

*(cf. 4215 - Evaluation/Supervision)*

### **Substitute and Short-Term Employees**

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term ~~classified~~ employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and

BP 4200(c)

### **CLASSIFIED PERSONNEL (continued)**

shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond ~~75 percent of the school year, as defined~~ **195 work**

**days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)**

*Legal Reference:*

**EDUCATION CODE**

*45100-45139 Employment of classified staff*

*45160-45169 Salaries and differential compensation*

*45190-45210 Resignation and leaves of absence*

*45220-45320 Merit system*

*49406 Examination for tuberculosis*

*51760-51769.5 Work experience education*

*Management Resources:*

**WEB SITES**

*California School Employees Association: <http://www.csea.com>*

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# National SD

## Administrative Regulation

Classified Personnel

AR 4200(a)

### CLASSIFIED PERSONNEL

#### Exemption from Classified Service

##### OPTION 1: Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes are exempt from the classified service: (Education Code 45103)

1. Substitute or short-term employees, **as defined, who are employed and paid for less-fewer than 75 percent of the school year 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day**

~~Substitute employee means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.~~

~~Short term employee means any person who is employed to perform a service for the district, upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.~~

~~Seventy-five percent of the school year means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of the number of hours worked per day.~~

AR 4200(b)

CLASSIFIED PERSONNEL (continued)

~~2. Part-time playground positions (noon duty aides), when the employees are not otherwise employed in classified positions in the district~~

~~3.~~ **2.** Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment

~~4.~~ **3.** Full-time students employed part time

~~5.~~ **4.** Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district, and which is financed by state or federal funds

AR 4200(c)

## **CLASSIFIED PERSONNEL** (continued)

provided the authorized duties are not those normally assigned to a class of positions in the classified service, are approved by the personnel commission in advance of employment, and a regular classified district employee does not receive a concurrent appointment to such a position (~~Education Code 45258~~)

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

## **Restricted Positions**

Persons employed in restricted positions shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. They shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and only upon the subsequent satisfactory completion of the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

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# National SD

## Administrative Regulation

Classified Personnel

AR 4222(a)

### TEACHER AIDES/PARAPROFESSIONALS

#### Qualifications ~~and Duties of Paraprofessionals~~

##### ~~OPTION 1: (Districts maintaining high schools)~~

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for ~~the district's local~~ high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

##### ~~OPTION 2: (Elementary districts)~~

~~No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for high school seniors pursuant to Education Code 51220(a) and (f) in the high school district that includes all or the largest portion of the district. (Education Code 45330, 45344.5, 45361.5)~~

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

AR 4222(b)

### TEACHER AIDES/PARAPROFESSIONALS (continued)

#### Duties

~~Instructional aides~~ **A paraprofessional** shall perform only such duties as, in the judgment of the certificated personnel to whom the ~~instructional aide~~ **paraprofessional** is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code ~~45330, 45344~~)

*(cf. 4112.2 - Certification)*

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 6171 - Title I Programs)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

### **Additional Qualifications and Duties of Paraprofessionals in Title I Programs**

All paraprofessionals working in a program supported by federal Title I funds shall have received a high school diploma or its equivalent. (Education Code 45330; 20 USC 6319; 34 CFR 200.58; Education Code 45330)

In addition, at least one of the following criteria shall be met immediately by paraprofessionals hired on or after January 8, 2002, and by the end of the 2005-06 school year by paraprofessionals hired before January 8, 2002: (20 USC 6319; 34 CFR 200.58; Education Code 45330)

AR 4222(c)

### **TEACHER AIDES/PARAPROFESSIONALS (continued)**

1. Completion of at least two years of study at an institution of higher education

In accordance with the definition adopted by the State Board of Education, "two years of study" shall be equal to 48 semester units or equivalent quarter units.

2. Possession of an associate's degree or higher

3. Knowledge of and ability to assist in instructing reading, writing, and mathematics, as demonstrated through a local or state assessment

A paraprofessional who was hired on or before January 1, 2003, shall be deemed to have met the proficiency exam requirements of item #3 above if he/she has previously demonstrated, through a local assessment, knowledge of and an ability to assist in instructing reading, writing, and mathematics. (Education Code 45330)

When a paraprofessional has previously worked in another district, the Superintendent or designee may determine whether any assessments conducted by the previous district satisfy the proficiency criteria of item #3 above.

Items #1-3 above shall not apply to any paraprofessional: (20 USC 6319; 34 CFR 200.58; Education Code 45330)

**TEACHER AIDES/PARAPROFESSIONALS** (continued)

1. Who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title I programs by acting as a translator.
2. Whose duties consist solely of conducting parental involvement activities consistent with 20 USC 6318.

Paraprofessionals working in a program supported by Title I funds may be assigned to: (20 USC 6319; 34 CFR 200.59)

1. Provide one on one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
2. Assist with classroom management, such as organizing instructional and other materials
3. Provide assistance in a computer laboratory
4. Conduct parental involvement activities
5. Provide support in a library or media center
6. Act as a translator
7. Provide instructional services to students, provided that the paraprofessional is working under the direct supervision of a teacher

Title I paraprofessionals may assume limited duties that are assigned to similar personnel in non-Title I programs, including duties beyond classroom instruction or that do not benefit Title I students, in the same proportion of total work time as non-Title I paraprofessionals. (20 USC 6319; 34 CFR 200.59)

The principal of each school operating a Title I program shall annually attest in writing as to whether the school is in compliance with federal requirements regarding qualifications and duties of paraprofessionals listed above. Copies of attestations shall be maintained at the school and district office and shall be available to the public upon request. (20 USC 6319)

## **TEACHER AIDES/PARAPROFESSIONALS (continued)**

### **Parental Notification**

At the beginning of each school year, a-parents/guardians shall be notified that he/she they may request information regarding whether his/her their child is provided services by a paraprofessionals and, if so, their the paraprofessional's qualifications. (20 USC ~~6311~~ 6312)

*(cf. 5145.6 - Parental Notifications)*

(11/03 11/05) 7/16



# National SD

## Board Policy

Classified Personnel

BP 4261.3(a)

### PROFESSIONAL LEAVES

**The Governing Board recognizes that a broad range of experiences can strengthen an employee's ability to meet the district's needs.**

The **Governing** Board may grant a **professional** leave of absence **for** ~~of~~ up to one year to classified employees for the purpose of permitting study or retraining the employee to meet changing conditions within the district. **No more than one such leave of absence may shall be granted to an employee in a each seven-year period for purposes of study or three-year period for purposes of retraining.** (Education Code 45381, **45382**)

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4231 - Staff Development)*

To be eligible for a leave for study purposes, the employee must have served in the district for at least seven consecutive years preceding **the granting of** the leave., ~~unless~~ **If** the leave is for purposes of retraining, ~~in which case~~ the employee must have served in the district for at least three consecutive years **preceding the granting of the leave.** ~~Sick~~ **Any professional leave of absence granted by the Board** shall not be deemed a break in service. **However, except if** it will not be included as service in computing service for the granting of any subsequent professional leave. (Education Code 45382)

~~No more than one such leave of absence shall be granted in each seven or three year period. (Education Code 45382)~~

BP 4261.3(b)

### PROFESSIONAL LEAVES (continued)

**Rather than granting a professional leave for a continuous one-year period,** ~~The~~ The Board may require that ~~such leaves of absence~~ **the leave** be taken in separate six-month periods or in any other appropriate periods, **provided that** ~~as long as~~ the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall

comprise a part of the service required for qualifying for a subsequent leave of absence. (Education Code 45381)

~~Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee may agree upon in writing.~~ **The Board and employee may agree in writing to have the employee perform services for the district during the professional leave.** (Education Code 45383)

The employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall ~~be~~ not ~~be~~ less than the difference between the employee's salary and the salary of a substitute employee **in the position which the employee held prior to the granting of the leave.** In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 45383)

Compensation during the leave shall be paid in the manner authorized by Education Code 45384.

The Board may grant reimbursement of the costs, including tuition fees, to any **permanent** classified employee who satisfactorily completes approved training to improve his/her job knowledge, ability, or skill, **as long as the employee is not eligible for reimbursement by another governmental agency, organization, or association.** Programs eligible for reimbursement include, but are not limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, conferences, meetings, and other training programs **that are** designed to upgrade the classified service and encourage the retraining of employees who may otherwise be subject to layoff as the result of technological changes. (Education Code 45387)

*Legal Reference:*

EDUCATION CODE

**45220-45320 Merit system**

45380-45387 Leaves of absence for study or retraining, classified personnel

# National SD

## Board Policy

Students

BP 5022(a)

### STUDENT AND FAMILY PRIVACY RIGHTS

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. ~~The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.~~

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5021 - Noncustodial Parents)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 6162.8 - Research)*

~~Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students~~ **The Superintendent or designee may collect, disclose, or use students' personal information** for the **exclusive** purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

5. The sale by students of products or services to raise funds for school-related or education-related activities

**STUDENT AND FAMILY PRIVACY RIGHTS** (continued)

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

**6. Student recognition programs**

*(cf. 5126 - Awards for Achievement)*

**The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.**

**STUDENT AND FAMILY PRIVACY RIGHTS** (continued)

**The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which** shall, at a minimum, address the following: (20 USC 1232h)

1. ~~Whether the district may collect personal information of students for marketing or sale~~ **Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose**
2. ~~How the district will administer~~ **Arrangements to protect student privacy in the administration of** surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect **the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:**
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum

4. ~~Whether the district may administer any nonemergency invasive~~ **Any nonemergency physical examinations or screenings that the school may administer**
5. ~~Notifications that the district will provide to students and parents/guardians with respect to their privacy rights~~

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committee)

(cf. 1230 - School-Connected Organizations)

BP 5022(d)

## **STUDENT AND FAMILY PRIVACY RIGHTS (continued)**

**The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)**

(cf. 5145.6 - Parental Notifications)

~~The Superintendent or designee shall consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)~~

### *Legal Reference:*

#### EDUCATION CODE

**234.7 Student protections relating to immigration and citizenship status**

**49076.7 Privacy of student records; social security numbers**

49450-49458 Physical examinations

49602 Confidentiality of personal information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

**51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity**

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

### *Management Resources:*

#### WEB SITES

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

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

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco>

# National SD

## Administrative Regulation

Students

AR 5022(a)

### STUDENT AND FAMILY PRIVACY RIGHTS

#### **Collection of Personal Information for Marketing or Sale**

#### **[SECTION MOVED TO BP]**

#### **Surveys Requesting Information about Beliefs and Practices**

A student's parent/guardian, **or a student who is an adult or emancipated minor**, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5148 - Child Care and Development)*

## **STUDENT AND FAMILY PRIVACY RIGHTS** (continued)

If a student participates in **such** a survey requesting information about **personal** beliefs and practices ~~as identified above~~, school officials and staff members shall not request or disclose the student's identity.

*(cf. 6162.8 - Research)*

### **Parent/Guardian Access to Surveys and Instructional Materials**

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

*(cf. 5020 - Parent Rights and Responsibilities)*

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

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

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

### **Health Examinations**

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian, **unless an applicable state law authorizes the student to provide consent without parent/guardian notification.** (20 USC 1232h)

*Invasive physical examination* means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

*(cf. 5131.61 - Drug Testing)*

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

*(cf. 5141.3 - Health Examinations)*

***(cf. 5141.32 - Health Screening for School Entry)***

***(cf. 5141.6 - School Health Services)***

## **Notifications**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this ~~policy and~~ administrative regulation **and the accompanying Board policy**
3. The specific or approximate dates during the school year when the following activities are scheduled:
  - a. Survey requesting personal information
  - b. Physical examinations or screenings

AR 5022(e)

## **STUDENT AND FAMILY PRIVACY RIGHTS (continued)**

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

*(cf. 5145.6 - Parental Notifications)*



# National SD

## Board Policy

Students

BP 5111(a)

### ADMISSION

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children **entering-seeking admission to** a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

~~When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not~~

BP 5111(b)

### ADMISSION (continued)

~~reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with~~ **The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.**

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5118 - Open Enrollment Act Transfers)*

**All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.**

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

### Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

*(cf. 5111.1 - District Residency)*

*(cf. 5125 - Student Records)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

BP 5111(c)

## **ADMISSION (continued)**

The ~~Superintendent or designee~~ **district** shall not inquire into or request documentation of a student's **social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)**, and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

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

*(cf. 5145.13 - Response to Immigration Enforcement)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

## **ADMISSION (continued). BP 5111(d)**

~~A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)~~

**However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.**

**School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all**

persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

BP 5111(e)

#### ADMISSION (continued)

The Superintendent or designee shall **immediately enroll** ~~ensure that the enrollment of a homeless student, or foster child youth, student who has had contact with the juvenile justice system, or a child of a military family is not delayed because~~ **regardless of outstanding fees or fines owed to the child's student's last school, lack of clothing normally required by the school, such as school uniforms, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)**

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

~~In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)~~

~~*(cf. 5119 - Students Expelled from Other Districts)*~~

*Legal Reference: (see next page)*

BP 5111(f)

#### ADMISSION (continued)

*Legal Reference:*

EDUCATION CODE

**234.7 Student protections relating to immigration and citizenship status**

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age  
 48050-48053 Nonresidents  
 48200 Children between ages of 6 and 18 years (compulsory full-time education)  
 48350-48361 Open Enrollment Act  
 48645.5 Enrollment of former juvenile court school students  
 48850-48859 Educational placement of homeless and foster youth  
 48645.5 Enrollment of former juvenile court school students  
 49076 Access to records by persons without written consent or under judicial order  
 49076.7 Student records; data privacy; social security numbers  
 49408 Information of use in emergencies  
 49452.9 Health care coverage options and enrollment assistance  
 49700-49704 49703 Education of children of military families  
HEALTH AND SAFETY CODE  
 120325-120380 Education and child care facility immunization requirements  
 121475-121520 Tuberculosis tests for students  
CODE OF REGULATIONS, TITLE 5  
 200 Promotion from kindergarten to first grade  
 201 Admission to high school  
CODE OF REGULATIONS, TITLE 17  
 6000-6075 School attendance immunization requirements  
UNITED STATES CODE, TITLE 5  
 552a Note Refusal to disclose social security number  
UNITED STATES CODE, TITLE 42  
 11431-11435 McKinney-Vento Homeless Assistance Act  
COURT DECISIONS  
Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources: (see next page)

BP 5111(g)

## ADMISSION (continued)

Management Resources:

### CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

### U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Fact Sheet: Information on the Rights of All Children to Enroll in School

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

### WEB SITES

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

California Department of Education, Health Care Coverage and Enrollment Assistance:  
<http://www.cde.ca.gov/ls/he/hc>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <https://www.justice.gov>

# National SD

## Administrative Regulation

Students

AR 5111(a)

### ADMISSION

#### Age of Admittance to Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any ~~otherwise~~ eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

*(cf. 5123 - Promotion/Acceleration/Retention)*  
*(cf. 6170.1 - Transitional Kindergarten)*

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

AR 5111(b)

### ADMISSION (continued)

1. The Governing Board determines that ~~the~~ admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

*(cf. 6151 - Class Size)*  
*(cf. 7111 - Evaluating Existing Buildings)*

## **Documentation of Age/Grade**

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. **When none of the above documents is obtainable, an affidavit of the parent/guardian**

AR 5111(c)

## **ADMISSION (continued)**

### **5. Other means prescribed by the Board**

~~When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)~~

# National SD

## Administrative Regulation

### Students

AR 5112.2(a)

### EXCLUSIONS FROM ATTENDANCE

The Superintendent or designee shall ensure that each child entering a district school at any grade level adheres to district admission requirements and enrollment procedures.

*(cf. 5111 - Admission)*

*(cf. 5111.1 - District Residency)*

*(cf. 5116 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5125 - Student Records)*

*(cf. 5141.3 - Health Examinations)*

### Mandatory Exclusions

The Superintendent or designee shall not unconditionally admit any student to an elementary or secondary school, preschool, or child care and development program for the first time, nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized in accordance with Health and Safety Code 120335 and BP/AR 5141.31 - Immunizations or is exempted by law.

If a conditionally admitted student has not received required immunizations within 10 days after his/her parent/guardian has been notified of the need to do so, the student shall be excluded until he/she provides written evidence that he/she has received the vaccines due at that time. (Education Code 48216; Health and Safety Code 120335, 120370; 17 CCR 6055)

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.22 - Infectious Diseases)*

The Superintendent or designee shall not admit a student who is reasonably suspected of having active tuberculosis. He/she shall be denied admission until the local health officer or licensed medical practitioner informs the district, in writing, that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 121485, 121495, 121505)

*(cf. 5141.26 - Tuberculosis Testing)*

## **EXCLUSIONS FROM ATTENDANCE** (continued)

The Superintendent or designee shall exclude a student who is infected with any contagious or infectious disease. The student shall be permitted to return to school when a medical provider informs the Superintendent or designee in writing that he/she is satisfied that the contagious or infectious disease no longer exists. (Education Code 49451; 5 CCR 202)

The Superintendent or designee shall exclude a student who resides where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed and who is subject to strict isolation or quarantine of contacts, unless written permission of the health officer is provided. (Health and Safety Code 120230)

### **Permissive Exclusions**

A student may be excluded from attendance at a district school under either of the following circumstances:

1. If there is good cause to believe that the student has been exposed to any disease stated in Health and Safety Code 120335 and his/her documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120335, 120370)
2. If the student has not had the health screening specified in Health and Safety Code 124040 before or within the first 90 days of attending first grade, he/she may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

*(cf. 5141.32 - Health Screening for School Entry)*

### **Notifications to Parents/Guardians**

The Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded for any of the following reasons: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230.
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.



**EXCLUSIONS FROM ATTENDANCE** (continued)

3. The Superintendent or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

*(cf. 5145.6 - Parental Notifications)*

In all other cases, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from attendance.

**Appeals from Exclusion**

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the Superintendent or designee to exclude his/her child, he/she may appeal the decision to the Governing Board.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

*Legal Reference: (see next page)*

## **EXCLUSIONS FROM ATTENDANCE (continued)**

### *Legal Reference:*

#### EDUCATION CODE

48210-48216 *Persons excluded*

49076 *Access to records by persons without written consent or under judicial order*

49408 *Information of use in emergencies*

49451 *Parent's refusal to consent*

#### HEALTH AND SAFETY CODE

120230 *Exclusion of persons from school*

120325-120380 *Educational and child care facility immunization requirements*

121475-121520 *Tuberculosis tests for students*

124025-124110 *Child Health and Disability Prevention Program*

#### CODE OF REGULATIONS, TITLE 5

202 *Exclusion of students with a contagious disease*

#### CODE OF REGULATIONS, TITLE 17

6055 *Exclusion for failure to obtain required immunizations*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Recent Legislation on Vaccines: SB 277, Fact Sheet, August 2015*

#### WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

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

# National SD

## Board Policy

Students

BP 5112.5(a)

### OPEN/CLOSED CAMPUS

#### Closed Campus

In order to keep students in a supervised, safe, and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written express permission of their parents/guardians and school authorities. Students who leave school without authorization shall be considered to have an unexcused absence and be classified truant and subject to disciplinary action.

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5113.11 - Attendance Supervision)*

*(cf. 5113.12 - District School Attendance Review Board)*

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

*(cf. 5144 - Discipline)*

BP 5112.5(c)

### OPEN/CLOSED CAMPUS (continued)

~~written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

*Legal Reference:*

EDUCATION CODE

35160 Authority of the Board

35160.1 Broad authority of school district

44808.5 Permission for pupils students to leave school grounds; notice

48980 Annual notification to parents/guardians

(12/87 6/97) 7/18

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# National SD

## Administrative Regulation

Students

AR 5125.2(a)

### WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

Education Code 48904 **mandates** the **Governing** Board to establish **regulations governing its procedures for seeking reparation when school property is willfully damaged or not returned, and for withholding a student's grades, diploma, and/or transcripts until reparation is made. In such cases, the district must afford the student his/her due process rights, and the district's procedures must parallel Education Code procedures for student expulsion. (Education Code 48904) The district may not withhold records for nonpayment of meal tickets or library overdue fines.**

**When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)**

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5125 - Student Records)*  
*(cf. 5131.5 - Vandalism and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

**When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)**

*(cf. 5145.6 - Parental Notifications)*

**This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.**

*(cf. 5131.5 - Vandalism and Graffiti)*

AR 5125.2(b)

### WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

*(cf. 6161.2 – Damaged or Lost Instructional Materials)*

~~If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts. The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)~~

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

If the student and parents/guardians are unable to pay for the damages or return the property, the ~~principal~~ **Superintendent** or designee shall provide a program of voluntary work for the student ~~to do in lieu of monetary damages. When this~~ **Upon completion of the** voluntary work ~~is completed~~, the student's grades, diploma, **and/or** ~~or~~ transcripts shall be released. (Education Code 48904)

~~Note: A district cannot refuse to transfer student records to another district. Upon receiving notice that the district is withholding a student's grades, diploma or transcripts, however, any district to which the student transfers must also withhold them until it receives notice that the first district's decision has been rescinded.~~

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)~~

~~When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared. Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by the district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.~~

## **WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS** (continued)

The Superintendent or designee shall **also** notify the **student's** parents/guardians in writing that **this district's the** decision to withhold **the student's** grades, diploma, **and/or** transcripts will be enforced by the new district. (Education Code 48904.3)

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)~~

~~(cf. 5125—Student Records)~~

### *Legal Reference:*

#### EDUCATION CODE

48904 *Liability of parent*

48904.3 *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

48911 *Suspension by principal, designee or superintendent*

49069 *Absolute right to access*

(12/91) 10/17

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# National SD

## Administrative Regulation

Students

AR 5141.32(a)

### HEALTH SCREENING FOR SCHOOL ENTRY

#### Comprehensive Health Screening for Grades K-1

The parent/guardian of a student in kindergarten or first grade shall submit to the Superintendent or designee a certification form developed by the California Department of Health Care Services (DHCS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health and Safety Code 124040, 124085)

*(cf. 5111 - Admission)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

The Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

AR 5141.32(b)

### HEALTH SCREENING FOR SCHOOL ENTRY (continued)

*(cf. 5145.6 - Parental Notifications)*

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

*(cf. 5141.31 - Immunizations)*

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by DHCS indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

The waiver form shall be provided to a parent/guardian upon request.

The completed certification form or the waiver shall be maintained in the student's health file or cumulative record. (5 CCR 432)

*(cf. 5125 - Student Records)*

During the first 90 days of the school year, the Superintendent or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent or designee shall exclude from school, for not more than five school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

AR 5141.32(c)

## **HEALTH SCREENING FOR SCHOOL ENTRY (continued)**

The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

*(cf. 5112.2 - Exclusions from Attendance)*

## **Oral Health Assessment for Grades K-1**

No later than May 31 of the **relevant** school year, the parent/guardian of a **any** kindergarten student, or **of any** first-grade student who was not previously enrolled in **kindergarten in** a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. **The parent/guardian shall submit to the Superintendent or designee a California Department of Education, standardized form which has been completed and signed by the dental health professional.** (Education Code 49452.8)



The Superintendent or designee shall notify parents/guardians **of students in grades K-1** of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth
3. Information on the importance of oral health to overall health and to learning
4. A toll-free telephone number to request an application for **Healthy Families**, Medi-Cal, or other government-subsidized health insurance programs

AR 5141.32(d)

#### **HEALTH SCREENING FOR SCHOOL ENTRY** (continued)

5. Contact information for county public health departments
6. A statement of privacy applicable under state and federal laws and regulations

The notification, **along with a copy of the** ~~and~~ certification form **developed by the California Department of Education**, shall be provided to parents/guardians when they register their child for school.

**Following completion of the assessment,** ~~t~~The parent/guardian shall submit to the Superintendent or designee a ~~California Department of Education, standardized form a~~ **completed certification form** which has been ~~completed and~~ signed by the dental health professional.

~~The student~~ **A parent/guardian** may be excused from complying with the oral health assessment **requirements** if ~~his/her parent/guardian~~ **he/she** indicates on the **certification** ~~standardized~~ form that ~~it the assessment~~ could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

If the district hosts a free oral health assessment event at which licensed dentists or other licensed dental health professionals perform school site assessments of students enrolled in the school, any student who has not had an oral health assessment shall be given an assessment unless his/her parent/guardian has indicated on the certification

AR 5141.32(e)

## HEALTH SCREENING FOR SCHOOL ENTRY (continued)

form that he/she does not consent to the student receiving an assessment. However, a student shall not receive dental treatment of any kind without his/her parent/guardian's informed consent for the treatment. (Education Code 49452.8)

Students who are not assessed, or for whom the parents/guardians fail to return the standardized certification form, shall not be excluded from school attendance.

By **July 1** ~~December 31~~ of each year, the Superintendent or designee shall report data on oral health assessments to **the state dental director and/or** the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Governing Board. The identity of any student shall not be included in the report.

*Legal Reference: (see next page)*

AR 5141.32(f)

## HEALTH SCREENING FOR SCHOOL ENTRY (continued)

*Legal Reference:*

### EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 ~~Pupil~~ **Student** records

49452.8 Oral health assessment

### HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-124110 Child Health and Disability Prevention Program, especially:

124085 Certificate documenting health screening and evaluation services; waiver by parent/guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

### CODE OF REGULATIONS, TITLE 5

432 Student records

CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

*Management Resources:*

CSBA PUBLICATIONS

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Governance and Policy Services, Policy Brief, February 2007

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

Child Health & Disability Prevention (CHDP) Program: Oral Health Educational Resources for Children and Teens (6-20 years), rev. July 2013

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

WEB SITES

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

California Dental Association: <http://www.cda.org>

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services, Child Health and Disability Prevention Program: <http://www.dhcs.ca.gov/services/chdp>

California Healthy Kids Resource Center: <https://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center> <http://www.californiahealthykids.org>

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# National SD

## Board Policy

Students

BP 5144(a)

### DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

**(cf. 5113.1 - Chronic Absence and Truancy)**

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall **design a complement of develop** effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed

BP 5144(b)

### DISCIPLINE (continued)

supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

**(cf. 5138 - Conflict Resolution/Peer Mediation)**

**(cf. 6164.2 - Guidance/Counseling Services)**

In addition, the Superintendent or designee's strategies **for correcting student misconduct** shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures **as a means for correcting student misbehavior**.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only

when required **or permitted** by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

*(cf. 5020 - Parent Rights and Responsibilities)*

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

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

*(cf. 6164.5 - Student Success Teams)*

**School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)**

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

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

*(cf. 3553 - Free and Reduced Price Meals)*

BP 5144(c)

## **DISCIPLINE** (continued)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code **32282**, 35291.5, ~~32282~~)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 9320 - Meetings and Notices)*

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management

skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

BP 5144(d)

## **DISCIPLINE** (continued)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

*Legal Reference: (see next page)*

BP 5144(e)

## **DISCIPLINE** (continued)

*Legal Reference:*

**EDUCATION CODE**

32280-32288 *School safety plans*

35146 *Closed sessions*

35291 *Rules*

35291.5-35291.7 *School-adopted discipline rules*

37223 *Weekend classes*

44807.5 *Restriction from recess*

48900-48926 *Suspension and expulsion*

48980-48985 *Notification of parent/guardian*

49330-49335 *Injurious objects*

**49550-49562 Meals for needy students**

52060-52077 *Local control and accountability plan*

**CIVIL CODE**

1714.1 Parental liability for child's misconduct  
CODE OF REGULATIONS, TITLE 5  
307 Participation in school activities until departure of bus  
353 Detention after school  
UNITED STATES CODE, TITLE 42  
1751-1769j School Lunch Program  
1773 School Breakfast Program

*Management Resources:*

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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**Policy Reference UPDATE Service**

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# National SD

## Board Policy

### Students

BP 5144.1(a)

### SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

BP 5144.1(b)

### SUSPENSION AND EXPULSION/DUE PROCESS (continued)

*(cf. 5131.2 - Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 - Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.



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

## **Appropriate Use of Suspension Authority**

BP 5144.1(c)

### **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 1020 - Youth Services)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

**OPTION 1:** No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

~~**OPTION 2:** No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)~~

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

BP 5144.1(d)

### **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

## **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person

BP 5144.1(e)

#### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in **a public an open session of a Board meeting.**

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

## Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The

BP 5144.1(f)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

## Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

~~The report shall be disaggregated~~ **In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions** by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, **students with disabilities**, foster youth, and ~~students with disabilities~~ **homeless students**. **Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine** whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

*(cf. 0460 - Local Control and Accountability Plan)*

*Legal Reference: (see next page)*

BP 5144.1(g)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

*Legal Reference:*

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

**52052 Numerically significant student subgroups**

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

*Legal Reference continued: (see next page)*

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### *Legal Reference: (continued)*

#### PENAL CODE (continued)

261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors, or stun guns  
868.5 Supporting person; attendance during testimony of witness

#### WELFARE AND INSTITUTIONS CODE

729.6 Counseling

#### UNITED STATES CODE, TITLE 18

921 Definitions, firearm

#### UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

**7151 7961** Gun-free schools

#### UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

#### COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

**Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118**

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

#### ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

*Management Resources: (see next page)*

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

#### WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and ~~Drug-Free Schools~~ **Healthy**

**Students:** ~~<http://www.ed.gov/about/offices/list/osdfs>~~ <https://www2.ed.gov/about/offices/list/oese/oshs>

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# National SD

## Administrative Regulation

**Students**

AR 5144.1(a)

### **SUSPENSION AND EXPULSION/DUE PROCESS**

#### **Definitions**

*Suspension* means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

*Expulsion* means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

#### **Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

AR 5144.1(b)

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

#### **Grounds for Suspension and Expulsion: Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

*(cf. 5131 - Conduct)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

***(cf. 3513.4 - Drug and Alcohol Free Schools)***

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of

AR 5144.1(c)

#### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))



(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

*Imitation firearm* means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from

AR 5144.1(d)

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

AR 5144.1(e)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

**Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.**

*Electronic act* means the creation or transmission ~~of a communication~~ originated on or off ~~the~~ school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, **of a communication** including, but not limited to: (Education Code 48900(r))

**a. Aa** message, text, sound, **video, or** image

**b. , or A** post on a social network Internet web site, ~~by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include,~~ **including,** but is not limited to, the posting **to** or ~~creation of~~ **creating** a burn page or ~~the creation of~~ **creating** a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. ~~(Education Code 48900(r))~~

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

AR 5144.1(f)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

*A terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

## **Additional Grounds for Suspension and Expulsion: Grades 4-12**

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### **Suspension from Class by a Teacher**

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct **in the student**. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain **them the documentation** in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

*(cf. 6184 - Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

### **Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, **including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the presented with the available** evidence against him/her, and **shall be** given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
  - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.



**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

- b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 - Education for Foster Youth)*

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 - Education for Homeless Children)*

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

**Suspension by the Board**

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### **~~On-Campus Suspension~~**

~~A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)~~

AR 5144.1(n)

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

## **Superintendent or Principal's Authority to Recommend Expulsion**

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

AR 5144.1(o)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### **Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall

be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### **Stipulated Expulsion**

AR 5144.1(p)

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing

2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

AR 5144.1(q)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

*Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

AR 5144.1(r)

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

### **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.

AR 5144.1(u)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.



- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

AR 5144.1(v)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

- (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**~~Alternative Expulsion Hearing: Hearing Officer or Administrative Panel~~**

~~Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)~~

~~A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))~~

~~The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and~~

AR 5144.1(w)

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative

panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or **public open** session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year

AR 5144.1(x)

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

AR 5144.1(y)

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

AR 5144.1(z)

#### **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

## **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

## **Notification to Law Enforcement Authorities**

AR 5144.1(aa)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

## **Placement During Expulsion**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems

2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

AR 5144.1(bb)

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

*(cf. 6158 - Independent Study)*  
*(cf. 6185 - Community Day School)*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

### **Readmission After Expulsion**

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

**Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

(4/14 12/14) 12/17



# National SD

## Administrative Regulation

Students

AR 5148.2(a)

### BEFORE/AFTER SCHOOL PROGRAMS

#### Grades K-9

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs ~~or serve a high percentage of students from low-income families~~. (Education Code 8484.8; 20 USC 7173)

*(cf. 6171 - Title I Programs)*

The district's ASES and 21st CCLC program(s) shall be operated in accordance with the following:

#### 1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

AR 5148.2(b)

### BEFORE/AFTER SCHOOL PROGRAMS (continued)

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

*(cf. 6154 - Homework/Makeup Work)*

*(cf. 6163.4 - Student Use of Technology)*

- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3)

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*  
*(cf. 6142.6 - Visual and Performing Arts)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 6178 - Career Technical Education)*

## 2. Nutrition

- a. If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3554 - Other Food Sales)*  
*(cf. 5030 - Student Wellness)*

<b>BEFORE/AFTER SCHOOL PROGRAMS</b> (continued) AR 5148.2(c)
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## 3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8)
  - (1) Fewer than 20 students participating in the program component
  - (2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

- (3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8)

*(cf. 3540 - Transportation)*

AR 5148.2(d)

## **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

### **4. Staffing**

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 45330, 45344, 45344.5)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

- c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

### **5. Hours of Operation**

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)

### **6. Admissions**

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)

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

- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

AR 5148.2(e)

## **BEFORE/AFTER SCHOOL PROGRAMS** (continued)

- (1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. (Education Code 8483, 8483.1)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483)

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

- ~~(2) Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1)~~

- (3) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulations.

*(cf. 6179 - Supplemental Instruction)*

- (4) Any remaining capacity shall be filled by students selected at random.
- (5) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

AR 5148.2(f)

**BEFORE/AFTER SCHOOL PROGRAMS** (continued)

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

- a. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)

AR 5148.2(g)

**BEFORE/AFTER SCHOOL PROGRAMS** (continued)

- c. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location

and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)

- d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

*(cf. 6177 - Summer Learning Programs)*

### **Grades 9-12**

~~The district's 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program shall serve students in any of grades 9-12 as the district may determine based on local needs. (Education Code 8421)~~

~~The program shall be operated in accordance with the following guidelines:~~

~~1. Program Elements~~

- ~~a. The program shall include an academic assistance element that is coordinated with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)~~

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AR 5148.2(h)

### **Volunteers**

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

AR 5148.2(j)

### **BEFORE/AFTER SCHOOL PROGRAMS (continued)**

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

## **Reports**

The Superintendent or designee shall annually submit to the CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

*(cf. 0500 - Accountability)*

(7/15 3/17) 12/17

# National SD

## Board Policy

### Instruction

BP 6162.5(a)

### STUDENT ASSESSMENT

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

*(cf. 6162.51 - State Academic Achievement Tests)*

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

BP 6162.5(b)

### STUDENT ASSESSMENT (continued)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 6011 - Academic Standards)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6190 - Evaluation of the Instructional Program)*

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions, and that test administration procedures are fair and equitable for all students.

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



*(cf. 6162.54 - Test Integrity/Test Preparation)*

~~To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.~~ As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

~~*(cf. 3553 - Free and Reduced Price Meals)*~~

BP 6162.5(c)

## **STUDENT ASSESSMENT (continued)**

~~In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.~~

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

*(cf. 0510 - School Accountability Report Card)*

## **Interim and Formative Assessments**

**State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)**

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6152 - Class Assignment)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6174 - Education for English Learners)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use

BP 6162.5(d)

## STUDENT ASSESSMENT (continued)

related to such assessments and student performance on the assessments. (Education Code 60642.6)

BP 6162.5(e)

## STUDENT ASSESSMENT (continued)

### Legal Reference:

#### EDUCATION CODE

313 Assessment of English language development  
10600-10610 California Education Information System  
44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)  
49558 Free and reduced-price meals; use of individual applications and records  
51041 Evaluation of educational program  
51450-51455 Golden State Seal Merit Diploma  
52052 **Accountability Academic Performance Index**; numerically significant student subgroups  
52060-52077 Local control and accountability plan  
60600-60649 Assessment of academic achievement, especially:  
60640-60649 California Assessment of Student Performance and Progress  
60800 Physical fitness testing  
60810-60812 Assessment of English language development  
~~60850-60859 High school exit examination~~  
60900 California Longitudinal Pupil Achievement Data System  
CODE OF REGULATIONS, TITLE 5  
850-864 California Assessment of Student Performance and Progress  
~~1200-1225 High School Exit Examination~~  
UNITED STATES CODE, TITLE 20  
9622 National Assessment of Educational Progress

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

#### WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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

# National SD

## Board Policy

Instruction

BP 6171(a)

### TITLE I PROGRAMS

~~In order to improve the academic achievement of students from economically disadvantaged families, the district shall use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments.~~ **The Governing Board desires to provide a high-quality education that enables all students to meet challenging state academic standards. In schools with a large number or percentage of economically disadvantaged families, the district shall use Title I funds to provide services that strengthen the academic program and provide support to students at risk of failing to achieve academic standards.**

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

~~*(cf. 6162.52 - High School Exit Examination)*~~

**Title I funds shall be used to supplement, not supplant, funds available from state and local sources for the education of students participating in Title I programs. (20 USC 6314, 6321)**

~~The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)~~

~~*(cf. 0420 - School Plans/Site Councils)*~~

BP 6171(b)

### TITLE I PROGRAMS (continued)

**Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.**

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0460 - Local Control and Accountability Plan)*

~~The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)~~

~~(cf. 0420 - School Plans/Site Councils)~~

**In addition,** ~~t~~The district and each school receiving Title I funds shall develop a written ~~parent involvement~~ **parent/guardian and family engagement** policy in accordance with 20 USC 6318.

~~(cf. 6020 - Parent Involvement)~~

### **Local Educational Agency Plan**

~~The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low achieving students meet challenging academic standards.~~

BP 6171(c)

### **TITLE I PROGRAMS (continued)**

~~The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.~~

### **Comparability of Services**

~~State and local funds used in~~ In schools receiving Title I funds, **state and local funds** shall **be used to** provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

To demonstrate comparability of services among district schools, **the district shall:**

1. ~~The Board shall a~~ **A**dopt and implement a districtwide salary schedule;
2. **Ensure equivalence in teachers, administrators, and other staff, as measured by either or both of the following:**

**TITLE I PROGRAMS** (continued)

2. a. The ratio of students to ~~teachers, administrators, and other staff~~ **instructional staff** at each Title I school **within a grade span, which** shall not exceed 110 percent of the average ratio ~~across for all~~ non-Title I **district** schools **within that grade span**
- ~~3. b.~~ Salary expenditures **for instructional staff** at each Title I school, **which** shall be no less than 90 percent of the average salary expenditure across non-Title I **district** schools.
- ~~4. All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.~~
3. **Ensure equivalence in the provision of curriculum materials and instructional supplies, by determining whether the per-student expenditure of state and local funds for curriculum materials and instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average.**
4. **Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools**
5. ~~The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.~~

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to **disabled** students **with disabilities**, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

**TITLE I PROGRAMS** (continued)

~~At the beginning of each school year, t~~The Superintendent or designee shall **annually assess measure** comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

## Participation of Private School Students

**The district** ~~The Superintendent or designee~~ shall provide or contract to provide special educational services, **instructional services (including evaluations to determine the progress being made in meeting students' academic needs), counseling, mentoring, one-on-one tutoring,** or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis **in comparison to services and other benefits for** ~~with participating~~ public school students. (20 USC 6320, 7881)

## Program Evaluation

~~The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments. (20 USC 6316)~~

**The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's**

BP 6171(f)

## TITLE I PROGRAMS (continued)

**progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.**

*(cf. 0500 - Accountability)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 6190 - Evaluation of the Instructional Program)*

### *Legal Reference:*

#### EDUCATION CODE

11503 Parent involvement programs in Title I schools

~~52055.57 Districts identified or at risk of identification for program improvement~~

**52060-52077 Local control and accountability plan**

54420-54425 State Compensatory Education

64001 Single plan for student achievement, consolidated application programs

#### UNITED STATES CODE, TITLE 20

6301 Program purpose

6311-6322 Improving basic programs for disadvantaged students, including:

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

6314 Title I schoolwide programs

6315 Targeted assistance schools  
~~6316 School improvement~~  
6318 Parent involvement and family engagement  
6320 Participation of private school students  
6321 Comparability of services  
6333-6335 Grants to local educational agencies  
6391-6399 Education for migrant students  
7881 Participation of private school students  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.1 ~~200.79~~ 200.73 Improving basic programs for disadvantaged students

*Management Resources:*

CSBA PUBLICATIONS  
Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
LEA Plan, rev. May 17, 2006  
Frequently Asked Questions About Title I Schoolwide Programs  
Local Control and Accountability Plan Federal Addendum Template  
Meeting Title I, Part A Comparability Requirements, October 2017  
Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, rev. November 1, 2005

*Management Resources continued: (see next page)*

BP 6171(g)

## **TITLE I PROGRAMS (continued)**

*Management Resources: (continued)*

U.S. DEPARTMENT OF EDUCATION GUIDANCE PUBLICATIONS  
Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended by the Every Student Succeeds Act, Non-Regulatory Guidance, November 21, 2016  
Title I Fiscal Issues, Non-Regulatory Guidance, May 26, 2006 February 2008  
Designing Schoolwide Programs, Non-Regulatory Guidance, March 22, 2006  
Supplemental Educational Services, June 13, 2005  
The Impact of the New Title I Requirements on Charter Schools, July 2004  
Parental Involvement: Title I, Part A, April 23, 2004  
Serving Preschool Children Under Title I, March 4, 2004  
Title I Services to Eligible Private School Students, October 17, 2003  
Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov/iasa/titleone>  
<https://www.cde.ca.gov/sp/sw>  
No Child Left Behind: <http://www.ed.gov/nclb>  
U.S. Department of Education: <http://www.ed.gov>

# National SD

## Administrative Regulation

Instruction

AR 6171(a)

### TITLE I PROGRAMS

#### Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. ~~The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes.~~ (20 USC 6312, 6314; **34 CFR 200.25**)

**A school that does not meet these criteria may operate a Title I schoolwide program if it receives a waiver from the California Department of Education.** (20 USC 6312, 6314)

**Any school operating a schoolwide program shall develop a comprehensive plan with the involvement of parents/guardians, other members of the community to be served, and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of other federal education programs), the district, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, secondary school students as applicable, and other individuals determined by the school. (20 USC 6314)**

AR 6171(b)

### TITLE I PROGRAMS (continued)

*(cf. 0400 - Comprehensive Plans)*

*(cf. 6020 - Parent Involvement)*

~~Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and~~ **The schoolwide program plan shall be based on a comprehensive needs assessment of the entire school and shall be incorporated into a single plan for student achievement which also incorporates the** plans required ~~by~~ **for** other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

*(cf. 0420 - School Plans/Site Councils)*



~~A schoolwide program shall include:~~ **The plan shall describe the strategies that the school will implement to address school needs, including a description of how such strategies will:** (20 USC 6314)

- ~~1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards~~

~~(cf. 6162.5 - Student Assessment)~~

~~(cf. 6162.51 - State Academic Achievement Tests)~~

~~(cf. 6162.52 - High School Exit Examination)~~

~~(cf. 6175 - Migrant Education Program)~~

~~2. Schoolwide reform strategies that:~~

- ~~a. 1. Provide opportunities for all students, including economically disadvantaged students, ethnic subgroups, students with disabilities, and English learners, to meet the state's proficient and advanced levels of achievement state academic standards~~

~~(cf. 6011 - Academic Standards)~~

- ~~b. 2. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education and include strategies for meeting the educational needs of historically underserved populations~~

~~(cf. 5148.2 - Before/After School Programs)~~

~~(cf. 6111 - School Calendar)~~

~~(cf. 6112 - School Day)~~

AR 6171(c)

**TITLE I PROGRAMS (continued)**

~~(cf. 6141 - Curriculum Development and Evaluation)~~

~~(cf. 6177 - Summer School Learning Programs)~~

- ~~e. 3. Include strategies to~~ **Address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement academic standards, through activities which may include the following: who are members of the target population of any program that is part of the schoolwide program**

~~Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.~~

~~(cf. 6164.2 - Guidance/Counseling Services)~~  
~~(cf. 6164.5 - Student Success Teams)~~

d. ~~Address how the school will determine if student needs have been met~~

e. ~~Are consistent with and designed to implement state and local improvement plans, if any~~

~~(cf. 0520.2 - Title I Program Improvement Schools)~~  
~~(cf. 0520.3 - Title I Program Improvement Districts)~~

a. **Counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas**

~~(cf. 5141.6 - School Health Services)~~  
~~(cf. 6164.2 - Guidance/Counseling Services)~~  
~~(cf. 6164.5 - Student Success Teams)~~

b. **Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school**

~~(cf. 6141.4 - International Baccalaureate Program)~~  
~~(cf. 6141.5 - Advanced Placement)~~  
~~(cf. 6172.1 - Concurrent Enrollment in College Classes)~~  
~~(cf. 6178 - Career Technical Education)~~

AR 6171(d)

## **TITLE I PROGRAMS (continued)**

c. **Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act**

d. **Professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments and to recruit and retain effective teachers, particularly in high-need subjects**

3. ~~High quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards~~

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

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

4. ~~Strategies to attract high-quality, highly qualified teachers to high-need schools~~

5. ~~Strategies to increase parent involvement~~

*(cf. 5020 - Parent Rights and Responsibilities)*

**6. e. Plans Strategies** for assisting preschool children in the transition from early childhood **education** programs to **local** elementary school programs

*(cf. 5148.3 - Preschool/Early Childhood Education)*

7. ~~Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program~~

8. ~~Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance~~

*(cf. 6179 - Supplemental Instruction)*

AR 6171(e)

## **TITLE I PROGRAMS** (continued)

9. ~~Coordination and integration of federal, state, and local services and programs~~

**The plan shall also include a description of any applicable federal, state, and local programs that will be consolidated in the schoolwide program. (20 USC 6314; 34 CFR 200.27)**

**The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet state academic standards. (20 USC 6314)**

## **Targeted Assistance Programs**

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: **eligible students who are failing, or most at risk of failing, to meet state academic standards. Students shall be identified on the basis of multiple, educationally related, objective criteria, except that students in preschool**

through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the district and supplemented by the school. (20 USC 6315)

1. ~~Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school~~
2. ~~Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures~~

Eligible students include those who are economically disadvantaged; students with disabilities; migrant students, including those who participated in a migrant education program pursuant to 20 USC 6391-6399 in the preceding two years; English learners; students who participated in a Head Start or state preschool program in the preceding two years; students in a local institution for neglected or delinquent children and youth or attending a community day program for such students; and homeless students. (20 USC 6315)

A **Any** targeted assistance program shall: (20 USC 6315)

AR 6171(f)

#### **TITLE I PROGRAMS** (continued)

1. Use program resources to help participating students meet state academic achievement standards, **which may include programs, activities, and academic courses necessary to provide a well-rounded education expected for all students**
2. ~~Ensure that program planning is incorporated into existing school planning~~
3. 2. Use **effective** methods and instructional strategies, ~~based on scientifically based research,~~ that strengthen the **core** academic program, ~~give primary consideration to providing extended learning time; help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I through activities which may include:~~
  - a. **Expanded learning time, before- and after-school programs, and summer programs and opportunities**
  - b. **A schoolwide tiered model to prevent and address behavior problems, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act**

**4. 3.** Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs

~~5. Provide instruction by highly qualified teachers~~

**6. 4.** Provide ~~opportunities for~~ professional development ~~to for~~ teachers, principals, ~~other school leaders,~~ paraprofessionals, and, if appropriate, ~~student services personnel specialized instructional support personnel , other staff, and parents/guardians and other school personnel~~ who work with participating eligible students in Title I programs or in the regular education program. The professional development shall be provided using funds from Title I and, to the extent practicable, other sources.

**7. 5.** ~~Provide~~ **Implement** strategies to increase ~~parent~~ **the** involvement **of** parents/guardians of participating students

**8. 6.** **If appropriate and applicable, c**oordinate and integrate federal, state, and local services and programs, such as programs supported by the Elementary and Secondary Education Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career technical education programs, and comprehensive or targeted support and improvement activities under 20 USC 6311

AR 6171(g)

## **TITLE I PROGRAMS (continued)**

**7. Provide assurances to the Superintendent or designee that the program will:**

**a. Help provide an accelerated, high-quality curriculum**

**b. Minimize the removal of students from the regular classroom during regular school hours for instruction supported by Title I funds**

**c. On an ongoing basis, review the progress of participating students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet state academic standards**

## **Participation of Private School Students**

~~The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)~~

Teachers, ~~other educational personnel,~~ and families of participating private school students shall have an opportunity to participate, on an equitable basis, in ~~parent involvement~~ **parent/guardian and family engagement** activities and professional development pursuant to 20 USC 6318 ~~and 6319.~~ (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation, **and invite them to a meeting to discuss the intent of Title I and the roles of public and private school officials.**

The Superintendent or designee shall consult, ~~in a meaningful and timely manner,~~ with appropriate private school officials, **in a meaningful and timely manner,** during the design and development of the district's Title I programs, **with the goal of reaching agreement on**

AR 6171(h)

#### **TITLE I PROGRAMS** (continued)

##### **how to provide equitable and effective programs for eligible private school students.**

Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include ~~a discussion of~~ **consultation on issues such as the following:** (20 USC 6320, 7881; 34 CFR ~~200.63~~ **200.56**)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to **eligible** private school students, ~~and~~ the proportion of funds ~~that is~~ **to be** allocated for such services, **and how that proportion of funds is determined**
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of services **s** to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider

8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor
9. Whether the district will provide services directly or through a separate government agency, consortium, entity, or third-party contractor
10. Whether to provide services to eligible private school students by pooling funds or on a school-by-school basis

AR 6171(i)

#### **TITLE I PROGRAMS** (continued)

11. When services will be provided, including the approximate time of day
12. Whether to consolidate and use funds provided under Title I with other funds available for services to private school students

**If the district disagrees with the views of private school officials with respect to any of the above issues, the district shall provide the officials, in writing, the reasons that the district disagrees. (20 USC 6320)**

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

~~The Superintendent or designee district~~ shall maintain, and shall provide to the ~~California Department of Education upon request~~ **CDE**, a written affirmation signed by officials of each participating private school that consultation has occurred. **The affirmation shall provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to private school students. If private school officials do not provide the affirmation within a reasonable period of time, the district shall send documentation to the CDE demonstrating that the consultation has, or attempts at such consultation have, taken place. (20 USC 6320)**

~~If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.~~

*(cf. 3580 - District Records)*

~~The Superintendent or designee also shall maintain records documenting that:~~

1. ~~The needs of private school teachers and/or private school students were identified.~~

2. ~~The funds made available were equitable to those allocated for public school students and teachers.~~

AR 6171(j)

**TITLE I PROGRAMS** (continued)

3. ~~The district's program met the needs of the private school teachers and/or private school students.~~
4. ~~The district made efforts to resolve any complaints made by private school representatives.~~

**The Superintendent or designee shall also maintain copies of program descriptions, notices, funding allocations, and other communications and records pertaining to the provision of services to private school students.**



# National SD

## Board Policy

### Instruction

BP 6174(a)

### EDUCATION FOR ENGLISH LEARNERS

The Governing Board intends to provide English learners with challenging curriculum and instruction that **develop** **maximize the attainment of high levels of** proficiency in English, **advance multilingual capabilities, and while** facilitating student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

BP 6174(b)

### EDUCATION FOR ENGLISH LEARNERS (continued)

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 3100 - Budget)*

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

English learners shall be provided **differentiated** English language development instruction **which is** targeted to their English proficiency level, **integrated across all subject areas,** and aligned with the state content standards ~~and curriculum framework~~. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, **emphasize inquiry-based learning and critical thinking skills,** and **provide assist** students ~~with-in~~ accessing **to** the full educational program.

*(cf. 6011 - Academic Standards)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6171 - Title I Programs)*

## **EDUCATION FOR ENGLISH LEARNERS** (continued)

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

*(cf. 4112.22 - Staff Teaching English Learners)*

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.**

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

## **EDUCATION FOR ENGLISH LEARNERS** (continued)

### **Identification and Assessment**

The Superintendent or designee shall maintain procedures for the **accurate early** identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR ~~853.5 and 853.7~~ **854.1-854.3**. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR ~~853.5, 853.7~~ **854.1-854.3**)

*(cf. 6162.51 - State Academic Achievement Tests)*

BP 6174(e)

## **EDUCATION FOR ENGLISH LEARNERS** (continued)

**Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.**

*(cf. 6162.5 - Student Assessment)*

### **Language Acquisition Programs**

~~In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)~~

~~Language acquisition programs are educational programs~~ **The district shall offer research-based language acquisition programs** that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. ~~The language acquisition programs provided to students shall be informed by research and shall lead to grade level proficiency and academic achievement in both English and another language. (Education Code 306; 5 CCR 11300)~~

~~The district shall offer English learners~~ **At a minimum, the district shall offer** a structured English immersion program **which includes designated and integrated English language development** to ensure that English learners have access to the core academic content standards,

~~including the English language development standards, and become proficient in English.~~ In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; **5 CCR 11309**)

BP 6174(f)

## **EDUCATION FOR ENGLISH LEARNERS** (continued)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

*(cf. 6142.2 - World/Foreign Language Instruction)*

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

*(cf. 6151 - Class Size)*

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

## EDUCATION FOR ENGLISH LEARNERS (continued)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, **the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program.** (Education Code 310; **5 CCR 11310**)

*(cf. 5145.6 - Parental Notifications)*

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; **5 CCR 11311**)

~~The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)~~

~~*(cf. 6151 - Class Size)*~~

~~At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program (Education Code 310)~~

~~*(cf. 5145.6 - Parental Notifications)*~~

## EDUCATION FOR ENGLISH LEARNERS (continued)

### **Reclassification**

When an English learner is determined ~~pursuant to~~ **based on** state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

## Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient

BP 6174(i)

## EDUCATION FOR ENGLISH LEARNERS (continued)

3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. **For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309**
56. Progress toward any other goals for English learners identified in the district's LCAP
67. A comparison of current data with data from at least the previous **year in regard to items #1-6 above**
8. **A comparison of data between the different language acquisition programs offered by the district**

The Superintendent or designee **also** shall **also** provide the Board with regular reports from any district or schoolwide English learner advisory committees.

*Legal Reference:*

### EDUCATION CODE

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48980 Parental notifications

48985 Notices to parents in language other than English

52052 Numerically significant student subgroups

52060-52077 *Local control and accountability plan*  
~~52130-52135~~ *Impacted Languages Act of 1984*  
52160-52178 *Bilingual Bicultural Act*  
56305 *CDE manual on English learners with disabilities*  
60603 *Definition, recently arrived English learner*  
~~60605.87~~ *Supplemental instructional materials, English language development*  
60640 *California Assessment of Student Performance and Progress*  
60810-60812 *Assessment of language development*  
~~62005.5~~ **62002.5** *Continuation of advisory committee after program sunsets*

*Legal Reference continued: (see next page)*

BP 6174(j)

## **EDUCATION FOR ENGLISH LEARNERS (continued)**

*Legal Reference: (continued)*

### CODE OF REGULATIONS, TITLE 5

~~853.5-853.7~~ *Test administration; universal tools, designated supports, and accommodations*  
~~853.8~~ *CAASPP and unlisted resources for students with disabilities*  
**854.1-854.3** *CAASPP and universal tools, designated supports, and accommodations*  
**854.9** *CASSPP and unlisted resources for students with disabilities*

11300-11316 *English learner education*

11510-11517.5 *California English Language Development Test*

**11517.6-11519.5** *English Language Proficiency Assessments for California*

### UNITED STATES CODE, TITLE 20

1412 *Individuals with Disabilities Education Act; state eligibility*

1701-1705 *Equal Educational Opportunities Act*

6311 *Title I state plan*

6312 *Title I local education agency plans*

6801-7014 *Title III, language instruction for English learners and immigrant students*

7801 *Definitions*

### CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 *Discrimination prohibited*

200.16 *Assessment of English learners*

### COURT DECISIONS

*Valeria G. O. v. Wilson Davis*, (2002) 307 F.3d 1036

*California Teachers Association v. State Board of Education et al.*, (9th Circuit, 2001) 271 F.3d 1141

*McLaughlin v. State Board of Education*, (1999) 75 Cal.App.4th 196

*Teresa P. et al v. Berkeley Unified School District et al.*, (1989) 724 F.Supp. 698

### ATTORNEY GENERAL OPINIONS

83 *Ops.Cal.Atty.Gen.* 40 (2000)

*Management Resources:*

### CSBA PUBLICATIONS

***English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018***

***English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017***

*English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016*

*English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016*

*English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

***California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018***

***Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017***

***Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017***

*Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015*

***Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015***

Management Resources continued: (see next page)

BP 6174(k)

**EDUCATION FOR ENGLISH LEARNERS (continued)**

Management Resources: (continued)

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)**

***Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014***

*English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014*

*Common Core State Standards for Mathematics, rev. 2013*

***Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, 2013***

*English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012*

***Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments***

**THE EDUCATION TRUST- WEST PUBLICATIONS**

***Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018***

***Unlocking Learning: Science as a Lever for English Learner Equity, January 2017***

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

*Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017*

***Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017***

*English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016*

*English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016*

*Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015*

***Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007***

**WEB SITES**

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

**The Education Trust-West: <https://west.edtrust.org>**

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

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# National SD

## Administrative Regulation

Instruction

AR 6174(a)

### EDUCATION FOR ENGLISH LEARNERS

#### Definitions

*English learner* means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

***Designated English language development* means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)**

***Integrated English language development* means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)**

*Native speaker of English* means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

#### Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

AR 6174(b)

### EDUCATION FOR ENGLISH LEARNERS (continued)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be **initially** assessed for English proficiency using the ~~state's designated English language proficiency test for initial identification~~ **English Language Proficiency Assessments for California (ELPAC)**. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the ~~state's designated English language proficiency test~~ **ELPAC** shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The ~~state assessment~~ **ELPAC** shall be administered in accordance with test publisher instructions and 5 CCR ~~11518.5-11518.20 11511 11516.6~~. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR ~~11516-11516.6 11518.30-11518.35~~.

Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used

AR 6174(c)

## **EDUCATION FOR ENGLISH LEARNERS** (continued)

during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR ~~11518.25-11518.35 11516 11516.7~~; 20 USC 1412)

(cf. 6159 - Individualized Education Program)

(cf. ~~6152.51~~ **6162.51** - State Academic Achievement Tests)

(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall notify parents/guardians of their child's results on the ~~state's English language proficiency assessment~~ **ELPAC** within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program

participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code **313.2**, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

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## **EDUCATION FOR ENGLISH LEARNERS** (continued)

3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
  - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
  - b. The manner in which the program will meet the educational strengths and needs of the student
  - c. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and graduation
  - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
  - e. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
- 4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards.**
- 4.5.** Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
- 5.6.** Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available

## **EDUCATION FOR ENGLISH LEARNERS (continued)**

- 6.7.** Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

### **Language Acquisition Programs**

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

- 1.** The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
- 2.** The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
- 3.** If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
  - a.** Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
  - b.** Identify costs and resources necessary to implement any new language

**EDUCATION FOR ENGLISH LEARNERS (continued)**

acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

- 1. A description of the programs provided, including structured English immersion
- 2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
- 3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
- 4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals

**EDUCATION FOR ENGLISH LEARNERS** (continued)

- 5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language**
- 6. The process to request establishment of a language acquisition program not offered at the school**
- 7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.**

**Reclassification/Redesignation**

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The measures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ~~state's English language proficiency assessment~~ **ELPAC**

**EDUCATION FOR ENGLISH LEARNERS** (continued)

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support **to ensure his/her language and academic success.**

**Advisory Committee**

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

**EDUCATION FOR ENGLISH LEARNERS** (continued)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks: (5 CCR 11308)

1. The development of a **district master** plan **of for** education programs and services for English learners, taking into consideration the school site plans for English learners

2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

### **LCAP Advisory Committee**

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR **11301**, 15495)

*(cf. 0460 - Local Control and Accountability Plan)*

AR 6174(j)

### **EDUCATION FOR ENGLISH LEARNERS (continued)**

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

(4/15 3/17) 7/18

#### **Policy Reference UPDATE Service**

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# National SD

## Administrative Regulation

### Instruction

BP 6190(a)

### EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

*(cf. 0200 - Goals for the School District)*  
*(cf. 0500 - Accountability)*  
*(cf. 6000 - Concepts and Roles)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The Superintendent or designee shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for each district school and for every numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0510 - School Accountability Report Card)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6174 - Education for English Language Learners)*

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

BP 6190(b)

### EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

#### Annual Monitoring of Consolidated Application Programs

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in

meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I local educational agency plan, and/or other applicable district or school plans.

## **Federal Program Monitoring**

BP 6190(c)

### **EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)**

To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*  
*(cf. 4131 - Staff Development)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5148 - Child Care and Development Programs)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6178.1 - Work-Based Learning)*  
*(cf. 6200 - Adult Education)*

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be

implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

BP 6190(d)

## **EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)**

### **Western Association of Schools and Colleges (WASC) Accreditation**

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other the accrediting agency, shall be published not later than 60 days after the results are made available to the school.

Publication shall be by notifying each parent/guardian in writing and/or by posting the information on the district's or school's web site, as determined by the Superintendent or designee. (Education Code 35178.4)

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

*Legal Reference: (see next page)*

BP 6190(e)

## EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

### *Legal Reference:*

#### EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052-52052.1 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

#### CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

#### UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

#### WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

#### WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:

<http://www.acswasc.org>

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE