

LAKE SIDE UNION SCHOOL DISTRICT

Office of the Superintendent
12335 Woodside Avenue
Lakeside, California 92040
(619) 390-2600

Audience:
Meeting ID: 947 9256 2765
Meeting Password: 947175
Public Comment Form

October 8, 2020
Closed Session: 5:00 p.m.
Open Session: 6:00 p.m.

NOTICE OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Members of the public who require disability modification or accommodation in order to participate in the meeting should contact the Superintendent's Office at (619) 390-2606 or in writing, at least twenty-four (24) hours before the meeting. (Government Code section 54954.2).

Please take notice that the Governor of California issued Executive Order N-29-20 on March 17, 2020. This Order provides, in part, as follows: "All requirements in...the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived."

Members of the public may attend the Board meeting, observe the meeting, and/or participate in public comment telephonically by logging onto Zoom with the meeting ID and password listed at the top OR you may participate in person with safety precautions. Members of the public who wish to participate in public comment are encouraged to email Lisa DeRosier, Executive Assistant to the Superintendent, **1 hour in advance** of the meeting derosier@lsusd.net using the **Public Comment Form**.

A. CALL TO ORDER AND ROLL CALL

B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) **Public Comment Form**

Opportunity for Members of the Public to address the Board on or off any topic or item on the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment or Public Hearings, follow the directions for speaking to agenda items as listed above.

C. CLOSED SESSION

1. Conference with Labor Negotiator, Erin Garcia, regarding the California School Employees Association and its Lakeside Chapter No. 240, pursuant to Government Code §54957.6;
2. Conference with Labor Negotiator, Erin Garcia, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6;
3. Public Employee Appointment, Director of Child Nutrition, pursuant to Government Code §54957.

D. OPENING PROCEDURES – 6:00PM

1. Reconvene
2. Welcome Visitors
3. Closed Session Report
4. The Pledge of Allegiance will be led by students from Lakeside Middle School. Following the pledge, Principal Steve Mull will share highlights from the school.

E. PRESENTATIONS

Superintendent **Dr. Andy Johnsen** will discuss the District's reopening plan, including results from the recent parent/staff surveys.

F. TRUSTEE REPORTS AND COMMENTS

Trustees will report and comment as desired.

G. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) **Public Comment Form**

Opportunity for Members of the Public to address the Board on any item on the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment or Public Hearings, follow the directions for speaking to agenda items as listed above.

H. RECOGNITIONS

1. Dr. Natalie Winspear will introduce **Pam Fleming** for receiving the Above and Beyond Award from the California School Nurse Organization – San Diego/Imperial Sector.
2. **Brian Lamb** (Adapted PE Teacher) on his selection as the District's Teacher of the Year for the 2019-2020 school year.
3. **Cathy Montgomery** (Child Nutrition, LV) on her selection as the District's Classified Employee of the Year for the 2019-2020 school year.
4. Cesar Morales will introduce new classified employees to the District.
5. The Board will recognize **Sally Spero**, Director of Child Nutrition, for her 8+ years of service to the Lakeside Union School District, and wish her well in retirement.

I. PUBLIC HEARING/ACTION ITEM

1. **PUBLIC HEARING** – At 6:30 p.m., the Governing Board will conduct a public hearing to receive input from the public regarding the availability of textbooks and/or instructional materials for fiscal year 2020-2021.
2. **Adoption** is requested of Resolution No. 2021-05, determining that every pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum, framework adopted by the State Board of Education: Mathematics; Science; History-Social Science; and Reading/Language Arts.

J. ITEMS OF BUSINESS

- 1.1 Designate consent agenda items.

Note: Consent agenda items are generally routine items of business. The Board will designate those items to be approved as a whole, unless a member of the public requests consideration of an item on an individual basis. The Board will review and act on the remaining items of business.

J. ITEMS OF BUSINESS (CONTINUED)

- 1.2 Discussion/adoption of consent agenda items.

SUPERINTENDENT

- 2.1 **Adoption** is requested of the regular board meeting of September 10, 2020 and the special board meeting minutes of September 17, 2020.
- 2.2 **Adoption** is requested of Resolution No. 2020-05, declaring the week of October 26-30, 2020 as Red Ribbon Week in the Lakeside Union School District. The District encourages the community to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug free, tobacco and alcohol abuse free community.
- 2.3 **Consideration/Adoption** is requested of one of the following options for moving to phase 3 of the district's reopening plan (full time in-person instruction for all who choose to return): A) October 19, 2020; B) November 16, 2020 (the first day of trimester 2); or C) Postpone for consideration at the January Board of Trustees meeting.

HUMAN RESOURCES

- 3.1 **Approval/ratification** is requested of Personnel Assignment Order 2021-06.

BUSINESS SERVICES

- 4.1 **Approval** is requested of the following monthly business reports: A) Commercial Warrants; B) Revolving Cash; C) Purchase Orders and Change Orders; and D) Purchase Card Expenditures.
- 4.2 **Ratification** is requested of a new three-year successor agreement for the period of July 1, 2019 through June 30, 2022 between the District and California School Employees Association and its Chapter 240.
- 4.3 **Authorization** is requested to sell the surplus of school buses #55, 56 and 57, per Board Policy 3270, Sale and Disposal of Books, Equipment and Supplies. These buses are part of Carb Emission & Compliance, and due to the GCVW and age of the motors, they can no longer operate in the state of California. Bus #56 has not run for the past 10 years and has exceeded its life cycle. We purchased one van to offset the loss of one of these buses to meet our current transportation needs.
- 4.4 **Approval/Ratification** is requested of the following annual contracts for the 2020-21 school year: A) Anton's Service, Inc. (Maint); B) Deborah A. Comiskey (LF); C) Eric Hall & Associates, LLC (HR); D) Eye Phone City (Technology); E) Eye Phone City (Technology); F) Fulcrum Management Solutions, Inc. (Survey Tool, Supt); G) Heartland School Solutions (Child Nutrition); H) Illuminate (Addendum, Ed Svcs); I) Leader Services for SMAA (Bus Svcs); J) New Haven Youth and Family (NPS, Special Ed); K) RO Health, Inc. (NPA, Special Ed); L) San Diego County Superintendent of Schools (Broadband, Technology); M) San Diego Fence Company (Maint); N) Sierra School of San Diego (NPS, Special Ed); O) Specialized Therapy Services (NPS, Special Ed); P) Stein Center (NPS, Special Ed); Q) TIEE Children's Workshop (NPS, Special Ed); and R) Wilkinson Hadley King & Co. LLP (Audit Services, Bond) (*Goals #1, 2, and 3*)

J. BUSINESS SERVICES (CONTINUED)

- 4.5 **Acceptance** is requested of the following donations to the District: A) Eric Johnsen for his time and materials (value, \$510.76) to build backpack hooks at Lakeside Farms for his Eagle Scout project; and B) Donorschoose.org donated to various schools \$15,760.46.

PUPIL SERVICES

- 5.1 **Approval** is requested of an Agreement for Services of Counseling Consultant with Wellness Together to provide the district with three (3) mental health specialists (each 24 hours per week) to provide Tier II and III mental health supports including classroom lessons, individual and group counseling and crisis intervention services at a cost of \$134,784 (from the Learning Loss Mitigation Fund).

BOND

- 6.1 **Ratification** is requested of Change Orders #4R1, 5R1, and 24R2, with Caltec Corp, for the Central Kitchen Upgrade project. These have been submitted by the contractor to repair unforeseen site condition and other changes, which have been reviewed by the architect and district staff and are considered necessary, and the prices are considered to be fair and reasonable. The amount of change orders is \$4,281.85.

POLICIES/REGULATIONS

- 7.1 **Adoption** is requested of Administrative Regulation 5148: Child Care and Development.
- 7.2 **Adoption** is requested of Board Policy and Administrative Regulation 6179: Supplemental Instruction.

K. INFORMATIONAL ITEMS

Enrollment Report for Month 1 ending September 18, 2020

L. REPORTS TO THE BOARD

1. Union Representatives:
 - A. **Cathy Sprecco**, will present comments as the Lakeside Teachers Association President
 - B. **Lisa Ford**, will present comments as the California School Employees Association President
2. District Superintendents:
 - A. **Erin Garcia** will present business and operations updates.
 - B. **Dr. Kim Reed** will present educational services updates.
 - C. **Dr. Andy Johnsen** will present closing comments.

M. ADJOURNMENT

Respectfully Submitted,

Andrew S. Johnsen, Ed.D.
Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

NOTICE OF PUBLIC HEARING

At 6:30 p.m. at the regular meeting of October 8, 2020, the Board of Trustees will conduct a public hearing to receive input regarding the availability of textbooks and/or instructional materials for fiscal year 2020-2021.

The public hearing will be on October 8, 2020 in the District Administrative Center of the Lakeside Union School, 12335 Woodside Avenue, Lakeside, California.

September 28, 2020

Andrew S. Johnsen, Ed.D.
Secretary to the Board

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Resolution #2020-05

Background (Describe purpose/rationale of the agenda item):

A resolution determining the sufficiency of instructional materials for the 2020-2021 school year per Education Code 60119. This ensures that EVERY student has sufficient textbooks or instructional material in math, science, history-social science and reading/language arts.

Fiscal Impact (Cost):

None

Funding Source:

N/A

Recommended Action:

☐ Informational

☐ Denial

☐ Discussion

☐ Ratification

☐ Approval

☐ Explanation: Click here to enter text.

☒ Adoption

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



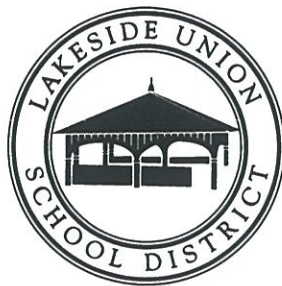
Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

Administration:

ANDY JOHNSON, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

RESOLUTION NO. 2021-05

**RESOLUTION DETERMINING SUFFICIENCY OF INSTRUCTIONAL MATERIALS
FISCAL YEAR 2020-2021**

WHEREAS, in order to receive state instructional materials funds, the Lakeside Union School District Governing Board is required by Education Code Section 60119 to hold a public hearing and adopt a resolution by the eighth week of the school year, determining that EVERY pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, reading/language arts.

WHEREAS, the Governing Board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

WHEREAS, as part of the required hearing, the Governing Board must also make a written determination as to whether each pupil enrolled in a world language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects.

WHEREAS, "sufficient textbooks or instructional materials," means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each pupil.

THEREFORE, BE IT RESOLVED that for the 2020-21 school year, the Governing Board hereby determines, as required by Education Code Section 60119, that the school district has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following areas:

1. Mathematics
2. Science
3. History-Social Science
4. Reading/Language Arts, including the English language development component of an adopted program
5. Health
6. World Language

Igniting Passion in Today's Students for Tomorrow's Opportunities!

12335 Woodside Avenue • Lakeside, California 92040
DISTRICT OFFICE 619.390.2600 • FAX 619.561.7929 • <http://www.lsusd.net/>

PASSED AND ADOPTED by the Board of Trustees of the Lakeside Union School District at Lakeside, California, this 8th day of October 2020 by the following vote:

AYES:

NOES:

ABSENT:

I, Andrew Hayes, Clerk of the Governing Board of the Lakeside Union School District of San Diego County, California, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said board at the regularly called and conducted meeting held on said date.

Clerk of the Governing Board

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Approval of Minutes

Background (Describe purpose/rationale of the agenda item):

It is recommended that the Board of Trustees approve the attached minutes with any necessary modifications:

Regular Board Meeting of September 10, 2020

Special Board Meeting of September 17, 2020

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

☐ Informational

☐ Discussion

☐ Approval

☒ Adoption

☐ Denial

☐ Ratification

☐ Explanation: [Click here to enter text.](#)

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Minutes of the Regular Meeting of the Board of Trustees

September 10, 2020
Zoom

- | | |
|--|-------------------------|
| A. The regular meeting of the Lakeside Union School District Board of Trustees was called to order on Zoom at 5:00 p.m. by Holly Ferrante, President, with the following members present: Bonnie LaChappa, Vice President; Andrew Hayes, Clerk; and Dr. Rhonda Taylor, Member. Also in attendance were Dr. Andrew Johnsen, Superintendent; Dr. Kim Reed, Assistant Superintendent; and Erin Garcia, Assistant Superintendent. Member John V. Butz was absent. Lisa DeRosier was present to record the minutes. | Call to Order |
| B. There were no requests to speak to the Board. | Public Comments |
| C. At 5:01 p.m. the Governing Board moved to closed session to discuss the following: 1) Conference with Labor Negotiator, Erin Garcia, regarding the California School Employees' Association, Chapter 240, pursuant to Government Code §54957.6; 2) Conference with Labor Negotiator, Erin Garcia, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6; 3) Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957; and 4) Public Employee Performance Evaluation, Superintendent, pursuant to Government Code §54957. | Closed Session |
| D. At 6:00 p.m. the Board reconvened to open session. President Ferrante welcomed guests; held a moment of silence for the 9/11 victims; and led the pledge of allegiance. She reported the Board will resume closed session at the end of the meeting. | Welcome/
Flag Salute |
| E. 1. Superintendent Dr. Andy Johnsen discussed the District's reopening plans. He commented on the eve of reopening after 6 months closed. It has been a difficult task on a lot of levels and hard for everybody. It's been especially tough for the kids at home. We have been prepping for phase 2, in-person learning with an A-B model. Half the students will come on campus Monday-Tuesday and the other half on Thursday-Friday. We have a whole new set of safety procedures and protocols, and there will be refinements as we go. Why are we reopening? The legislation states that you shall offer in-person instruction to the greatest extent possible. HHSA cleared schools to open September 1. Over 80% of our families requested in-person instruction in the last survey. Our students need in-person instruction. Our teachers are doing an amazing job with distance learning, very engaging. He explained the Governor's new tiered color system and reiterated the reason for opening at half capacity is for the safety of students and staff. Keeping schools closed can be dangerous for some students: suicide, child abuse, self harm, depression, etc. There's a risk both in opening schools and keeping them closed. Our special day classes will start on Monday, a week before the rest of the students. All of our students have experienced learning loss, but our SDC students are particularly vulnerable. We have been honing our safety measures: daily symptom monitoring and temperature checks; handwashing protocols; cleaning of high-touch surfaces; 6' distancing; masks; desk partitions; rest and recovery rooms etc. All of our safe reopening plans can be accessed on each school's website. | Dr. Johnsen |

E.	<p>2. Assistant Superintendent Dr. Kim Reed presented information on the Phase 2 blended learning plan including child care. We will be holding in-person instruction in 2 cohorts, a traditional school day minus 40 minutes. Every day will have a social-emotional block. Teachers will have a little more time each day to prep for the following day. We also offer full distance learning and home flex. Some classes will use the live streaming feature due to the nature of the content or low enrollment. You may enter the distance learning strand with one week's notice and leave the strand at the end of the trimester.</p> <p>ESS has full-day child care for ASES at Lindo Park, Lemon Crest, Tierra del Sol and Lakeside Middle School; essential LUSD staff at a reduced rate; and limited fee-based spots. Space is a major concern and is limiting the program.</p>	Dr. Kim Reed
	<p>3. Todd Owens, MOT Director, presented a transportation plan for reopening. He explained how a 72-passenger bus would look with social distancing. Masks will be required on buses. They will re-evaluate around October 12th and report back the results.</p>	Todd Owens
F.	<p>Member Taylor had no formal report. She thanked everyone for working so hard.</p> <p>Vice President LaChappa had no formal report. She thanked everyone and acknowledged how difficult this is.</p> <p>Clerk Hayes thanked everyone in the district for bearing with us and welcomed Cesar Morales.</p> <p>President Ferrante echoed the thank you's for the countless hours put in by staff. It was great to see everyone on the welcome back zoom meeting. She thanked Kim and her team for putting together the PD day.</p>	Trustee's Reports and Comments
G.	<p>There were 3 requests to speak to the Board regarding reopening schools and livestreaming options.</p>	Public Comments
H.	<p>1. Cesar Morales introduced the new certificated staff.</p> <p>2. Dr. Kim Reed and Dr. Natalie Winspear introduced and thanked the members of the Distance Learning and Reopening Committees for their hard work and dedication to helping plan for the 2020-21 school year.</p>	New Staff
		Committee's Recognition
I.	<p>1. Dr. Kim Reed presented information on the Learning Continuity and Attendance Plan (LCP) prior to the public hearing. She explained the process in creating the plan and the many stakeholders who contributed. The plan is broken up into academics; mental health; engagement; increased and improved services; and engagement. She discussed how we are addressing learning loss. We will not be re-teaching the last trimester of last year. We will be giving rigorous on-level instruction and just-in-time support. Nutrition will continue to be provided for children 2-18.</p> <p>2. At 7:32 p.m. President Ferrante opened a public hearing to hear comments from the public on the 2020-2021 Learning Continuity and Attendance Plan (LCP) prior to the final adoption on September 17, 2020, as required by Education Code §42103. Hearing no comments, the public hearing was closed.</p>	LCP Presentation
		Public Hearing - LCP

I. PUBLIC HEARINGS/ACTION ITEM (CONTINUED)

3. It was moved by Clerk Hayes and seconded by Member Taylor to approve the Disclosure of Collective Bargaining Agreement for the Lakeside Teachers Association related to the COVID-19 public health emergency at a cost of \$185,740. Motion carried unanimously 4:0:1 (Ayes: Ferrante, Hayes, LaChappa, Taylor: Absent: Butz)

Approve
Collective Barg
Agreement with
LTA

- J. 1. Erin Garcia presented information on the 2019-2020 Unaudited Actuals. The report contains the financial results for the fiscal year ending June 30, 2020 and is subject to audit by the District's independent auditor. She thanked the business office team headed up by Miranda Durning for all their hard work. It takes a lot of time to close the books.

Budget
Presentation

2. It was moved by Member Taylor and seconded by Vice President LaChappa to adopt the 2019-2020 Unaudited Actuals Report. State law requires the Board of Education to submit its annual financial results for the fiscal year ending June 30, 2020. Motion carried unanimously 4:0:1 (Ayes: Ferrante, Hayes, LaChappa, Taylor: Absent: Butz)

Adopt the 2019-
20 Unaudited
Actuals Report

- K. It was moved by Vice President LaChappa and seconded by Clerk Hayes to designate all Items of Business to the consent agenda with the exception of Item 4.12. The motion carried unanimously to designate Items of Business 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 5.1, 6.1, 7.1, 7.2, 7.3 and 7.4 to the consent agenda.

Consent Agenda

- 1.1 It was moved by Member Taylor and seconded by Clerk Hayes to adopt the following items of business:

Items of
Business

- 1.2 There was no discussion on items.

Discussion

SUPERINTENDENT

- 2.1 A motion to adopt special board meeting minutes of August 14, 2020 and August 20, 2020; and the regular board meeting of August 13, 2020.

Adopt Minutes

- 2.2 A motion to adopt a revised 2020-2021 school and employee calendar. The change to the calendar is the removal of the goal planning day on September 25, 2020.

Adopt Rev
School Calendar

HUMAN RESOURCES

- 3.1 A motion to approve/ratify Personnel Assignment Order 2021-05.

Ratify PAO

- 3.2 A motion to approve an Internship Contract Agreement with Brandman University to provide students an internship opportunity with the District.

Approve Agrmt
with Brandman

- 3.3 A motion to approve the Distance Learning Teacher job description.

Approve DL Job
Description

BUSINESS SERVICES

- 4.1 A motion to approve the following monthly financial reports: A) Commercial Warrants; B) Revolving Cash; C) Purchase Orders and Change Orders; and D) Purchase Card Expenditures.

Approve
Monthly
Financial Reports

- 4.2 A motion to adopt Resolution No. 2021-04 to certify the 2019-20 Gann Limit appropriations and an estimated limit for 2020-21.

Adopt Resolution
No. 2021-04

K. BUSINESS SERVICES (CONTINUED)

- | | | |
|------|--|-------------------------------------|
| 4.3 | A motion to approve a Side Letter of Agreement with the Lakeside Teachers Association regarding the COVID-19 Public Health Emergency. | Approve Side Letter w/LTA |
| 4.4 | A motion to approve two (2) Side Letters of Agreement with the Lakeside Teachers Association regarding stipends for the 2020-2021 school year. | Approve Side Letters w/LTA |
| 4.5 | A motion to approve a Side Letter of Agreement with the California School Employees Association and its Chapter 240 regarding impacts and effects concerning the elimination and reduction of the positions: Data Specialist and Child Nutrition Utility Worker. | Approve Side Letter w/CSEA |
| 4.6 | A motion to approve a Side Letter of Agreement with the California School Employees Association and its Chapter 240 regarding impacts and effects regarding the elimination of the position: Instructional Assistant-EL. | Approve Side Letter w/CSEA |
| 4.7 | A motion to approve a Substitute Salary Schedule, effective August 1, 2020 to include the "Site-Based Substitute" for the 2020-21 school year only at a rate of \$180 per day. | Approve Sub Salary Sch |
| 4.8 | A motion to approve the purchase of 250 13" Apple MacBook Pros for teachers to replace outdated laptops, 14 Mac Mini Cache servers, and 5 16" Macbook Pros for the technology department to troubleshoot teacher laptops (\$349,989.70 paid from Learning Loss Mitigation Funds; and \$32,058.32 paid from General Fund). | Approve Apple Mac Pros for Teachers |
| 4.9 | A motion to approve 600 student Chromebooks to be purchased for Distance Learning due to the COVID-19 pandemic at a cost of \$170,897.25 (paid from Learning Loss Mitigation Funds). | Approve Chromebooks for Students |
| 4.10 | A motion to approve the purchase of 500 student iPads, Mosyle Manager licenses, and 500 STM Dux cases in August 2020 for the immediate technology needs of students in TK, Kindergarten and 1 st grade for distance learning due to COVID-19 at a cost of \$186,646.81 (paid from Learning Loss Mitigation Funds). | Approve iPads for Students |
| 4.11 | A motion to approve the following annual contracts for the 2020-21 school year: A) Achieve 3000 (Ed Services); B) Brain Learning Psychology Corp. (Special Ed); C) Coast Music Therapy (Special Ed); D) Deaf Community Services (Special Ed); E) San Joaquin County Office of Ed (Beyond SST); F) School Employers Association of California (Supt); G) SPOT Kids Therapy, Inc. (Special Ed); and H) Standard Electronics (Maintenance). | Approve Annual Contracts |

ED SERVICES

- | | | |
|-----|---|-------------------------------------|
| 5.1 | A motion to approve a renewal contract with Leader Services for the processing of claims, training, continuing education and forms required for the preparation of data required for the submission of the claims (paid out of Medi-Cal funds). | Renew Contract with Leader Services |
|-----|---|-------------------------------------|

BOND

- | | | |
|-----|---|---------------------------|
| 6.1 | A motion to award a bid for the Central Kitchen Upgrade to Caltec Corp. in the amount of \$543,000. Change orders have been submitted by the contractor to repair unforeseen site conditions and other changes at a cost of \$10,261.71. Changes have been reviewed by the architect and District staff and are considered necessary. | Award Bid to Caltec Corp. |
|-----|---|---------------------------|

K. POLICIES/REGULATIONS

- | | | |
|-----|---|-----------------------|
| 7.1 | A motion to adopt Board Policy and Administrative Regulation 1340: Access to District Records. | Adopt BP/AR
1340 |
| 7.2 | A motion to adopt Administrative Regulation 3231: Impact Aid. | Adopt AR 3231 |
| 7.3 | A motion to adopt Board Policy and Administrative Regulation 5116.1: Intradistrict Open Enrollment. | Adopt BP/AR
5116.1 |
| 7.4 | A motion to adopt Board Policy and Administrative Regulation 5142: Safety. | Adopt BP/AR
5142 |

Motion carried unanimously 4:0:1 (Ayes: Ferrante, Hayes, LaChappa, Taylor: Absent: Butz).

- | | | |
|------|---|---------------------------------|
| 4.12 | It was moved by Clerk Hayes and seconded by Member Taylor to approve the following donations to the District: A) Musicians at Play Foundation, Inc. donated \$320.70 to the LMS Show Choir; B) Terry and Shirley Walker donated \$50 to the Outdoor Schools program in Barbara Wise name; and C) Wing N It, Inc. donated \$126.60 to the LMS Robotics program. Clerk Hayes thanked everyone who donated through these challenging times. Motion carried unanimously 4:0:1 (<u>Ayes</u> : Ferrante, Hayes, LaChappa, Taylor: <u>Absent</u> : Butz). | Accept Gifts to
the District |
|------|---|---------------------------------|

- | | | |
|----|--|-------------------------|
| L. | 1. First reading of Administrative Regulation 5148: Child Care and Development. The Board requested the policy come back next month for adoption. | AR 5148 |
| | 2. First reading of Board Policy and Administrative Regulation 6179: Supplemental Instruction. The Board requested the policy come back next month for adoption. | BP/AR 6179 |
| M. | 1. Informational Item: Quarterly Investment Report, San Diego County Treasury Investment Pool, as of quarter ended on June 30, 2020. | Quarterly Inv
Report |
| | 2. Informational Item: Enrollment Report for Month 0 ending August 28, 2020. Erin Garcia reported that we are down significantly in enrollment. For the first 7 days, we are down 320 students. A decline at every site except Home Flex. We have dropped the most in our Kindergarten-age students. | Enrollment
Report |
| N. | 1A. LTA President, Cathy Sprecco, commented that everyone is working harder than ever and pushing through this. She believes you know your teachers are working their tails off. She knows a lot of teachers have reached out in emails to the Board and the Superintendent. She hopes everyone is listening. She commented that teachers were promised to get extra pay for PD training on all the new software. Teachers give so much more when they feel appreciated and respected. | LTA President |
| | 1B. CSEA President, Lisa Ford, realizes everyone is on information overload. She thanked everyone for their hard work, putting in 110%. She reminded everyone to support each other during this stressful time. Encourage each other to lessen the stress levels. | CSEA President |

N. REPORTS TO THE BOARD (CONTINUED)

2A. Erin Garcia, Assistant Superintendent, commented on the construction of the central kitchen and the finalization of the parking lot projects. The business office is purchasing all the PPE's for the school. She gave a huge shout out to the technology department who pulled off a monumental effort in distributing iPads during a miserably hot week. The first day did not go well, but they got additional help and it flowed smoothly after that. She thanked the parents who were very kind and understanding. They are continuing to distribute iPads as students need them, along with hot spots. The child nutrition department continues to revamp everything they do as things change. Maintenance and Operations has been fencing off play structures, mounting soap dispensers, fixing sewer lines, etc. Pulling off miracles as usual!

Erin Garcia

2B. Dr. Kim Reed, Assistant Superintendent, thanked Kelly Gilbert who has been testing ELPAC students; Stephanie Jacques who has been working until midnight building tutorials; Lauren Pagel who is doing things she's never done before, invaluable to us; and Teri Cook for the registration of all the programs as she is dealing with significant health issues. She thanked Lakeside Farms for lending the District Office Elaine Watt on the first day of school to help with the phones. It was very much appreciated. Ed Services is now a staff of 4, down from 7 and they are doing amazing work.

Dr. Kim Reed

2C. Dr. Andy Johnsen, Superintendent, commented that these are crazy times. He has been presenting reopening plans since March. He acknowledged that everyone is working very, very hard. The public comment expressed good concerns and we will continue the dialogue. He believes we should agree to presume positive intentions and acknowledge that balls will be dropped during these times. We need everyone's brains around all these issues. These are all valid concerns. He thanked the board and looks forward to welcoming our students back to campus. When the students left on March 13, the heart of the district went away.

Dr. Andy
Johnsen

President Ferrante ended the open session at 8:06 and the Board moved back to closed session.

1. No action was taken on Conference with Labor Negotiator, Erin Garcia, regarding the California School Employees' Association, Chapter 240, pursuant to Government Code §54957.6.
2. No action was taken on Conference with Labor Negotiator, Erin Garcia, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6.
3. The Board voted unanimously to ratify the Voluntary Resignation Agreement for Employee #600206. Motion carried unanimously 4:0:1 (Ayes: Ferrante, Hayes, LaChappa, Taylor; Absent: Butz).

Closed Session
Report

O. President Ferrante asked if there was any further business to come before the board. There being none, the president declared the regular board meeting adjourned at 8:11 p.m.

Adjournment

Andrew Hayes
Clerk of the Board

Andrew S. Johnsen, Ed.D.
Secretary to the Board

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Minutes of the Special Meeting of the Board of Trustees

September 17, 2020
Zoom

- | | |
|---|-------------------------|
| A. The special meeting of the Lakeside Union School District Board of Trustees was called to order at 4:32 p.m. by Holly Ferrante, President, with the following members present: Bonnie LaChappa, Vice President; Andrew Hayes, Clerk; and Dr. Rhonda Taylor, Member. Also in attendance were Dr. Andrew Johnsen, Superintendent; Dr. Kim Reed, Assistant Superintendent; and Erin Garcia, Assistant Superintendent. Member John Butz was absent. Lisa DeRosier was present to record the minutes. | Call to Order |
| B. There was one request to speak to the Board, thanking administration for all the work they've done on the reopening plans. | Public Comments |
| C. <u>It was moved by</u> Clerk Hayes and seconded by Vice President LaChappa to approve the 2020-2021 Learning Continuity and Attendance Plan (LCP). Motion carried 4:0:1 (<u>Ayes</u> : Ferrante, Hayes, LaChappa, Taylor; <u>Absent</u> : Butz) | Approve LCP for 2020-21 |
| D. The Board discussed Senate Bill 145. Unfortunately, the bill has already been signed, but the Board would like to request that an email be sent to the Superintendent where future bills regarding children are presented. | Discussion of SB 145 |
| E. President Ferrante asked if there was any further business to come before the board. There being none, the president declared the special board meeting adjourned at 4:39 p.m. | Adjournment |

A handwritten signature in blue ink, appearing to read "Andrew S. Johnsen", is written over a horizontal line.

Andrew S. Johnsen, Ed.D.
Secretary to the Board

Andrew Hayes
Clerk of the Board

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Resolution #2021-06

Background (Describe purpose/rationale of the agenda item):

A resolution declaring the week of October 26-30, 2020 as Red Ribbon Week in the Lakeside Union School District. The District encourages the community to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug free, tobacco and alcohol abuse-free community.

Fiscal Impact (Cost):

None

Funding Source:

N/A

Recommended Action:

☐ Informational

☐ Denial

☐ Discussion

☐ Ratification

☐ Approval

☐ Explanation: [Click here to enter text.](#)

☒ Adoption

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

**LAKESIDE UNION SCHOOL DISTRICT
RESOLUTION NO. 2021-06**

RED RIBBON/DRUG AWARENESS WEEK

WHEREAS Alcohol, tobacco, and other drug abuse has reached epidemic stages in the United States; and,

WHEREAS It is imperative that community members launch visible substance abuse prevention education efforts to reduce the demand for drugs; and,

WHEREAS **Californians for Drug-Free Youth, Inc.**, sponsored the first statewide Red Ribbon Campaign in 1986, and the **National Federation of Parents for Drug-Free Youth, Inc.** sponsored the first nationwide campaign in 1988, with the Red Ribbon symbolizing commitment to a healthy, drug-free lifestyle, and with the goal of the Red Ribbon Campaign being to present a unified and visible commitment toward the creation of a **Drug-Free America**.

WHEREAS The Red Ribbon Campaign will be celebrated in every community in America during "**RED RIBBON WEEK**", October 26-30, 2020 and

WHEREAS Businesses, government, law enforcement, schools, religious institutions, service organizations, youth, medical, senior citizens, military, sports teams, and individuals will demonstrate their commitment to drug free, tobacco and alcohol abuse free health lifestyles by wearing and displaying red ribbons during this week-long campaign; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Lakeside Union School District does hereby support October 26-30, 2020 as "**RED RIBBON WEEK**", and encourage the community to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug free, tobacco and alcohol abuse free community.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Lakeside Union School District encourages the community to promote a strong commitment to a drug-free lifestyle.

PASSED AND ADOPTED this 8th day of October 2020 by the Governing Board of the Lakeside Union School District of San Diego County, California.

Holly Ferrante, President

Bonnie LaChappa, Vice President

Andrew Hayes, Clerk

Dr. Rhonda Taylor, Member

John V. Butz, Member

Dr. Andy Johnsen, Superintendent

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Personnel Assignment Order 2021-06

Background (Describe purpose/rationale of the agenda item):

The Personnel Assignment Order reflects new hires, retirements and changes in positions.

Fiscal Impact (Cost):

Varies

Funding Source:

General Fund

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input checked="" type="checkbox"/> Adoption | |

Originating Department/School: Human Resources

Submitted/Recommended By:

Approved for Submission to the Governing Board:


César Morales, Executive Director HR


Dr. Andy Johnsen, Superintendent

**LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING, October 8, 2020
Personnel Assignment Order – 2021-06**

BACKGROUND:

The following personnel appointments, changes of status, leave requests, resignations, dismissals and consultant requests are submitted for Board consideration. Italicized information indicates a change.

Certificated Staff

A. New Appointments:

Employee	Assignment/Location	Class/Step	New Annual Salary	Effective Date
Baker, Kacie	Teacher/Lakeview	Class C/Step 3	\$54,418.00	9/21/2020
Lonn, Linda	School Psychologist/Itinerant	Class F/Step 11	\$80,263.00	9/21/2020
Sheikh, Alina	Teacher/Home Flex	Class D/Step 1	\$49,706.00	8/19/2020

B. Temporary Rehires:

Employee	Assignment/Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

C. Change of Status/Location:

Employee	Assignment/Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

D. Unpaid Leave Requests:

Employee	Assignment/Location	Class/Step	Reason	Recommendation	Effective Date

E. Resignations:

Employee	Assignment/Location	Reason	Effective Date

F. 39-Month Reemployment:

Employee	Assignment/Location	Class/Step	Reason	Effective Date

G. Dismissals:

Employee	Assignment/Location	Effective Date

Classified Staff

H. New Hire:

Employee	Location	Position/Class/Step	New Monthly Salary	Effective Date
Abrams, Megan	Lakeview	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
Alvarado, Elsa	Lindo Park	Instructional Assistant II – Sped/Range 11/Step 1	\$1,389.73	10/01/2020
Balderas Ordonez, Darien	Riverview	Campus Student Supervisor/Range 7/Step 1	\$717.05	9/21/2020
Cable, Diane	Lakeview	Instructional Assistant I – SPED/Range 9/Step 1	\$709.92	10/01/2020
Giyer, Dean	Lakeside Middle School	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
Kline, Bruce	Tierra Del Sol	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
Martinez, Amber	Lakeview	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
McDowell, Maria	Eucalyptus Hills	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
Ramos, Emma	Lakeside Middle School	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020
Strickland, Shelby	Lakeview/Lindo Park	LVN/Range 23/Step 3	\$2,628.75	9/21/2020
Thomas, Amanda	Central Kitchen	Child Nutrition Director	\$98,076.00	10/09/2020
Wilkinson, Abigail	Tierra Del Sol	Campus Student Supervisor/Range 7/Step 1	\$565.50	9/21/2020

I. Rehires:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date

J. Change of Status/Location:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date
Angeles, Mary Ann	Central Kitchen	Child Nutrition Assistant II/Range10/	\$2,085.00	\$2,232.00	10/01/2020
Delgado, Lisa	District Office	HR Technician	\$3,147.75	\$3,670.00	9/21/2020
Gonzalez, Guadalupe	Central Kitchen	Child Nutrition Assistant II/Range10/	\$1942.00	\$2,082.00	10/01/2020
Morton, Kelly	District Office	Human Resources Assistant	\$2,529.87	\$3,849.50	10/01/2020

K. Unpaid Leave Requests:

Employee	Location	Position/Class/ Hours	Reason	Recommendation	Effective Date

L. Resignations:

Employee	Location	Position	Reason	Effective Date
Russo, Judith	LEAPP	Instructional Assistant III- SPED	Retire	9/25/2020
Shaba, Alvin	Lakeview	Child Development Assistant	N/A	10/01/2020
Spero, Sally	Central Kitchen	Child Nutrition Director	Retire	10/16/2020
Tucker, Holly	District Office	Human Resources Technician	Employment	9/19/2020

M. 39-63 Month Reemployment:

Employee	Location	Position/Class/Step	Effective Date

N. Dismissals:

Employee	Location	Position	Effective Date

O. Short Term:

Employee	Title	Service to be Performed	Hourly Rate	Ending Date of Service	Total Maximum Hours*
Adriana Ortega	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Alma De la Torre	Safe School Reopening Site Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Amy Cox	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Avanti Victoria	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265

* These short-term positions are employed for the following minimum number of assigned hours per day and days per week: Distance Learning IT Support: 5 days per week, 4 hours per day and Safe School Reopening Site Support and Safe School Reopening Student Support: 4 days per week, 4.94 hours per day.

Employee	Title	Service to be Performed	Hourly Rate	Ending Date of Service	Total Maximum Hours*
Bobby Streeter	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Carissa Silva	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Catherine Forsman	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Cherian Ortiz	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Christopher Summers	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Cristofer Iglesias	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Elizabeth Parra Espino	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Emily Espinosa	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Isai Galvez Rojas	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
James Hultman	Distance Learning IT Support	Reopening Plan IT Support for Distance Learning	\$13.00	12/18/2020	360
Janeth Lopez	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Jessa Smith	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Jose Figueroa	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Jose Jacinto	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Joshua Higareda	Safe School Reopening	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265

Employee	Title	Service to be Performed	Hourly Rate	Ending Date of Service	Total Maximum Hours*
	Site Support				
Karen Alvarado	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Lisa Herr	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Maria Balderas	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Sierra Senn	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	200
Susan Burghart	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Troy Peets	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Victor Quintero	Safe School Reopening Site Support	Reopening Plan Cleaning, Sanitizing, & Stocking Support	\$16.34	12/18/2020	265
Wendy Ruiz	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237
Yesenia Foster	Safe School Reopening Student Support	Reopening Plan Student Screening, Distancing, & Safety Support	\$13.00	12/18/2020	237

RECOMMENDATION:

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, classifications, services, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: OCTOBER 8, 2020

Agenda Item:

COMMERCIAL WARRANT LISTING SHEET – for the period 09/01/2020-09/30/2020

Background (Describe purpose/rationale of the agenda item):

This is a required monthly report - per Board Policy #3300, "the Governing Board shall review all warrants issued by the district at their monthly Board meeting".

Fiscal Impact (Cost):

\$2,152,122.76

Funding Source:

General, Child Development, Cafeteria, Bond, & Charter Schools (Barona, RVCS)

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

<input type="checkbox"/> Informational	<input type="checkbox"/> Denial/Rejection
<input type="checkbox"/> Discussion	<input type="checkbox"/> Ratification
<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Explanation: Click here to enter text.
<input type="checkbox"/> Adoption	

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Principal/Department Head Signature



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member  _____

BOARD WARRANT REPORT
09/01/2020-09/30/2020

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14705785	A&B SAW & LAWNMOWER SHOP	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	79.73
14705786	AGRICULTURAL PEST CONTROL	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	730.00
14705787	AAF INTERNATIONAL	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	3,148.37
14705789	BLACKBOARD CONNECT INC.	9/3/2020	WEBSITE WEB HOSTING WCM-ESSN H	0100	1,300.00
14705789	BLACKBOARD CONNECT INC.	9/3/2020	WEBSITE WEB HOSTING,WCM-ESSN,	0100	14,300.00
14705789	BLACKBOARD CONNECT INC.	9/3/2020	WEBSITE-BLACKBOARD ALLY, WCM-A	0100	6,937.00
14705790	CALIFORNIA STATE TEACHERS	9/3/2020	CERTIFICATED ERI PYMT - 2015	0100	35,642.04
14705791	CDW GOVERNMENT, INC.	9/3/2020	MAXCases - protective sleeve f	0100	8,081.25
14705792	CELEBRATE LIFE	9/3/2020	Years of service awards	0100	376.79
14705793	CRISP ENTERPRISES INC	9/3/2020	SNEEZE GUARDS: 3/16" ACRYLIC P	0100	1,175.55
14705794	CINTAS CORPORATION	9/3/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	840.35
14705795	CLARK SECURITY PRODUCTS	9/3/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	156.71
14705796	CODESP	9/3/2020	MEMBERSHIP FOR HR RELATED ITEM	0100	2,300.00
14705797	CED-SAN DIEGO CONSOLIDATED ELECTRIC	9/3/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	150.85
14705800	DATTEL SYSTEMS INCORPORATED	9/3/2020	UPGRADE WORK TO EXISTING FIREP	0100	3,840.00
14705801	THE DEVEREUX FOUNDATION	9/3/2020	Education	0100	3,300.66
14705801	THE DEVEREUX FOUNDATION	9/3/2020	MH, 1:1 Supervision, R&B	0100	15,960.25
14705803	ESGI	9/3/2020	ESGI 12 MONTH LICENSE DISTRICT	0100	6,760.00
14705804	G F SHEETMETAL & WELDING CORP	9/3/2020	2020-21 BLANKET FOR HAND WASHI	0100	2,612.89
14705805	GRAINGER	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	22.29
14705806	HOME DEPOT CREDIT SERVICES	9/3/2020	2020-21 BLANKET FOR HAND WASHI	0100	264.55
14705806	HOME DEPOT CREDIT SERVICES	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	429.71
14705807	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/3/2020		0100	1,312.98
14705807	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	1,312.98
14705808	LAKESIDE WATER DISTRICT	9/3/2020		0100	(347.44)
14705808	LAKESIDE WATER DISTRICT	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	6,946.49
14705809	LAZEL	9/3/2020	COMPLETE COLLECTION	0100	68,321.90
14705809	LAZEL	9/3/2020	ELL EDITION	0100	7,911.75
14705809	LAZEL	9/3/2020	RAZ-PLUS CONNECTED CLASSROOM	0100	6,500.65
14705810	LOWE'S	9/3/2020	2020-21 BLANKET FOR HAND WASHI	0100	40.93
14705810	LOWE'S	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	159.83
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ACSA.O-ACSA PRINCIPALS ACADEMY	0100	465.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ADAPTA-DISTANCE LEARNING COURS	0100	97.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ALLIES-APPLE LEASE PAYMENT MAI	0100	33.90
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	AMAZON-MONTHLY WEB CLOUD STORA	0100	476.99
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	AMERIC-FUEL FOR CARPET VAN ON	0100	76.80
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	CALIFO-REFUND FOR KATIE CORSON	0100	(237.50)
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	CSBA.O-2020 ANNUAL EDUCATION C	0100	399.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	CSBA.O-CSBA CONFERENCE REGISTR	0100	1,995.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	CSBA.O-VIRTUAL CONFERENCE E.GA	0100	399.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	DNH*GO-WEBSITE SECURITY	0100	4.99

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	DOCUSI-MONTHLY SUBSCRIPTION FO	0100	160.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	DOCUSI-MONTHLY SUBSCRIPTION, E	0100	10.67
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	LEARNI-LEARNING FORWARD ANNUAL	0100	69.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	OFFICE-CREDIT - ITEMS NEVER RE	0100	(72.29)
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAN DI-1 YEAR UNION TRIBUNE DI	0100	98.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SCHOOL-HR TRAINING COURSE-COVI	0100	275.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	TOOL D-PARTS TO REPAIR JACK HA	0100	37.72
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	USPS P-COBRA MAILINGS	0100	7.74
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	USPS P-MAIL PACKAGES TO STUDEN	0100	8.25
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ZOOM.U-LARGE GROUP GATHERING-Z	0100	50.00
14705812	MRC	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	271.75
14705816	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	107.10
14705818	SYCAMORE LANDFILL	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	419.99
14705820	THE PRINT BUTTON	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	55.49
14705821	VPP INC.	9/3/2020	VPPFSG1 FACESHIELD WITH GLASSE	0100	3,585.00
14705821	VPP INC.	9/3/2020	VPPFSG1SO	0100	2,670.00
14705823	WELLS FARGO VENDOR FINANCIAL SERVICES	9/3/2020	2020-21 BLANKET FOR FISCAL YEA	0100	83.32
14705824	WOWZERS, LLC	9/3/2020	WOWZERS ANNUAL LICENSES FOR TH	0100	30,200.00
14706866	ASCAP	9/8/2020	MUSIC LICENSE FEE FOR 08/01/20	0100	328.18
14706867	BRAIN POP	9/8/2020	RENEWAL FOR BRAIN POP LICENSE	0100	2,950.00
14706869	CLARK SECURITY PRODUCTS	9/8/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	113.14
14706870	DIXIELINE	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	476.59
14706870	DIXIELINE	9/8/2020	CR MEMO #04-0273026	0100	(76.91)
14706871	EAST PENN MFG CO	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	534.86
14706871	EAST PENN MFG CO	9/8/2020	CR MEMO #84482158	0100	(72.00)
14706871	EAST PENN MFG CO	9/8/2020	CR MEMO #84893912	0100	(86.59)
14706872	MORSCO SUPPLY, LLC	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	189.65
14706875	ERIN GARCIA	9/8/2020	GAR 2021-0005	0100	72.04
14706878	JOHNSTONE SUPPLY	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	17.06
14706879	LAKESIDE EQUIPMENT	9/8/2020	CHANGE ORDER TO INCREASE	0100	907.36
14706879	LAKESIDE EQUIPMENT	9/8/2020	ENVIRONMENTAL FEE	0100	7.48
14706879	LAKESIDE EQUIPMENT	9/8/2020	EPP	0100	8.40
14706880	LAKESIDE WATER DISTRICT	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	2,676.30
14706881	LAZEL	9/8/2020	RENEW READINGA-Z.COM 13 CLASSR	0100	1,364.35
14706882	LISTEN INNOVATION INC	9/8/2020	ELA, SOCIAL STUDIES, SCIENCE	0100	4,200.00
14706882	LISTEN INNOVATION INC	9/8/2020	SET UP FOR SCHOOLGY	0100	500.00
14706885	NICHOLAS TAYLOR	9/8/2020	BLANKET FOR FISCAL YEAR 2019-2	0100	200.00
14706886	OFFICE DEPOT, INC.	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	9,731.19
14706888	RAYO WHOLESALE	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	82.06
14706889	SCHOOL MATE	9/8/2020	PLANNERS	0100	570.00
14706889	SCHOOL MATE	9/8/2020	SHIPPING	0100	90.00
14706890	SCHOLASTIC INC	9/8/2020	AIKEN 4 DIGITAL	0100	149.80
14706890	SCHOLASTIC INC	9/8/2020	ANDREWS KN DIGITAL	0100	139.10

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14706890	SCHOLASTIC INC	9/8/2020	BROWN 3 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	CORTES 4 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	CULLEN 5 DIGITAL	0100	149.80
14706890	SCHOLASTIC INC	9/8/2020	EHLERS 5 DIGITAL	0100	149.80
14706890	SCHOLASTIC INC	9/8/2020	HOBER 1 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	JONES KN DIGITAL	0100	139.10
14706890	SCHOLASTIC INC	9/8/2020	MADDOX 1 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	MANSOUR 5 DIGITAL	0100	149.80
14706890	SCHOLASTIC INC	9/8/2020	PURGASON 4 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	REYNOLDS 3 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	SEGEL 3 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	WICKMAN 1 DIGITAL	0100	133.75
14706890	SCHOLASTIC INC	9/8/2020	WRIGHT 1 DIGITAL	0100	133.75
14706893	US AIR CONDITIONING DISTRIB.	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	221.71
14707627	ACHIEVE3000	9/10/2020	V2020-029 - EUCALYPTUS HILLS -	0100	2,562.30
14707627	ACHIEVE3000	9/10/2020	V2020-029A - LAKESIDE MIDDLE S	0100	26,058.19
14707627	ACHIEVE3000	9/10/2020	V2020-029A - RIVERVIEW YEAR 1	0100	23,106.55
14707627	ACHIEVE3000	9/10/2020	V2020-029A - WINTER GARDENS -	0100	2,562.30
14707630	DION & SONS, INC.	9/10/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	666.06
14707631	ERIN GARCIA	9/10/2020	GAR 2021-0006	0100	484.49
14707632	OFFICE DEPOT, INC.	9/10/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	2,422.38
14707633	SEESAW LEARNING, INC.	9/10/2020	SEESAW FOR SCHOOLS: 9/1/20 - 8	0100	15,681.60
14707634	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/10/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	82.63
14707635	SYCAMORE LANDFILL	9/10/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	468.66
14708489	ABABA BOLT	9/14/2020	CHANGE ORDER TO INCREASE	0100	61.43
14708490	ACSA	9/14/2020	PRINCIPALS ACADEMY J. GONZALEZ	0100	1,860.00
14708491	APPLE INC.	9/14/2020	STM DUX PLUS CASE FOR 10.2-INC	0100	18,829.31
14708492	CALIFORNIA SCHOOL BOARDS ASSN	9/14/2020	CSBA MEMBERSHIP 07/01/2020 - 0	0100	13,988.00
14708492	CALIFORNIA SCHOOL BOARDS ASSN	9/14/2020	GAMUT/POLICY/PLUS 07/01/2020 -	0100	5,735.00
14708494	CABLE PIPE & LEAK DETECTION	9/14/2020	INVOICE NO. 3056-55553 - LOCAT	0100	250.00
14708496	DION & SONS, INC.	9/14/2020	BLANKET FOR 2020-21 FISCAL YEA	0100	995.35
14708496	DION & SONS, INC.	9/14/2020	CR-FED GAS/DIESEL EXCISE TX	0100	(66.46)
14708497	EL CAJON FORD	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	118.04
14708497	EL CAJON FORD	9/14/2020	CR FOR OVERPYMT IN DEC 2019	0100	(0.36)
14708498	ERIN GARCIA	9/14/2020	GAR 2021-0007	0100	90.69
14708500	HD SUPPLY FACILITIES MAINT	9/14/2020	CHANGE ORDER TO INCREASE (COVI	0100	8,108.73
14708501	LEXIA LEARNING SYSTEMS LLC	9/14/2020	LEXIA CORE5 READING STUDENT SU	0100	4,000.00
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	EVERYDAY MATH SPANISH TEACHER	0100	4,890.57
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	EVERYDAY MATH TEACHER EDITION	0100	10,994.13
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	LECTURA MARAVILLAS STUDENT WOR	0100	3,459.21
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	LECTURA MARAVILLAS TEACHER WOR	0100	3,079.17
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	READING WONDERS STUDENT WORKSP	0100	31,276.26
14708502	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	9/14/2020	READING WONDERS TEACHER WORKSP	0100	11,987.19

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14708504	OFFICE DEPOT, INC.	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	202.75
14708505	O'REILLY AUTO PARTS	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	754.95
14708505	O'REILLY AUTO PARTS	9/14/2020	RETURN - INV #2595-293927	0100	(145.49)
14708506	RAYNE OF SAN DIEGO	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	29.00
14708507	COUNTY OF SAN DIEGO	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	43,895.89
14708508	SCHOOL INNOVATIONS & ACHIEVEMENT	9/14/2020	INVOICE NO. 0138668-IN	0100	21,300.00
14708509	SECOND LIFE MAC	9/14/2020	QUOTE NO. 00000851 FOR IPAD BR	0100	29,980.00
14708510	SAN DIEGO STATE UNIV FOUNDAT.	9/14/2020	SAN DIEGO STATE UNIV.	0100	315.04
14708511	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	137.45
14708512	SPARKLETTES	9/14/2020		0100	2,592.36
14708512	SPARKLETTES	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	13.91
14708513	LASERCYCLE USA, INC.	9/14/2020	HP 902 CMY INK. CARTRIDGE COMB	0100	42.66
14708513	LASERCYCLE USA, INC.	9/14/2020	HP 902XL BLACK ORIGINAL INK CA	0100	47.51
14708515	VILLA SANTA MARIA, INC.	9/14/2020	RTC Education	0100	1,497.50
14708515	VILLA SANTA MARIA, INC.	9/14/2020	RTC MH	0100	12,682.50
14709390	AMAZON CAPITAL SERVICES, INC.	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	-
14709392	BEST VALUE GLASS	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	59.27
14709393	CIT FINANCE LLC	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	533.99
14709395	CPI	9/17/2020	INVOICE NO. IUSO178097 - ANNUL	0100	150.00
14709397	CURRIER & HUDSON	9/17/2020	V2021-017 BLANKET FOR FISCAL Y	0100	9,574.50
14709398	EDCO DISPOSAL CORPORATION	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	3,613.75
14709400	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	1,039.87
14709400	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/17/2020	LEAPP - TASKALFA 6003i S/N: RF	0100	14.62
14709401	OFFICE DEPOT, INC.	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	240.85
14709401	OFFICE DEPOT, INC.	9/17/2020	CABINET, STORAGE 2-DOOR	0100	474.08
14709401	OFFICE DEPOT, INC.	9/17/2020	DELIVERY	0100	49.99
14709401	OFFICE DEPOT, INC.	9/17/2020	MOBILE PEDESTAL	0100	184.24
14709402	P&R PAPER SUPPLY COMPANY, INC.	9/17/2020	COVID - PPE - SMALL PAPER BAGS	0100	168.20
14709404	RAYO WHOLESALE	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	102.15
14709405	TRANE U.S.INC	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	704.91
14709405	TRANE U.S.INC	9/17/2020	CR ON INV# 6952696	0100	(224.54)
14709406	U.S. BANK EQUIPMENT FINANCE	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	70.24
14709407	LISA WALLER	9/17/2020	FINAL MILEAGE CHECK 2020	0100	394.91
14709408	WELLS FARGO VENDOR FINANCIAL SERVICES	9/17/2020	2020-21 BLANKET FOR FISCAL YEA	0100	166.64
14709408	WELLS FARGO VENDOR FINANCIAL SERVICES	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	133.78
14710667	APPLE INC.	9/21/2020	16 INCH MACBOOK PRO PART NUMBE	0100	15,303.95
14710667	APPLE INC.	9/21/2020	eWASTE FEE / RECYCLING FEE	0100	25.00
14710668	CASBO	9/21/2020	CASBO HOW TO PAY THE BILLS, AC	0100	305.00
14710669	DEPARTMENT OF JUSTICE	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	147.00
14710670	THE DEVEREUX FOUNDATION	9/21/2020	EDUCATION (2 ACCOUNT CODES)	0100	6,451.29
14710670	THE DEVEREUX FOUNDATION	9/21/2020	MENTAL HEALTH AND ROOM AND BOA	0100	33,150.35
14710673	OFFICE DEPOT, INC.	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	2,802.70
14710673	OFFICE DEPOT, INC.	9/21/2020	CR. MEMO#120454502001	0100	(114.00)

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14710674	DAVIS CONSULTING CORPORATION	9/21/2020	V2019-110 - YEAR 2 OF 2 YEAR C	0100	1,550.00
14710675	O'REILLY AUTO PARTS	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	1,297.95
14710675	O'REILLY AUTO PARTS	9/21/2020	CREDITS + OVER/DUPLICATE PYMTS	0100	(303.30)
14710677	PETER J PORTILLA	9/21/2020	UHF RADIO KIT 16 CHANNELS INCL	0100	5,516.80
14710678	RUSSELL PLUMBING & SUPPL INC.	9/21/2020	JOB INVOICE NO. 325193 D.O. MA	0100	208.50
14710679	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	164.17
14710680	XEROX CORPORATION	9/21/2020	BLANKET FOR FISCAL YEAR 2020-	0100	44.97
14710680	XEROX CORPORATION	9/21/2020	BLANKET FOR FISCAL YEAR 2019-2	0100	461.44
14710680	XEROX CORPORATION	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	4,573.86
14711528	ALLIED REFRIGERATION INC	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	498.29
14711529	ROCK AND BLOCK HARDSCAPE SUPPLY	9/24/2020	2020-21 BLANKET FOR HAND WASHI	0100	23.27
14711529	ROCK AND BLOCK HARDSCAPE SUPPLY	9/24/2020	CHANGE ORDER TO INCREASE	0100	19.40
14711530	APPLE INC.	9/24/2020	MAC MINI PART NUMBER ZOZT	0100	34,542.84
14711531	ASELTINE SCHOOL	9/24/2020	V2021-025 NON PUBLIC SCHOOL -	0100	16,351.50
14711532	BEST BEST & KRIEGER	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	1,668.00
14711535	CMS COMMUNICATIONS INC	9/24/2020	CISCO 9742G IP SET PHONE, ITEM	0100	1,115.22
14711535	CMS COMMUNICATIONS INC	9/24/2020	FREIGHT	0100	73.63
14711536	DATTEL SYSTEMS INCORPORATED	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	484.88
14711537	EWING IRRIGATION PRODUCTS	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	159.28
14711539	EYE PHONE CITY	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	3,792.55
14711542	LAKESIDE EQUIPMENT	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	339.66
14711542	LAKESIDE EQUIPMENT	9/24/2020	CHANGE ORDER TO INCREASE	0100	91.80
14711543	LEADER SERVICES	9/24/2020	RMTS -ACCOUNT MANAGEMENT ASSIS	0100	2,000.00
14711544	LEXIA LEARNING SYSTEMS LLC	9/24/2020	LEXIA CORE5 READING UNLIMITED	0100	9,000.00
14711545	QUADIENT FINANCE USA, INC.	9/24/2020	THE PRICING FOR MONTHS 1-60 IS	0100	1,152.73
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	ACSA.O-ACSA PRINCIPAL ACADEMY	0100	930.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	AMAZON-AMAZON WEB CLOUD SERVIC	0100	497.80
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	AMAZON-BOOKS	0100	10.49
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	AMZN M-SCHOOL SUPPLIES	0100	80.79
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	COPY C-FLIERS FOR FAMILIES (SC	0100	387.90
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	CSBA.O-CSBA ANNUAL "VIRTU	0100	399.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	CUSTOM-MASKS WITH LOGO FOR STA	0100	619.95
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	DOCUSI-ANNUAL DOCUSIGN COST FO	0100	1,232.49
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	DOLLAR-SCHOOL SUPPLIES	0100	81.89
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	EVENT*-FALL 2020 F3 LAW SPECIA	0100	115.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	FIRST -LEGO LEAGUE CHALLENGE	0100	334.92
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	HEGGER-DISTANCE LEARNING CURRI	0100	711.81
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	HEGGER-KINDERGARTEN CURRICULUM	0100	87.99
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	LAMINA-TWO ROLLS OF LAMINATION	0100	131.65
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	LEO'S -EPI PENS	0100	603.91
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	OFFICE-BANKERS BOXES FOR CURRI	0100	90.11
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	OFFICE-OFFICE SUPPLIES	0100	104.40
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	OPEN J-CHORUS MASKS FOR SAFE S	0100	1,718.00

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	OTHERW-APPLE POWER ADAPTOR-5	0100	284.89
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	PIKTOC-SUBSCRIPTION	0100	79.98
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	PROJEC-CHARACTER EDUCATION/SOC	0100	738.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	PROJEC-PLTW SUPPLIES	0100	980.53
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	RITE A-COVID - COTTON BALLS AN	0100	100.75
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SACRAM-RESOURCE GUIDE	0100	99.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAGE P-BOOKS	0100	22.60
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAGE P-DISTANCE LEARNING PLAYB	0100	28.55
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAMS C-SPLIT - BABY WIPES FOR	0100	19.35
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAMSCL-MICRO-FIBER CLEANING CL	0100	290.54
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SCHED -AUGUST PD SCHEDULE	0100	125.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SCHOOL-WEBINAR FOR E.GARCIA/C.	0100	275.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SMART -2 GAL JUMBO ZIPLOC BAGS	0100	93.01
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SMART -PAPER AND ZIPLOC BAGS F	0100	172.38
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SMORE.-YEARLY NEWSLETTER SUBSC	0100	149.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SP * B-Curriculum needs for H	0100	852.64
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	STARBU-ACCIDENTAL PURCHASE, DI	0100	3.95
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TARGET-NOTEBOOK PAPER AND PLAY	0100	25.68
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TARGET-SCHOOL SUPPLIES	0100	259.13
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	THE HO-DOOR BELL FOR SCHOOL GA	0100	37.87
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	THOMPS-DOOR FOR COVID STORAGE	0100	804.72
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TLF*AL-FLOWERS FOR THE OFFICES	0100	162.27
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TREBOR-SHORING FOR REPAIR OF D	0100	1,423.38
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	USPS P-COBRA MAILINGS	0100	8.17
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	USPS P-MAIL STUDENTS DOCS HOME	0100	6.45
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	WALMAR-2 IPAD STANDS	0100	67.86
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	ZOOM.U-ZOOM ROOMS-ANNUAL PRORA	0100	315.81
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	ZOOM.U-ZOOM WEBINAR FEATURE: 1	0100	140.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	ZOOM.U-ZOOM: 2 ADDITIONAL LICE	0100	109.97
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	ZOOM.U-ZOOM: 500 PARTICIPANTS,	0100	50.00
14711547	OFFICE DEPOT, INC.	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	56.02
14711548	SAN DIEGO CENTER FOR CHILDREN	9/24/2020	1920 RTC Education	0100	3,747.48
14711548	SAN DIEGO CENTER FOR CHILDREN	9/24/2020	1920 RTC R/B & MH	0100	14,920.00
14711549	RUSSELL SIGLER, INC.	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	630.28
14711549	RUSSELL SIGLER, INC.	9/24/2020	FREIGHT	0100	360.69
14712715	HAWTHORNE RENT-IT SERVICE	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	701.48
14712717	IMPERIAL SPRINKLER SUPPLY, INC.	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	31.77
14712719	JUPITER ED,INC.	9/28/2020	QUOTE NO. 22878 - JUPITER IO F	0100	2,325.57
14712720	LAKESIDE EQUIPMENT	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	441.56
14712724	RAYNE OF SAN DIEGO	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	32.00
14712725	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	206.49
14712727	BORDER RECAPING, LLC	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	78.18
14712728	U.S. BANK EQUIPMENT FINANCE	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	101.12

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14712729	VERIZON WIRELESS	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	0100	2,565.87
14712730	WPS	9/28/2020	CONNERS 3 PARENT RATING SCALE,	0100	315.36
14712730	WPS	9/28/2020	CONNERS 3 SELF-REPORT RATING S	0100	236.52
14712730	WPS	9/28/2020	CONNERS 3 SHORT TEACHER FORMS	0100	315.36
GENERAL				0100 Total	779,779.96
14705808	LAKESIDE WATER DISTRICT	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	1200	-
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ALBERT-JUMBO YELLOW ONIONS FOR	1200	3.16
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ALBERT-KELLOGGS POP TARTS	1200	16.98
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ALBERT-PIE CRUST FOR COOKING C	1200	30.92
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	ALBERT-PILLSBURY GRAND BISCUIT	1200	7.96
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	CORODA-DOCUMENT SHREDDING FEE	1200	20.00
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	DOLLAR-BUG CATCHING KITS FOR S	1200	47.41
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	DOLLAR-RETRACTABLE ERASERS, VA	1200	16.16
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	LIVING-DRINKING WATER FOR CAMP	1200	50.50
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMS C-CLEANING, DISINFECTING,	1200	36.55
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMSCL-DISINFECTANT SPRAY (5)	1200	64.54
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMSCL-HAND SOAP, SANITIZER, &	1200	136.55
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMSCL-PAPER TOWELS	1200	18.30
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMSCL-REFUND OF RECALLED HAND	1200	(5.37)
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SAMSCL-SNACK, CLEANING, COOKIN	1200	482.42
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SMART -GARLIC AND CHEESE FOR C	1200	9.88
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SMART -GLOVES FOR DISINFECTING	1200	73.85
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SMART -MISC COOKING CLUB SUPPL	1200	110.79
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	SMART -MISC COOKING SUPPLIES,	1200	340.60
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	WALGRE-	1200	15.91
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	WM SUP-BANANAS FOR BREAKFAST	1200	5.22
14705811	MISSION FEDERAL CREDIT UNION	9/3/2020	WWW CO-CLEANING SUPPLIES INCLU	1200	107.73
14705815	PROCARE SOFTWARE, LLC	9/3/2020	DATA HOSTING FOR BILLING PROGR	1200	3,360.00
14706880	LAKESIDE WATER DISTRICT	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1200	48.18
14708512	SPARKLETTES	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	1200	15.14
14709390	AMAZON CAPITAL SERVICES, INC.	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	1200	25.23
14709398	EDCO DISPOSAL CORPORATION	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	1200	103.27
14709400	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/17/2020	LEAPP - TASKALFA 6003i S/N: RF	1200	21.92
14710680	XEROX CORPORATION	9/21/2020	W7845PT/SN MX4-764507 - ESS BL	1200	267.43
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	LIVING-REFILL OF DRINKING WATE	1200	100.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAMS C-SNACK FOR EMERGENCY CAR	1200	117.26
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SAMSCL-MONTHLY MISC SUPPLIES,	1200	250.02
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	SMART -MISC CLEANING SUPPLIES	1200	154.19
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TARGET-45 - CRAYOLA CRAYONS AT	1200	24.24
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	TARGET-97 - SETS OF CRAYOLA CR	1200	52.50
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	WAL-MA-CLEMENTINE ORANGES AND	1200	36.16
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	WALMAR-SCHOOL QUALITY PENCIL B	1200	152.72
CHILD DEVELOPMENT				1200 Total	6,318.32

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14705799	CULLIGAN	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	3.75
14705814	OFFICE DEPOT, INC.	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	165.28
14706864	AMERICAN PRODUCE DISTRIBUTORS	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	1,858.63
14706865	ARTIC CONTAINERS	9/8/2020	20' REEFER ACR2023 FOR 08/01/2	1300	760.84
14706865	ARTIC CONTAINERS	9/8/2020	BUCK BOOSTER FOR 08/01/2020 TO	1300	100.00
14706865	ARTIC CONTAINERS	9/8/2020	DISCOUNT FOR 08/01/2020 TO 09/	1300	(100.00)
14706865	ARTIC CONTAINERS	9/8/2020	ELECTRICAL TRANSFORMER FOR 08/	1300	99.00
14706873	GALASSO'S BAKERY	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	903.75
14706874	GARCIA'S PUEBLA MERCADO	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	544.75
14706876	GOLD STAR FOODS INC	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	22,735.41
14706876	GOLD STAR FOODS INC	9/8/2020	CR MEMO #1394153	1300	(71.76)
14706876	GOLD STAR FOODS INC	9/8/2020	CR. MEMO #1394183	1300	(380.70)
14706877	HOLLANDIA DAIRY	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	5,219.51
14706883	dba HEARTLAND SCHOOL SOLUTIONS	9/8/2020	ANNUAL MENU PLANNING SUPPORT,	1300	299.00
14706883	dba HEARTLAND SCHOOL SOLUTIONS	9/8/2020	MP NETWORK LICENCE	1300	128.50
14706883	dba HEARTLAND SCHOOL SOLUTIONS	9/8/2020	PRODUCTION RECORDS	1300	110.50
14706886	OFFICE DEPOT, INC.	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	469.55
14706887	P&R PAPER SUPPLY COMPANY, INC.	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	2,056.53
14706891	SMART & FINAL	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	120.92
14706892	SYSCO FOODS SERVICES	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	2,415.15
14707631	ERIN GARCIA	9/10/2020	GAR 2021-0006	1300	25.25
14709391	BAK-RE-PAIR, INC.	9/17/2020	ANGLE PLUG	1300	69.00
14709391	BAK-RE-PAIR, INC.	9/17/2020	BAK-RE-PAIR CONVECTION OVEN RE	1300	229.50
14709391	BAK-RE-PAIR, INC.	9/17/2020	ELECTRICAL SUPPLIES	1300	32.37
14709391	BAK-RE-PAIR, INC.	9/17/2020	PARTS CLEANER	1300	16.25
14709391	BAK-RE-PAIR, INC.	9/17/2020	SHIPPING AND HANDLING	1300	17.16
14709391	BAK-RE-PAIR, INC.	9/17/2020	TRUCK CHARGE	1300	68.00
14709394	COUNTY BURNER & MACHINERY CORP	9/17/2020	COUNTY BURNER LABOR	1300	780.00
14709394	COUNTY BURNER & MACHINERY CORP	9/17/2020	FUEL	1300	15.00
14709394	COUNTY BURNER & MACHINERY CORP	9/17/2020	TRAVEL	1300	30.00
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	BAKER'S PAD	1300	30.99
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	89.17
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	CAUTION SIGN	1300	61.61
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	DRY MOP HEAD	1300	100.19
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	DUST MOP	1300	26.71
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	DUST MOP FRAME	1300	12.92
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	DUST PAN	1300	43.08
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	HUBERT SHIPPING	1300	131.48
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	HUBERT-TKKT BROOMS	1300	46.74
14709399	TAKKT AMERICA HOLDING INC	9/17/2020	UTILITY PAILS HACCP	1300	63.70
14709401	OFFICE DEPOT, INC.	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	372.41
14709402	P&R PAPER SUPPLY COMPANY, INC.	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	63.56
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	COUPLING - HOSE	1300	2.14

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	HOOKS	1300	3.22
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	MALLET	1300	15.06
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	PAYTON COUPLING 1/2 IN	1300	5.27
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	PAYTON'S GLOVES	1300	21.12
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	PLUMBING & HEATING	1300	5.88
14709403	PAYTON'S TRUE VALUE HARDWARE	9/17/2020	SCREW EYE	1300	2.13
14710672	dba HEARTLAND SCHOOL SOLUTIONS	9/21/2020	INVOICE NO. 515157 - HSS0631 P	1300	450.00
14710680	XEROX CORPORATION	9/21/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	47.77
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	OFFICE-KEYBOARD, PAPER	1300	30.15
14712718	INNOSEAL SYSTEMS, INC.	9/28/2020	INNOSEAL SEALER	1300	44.00
14712718	INNOSEAL SYSTEMS, INC.	9/28/2020	INNOSEAL STARTER SET	1300	120.00
14712718	INNOSEAL SYSTEMS, INC.	9/28/2020	SHIPPING	1300	29.00
14712722	OFFICE DEPOT, INC.	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	35.33
14712729	VERIZON WIRELESS	9/28/2020	BLANKET FOR FISCAL YEAR 2020-2	1300	50.64
			CAFETERIA	1300 Total	40,625.41
			BID NO.: 2020-01		
14705788	ASPHALT & CONCRETE ENTERPRISES, INC.	9/3/2020	PARKING LOT	2139	451,609.20
14705813	NEXON CORPORATION	9/3/2020	REMOVAL AND DISPOSAL OF ACCM P	2139	750.00
			BID NO.: 2020-01		
14707628	ASPHALT & CONCRETE ENTERPRISES, INC.	9/10/2020	PARKING LOT	2139	533,716.46
14708495	COLBI TECHNOLOGIES, INC.	9/14/2020	PROGRAM RECONCILIATION SERVICE	2139	250.00
14708499	ERIC HALL & ASSOCIATES, LLC	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	2139	6,600.00
14708516	WESTERN ENVIRONMENTAL & SAFETY	9/14/2020	INVOICE NO. 20-033 LIMITED INT	2139	2,225.00
14709396	CALTEC CORP	9/17/2020	CENTRAL KITCHEN UPGRADE - N	2139	182,680.50
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET FOR 2019-20 - EUCALYPT	2139	1,500.00
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET FOR 2019-20 - LEMON CR	2139	2,175.00
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET FOR 2019-20 - RIVERVIE	2139	3,750.00
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET FOR 2019-20 LAKESIDE F	2139	20,495.00
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET FOR 2019-20 LAKEVIEW P	2139	1,550.00
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	BLANKET PURCHASE ORDER FOR LAK	2139	10,218.75
14710666	ALPHA STUDIO DESIGN GROUP	9/21/2020	CHANGE ORDER TO INCREASE	2139	12,318.75
14710671	LAKESIDE WATER DISTRICT	9/21/2020	DEPOSIT FOR FOR SERVICE AND SP	2139	15,000.00
14711540	ERIC HALL & ASSOCIATES, LLC	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	2139	6,600.00
14711546	MISSION FEDERAL CREDIT UNION	9/24/2020	EZ HAU-REFRIGERATED TRUCK RENT	2139	702.15
14712712	BLUE COAST CONSULTING	9/28/2020	INSPECTION SERVICES PROPOSAL F	2139	8,400.00
14712713	CONSTRUCTION TESTING & ENGINEERING, INC.	9/28/2020	PROPOSAL NO. G-5034 LINDO PAR	2139	1,800.00
14712713	CONSTRUCTION TESTING & ENGINEERING, INC.	9/28/2020	PROPOSAL NO. G5033 LAKESIDE F	2139	1,800.00
14712721	NINYO & MOORE	9/28/2020	EXTRACTION, % ASPHALT WITH GRA	2139	250.00
14712721	NINYO & MOORE	9/28/2020	EXTRACTION, % ASPHALT, WITH GR	2139	500.00
14712721	NINYO & MOORE	9/28/2020	HVEEM STABILITY AND UNIT WEIGH	2139	675.00
14712721	NINYO & MOORE	9/28/2020	INVOICE NO. 240477SENIOR TECHN	2139	663.00
14712721	NINYO & MOORE	9/28/2020	INVOICE NO. 241414 13 HOURS/\$	2139	1,326.00
14712721	NINYO & MOORE	9/28/2020	INVOICE NO. SENIOR TECHNICIAN	2139	816.00

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14712721	NINYO & MOORE	9/28/2020	INVOICE. 241416 SR. STAFF ENGI	2139	426.00
14712721	NINYO & MOORE	9/28/2020	PRINCIPAL ENGINEER/GEOLOGIST/S	2139	1,824.50
14712721	NINYO & MOORE	9/28/2020	PROCTOR DENSITY	2139	440.00
14712721	NINYO & MOORE	9/28/2020	PROCTOR DENSITY TESTS	2139	1,100.00
14712721	NINYO & MOORE	9/28/2020	SENIOR TECHNICIAN	2139	204.00
14712721	NINYO & MOORE	9/28/2020	TECHNICIAN	2139	3,264.00
14712721	NINYO & MOORE	9/28/2020	TECHNICIAN 1.5 HOURS/\$153	2139	229.50
14712721	NINYO & MOORE	9/28/2020	TECHNICIAN OVERTIME	2139	459.00
BOND				2139 Total	1,276,317.81
14711534	CITY TREASURER	9/24/2020		6200	305.00
14711544	LEXIA LEARNING SYSTEMS LLC	9/24/2020		6200	3,000.00
14711551	TEACHERS' CURRICULUM INSTITUTE	9/24/2020		6200	1,385.53
14712711	APPLE INC.	9/28/2020		6200	1,830.67
14712711	APPLE INC.	9/28/2020	EWASTE FEE	6200	4.00
14712714	EXPLORE LEARNING LLC	9/28/2020		6200	1,560.51
14712716	IMAGINATION STATION, INC.	9/28/2020	IMAGINATION STATION	6200	3,747.50
14712723	PROCOPIO CORY HARGREAVES	9/28/2020		6200	2,500.00
BARONA CHARTER				6200 Total	14,333.21
14705791	CDW GOVERNMENT, INC.	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	112.04
14705798	COX COMMUNICATIONS	9/3/2020	BLANKET FOR 2020-21 FISCAL YEA	6201	265.00
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	CANCELLED LINE	6201	-
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	CAT6 BLUE PVC ICC PER FOOT	6201	55.00
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	CAT6 PATCH BLUE 3' SNAGLESS	6201	23.70
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	CAT6 PATCH WHITE 1' SMAGLESS	6201	8.89
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	CEILING ENTRANCE F/2900 SERIES	6201	2.16
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	FIBER MED CONV 1000 BASE	6201	182.25
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	JACK CAT6 BLUE ICC HD	6201	24.57
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	ON-SITE CABLING AND WIRING TEC	6201	650.00
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	RACEWAY 1.5' WHITE PER FOOT	6201	21.55
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	RACEWAY COVER CLIP WHITE F/290	6201	3.77
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	SURFACE BOX 1PT WHITE	6201	8.62
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	SURFACE MT BOX DEEP, SINGLE GA	6201	12.93
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	WALL PLATE 2 POSITION RJ45 WHI	6201	2.16
14705800	DATEL SYSTEMS INCORPORATED	9/3/2020	WALL PLATE M4 POSITIONS RJ45-W	6201	3.23
14705802	EDHESIVE LLC	9/3/2020	INTRODUCTION TO COMPUTER SCIEN	6201	2,000.00
14705802	EDHESIVE LLC	9/3/2020	PROFESSIONAL LEARNING COURSE F	6201	1,000.00
14705802	EDHESIVE LLC	9/3/2020	SPECIAL 20/21 BRIDGES SPONSORS	6201	(2,100.00)
14705806	HOME DEPOT CREDIT SERVICES	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	4,792.27
14705808	LAKESIDE WATER DISTRICT	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	-
14705816	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	575.39
14705817	STANLEY STEEMER COMMERCIAL	9/3/2020	CARPET CLEANING IN CLASSROOMS/	6201	997.22
14705819	TEXTBOOK WAREHOUSE LLC	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	953.91
14705822	WAXIE SANITARY SUPPLY	9/3/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	151.47

BOARD WARRANT REPORT
09/01/2020-09/30/2020

14706868	CALIFORNIA COAST CREDIT UNION	9/8/2020		6201	728.74
14706868	CALIFORNIA COAST CREDIT UNION	9/8/2020	Recycling Fee for Smart TV	6201	6.00
14706880	LAKESIDE WATER DISTRICT	9/8/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	-
14706884	MPS	9/8/2020	VITALSOURCE EPUB3 FOR FOUNDATI	6201	4,100.86
14706884	MPS	9/8/2020	VITALSOURCE EPUB3 FOR LITERATU	6201	3,456.44
14707629	BLICK ART MATERIALS	9/10/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	368.70
14707634	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/10/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	329.98
14708488	SAVVAS LEARNING COMPANY LLC	9/14/2020	MATHXL FOR 25 STUDENTS 1-YEAR	6201	1,333.41
14708493	CDW GOVERNMENT, INC.	9/14/2020	CHANGE ORDER TO INCREASE	6201	3,755.79
14708503	MPS	9/14/2020	SHIPPING AND PROCESSING FEES	6201	23.94
14708507	COUNTY OF SAN DIEGO	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	5,290.68
14708512	SPARKLETTES	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	55.32
14708514	TEXTBOOK WAREHOUSE LLC	9/14/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	953.91
14709398	EDCO DISPOSAL CORPORATION	9/17/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	196.44
14711533	CDW GOVERNMENT, INC.	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	256.47
14711538	EXPLORE LEARNING LLC	9/24/2020	TEACHER LICENSE FOR A SINGLE T	6201	875.00
14711541	IPEVO INC.	9/24/2020	5-880-4-01-00 V4K ULTRA HIGH D	6201	960.05
14711541	IPEVO INC.	9/24/2020	SHIPPING	6201	23.61
14711550	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/24/2020	BLANKET FOR FISCAL YEAR 2020-2	6201	570.12
14712726	TEXTBOOK WAREHOUSE LLC	9/28/2020	CHANGE ORDER TO INCREASE	6201	1,716.46
RIVER VALLEY CHARTER				6201 Total	34,748.05
Grand Total					2,152,122.76

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

REVOLVING CASH REGISTER

Background (Describe purpose/rationale of the agenda item):

LISTING OF ALL TRANSACTIONS (REIMBURSEMENTS, MILEAGE EXPENSES ETC) FOR THE MONTH PRIOR TO BOARD MEETING

Fiscal Impact (Cost):

\$8,622.33

Funding Source:

GENERAL FUND, DONATION ACCOUNTS, ETC.

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational**

☐ **Discussion**

☒ **Approval**

☐ **Adoption**

☐ **Denial/Rejection**

☐ **Ratification**

☐ **Explanation:** Click here to enter text.

Originating Department/School: Business Services

**Submitted/Recommended By:
Board:**


Erin Garcia, Assistant Superintendent

Approved for Submission to the Governing


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member



Lakeside Union School District
Revolving Cash Register
September 2020

Date	Num	Name	Memo/Description	Amount
09/08/2020	38897	Anna Cerda	Refund Of Giselle Rivas' Bus Pass Fees.	-71.82
09/09/2020	38898	Gina Axelson	Refund Of Phoenix Axelson's School Bus Pass.	-71.82
09/09/2020	38899	Robyn Bowman	Walgreens - (8) Disinfecting Wipes.	-48.76
09/09/2020	38900	Sarah Grosskreutz	Target & OD - Classroom Supplies - Dry Erase, Folders, Paper Trays, Blotters, Planners, Pencils, Pens, Unison Notebooks.	-148.82
09/09/2020	38901	Jason Gunn	Refund Of Connor & Riley Gunn's School Lunch Accounts.	-518.00
09/09/2020	38902	Crystal Herrera	Padlet Pro Annual Subscription - Billing Period Sep 03, 2020 - Sep 03, 2021.	-96.00
09/09/2020	38903	Cindy Hilliker	The Secret Stories Phonics Program - "Space Saver Classroom Kit", 6X9 Phonics Flashcards.	-149.85
09/09/2020	38904	Moseka McDermott	Refund Of Eric McDermott's School Lunch Account.	-16.75
09/09/2020	38905	Mary W. Miller	Walmart - School Supplies - Tote Box, Sheet Protectors, File Folder, Planner, Copy Paper.	-45.20
09/09/2020	38906	Tonya Miranda	Refund Of Angelina & Leena Austin's School Lunch Accounts.	-107.25
09/09/2020	38907	Johnny Nguyen	Michaels & Home Depot - L&T Ember Floss, Lumber, Panel Board, SandPaper.	-81.28
09/09/2020	38908	Karen Saake	Nook E-Book - For English Class Support - Summer of the Mariposas.	-8.99
09/09/2020	38909	Jackie Siragusa	Walmart & Target - Colored Pencils & Notebooks.	-28.45
09/09/2020	38910	Carrie Suggett	(7) K-12 - 40 Week Math Subscriptions For ALEKS.	-245.00
09/09/2020	38911	Diana White	Dollar Tree & Walmart - Popsicles & Cheese Puffs, Plastic Hinged Boxes, Locker Bins.	-41.88
09/09/2020	38912	Kelly Woestman	(8) ALEKS Math Subscriptions, TPT - Math Activities, Social Studies, Math Supplementals.	-450.98
09/09/2020	38913	Jessica Stroman	Lakeshore, Walmart, Boom Cards Membership - Binders, Pouches, Boom Learning, Classroom Supplies.	-180.31
09/11/2020	38914	Lisa Anderson	Refund Of Desmond Andersons ESS Fees.	-208.00
09/11/2020	38915	Jamie King	Refund Of Connor & Garrett's ESS Fees.	-500.00
09/11/2020	38916	Nicole Peters	(3) Boom Cards.	-45.00
09/11/2020	38917	Emily Okerlund	Distance Learning Materials For The Whole Site.	-173.46
09/11/2020	38918	Laurie Gallamore	Walmart - Student Supplies - Binders, Dividers, Notebooks.	-46.74
09/14/2020	38919	Staci Arnold	Association of California School Administrators Refund.	-428.33
09/17/2020	38920	Staci Arnold	School Signs, Dry Erase Boards, Laminator & Pouches.	-1,020.40
09/17/2020	38921	Jackie Siragusa	Paint For Upper Playground, Kinder Playground, Wood Stencils, Trash Bins For Playground Equipment.	-428.19
09/17/2020	38922	Jennifer Clark	Refund Of Jenavieve's School Lunch Account.	-49.00
09/30/2020	38923	Brandy DeLyser	Voided - Dollar Tree - Binders, Baskets, White Boards, Post-Its, Curriculum Books.	0.00
09/30/2020	38924	Bridget Gambardella	Voided - Office Depot & Lakeshore Learning - Single Items For Each Student.	0.00
09/30/2020	38925	PJ Gilchrist	Voided - Dollar Tree - (2 Cases) Craft Caddies With Handles.	0.00
09/30/2020	38926	Monica Gries	Voided - Dollar Tree & Office Max - Classroom Supplies - Baskets, Pails, Clipboards, Glue Sticks, Index Cards, Highlighters, Paper, Borders.	0.00
09/30/2020	38927	Tifani Gunn	Voided - Lakeshore & Walmart - Teaching Materials & Binders & Storage Tote.	0.00
09/30/2020	38928	Won Mi Kim	Voided - Boom Learning - Subscription & Activities& Dollar Tree - Buckets & Handles, White Boards & Paddles, Lunch Bags, Tape.	0.00
09/30/2020	38929	Tiffany Melville	Voided - Costco - Kirkland Wipes & Sam's Club - DL Snacks, Pop Tarts, Fruit Snacks, Cookies.	0.00
09/30/2020	38930	Valerie Morris	Voided - Dollar Tree & Walmart - Veggie Oil For Lava Lamp, Hot Wheels, Arts/Crafts, Paints Kits, Pet Magnets, Water Blasters, Art & Craft Supplies, Wood Crafts & White Boards, Baskets, Tape.	0.00
09/30/2020	38931	Jana Paper	Voided - Crayons, Lamination, Bulletin Boards, Fidgets, Paper, Folders, Sheet Protectors, Student School Supplies, Binders & Pouches.	0.00
09/30/2020	38932	Jessica Stroman	Voided - Teachers Pay Teachers - Math Boom Cards, Digital Basic Skill Task Card, Life Skills Boom Cards, US Money Basics Digital Activity Bundle, Life Skills Money, Math, SPED - Budgets.	0.00
09/30/2020	38933	Caitlin Sullivan	Voided - (4) Storage Bins, Dry Erase, (2) Borders, Classroom Fabric/Decor, Calendar, Winter Wall Art.	0.00
09/30/2020	38934	Wilma Ward	Voided - 50 Gal Brute Trash Can, Antibacterial Wipes For Walkie Talkies, (3) Kleen Pail Red, (1) Dawn Dish Soap For Cleaning Lunch Tables, Extra Large Gloves For Playground Supervisor Staff.	0.00
09/25/2020	38936	Brandy DeLyser	Dollar Tree - Binders, Baskets, White Boards, Post-Its, Curriculum Books.	-58.19
09/30/2020	38937	Bridget Gambardella	Office Depot & Lakeshore Learning - Single Items For Each Student.	-122.28
09/30/2020	38938	PJ Gilchrist	Dollar Tree - (2 Cases) Craft Caddies With Handles.	-41.60
09/30/2020	38939	Monica Gries	Dollar Tree & Office Max - Classroom Supplies - Baskets, Pails, Clipboards, Glue Sticks, Index Cards, Highlighters, Paper, Borders.	-283.00
09/30/2020	38940	Tifani Gunn	Lakeshore & Walmart - Teaching Materials & Binders & Storage Tote.	-217.33
09/30/2020	38941	Won Mi Kim	Boom Learning - Subscription & Activities& Dollar Tree - Buckets & Handles, White Boards & Paddles, Lunch Bags, Tape.	-112.71
09/30/2020	38942	Tiffany Melville	Costco - Kirkland Wipes & Sam's Club - DL Snacks, Pop Tarts, Fruit Snacks, Cookies.	-76.60

Lakeside Union School District
Revolving Cash Register
September 2020

Date	Num	Name	Memo/Description	Amount
09/30/2020	38943	Valerie Morris	Dollar Tree & Walmart - Veggie Oil For Lava Lamp, Hot Wheels, Arts/Crafts, Paints Kits, Pet Magnets, Water Blasters, Art & Craft Supplies, Wood Crafts & White Boards, Baskets, Tape.	-138.78
09/30/2020	38944	Jana Paper	Crayons, Lamination, Bulletin Boards, Fidgets, Paper, Folders, Sheet Protectors, Student School Supplies, Binders & Pouches.	-157.92
09/30/2020	38945	Jessica Stroman	Teachers Pay Teachers - Math Boom Cards, Digital Basic Skill Task Card, Life Skills Boom Cards, US Money Basics Digital Activity Bundle, Life Skills Money, Math, SPED - Budgets.	-226.64
09/30/2020	38946	Caitlin Sullivan	(4) Storage Bins, Dry Erase, (2) Borders, Classroom Fabric/Decor, Calendar, Winter Wall Art.	-132.72
09/30/2020	38947	Wilma Ward	50 Gal Brute Trash Can, Antibacterial Wipes For Walkie Talkies, (3) Kleen Pail Red, (1) Dawn Dish Soap For Cleaning Lunch Tables, Extra Large Gloves For Playground Supervisor Staff.	-116.85
09/30/2020	38948	Lisa Farris	Quizizz Membership & Office Depot - Class Supplies - Wall Calendar, Mechanical Pencils, Copy Paper.	-112.71
09/30/2020	38949	Claudia Lemme	Lakeshore - Counseling Office Supplies - Calming Strategies, One World Teach Peace, Regulating Emotions, Farm Friends.	-114.01
09/30/2020	38950	Jerred Murphy	Costco -Water, Cleaning Supplies, Plates.	-527.98
09/30/2020	38951	Daynah Hooper-Robledo	School Glue, Markers, Colored Pencils, Glue & Markers, Sharpies.	-290.37
09/30/2020	38952	Leslie Procter	(2) Boxes Light Bulbs For Classroom Lamps.	-19.37
09/30/2020	38953	Elaine Thornton	Lakeshore, Walmart, Joann, Costco - Clear Diffuse Leaves, Magnetic Maze, Play-Doh, Glue Sticks.	-118.99
09/30/2020	38954	Angel Hanenkrat	Refund Of Jakquelyn Hanenkrat's ESS Fees.	-544.00
				-\$ 8,622.33

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Ratification of Purchase Orders and Change Orders Listing (September 1, 2020 to September 30, 2020)

Background (Describe purpose/rationale of the agenda item):

The Governing Board must ratify all purchase orders and change orders that have been created pursuant to the authority granted under Education Code 17605 and Board Policy 3300 that authorizes staff to purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111. In addition, the Governing Board should review and ratify all purchase orders and change orders created as a result of prior Board approval. A list of purchase orders for the period of September 1, 2020 through September 30, 2020 is attached.

Fiscal Impact (Cost):

\$868,389.70

Funding Source:

General Fund Total: \$801,763.43 Pre-School Fund Total: N/A Food Services Fund Total: \$19,224.27
Bond Fund Total: \$47,402.00

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection |
| <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

SEPTEMBER 2020 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
0000006350	MONTROY SUPPLY CO.	3 WINDOW STUDENT DESK BARRIERS	0100	BUS SVCS	\$ 51,854.69
0000006352	MCGRAW-HILL	READING WONDERS FOR EH - ED SV	0100	ED SVCS	\$ 18,893.95
0000006353	D2G GROUP LLC	PPE SPED TCHR BARRIERS-BUS SVS	0100	BUS SVCS	\$ 7,974.68
0000006354	DATTEL SYSTEMS INCORPORATED	UPGRADE FOR COVID - TECH	0100	TECH	\$ 6,400.00
0000006355	MY FAV ELECTRONICS, INC.	IPAD BRICK&CABLES COVID- TECH	0100	TECH	\$ 14,990.00
0000006356	MCGRAW-HILL	MATH HOMEFLEX - ED SVCS	0100	ED SVCS	\$ 5,120.14
0000006357	MCGRAW-HILL	READING HOMEFLEX - ED SVCS	0100	ED SVCS	\$ 3,558.46
0000006359	POWERSCHOOL GROUP, LLC	SCHOODOLOGY - ED SVS	0100	ED SVCS	\$ 22,333.91
0000006360	SEESAW LEARNING, INC.	SOFTWARE - ED SVCS	0100	ED SVCS	\$ 15,681.60
0000006361	EL EDUCATION	V2020-008 FINAL PYMT - ED SVCS	0100	ED SVCS	\$ 37,350.00
0000006362	SWIVL, INC.	TECH ITEMS COVID - TECH	0100	TECH	\$ 24,773.88
0000006363	SAN DIEGO COUNTY OFFICE OF ED	STUDENT RECORDS WEBINAR-WG	0100	WG	\$ 100.00
0000006364	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE BED - HLTH SVCS	0100	HLTH SVCS	\$ 559.22
0000006365	MCGRAW-HILL	READING WONDERS - SPED	0100	SPED	\$ 2,405.89
0000006366	CASBO	ACCOUNTS PAYABLE WEBINAR-B.SV	0100	BUS SVCS	\$ 305.00
0000006367	MCGRAW-HILL	READING - SPED	0100	SPED	\$ 2,921.96
0000006368	LASERCYCLE USA, INC.	INK CARTRIDGES - LC	0100	LC	\$ 90.17
0000006369	CMS COMMUNICATIONS INC	CISCO IP SETS - TECH	0100	TECH	\$ 1,188.84
0000006371	EVAN-MOOR	SPELLING - SPED	0100	SPED	\$ 99.44
0000006372	NO TEARS LEARNING INC.	HANDWRITING - SPED	0100	SPED	\$ 81.24
0000006375	SCHOOL INNOVATIONS & ACHIEVEMENT	ATTENDANCE INCENTIVE - PUP SVC	0100	PUP SVCS	\$ 21,300.00
0000006376	EXPLORE LEARNING LLC	SOFTWARE - LMS	0100	LMS	\$ 3,275.00
0000006377	ACSA	PRINCIPALS ACADEMY - SUPT	0100	SUPT	\$ 1,860.00
0000006382	ROCHESTER 100, INC.	STUDENT FOLDERS - WG	0100	WG	\$ 436.39
0000006383	CAR STICKERS INC.	SOCIAL DISTANCE STICKERS - TDS	0100	TDS	\$ 1,375.00
0000006384	APPLE INC.	2020-21 BLANKET - TECH	0100	TECH	\$ 5,000.00
0000006386	NWEA	MAP GROWTH - ED SVCS	0100	ED SVCS	\$ 48,600.00
0000006387	RUSSELL PLUMBING & SUPPLIES, INC.	PLUMBING SERVICES - MAINT	0100	MAINT	\$ 208.50
0000006388	CALIFORNIA SCHOOL BOARDS ASSN	GAMUT POLICY, CSBA,ELA - SUPT	0100	SUPT	\$ 19,723.00
0000006391	LEADER SERVICES	SMAA RMTS CONSULTANT - BUS SVS	0100	BUS SVCS	\$ 2,000.00
0000006392	RADIO WORKS USA, INC.	TWO WAY RADIOS - LC	0100	LC	\$ 5,516.80
0000006393	SPRINT SOLUTIONS, INC.	HOTSPOTS - TECH	0100	TECH	\$ 28,991.00
0000006394	CABLE PIPE & LEAK DETECTION	UTILITY LOCATING SERVICES-MNT	0100	MAINT	\$ 250.00
0000006397	CPI	MEMBERSHIP FEE - PSYCH	0100	PSYCH	\$ 150.00
0000006398	OFFICE DEPOT, INC.	FURNITURE - SPED	0100	SPED	\$ 712.18
0000006399	SAVVAS LEARNING COMPANY LLC	CURRICULUM - ED SVCS	0100	ED SVCS	\$ 11,937.68
0000006400	SAVVAS LEARNING COMPANY LLC	CURRICULUM - ED SVCS	0100	ED SVCS	\$ 9,174.55
0000006402	SAVVAS LEARNING COMPANY LLC	CURRICULUM FOR LF - ED SVCS	0100	ED SVCS	\$ 11,715.54
0000006403	SAVVAS LEARNING COMPANY LLC	CURRICULUM FOR RV - ED SVCS	0100	ED SVCS	\$ 7,075.72
0000006404	PRO-ED	RECORDING FORMS - SPED	0100	SPED	\$ 350.89
0000006405	NCS PEARSON, INC	RECORDING BOOKLETS - SPED	0100	SPED	\$ 445.44

SEPTEMBER 2020 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
0000006407	LEXIA LEARNING SYSTEMS LLC	SOFTWARE RENEWAL - LC	0100	LC	\$ 9,000.00
0000006409	ASPHALT & CONCRETE ENTERPRISES, INC.	ASPHALT PATCHING - MAINT	0100	MAINT	\$ 1,500.00
0000006410	SCHOOL HEALTH CORP.	HEALTH OFFICE SUPPLIES-HLTH SV	0100	HLTH SVCS	\$ 121.69
0000006411	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES-HLTH SV	0100	HLTH SVCS	\$ 260.51
0000006417	CALIFORNIA ENVIRONMENTAL SOLUTIONS	OPACITY TESTING - TRANS	0100	TRANS	\$ 1,300.00
0000006419	BUSINESS PRINTING CO. INC.	ASSESSMENT FORMS - HEALTH SVCS	0100	HLTH SVCS	\$ 182.85
0000006420	HOUGHTON MIFFLIN HARCOURT	READ 180 - LP	0100	LP	\$ 2,139.58
0000006421	SPELL CITY	SOFTWARE - LP	0100	LP	\$ 989.40
0000006422	TEKK INTERNATIONAL, INC.	TWO WAY RADIOS - LP	0100	LP	\$ 1,590.00
0000006423	ROCHESTER 100, INC.	PARENT FOLDERS - LV	0100	LV	\$ 877.50
0000006424	STEIN EDUCATION CENTER	V2021-042 NPS - SPED	0100	SPED	\$ 59,625.00
0000006425	RO HEALTH, INC	V2021-039 BLANKET - HEALTH SVC	0100	HLTH SVCS	\$ 5,000.00
0000006426	SPECIALIZED THERAPY SERVICES	V2021-041 BLANET - SPED	0100	SPED	\$ 30,000.00
0000006428	NEW HAVEN YOUTH AND FAMILY SERVICES	V2021-044 BLANKET 2020-21/SPED	0100	SPED	\$ 22,000.00
0000006429	INSTITUTE FOR EFFECTIVE EDUCATION	V2021-043 2020-21 BLANKET-SPED	0100	SPED	\$ 66,545.00
0000006430	E3 DIAGNOSTICS, INC	AUDIO CALIBRATIONS - HEALTH SV	0100	HLTH SVCS	\$ 660.00
0000006432	CPI	WORKBOOKS - SPED	0100	SPED	\$ 2,370.50
0000006433	RIVERSIDE ASSESSMENTS, LLC	TEST RECORD FORMS - SPED	0100	SPED	\$ 894.31
0000006434	MCGRAW-HILL	CURRICULUM - SPED	0100	SPED	\$ 3,655.34
0000006437	BEST BEST & KRIEGER	2020-21 BLANKET - BUS SVCS	0100	BUS SVCS	\$ 10,000.00
0000006438	RUSSELL PLUMBING & SUPPLIES, INC.	PLUMBING SVCS - MAINT	0100	MAINT	\$ 864.00
0000006439	LEXIA LEARNING SYSTEMS LLC	SOFTWARE - RV	0100	RV	\$ 9,000.00
0000006440	BRAIN POP	SOFTWARE - RV	0100	RV	\$ 2,950.00
0000006441	ILLUMINATE EDUCATION INC.	V2018-058A DATA SYSTEMS-ED SVC	0100	ED SVCS	\$ 8,786.40
0000006442	SCHOOL HEALTH CORP.	HEALTH OFFICE ITEMS - HLTH SVC	0100	HLTH SVCS	\$ 185.90
0000006443	ACSA	DUES - BUS SVCS	0100	BUS SVCS	\$ 1,525.00
0000006444	CA ASSOC OF SCHOOL COUNSELORS	VIRTUAL CONFERENCE - SPED	0100	SPED	\$ 1,631.00
0000006445	VEX ROBOTICS, INC.	ROBOTICS - TDS	0100	TDS	\$ 794.88
0000006446	PROJECT LEAD THE WAY	CURRICULUM - TDS	0100	TDS	\$ 1,470.79
0000006447	SCHOLASTIC INC	DIGITAL SUBSCRIPTIONS - TDS	0100	TDS	\$ 1,056.75
0000006448	SCHOLASTIC INC	MAGAZINES - TDS	0100	TDS	\$ 208.78
0000006449	ORENDA EDUCATION	V2021-001/ACHIEVEMENT SUPP-ED	0100	ED SVCS	\$ 82,604.00
0000006450	THE PRINT BUTTON	ENVELOPES - SPED	0100	SPED	\$ 290.54
0000006451	SHRED IT	2020-21 BLANKET - LMS	0100	LMS	\$ 1,000.00
0000006452	SOUTHWEST SCHOOL & OFFICE SUPPLY	N95 MASKS - BUS SVCS	0100	BUS SVCS	\$ 1,939.50
0000006453	SIERRA ACADEMY OF SAN DIEGO	V2021-045 NPS - SPED	0100	SPED	\$ 40,350.00
0000006454	A-Z BUS SALES	2020-21 BLANKET - TRANS	0100	TRANS	\$ 1,000.00
0000006455	EL EDUCATION	VIRTUAL T&C - TDS	0100	TDS	\$ 600.00
0000006456	LORIMAR GROUP INC.	TWO WAY RADIOS - RV	0100	RV	\$ 7,608.87
0000006457	STARFALL EDUCATION	SOFTWARE RENEWAL - LP	0100	LP	\$ 270.00
0000006458	GOPHER SPORT	PE SPORTS PACKS - RV	0100	RV	\$ 1,884.58

SEPTEMBER 2020 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
					\$ 781,513.43
0000006373	TAKKT AMERICA HOLDING INC	VARIOUS KITCHEN CLEAN UP-FS	1300	FS	\$ 527.61
0000006378	COUNTY BURNER & MACHINERY CORP	KITCHEN EQUIP SERVICES - FS	1300	FS	\$ 825.00
0000006379	PAYTON'S TRUE VALUE HARDWARE	TOOLS, GLOVES - FS	1300	FS	\$ 38.31
0000006380	PAYTON'S TRUE VALUE HARDWARE	HOSES, SCREWS - FS	1300	FS	\$ 16.49
0000006389	BAK-RE-PAIR, INC.	OVEN REPAIR SERVICES - FS	1300	FS	\$ 432.28
0000006390	TAKKT AMERICA HOLDING INC	MOP - FS	1300	FS	\$ 24.68
0000006396	PAYTON'S TRUE VALUE HARDWARE	OUTLETS, CORDS - FS	1300	FS	\$ 17.84
0000006401	HEARTLAND PAYMENT SYSTEMS, INC.	YEAR END ROLLOVER - FS	1300	FS	\$ 450.00
0000006408	HEARTLAND PAYMENT SYSTEMS, INC.	V2021-038 SOFTWARE - FS	1300	FS	\$ 7,489.00
0000006412	KIRK'S RADIATOR	TRUCK PARTS & REPAIRS - FS	1300	FS	\$ 1,500.93
0000006413	NU HEALTH CALIFORNIA LLC	FOOD - FS	1300	FS	\$ 2,334.72
0000006418	INNOSEAL SYSTEMS, INC.	SEALERS - FS	1300	FS	\$ 193.00
0000006459	DATTEL SYSTEMS INCORPORATED	2 LAPTOPS W/ACCESS - FS	1300	FS	\$ 5,374.41
					\$ 19,224.27
0000006385	LAKESIDE WATER DISTRICT	DEPOSIT TDS GYM - BOND	2139	BOND	\$ 15,000.00
0000006395	WESTERN ENVIRONMENTAL & SAFETY	ASBESTOS/PAINT INSPECTION-BOND	2139	BOND	\$ 2,225.00
0000006414	NINYO & MOORE	GEOTECH SERVICES EH - BOND	2139	BOND	\$ 1,461.50
0000006415	NINYO & MOORE	GEOTECH SERVICES LV - BOND	2139	BOND	\$ 5,032.50
0000006416	NINYO & MOORE	GEOTECH SVCS RV - BOND	2139	BOND	\$ 3,076.50
0000006427	NINYO & MOORE	GEOTECHNICAL SVCS AT EH - BOND	2139	BOND	\$ 2,606.50
0000006435	CONSTRUCTION TESTING & ENGINEERING, INC.	GEOTECHNICAL SVCS LP - BOND	2139	BOND	\$ 9,000.00
0000006436	CONSTRUCTION TESTING & ENGINEERING, INC.	GEOTECHNICAL SVCS LF - BOND	2139	BOND	\$ 9,000.00
					\$ 47,402.00
CHANGE ORDER AMOUNT INFORMATION					
0000006036	CINTAS	2020-21 BLANKET	0100	MAINT/TRANS	\$ 9,500.00
0000006055	HD SUPPLY	2020-21 BLANKET	0100	MAINT	\$ 5,000.00
0000006086	O'REILLY	2020-21 BLANKET	0100	MAINT/TRANS	\$ 5,750.00
					\$ 20,250.00
TOTAL PURCHASE ORDERS					\$ 848,139.70
TOTAL CHANGE ORDERS					\$ 20,250.00
TOTAL PO'S AND C/O'S					\$ 868,389.70

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Ratification of P Card expenditure transactions for the month of August 2020.

Background (Describe purpose/rationale of the agenda item):

It is recommended that The Governing Board approve/ratify expenditure transactions charged to District P Cards for the month of August 2020.

Fiscal Impact (Cost):

\$17,483.97

Funding Source:

General Fund Total: \$15,864.58 Child Development Fund Total: \$887.09, Food Service Fund Total, \$30.15, Bond Fund Total, \$702.15

Addresses Emphasis Goal(s):

☐ #1: Academic Achievement

☐ #2: Social Emotional

☐ #3: Physical Environments

Recommended Action:

☐ Informational

☐ Denial/Rejection

☐ Discussion

☒ Ratification

☐ Approval

☐ Explanation: Click here to enter text.

☐ Adoption

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

AUGUST 2020 MISSION FEDERAL P-CARD LEDGER

ACCT NAME	POST DATE	AMT	MERCHANT NAME	FIN.ACCOUNTING CODE	FIN.EXPENSE DESCRIPTION
ARNOLD,STACI	08/31/2020	\$ 34.71	OFFICE DEPOT #846	0100 1100000 1110 1000 4300000 368150	BANKERS BOXES FOR CURRICULUM
	08/31/2020	\$ 55.40	OFFICE DEPOT #2099	0100 1100000 1110 1000 4300000 368150	BANKERS BOXES FOR CURRICULUM
		\$ 90.11		0100 1100000 1110 1000 4300000 368150	
ARNOLD,STACI	08/16/2020	\$ 711.81	HEGGERTY	0100 3220000 1110 1000 4300000 368150	DISTANCE LEARNING CURRICULUM
	08/13/2020	\$ 28.55	SAGE PUBLICATIONS	0100 3220000 1110 1000 4300000 368150	DISTANCE LEARNING PLAYBOOK
		\$ 740.36		0100 3220000 1110 1000 4300000 368150	
ARNOLD,STACI	08/26/2020	\$ 73.59	OFFICE DEPOT #2099	0100 1100000 0000 2700 4300000 368150	OFFICE SUPPLIES
	08/18/2020	\$ 30.81	OFFICE DEPOT #2099	0100 1100000 0000 2700 4300000 368150	OFFICE SUPPLIES
		\$ 104.40		0100 1100000 0000 2700 4300000 368150	
BEISIGL,BRIAN	08/27/2020	\$ 284.89	OTHERWORLDCOMACSALES	0100 0000000 0000 7200 4300000 189 730	APPLE POWER ADAPTOR-5
		\$ 284.89		0100 0000000 0000 7200 4300000 189 730	
BEISIGL,BRIAN	08/03/2020	\$ 497.80	AMAZON WEB SERVICES	0100 0000000 0000 7700 5800000 189 730	AMAZON WEB CLOUD SERVICES
		\$ 497.80		0100 0000000 0000 7700 5800000 189 730	
BOWMAN,ROBYN	08/31/2020	\$ 71.07	SAMSClub.COM	1200-9010260-8500-5000-4300000-082-205	MONTHLY MISC SUPPLIES, SNACKS, CLEANING SUPPLIES, PAPER PRODUCTS, ETC
	08/19/2020	\$ 178.95	SAMSClub.COM	1200-9010260-8500-5000-4300000-082-205	MONTHLY MISC SUPPLIES, SNACKS, CLEANING SUPPLIES, PAPER PRODUCTS, ETC
		\$ 250.02		1200-9010260-8500-5000-4300000-082-205	
COX,GRACE	08/16/2020	\$ 131.65	LAMINATION DEPOT INC	0100 1100000 1110 1000 4300000 384 190	TWO ROLLS OF LAMINATION FOR GRADES 2-5
		\$ 131.65		0100 1100000 1110 1000 4300000 384 190	
COX,GRACE	08/23/2020	\$ 37.87	THE HOME DEPOT #1848	0100 3220000 0000 8100 4300000 384 190	DOOR BELL FOR SCHOOL GATE TO KEEP CAMPUS SAFE FROM POTENTIAL COVID VISITORS
		\$ 37.87		0100 3220000 0000 8100 4300000 384 190	
COX,GRACE	08/18/2020	\$ 172.38	SMART AND FINAL 930	0100 3220000 1110 1000 4300000 384 190	PAPER AND ZIPLOC BAGS FOR GRADES 2-5 TO HOLD MATERIALS FOR STUDENTS
		\$ 172.38		0100 3220000 1110 1000 4300000 384 190	
COX,GRACE	08/24/2020	\$ 149.00	SMORE.COM	0100 1100000 1110 1000 5300000 384 190	YEARLY NEWSLETTER SUBSCRIPTION
		\$ 149.00		0100 1100000 1110 1000 5300000 384 190	
COX,GRACE	08/28/2020	\$ 738.00	PROJECT WISDOM INC	0100 1100000 1110 1000 5800092 384 190	CHARACTER EDUCATION/SOCIAL EMOTIONAL PROGRAM SOFTWARE
		\$ 738.00		0100 1100000 1110 1000 5800092 384 190	
DEROSIER,LISA A	08/14/2020	\$ 930.00	ACSA.ORG	0100 3220000 0000 7200 5200010 189610	ACSA PRINCIPAL ACADEMY FOR TESSA GREEN
		\$ 930.00		0100 3220000 0000 7200 5200010 189610	
DEROSIER,LISA A	08/19/2020	\$ 162.27	TLF*ALLENS FLOWERS AND	0100 0000000 0000 7200 4300000 189610	FLOWERS FOR THE OFFICES ON THE FIRST DAY OF SCHOOL.
		\$ 162.27		0100 0000000 0000 7200 4300000 189610	
DEROSIER,LISA A	08/28/2020	\$ 399.00	CSBA.ORG	0100 0000000 0000 7100 5200010 189610	CSBA ANNUAL "VIRTUAL" CONFERENCE REGISTRATION - ANDREW HAYES
		\$ 399.00		0100 0000000 0000 7100 5200010 189610	
GARCIA,ERIN	08/03/2020	\$ 1,232.49	DOCUSIGN	0100 3210000 0000 7200 5800000 189 670	ANNUAL DOCUSIGN COST FOR 5 USERS
		\$ 1,232.49		0100 3210000 0000 7200 5800000 189 670	
GARCIA,ERIN	08/28/2020	\$ 8.17	USPS PO 0541460040	0100 0000000 0000 7200 5900010 189 670	COBRA MAILINGS
		\$ 8.17		0100 0000000 0000 7200 5900010 189 670	
GARCIA,ERIN	08/28/2020	\$ 275.00	SCHOOL SERVICES OF CAL	0100 3220000 0000 7200 5200010 189 670	WEBINAR FOR E.GARCIA/C.MORALES: STAFFING AND COVID
		\$ 275.00		0100 3220000 0000 7200 5200010 189 670	
GARCIA,ERIN	08/23/2020	\$ 109.97	ZOOM.US	0100 3220000 1110 1000 5800000 189 670	ZOOM: 2 ADDITIONAL LICENES FOR ZOOM EDUCATION, 300 PARTICIPANTS
	08/14/2020	\$ 315.81	ZOOM.US	0100 3220000 1110 1000 5800000 189 670	ZOOM ROOMS-ANNUAL PRORATION THRU 3/31/21
	08/11/2020	\$ 140.00	ZOOM.US	0100 3220000 1110 1000 5800000 189 670	ZOOM WEBINAR FEATURE: 1 MONTH
	08/03/2020	\$ 50.00	ZOOM.US	0100 3220000 1110 1000 5800000 189 670	ZOOM: 500 PARTICIPANTS, 1 MONTH
		\$ 615.78		0100 3220000 1110 1000 5800000 189 670	
GREEN, TESSA		\$ 3.95	STARBUCKS	0100 1100000 0000 2700 4300000 047 270	ACCIDENTAL PURCHASE, DISTRICT REIMBURSED
		\$ 3.95		0100 1100000 0000 2700 4300000 047 270	
HARDIMAN,LESLIE	08/11/2020	\$ 334.92	FIRST FOR INSPIRATION	0100 0300208 1110 1000 4300000 047 270	LEGO LEAGUE CHALLENGE
		\$ 334.92		0100 0300208 1110 1000 4300000 047 270	
HARDIMAN,LESLIE	08/31/2020	\$ 80.79	AMZN MKTP US*MM4FH2KQ0	0100 1100000 1110 1000 4300000 047 270	SCHOOL SUPPLIES
	08/31/2020	\$ 980.53	PROJECT LEAD THE WAY,	0100 1100000 1110 1000 4300000 047 270	PLTW SUPPLIES
	08/31/2020	\$ 81.89	DOLLARTREE 000007393	0100 1100000 1110 1000 4300000 047 270	SCHOOL SUPPLIES
	08/31/2020	\$ 259.13	TARGET 00018465	0100 1100000 1110 1000 4300000 047 270	SCHOOL SUPPLIES

AUGUST 2020 MISSION FEDERAL P-CARD LEDGER

ACCT NAME	POST DATE	AMT	MERCHANT NAME	FIN.ACCOUNTING CODE	FIN.EXPENSE DESCRIPTION
	08/25/2020	\$ 6.45	USPS PO 0541460040	0100 1100000 1110 1000 4300000 047 270	MAIL STUDENTS DOCS HOME
	08/07/2020	\$ 10.49	AMAZON.COM*MF0T511E2	0100 1100000 1110 1000 4300000 047 270	BOOKS
		\$ 1,419.28		0100 1100000 1110 1000 4300000 047 270	
KEIPER,KEITH	08/19/2020	\$ 25.68	TARGET 00014852	0100 1100000 1110 1000 4300000 092 230	NOTEBOOK PAPER AND PLAYDOH FOR SUPPLY BAGS FOR SDC STUDENTS
		\$ 25.68		0100 1100000 1110 1000 4300000 092 230	
KEIPER,KEITH	08/16/2020	\$ 93.01	SMART AND FINAL 929	0100 3220000 1110 1000 4300000 092 230	2 GAL JUMBO ZIPLOC BAGS FOR STUDENT SUPPLIES FOR DISTRIBUTION DURING D.L.
		\$ 93.01		0100 3220000 1110 1000 4300000 092 230	
MULL,STEVE	08/30/2020	\$ 1,718.00	OPEN JAR STUDIOS	0100 3220000 1110 1000 4300000 350 250	CHORUS MASKS FOR SAFE SINGING
		\$ 1,718.00		0100 1100000 1110 1000 4300000 047 270	
MURPHY,JERRED C	08/31/2020	\$ 117.26	SAMS CLUB #6235	1200-9010200-8500-5000-4300000-781-205	SNACK FOR EMERGENCY CARE EXTENSION PROGRAM
	08/25/2020	36.16	WAL-MART #2253	1200-9010200-8500-5000-4300000-781-205	CLEMENTINE ORANGES AND BANANAS FOR SNACKS
	08/20/2020	\$ 24.24	TARGET.COM *	1200-9010200-8500-5000-4300000-781-205	45 - CRAYOLA CRAYONS AT \$0.50 EACH
	08/20/2020	\$ 51.94	WALMART.COM AX	1200-9010200-8500-5000-4300000-781-205	SCHOOL QUALITY PENCIL BOXES (50)
	08/14/2020	\$ 52.50	TARGET.COM *	1200-9010200-8500-5000-4300000-781-205	97 - SETS OF CRAYOLA CRAYONS AT \$0.50 EACH
	08/14/2020	\$ 100.78	WALMART.COM AW	1200-9010200-8500-5000-4300000-781-205	SCHOOL QUALITY PENCIL BOXES (97)
	08/13/2020	\$ 100.00	LIVING WATER	1200-9010200-8500-5000-4300000-781-205	REFILL OF DRINKING WATER FOR PROGRAM CLASSROOMS
	08/06/2020	\$ 154.19	SMART AND FINAL 930	1200-9010200-8500-5000-4300000-781-205	MISC CLEANING SUPPLIES & SNACK ITEMS FOR PROGRAM
		\$ 637.07		1200-9010200-8500-5000-4300000-781-205	
OWENS,TODD	08/30/2020	\$ 290.54	SAMSCUB #6235	0100 0000000 0000 8200 4300000 189 710	MICRO-FIBER CLEANING CLOTHS
		\$ 290.54		0100 0000000 0000 8200 4300000 189 710	
OWENS,TODD	08/30/2020	\$ 9.68	SAMS CLUB #6235	0100 0982000 0000 3600 4300000 189 750	SPLIT - BABY WIPES FOR TRANS. (50%)
		\$ 9.68		0100 0982000 0000 3600 4300000 189 750	
OWENS,TODD	08/30/2020	\$ 9.67	SAMS CLUB #6235	0100 0983000 5001 3600 4300000 189 750	SPLIT - BABY WIPES FOR TRANS. (50%)
		\$ 9.67		0100 0983000 5001 3600 4300000 189 750	
OWENS,TODD	08/26/2020	\$ 804.72	THOMPSON BUILDING MATE	0100 3220000 0000 8100 4300000 189 710	DOOR FOR COVID STORAGE CONTAINER
	08/07/2020	\$ 100.75	RITE AID STORE - 5632	0100 3220000 0000 8100 4300000 189 710	COVID - COTTON BALLS AND ALCOHOL TO CLEAN THERMOMETERS.
		\$ 905.47		0100 3220000 0000 8100 4300000 189 710	
OWENS,TODD	08/28/2020	\$ 1,423.38	TREBOR SHORING RENTALS	0100 8150000 0000 8100 5600000 189 710	SHORING FOR REPAIR OF DO MAIN LINE
		\$ 1,423.38		0100 8150000 0000 8100 5600000 189 710	
PETERSON,HEE-JIN	08/27/2020	\$ 852.64	SP * BIG LIFE JOURNAL	0100 1100000 1110 1000 4300000 320 310	CURRICULUM FOR HOMEFLEX STUDENTS
		\$ 852.64		0100 1100000 1110 1000 4300000 320 310	
REED,KIM	08/30/2020	\$ 79.98	PIKTOCHART SDN BHD	0100 0000000 0000 7200 5300000 189 630	SUBSCRIPTION
REED,KIM	08/16/2020	\$ 125.00	SCHED ORG	0100 0000000 1110 1000 4300000 189 630	AUGUST PD SCHEDULE
REED,KIM	08/18/2020	\$ 99.00	SACRAMENTOC	0100 0000000 0000 7200 4300000 189 630	UNKNOWN CHARGE, RESEARCHING FOR REFUND
	08/03/2020	\$ 22.60	SAGE PUBLICATIONS	0100 0000000 0000 7200 4300000 189 630	BOOK
		\$ 121.60			
ROSA,JIM	08/31/2020	\$ 67.86	WALMART.COM AT	0100 1100000 1110 1000 4300000 343 110	2 IPAD STANDS
	08/20/2020	\$ 387.90	COPY CORRAL	0100 1100000 1110 1000 4300000 343 110	FLIERS FOR FAMILIES (SCHOOL INFORMATION)
		\$ 455.76		0100 1100000 1110 1000 4300000 343 110	
ROSA,JIM	08/31/2020	\$ 87.99	HEGGERTY LITERACY RES	0100 0952100 1110 1000 4300000 343 110	KINDERGARTEN CURRICULUM
		\$ 87.99		0100 0952100 1110 1000 4300000 343 110	
ROSA,JIM	08/21/2020	\$ 619.95	CUSTOMINK LLC	0100 3220000 1110 1000 4300000 343 110	MASKS WITH LOGO FOR STAFF
		\$ 619.95		0100 3220000 1110 1000 4300000 343 110	
SINATRA,CHRISTINE	08/27/2020	\$ 115.00	EVENT* FAGEN FRIEDMAN	0100-0000000-0000-7200-5200010-189 640	FALL 2020 F3 LAW SPECIAL EDU. SYMPOSIUM
		\$ 115.00		0100-0000000-0000-7200-5200010-189 640	
SPERO,SARAH	08/30/2020	\$ 702.15	EZ HAUL/KM TRUCK CENTE	2139 9010750 0000 8500 6200076 018 670	REFRIGERATED TRUCK RENTAL. - BOND
		\$ 702.15		2519 9010750 0000 8500 6200076 018 670	
SPERO,SARAH	08/31/2020	\$ 30.15	OFFICE DEPOT #908	1300 5310000 0000 3700 4300000 189 770	KEYBOARD, PAPER

AUGUST 2020 MISSION FEDERAL P-CARD LEDGER					
ACCT NAME	POST DATE	AMT	MERCHANT NAME	FIN.ACCOUNTING CODE	FIN.EXPENSE DESCRIPTION
		\$ 30.15		1300 5310000 0000 3700 4300000 189 770	
WINSPEAR,NATALIE	08/23/2020	\$ 603.91	LEO'S LAKESIDE PHARMAC	0100 000000 0000 3140 4300000 189 470	EPI PENS
		\$ 603.91		0100 000000 0000 3140 4300000 189 470	
		\$ 17,483.97			

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Ratification of new three-year successor agreement for the period of July 1, 2019 through June 30, 2022 between the District and CSEA and its Lakeside Chapter 240.

Background (Describe purpose/rationale of the agenda item):

Ratification is requested of the new three-year successor agreement between the District and CSEA and its Lakeside Chapter 240.

Fiscal Impact (Cost):

Click here to enter text.

Funding Source:

N/A

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement

☐ **#2:** Social Emotional

☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational**

☐ **Denial/Rejection**

☐ **Discussion**

☒ **Ratification**

☒ **Approval**

☐ **Explanation:** Click here to enter text.

☐ **Adoption**

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

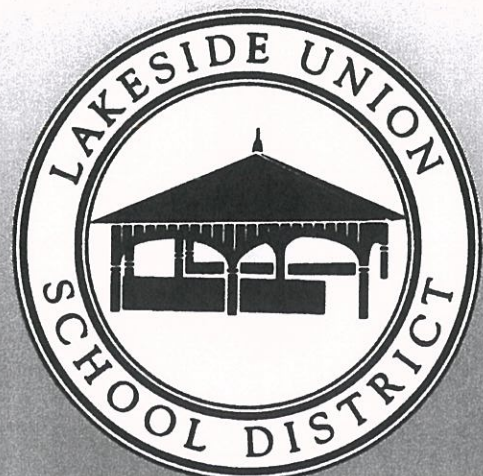
COLLECTIVE BARGAINING AGREEMENT

Lakeside Union School District
Board of Trustees
And
California School Employees
Association
and its Lakeside Chapter 240

July 1, 2019
To
June 30, 2022



AFL-CIO



Lakeside Union School District

CSEA NEGOTIATIONS TEAM

Lisa Ford, Chapter President
Joni Collins, Labor Relations Representative
David Myers
Diana Hallin
Lucretia Browning
Peggy McKay

DISTRICT NEGOTIATIONS TEAM

Erin Garcia, Chief Negotiator
Stacy Coble
Todd Owens

TABLE OF CONTENTS

ARTICLES	PAGE
PREAMBLE	3
1. RECOGNITION	4
2. NO DISCRIMINATION	5
3. EMPLOYER RIGHTS	5
4. ORGANIZATIONAL SECURITY	5
5. EMPLOYEE/ASSOCIATION RIGHTS	6
6. ASSOCIATION RIGHTS	7
7. DEFINITIONS	9
8. UNION STEWARDS	12
9. DUTY HOURS	12
10. SALARIES	17
11. CLASSIFIED PROFESSIONAL GROWTH PROGRAM	18
12. EMPLOYEE BENEFITS	19
13. EMPLOYEE EXPENSES AND MATERIALS	21
14. GRIEVANCE PROCEDURE	22
15. SAFETY CONDITIONS	24
16. TRANSFERS	24
17. LEAVES OF ABSENCE	25
18. HOLIDAYS	30
19. VACATIONS	31
20. EVALUATION PROCEDURE	32
21. PROMOTIONS	33
22. CLASSIFICATION AND RECLASSIFICATION	34
23. CONCERTED ACTIVITIES	35
24. SAVINGS PROVISIONS	35
25. SUPPORT OF AGREEMENT	35
26. NEGOTIATIONS	36
27. RELEASE TIME	36
28. LAYOFF AND REEMPLOYMENT	36
29. DISCIPLINARY ACTION	38
30. LENGTH OF AGREEMENT	40
APPENDICES	
A. CLASSIFIED EMPLOYEE SALARY SCHEDULE	41
B. POSITION DESCRIPTION QUESTIONNAIRE	43
C. 2020 CLASSIFICATION WITH FORMER TITLES	52
D. CLASSIFIED PROFESSIONAL GROWTH FORMS	57

PREAMBLE

This agreement between the LAKESIDE UNION SCHOOL DISTRICT (hereinafter "DISTRICT"), and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its LAKESIDE CHAPTER No. 240 (hereinafter "CSEA"), is effective from July 1, 2019 through June 30, 2022.

The purpose of this Agreement is to promote the improvement of personnel management and employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

ARTICLE 1: RECOGNITION

The District hereby recognizes CSEA and its Lakeside Chapter No. 240 as the exclusive representative for the purposes of the Educational Employment Relations Act (Government Code Section 3540, et seq.), for all permanent and probationary classified employees holding positions listed below.

The bargaining unit excludes all certificated, management, confidential and supervisory employees and all short term and substitute classified employees. The determination of management, confidential, or supervisory employees shall be made by the District. Disputed designations shall be made by the PERB. The bargaining unit may be modified by mutual agreement or by the PERB.

INSTRUCTIONAL SUPPORT

Behavioral Intervention Assistant	17
Instructional Assistant - EL	12
Instructional Assistant - Preschool	8
Instructional Assistant I - Special Education	9
Instructional Assistant II	10
Instructional Assistant II - Special Education	11
Instructional Assistant III - Special Education	14
Playground Activity Coordinator	9
Preschool Teacher	9
Social Service Coordinator	38

LIBRARY / MEDIA

Library Media Specialist	19
School Library Technician	18

STUDENT SERVICES

Campus Student Supervisor	7
Community Liason - Bilingual	18
Guidance Specialist	11
Speech and Language Pathology Assistant	29

ACCOUNTING/FISCAL

Accounting Assistant - Child Nutrition	23
Accounting Technician - ESS - LEAP	27
Accounting Technician - Various	27

CLERICAL/SECRETARIAL SUPPORT

Administrative Assistant - Pupil Services/Special Education	23
Administrative Support Specialist - District	27
Administrative Support Specialist - MOT	27
Administrative Support Specialist - Pupil Services/Special E	27
Executive Administrative Support Specialist - Ed Services	30
School Clerk I	16
School Office and Health Assistant	21
School Office Assistant	16
School Secretary	23

HEALTH SERVICES

Health Service Technician	18
Licensed Vocational Nurse	23
Occupational Therapist	38

HUMAN RESOURCES

Human Resources Assistant	20
Human Resources Technician	27

MAINTENANCE & OPERATIONS

Lead Skilled Maintenance Worker	33
Maintenance Worker	24
Skilled Maintenance Worker	29

CUSTODIAL

Custodian - Day	20
Custodian - Night	17
Warehouse/Delivery/Custodian	19

GROUND MAINTENANCE

Gardener	24
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TRANSPORTATION

Bus Driver/Trainer/Dispatcher	29
Mechanic	30
School Bus Driver	22
Transportation Assistant/School Bus Driver	22
Transportation Student Attendant	9

SPECIALIZED SUPPORT

Attendance Technician	17
Data Specialist	30

INFORMATION TECHNOLOGY

Information Technology Analyst	37
Information Technology Specialist	23
System Support Analyst	38

NUTRITION SERVICES

Child Nutrition Assistant I	7
Child Nutrition Assistant II	10
Child Nutrition Lead	20
Child Nutrition Site Assistant	8
Child Nutrition Utility Worker	19

CHILD DEVELOPMENT

Child Development Assistant	7
Site Lead - Extended Student Services	19



ARTICLE 2: NO DISCRIMINATION

- 2.1 Discrimination Prohibited:** No employee in the bargaining unit shall in any way be favored or discriminated against in wages, hours or other terms and conditions of employment because of political opinions or affiliations, or because of race, national origin, religion, or marital status and, to the extent prohibited by law, no person shall be discriminated against because of age, sex, or physical handicap.

ARTICLE 3: EMPLOYER RIGHTS

- 3.1** It is understood and agreed that the District retains all of its powers and authority to direct and control to the full extent of the law. Determine the times and hours of operation, determine the kinds and levels of services to be provided, and the methods and means of providing them, establish its educational policies, goals and objectives. Insure the rights and educational opportunities of students, determine staffing patterns, determine assignments and reassignments. Determine the number and kinds of personnel, maintain the efficiency of District operations, build, move or modify facilities, establish budget procedures and determine budgetary allocation and determine methods of raising revenue. The District retains the right to establish and modify the instructional calendar for students. The District retains the right to schedule, reschedule, and cancel any and all classes and instructional programs and activities. The District also retains the right to hire, classify, assign, direct, transfer, evaluate, promote, demote, layoff, recall, terminate and discipline employees, and to establish and modify policies and procedures for the conduct of employees. Nothing herein is to be construed as limiting the rights employees have under this agreement and the EERA.

The parties agree if the District takes action under this article or other provisions of this Agreement and CSEA desires to bargain the impacts and effects of said action, CSEA will provide a timely bargaining proposal to the District containing the specific impacts and effects sought to be bargained in accordance with the law. The term "timely" under this provision shall mean a maximum of ten (10) District Office business days. Such action shall not postpone implementation of the District's action under this article or other provisions of this Agreement; however, said implementation does not automatically satisfy the District's bargaining obligation. This provision does not allow the District to violate any provisions in the Agreement or to violate any rights of the employees under the California Education Code or the Educational Employment Relations Act.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the laws of the State of California. The District additionally reserves the right to determine the impacts and effects of any decision regarding any matter outside the scope of representation.

The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of emergency. An emergency is a catastrophe that interrupts or terminates the normal and ordinary conduct of school.

ARTICLE 4: ORGANIZATIONAL SECURITY

- 4.1** The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form or join employee organizations.

- 4.2 Unless a dispute arises about the existence or terms of the written authorization, when the Association certifies that it has and will maintain individual employee authorizations for membership dues, initiation fees, and/or general assessments, it shall not be required to submit to the Board a copy of the employee's written authorization in order for the payroll deductions described in this section to be effective. The Association shall indemnify the Board for any claims made by the employee for deductions made in reliance on its notification. The Board shall also rely on information provided by the Association regarding whether deductions for an employee organization were properly canceled or changed, and the employee organization shall indemnify the public school employer for any claims made by the employee for deductions made in reliance on that information.
- 4.3 The Association shall have the sole and exclusive right to have membership dues and initiation fees deducted for employees in the bargaining unit by the District.
- 4.4 The District shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) days or more after such submission.
- 4.5 The District will provide this service at no cost during the term of the Agreement.
- 4.6 With respect to all sums deducted by the Board pursuant to authorization of employee(s), the Board agrees to promptly remit such monies to the Association accompanied by a list of employees from whom such deductions have been made.
- 4.7 Upon appropriate written authorization from the employee, the Board shall deduct from the employee's salary and make appropriate remittance for annuities, credit unions, savings bonds, or such plans or programs jointly approved by the Association and the Board.

ARTICLE 5: EMPLOYEE/ASSOCIATION RIGHTS

- 5.1 **Personnel Files:** The personnel file of each employee shall be maintained at the District Administration office.
- 5.1.1 Employees shall be provided with copies of any derogatory written materials ten (10) workdays before it is placed in the employee's personnel file. The employee shall be given a reasonable opportunity during normal working hours without loss of pay to read, initial and date the materials. The employee will have ten (10) days from the date of receipt of the material to prepare and deliver to the District a written response to be attached to the material.
- 5.1.2 An employee shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the employee's personnel file with the exception of materials that include ratings, reports, or records that were obtained prior to the employment of the employee involved.
- 5.1.3 Every employee has the right to inspect their personnel file. The personnel file of each employee shall be maintained in confidence in the District Administration Office and shall be available for inspection only to the Employee, Governing Board, the District's legal counsel, District employees with a need to know in the performance of their job duties, upon lawful subpoena, or to the CSEA Representative in the presence of the employee or with the prior written authorization of the employee.
- 5.1.4 Any person who places written materials or drafts written material for placement in an employee's file shall sign the material and signify the date on which such materials were drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

- 5.2 Evaluation:** An evaluation shall be placed in an employee's personnel file after an opportunity is provided by the District for discussion between the employee and the evaluator. See Article 20, Evaluation Procedure.

ARTICLE 6: ASSOCIATION RIGHTS

- 6.1 Association Rights:** The Association shall have the following rights in addition to the rights contained in any other portion of this agreement.
- 6.1.1** The District and Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations.
- 6.1.2** The Association shall have the right to make use of school buildings for meetings without charge upon execution of proper request forms, provided that meetings do not interfere with school use.
- 6.1.3** The Association shall have the right to a listing of staff addresses and telephone numbers in any general directory printed by the District.
- 6.1.4** The Association shall have the right to use without charge designated employee/association bulletin boards, district mail distribution system, and other district means of communication for the posting or transmission of information or notices concerning the Association.
- 6.1.5** Duly authorized representatives of the Association (non-district employees) shall have the right to transact official business on school property, provided that this shall not interfere with, or interrupt, normal school operations. It is further provided that no association views on matters relating to management-employee or board-association relations will be discussed in the presence of students by members of the bargaining unit.
- 6.1.6** The Association Representatives have the right to use without charge institutional equipment, facilities, and buildings, at reasonable times, for the purpose of processing grievances and matters related thereto.
- 6.1.7** The Association Representatives have the right to review employees' personnel files and any other records dealing with employees when accompanied by the employee or on presentation of written authorization signed by the employee.
- 6.1.8** The Association Representatives have the right to be supplied with a complete "hire date" seniority roster of all bargaining unit employees on the effective date of this agreement and annually thereafter.
- 6.1.9** The Association Representatives have the right to receive upon request without cost copies of any public materials related to wages, hours and other terms and conditions of employment which are relevant for the Association to fulfill its duties and obligations as the exclusive representative of bargaining unit employees covered by this agreement.
- 6.1.10** Names, addresses and available telephone numbers of all bargaining unit members shall be provided without cost to the Association upon request.
- 6.1.11** Unless specifically agreed to by the Association, or required by the Education Code, the District agrees that it will not contract out work that will result in a reduction of hours of employees in the bargaining unit.

- 6.1.12** Supervisory or management employees may perform any work within the job description of a bargaining unit employee so long as it does not deprive or deny employees to hours of work and appropriate rates of pay.
- 6.1.13** The Association has the right to review at all reasonable times any public material in the possession of, or produced by the District, that relates to wages, hours and other terms and conditions for bargaining unit employees.
- 6.1.14** District employees who are CSEA state officers shall be allowed a total of five (5) days release time annually to conduct necessary CSEA business.
- 6.1.15** The District shall allow five (5) days release time each for two (2) Association chapter delegates to attend the annual CSEA conference.
- 6.2** **Distribution of Contract:** Within thirty (30) days of the execution of this contract, the District shall print or duplicate and provide without charge a copy of this contract to every employee in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this agreement shall be provided with a copy of this agreement by the District without charge at the time of employment. Each employee in the bargaining unit shall be provided by the District, without charge, with a copy of any written changes agreed to by the parties to this agreement during the life of this agreement.
- 6.3** The CSEA and its members agree not to use any District equipment for purposes of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees of the District in accordance with California Education Code section 7054.
- 6.4** **New Employee Orientations**
- 6.4.1** The District shall provide the CSEA with access to scheduled orientation meetings for new employees to finalize new hire paperwork and shall provide the CSEA President with at least 10 days' advance notice of such orientation meetings, except that shorter notice may be provided when there is an urgent need critical to the District's operations that was not reasonably foreseeable. Whenever possible, the District shall include the following information about new hires when notifying CSEA of such orientation meetings; name, date of hire, classification and work site.
- 6.4.2** The District shall hold orientation meetings for new employees scheduled by the District to take place at a pre-established time on one afternoon per week as needed, except that such orientation meetings may occur more frequently or at other times/days when there is an urgent need critical to the District's operations that was not reasonably foreseeable. The District shall inform the CSEA President or designee of the pre-established time and day that such weekly new employee orientations shall normally take place, and shall also inform the CSEA President or designee when there is an urgent need to schedule such orientations at a different time/day.
- 6.4.3** The CSEA shall be granted thirty (30) minutes of uninterrupted time at the end of scheduled orientation meetings to communicate with new employees hired to fill bargaining unit positions. Non-bargaining unit District employees or managers/supervisors shall not be present during this thirty (30) minute period.
- 6.4.4** The District will include a CSEA-provided membership application in any employee orientation packet of District materials provided to any newly hired employee. A copy of completed membership applications received by the District will be provided to the CSEA Chapter President or designee.

6.4.5 The parties acknowledge and agree that employee participation shall be voluntary. The District shall not be required to pay wages to any employee who voluntarily attends any such orientation sessions.

6.5 Employee Contact Information

6.5.1 The District shall provide the CSEA with the following information in electronic editable secure format for all newly hired employees within 30 days of the date of hire, and shall provide the CSEA with this same information for all employees in the bargaining unit three times annually, usually on the last working day of September, January and May each year. This contact information shall include the following items, with each field in its own column:

1. First Name
2. Middle Initial
3. Last Name
4. Suffix (e.g., Jr., III)
5. Job Title/Classification
6. Department
7. Work Location
8. Work Telephone
9. Work Extension (if any)
10. Home Street Address (including apartment number)
11. City
12. State
13. Zip Code
14. Home Telephone Number (10 digits)
15. Personal mobile telephone number (if on file with the District)
16. Personal email address (if on file with the District)
17. Hire Date
18. Employee ID
19. CalPERS Status, if known by the District; ("Y" if in CalPERS/"N" if not in CalPERS)

6.5.2 An employee's personal contact information shall be withheld from disclosure to the CSEA upon an employee's written request pursuant to Government Code section 6254.3 (c).

ARTICLE 7: DEFINITIONS

7.1 "Allocation" is the placement of a class on a specific salary schedule range or rate.

7.2 "Anniversary date" is the date upon which an employee is hired by the District.

7.3 "Bargaining unit seniority" is secured by hire date in a class or classes included in the bargaining unit.

7.4 "Bumping right" is the right of an employee, under certain conditions, to displace an employee with less seniority in a class.

7.5 "Class" is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in a class.

- 7.6 **"Class description"** is the description of the duties, responsibilities, minimum qualifications, and authority of positions in a class.
- 7.7 **"Classification"** is the act of placing a position in a class and shall be construed to mean that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week and months per year, a statement of the specific duties required to be performed in each such position, and the regular monthly salary range for each such position.
- 7.8 **"Demotion"** is a change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.
- 7.9 **"Differential"** is a salary allowance in addition to the basic rate or schedule based upon additional skills, responsibilities or hours of employment.
- 7.10 **"Fiscal year and school year"** is July 1 through June 30.
- 7.11 **"Hire date seniority"** is secured by first day in paid status in the District. To calculate seniority in class, "hire date" refers to the first day in paid status in a particular class.
- 7.12 **"Incumbent"** is an employee assigned to a position and who is serving in the position.
- 7.13 **"Industrial accident or illness"** is an injury or illness arising out of or in the course of employment with the District.
- 7.14 **"Involuntary demotion"** is a demotion without the employee's voluntary written consent.
- 7.15 **"Leave and transfer policies"** means any policy concerning any form of employee leave or transfer, including, but not limited to, sick leave, vacations, personal leave, industrial accident or illness leave, holidays, training leave, or transfer of an employee from one site to another.
- 7.16 **"Minimum qualifications"** are qualifications mandated for the position and which must be possessed by an employee before being considered for employment in a specific class.
- 7.17 **"Notice"**: Whenever notice is required under this agreement, and no form of notice is otherwise designated, notice to the District shall be by personal delivery to the Office of the Superintendent of written notice or First Class Mail notice to the Office of the Superintendent, and notice to the Association shall be written notice personally delivered to the President of the local chapter or First Class Mail notice directed to 12335 Woodside Avenue, Lakeside, CA 92040.
- 7.18 **"Part-time position"**: For the purpose of Article IX, Duty Hours, Section 9.7, a part-time position will be any position assigned less than twenty (20) hours per week. This definition will not be applicable to any other articles of this agreement.
- 7.19 **"Permanent employee"** is a regular employee who successfully completes an initial probationary period, which shall not exceed six (6) work months of service beyond the initial date of employment by the District.

- 7.20 **"Probationary employee"** is a regular employee who will become permanent upon completion of a prescribed probationary period.
- 7.21 **"Promotion"** is a change in the assignment of an employee from a position in one class to a vacant position in another class with a higher maximum salary rate.
- 7.22 **"Reallocation"** is movement of an entire class from one salary range or rate to another salary range or rate.
- 7.23 **"Reclassification"** is the upgrading/downgrading of a position to a higher/lower class as a result of an increase/decrease of duties and/or responsibilities being performed by the incumbent.
- 7.24 **"Reemployment"** is the return to duty of an employee who has been placed on a reemployment list.
- 7.25 **"Reemployment list"** is a list of names of persons who have been laid off for lack of work or lack of funds, or exhaustion of sick leave, industrial accident or illness, or other leave privileges, and who are eligible for reemployment without examination in their former class for a period of thirty-nine (39) months. The list is to be arranged in order of their right to employment.
- 7.26 **"Regular employee"** is any employee, whether permanent, probationary, full-time, or part-time, who is not a restricted, substitute, short-term, or student employee.
- 7.27 **"Restricted employee"** is an employee hired pursuant to any locally, state, or federally funded program.
- 7.28 **"Safety conditions of employment"** means any work-related condition affecting the health, safety, or welfare of the employee.
- 7.29 **"Salary rate"** is a specific amount of money paid for a specific period of service.
- 7.30 **"Salary schedule"** is a series of salary steps and ranges that comprise the rates of pay for all classes.
- 7.31 **"Salary step"** is one of the salary levels within the range of rates for a class.
- 7.32 **"School year and fiscal year"** is July 1 through June 30.
- 7.33 **"Seniority in class"** is secured by hire date in a class.
- 7.34 **"Short-term employee"** is a person hired for a specific temporary project of limited duration that, when completed, shall no longer be required.
- 7.35 **"Substitute employee"** is a person hired to perform the duties of a position in the temporary absence of the employee who is regularly assigned to that position.
- 7.36 **"Uniforms"** Any clothing of a particular color, design, pattern or style required to be worn by the District shall be considered a uniform.
- 7.37 **"Voluntary demotion"** is a demotion agreed to in writing by the employee and the District.

ARTICLE 8: UNION STEWARDS

- 8.1 Purpose:** The District affirms the right to the Association to designate union stewards from among employees in the bargaining unit. It is agreed that the Association in appointing such representatives does so for the purpose of promoting an effective relationship between the district and employees by helping to settle problems at the lowest level of supervision.
- 8.2 Selection of Union Stewards:** The Association reserves the right to designate one (1) union steward per site and/or department and to determine the method of selection. The Association shall notify the District in writing of the names of the union stewards and the group each represents. If a change is made, the District shall be advised in writing of such change.
- 8.3 Duties and Responsibilities of Union Stewards:** CSEA and It's Lakeside Chapter 240 shall have union stewards for the purposes of handling grievances. Union stewards shall have a reasonable amount of release time during working hours to leave his/her working area in order to assist in the presentation of a grievance. Union stewards shall notify their supervisors of the need to take such release time and shall report such release time in the District's absence system. The union steward shall be permitted to discuss any problem with all employees immediately concerned and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure provided that such discussion shall be held in accordance with the terms provided in this Agreement.
- 8.4 Authority:** The union steward shall have the authority to file notice and take action on behalf of bargaining unit employees relative to rights afforded under this Agreement.
- 8.5 CSEA Staff Assistance:** Union stewards shall at any time be entitled to seek and obtain assistance from CSEA staff personnel for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours and terms and conditions of employment covered by this Agreement.

ARTICLE 9: DUTY HOURS

- 9.1 Workweek:** For pay purposes only, the workweek shall begin at 12:01 a.m. on Monday and end at 12:00 midnight on Sunday. The workweek for full-time employees is forty (40) hours of work performed on five (5) consecutive workdays. The workweek for employees who work less than four (4) hours per day may, with District approval, be modified to a four (4) day workweek. Any work scheduled contrary to Monday-Friday shall be mutually agreed upon by the employee and the District.
- 9.2 Workday:** The workday for full-time employees is eight (8) hours of work exclusive of the meal period.
- 9.3 Meal Period:** Each employee working five (5) or more hours per day shall be entitled to a minimum of a 30-minute duty-free period for meals which shall typically be scheduled by the supervisor at times that are not at the beginning or end of the work shift, except for extenuating circumstances.
- 9.4 Rest Periods:** Each employee shall be entitled to paid rest periods as provided below:
- 9.4.1** An employee who works at least eight (8) hours shall receive two (2) fifteen-minute rest periods, which shall typically be scheduled by the supervisor at times that are not at the beginning or end of the work shift, except for extenuating circumstances.

- 9.4.2** An employee who works at least six (6) hours but less than eight (8) shall receive two (2) ten-minute rest periods which shall typically be scheduled by the supervisor at times that are not at the beginning or end of the work shift, except for extenuating circumstances.
- 9.4.3** An employee who works at least four (4) hours but less than six (6) shall receive one (1) Fifteen minute rest period, which shall typically be scheduled by the supervisor at times that are not at the beginning or end of the work shift, except for extenuating circumstances.
- 9.5** **Overtime:** shall be compensated at a rate of pay equal to time-and-one-half (1 1/2) of the regular rate of pay of the employee involved. Overtime is defined as time worked in excess of a normal eight (8) hour day and in excess of forty (40) hours in any workweek.
- An employee shall be compensated for any work required to be performed on the sixth and seventh day following the commencement of the workweek at a rate of one-and-one-half (1 1/2) times the regular rate of pay of the assigned employee. An employee will be paid at the overtime rate in addition to regular pay for hours worked on holidays.
- 9.5.1** All hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth consecutive day of work.
- 9.5.2** All hours worked on the seventh consecutive day of work up to eight (8) hours shall be compensated at double the regular rate of pay.
- 9.5.3** All hours worked in excess of eight (8) hours on the sixth and seventh consecutive day shall be compensated at two-and-one-half (2 1/2) times the regular rate of pay.
- 9.5.4** All hours worked on holidays designated by this Agreement shall be compensated at two-and one-half (2 1/2) times the regular rate of pay.
- 9.6** **Reduction in Assigned Time:** Any reduction in assigned time shall be accomplished in accordance with Article 28, Layoff and Reemployment.
- 9.7** **Increase in Hours:** When it becomes necessary to assign additional hours to a part-time position on a regular basis, the District will offer the additional hours based on seniority unless there is a need to assign the hours to a particular employee(s) with specific skills and experience relevant to the assignment. If the senior employee declines the assignment, it shall be offered to the remaining employees in the class in descending order of bargaining unit seniority until the assignment is made. For purposes of this section, Article 9, Section 9.7, a part-time position will be any position assigned less than twenty (20) hours per week. This definition will not be applicable to any other articles of this Agreement.
- 9.8** **Rest Facilities:** At each work site the District shall make available lunch room, restroom and lavatory facilities for classified employee use.
- 9.9** **Voting Time Off:** If an employee's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the employee is entitled to vote, the District shall arrange to allow sufficient time for such voting by the employee without loss of pay.

- 9.10 Differential Pay:** Employees whose normal work day requires employment after 6:00 p.m. but before 5:00 a.m. shall receive a 2.0% shift differential for each hour regularly scheduled and actually worked during these hours. Custodians shall be eligible for this shift differential beginning at 5:00 p.m.
- 9.10.1** An employee who receives a shift differential premium shall suffer no reduction in pay, including differential, when assigned temporarily to a day shift.
- 9.11 Compensatory Time Off:** An employee in the bargaining unit shall have the option to elect to take compensatory time off in lieu of cash compensation for overtime work. Such election shall be submitted in writing to the immediate supervisor within five (5) working days following the day the overtime was worked. Compensatory time off shall be granted at the appropriate rate of overtime in accordance with Section 9.5 of this article.
- 9.11.1** If compensatory time has been elected but not been taken by an employee within 90 days from the time the overtime was earned, the employee shall be compensated for the overtime in cash at the overtime rate.
- 9.12 Overtime--Distribution by Seniority:** Overtime shall be distributed amongst the employees in the bargaining unit within each department or site who are determined by the District to be qualified to perform the overtime assignment. The right to be first offered a particular overtime assignment shall rotate amongst the qualified bargaining unit employees in order of descending seniority except for the transportation department where Article 9.19 shall apply and take precedent. If the employee first offered the overtime assignment elects to refuse the overtime assignment, it shall be offered to qualified employees in the bargaining unit in descending order of seniority until the assignment is made. When the next overtime assignment is offered, it shall be first offered to the second most senior qualified employee in the bargaining unit. On the next occasion of offering overtime, it shall be first offered to the third most senior qualified bargaining unit employee. The right to be first offered the overtime assignment shall continue to rotate to the next most senior qualified employee until each qualified bargaining unit employee within the department or site has been first offered an overtime assignment, after which the right to be first offered the overtime assignment shall rotate beginning again with the most senior qualified bargaining unit employee. The right to be first offered an overtime assignment shall not be affected by having actually worked previous overtime assignments.
- If the overtime assignment consists of tasks to be performed which are included in the class description of more than one class, employees in the class which usually performs the tasks shall be assigned the overtime. If the tasks to be performed are not within the usual functions of any class, the District shall determine which class shall perform the overtime assignment.
- 9.13 Minimum Call-In Time:** Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this agreement.
- 9.14 Right of Refusal:** Any employee shall have the right to reject any offer of request for overtime or call back, on call, or call-in time.
- 9.15 Standby Time:** All standby time shall be considered as regular hours worked and shall be compensated on a straight time or overtime basis as are other hours worked under this agreement.
- 9.16 Call Back Time:** Any employee called back to work after completion of a regular assignment shall be compensated for at least two (2) hours of work at the overtime rate, irrespective of the actual time less than that required to be worked.

- 9.17 Extended School Year Assignments:** When work normally and customarily performed by bargaining unit employees is required to be performed at times other than during the regular September-June academic year, the work shall be assigned to bargaining unit employees in the appropriate classifications as provided in this section.
- 9.17.1** When necessary to assign bargaining unit employees not regularly so assigned to serve during an extended school year period, the assignment shall be made in order of bargaining unit seniority, but no employee shall be required to accept such assignment. If the employee with the greatest bargaining unit seniority refuses the assignment, it shall be offered to other employees within the appropriate classification in descending order of bargaining unit seniority until the position is filled. In the event that two (2) or more qualified employees have identical seniority, the employee to fill the position shall be determined by the District.
- 9.17.2** An employee who accepts an extended school year assignment in accordance with the provisions of this section shall receive, on a pro rata basis, no less than the compensation and benefits applicable to that classification during the regular academic year, and in no event shall compensation and benefits be less, on a pro rata basis, than the compensation and benefits received immediately prior to the commencement of the extended school year assignment. No prorating of compensation and benefits shall be applied on any basis other than on the relationship which the number of hours assigned for extended school year employment bears to the number of hours assigned to the employee during the regular September-June academic year.
- 9.17.3** All hours assigned to an employee for an extended school year assignment shall be considered "hours in paid status" for the purposes of this agreement.
- 9.18 Assignment of Daily Bus Routes:** Daily routes shall be posted and drivers shall bid according to hire date seniority, three (3) times per year [September, January and June (extended track or summer school)]
- 9.18.1** The route with the highest number of hours shall be posted and the bus driver with the greatest hire date seniority may bid on each route as posted.
- 9.18.2** A bus driver may decline a specific assignment made under this section. When a bus driver declines a route to which the driver is otherwise entitled, the bus driver with the next greatest seniority may bid the assignment. The declining bus driver shall have the right to the next available assignment. The provisions of 9.19 through 9.20.2 shall not apply to the Bus Driver/Trainer Dispatcher or Mechanic until all drivers in seniority rotation have had the opportunity to accept or deny the assignment.
- 9.19 Special Trip Assignment:** Special trip assignments shall be distributed and rotated among bus drivers in the bargaining unit. Special Education field trips requiring special equipment, i.e., wheelchair, will be assigned to Special Ed. buses. Field trips not requiring special equipment will be assigned to big buses.
- 9.19.1 Non-Student Attendance Day Field Trip Assignment:** Bus drivers shall be offered field trips by the District in order of seniority, on a rotation basis. If a driver declines a field trip or is unable to perform a field trip for any reason, the driver will remain in seniority rotation. The rotation list will start over every school year and will not carry over. Assignments shall be made to comply with safety regulations or specific qualifications of the bus driver.
- 9.19.2 Field Trips:** Bus drivers will be guaranteed a minimum of one (1) hour for field trips yard to yard.

- 9.19.3 Saturday Trips:** Saturday trips will be done on a rotation basis with all drivers. If driver passes a Saturday trip the driver will remain in rotation. All eligible transportation employees can participate in the Saturday trip rotation provided they possess the required license and specific qualifications of a bus driver. The rotation list will start over every school year (includes extended school year through July 31st) and will not carry over.
- 9.19.4 ESS Trip Assignment:** ESS trips will be done on a rotation basis with all drivers. If a driver passes an ESS trip, the driver will remain in rotation. The rotation list will start over every school year and will not carry over.
- 9.20 Standby time:** 30 minutes will be provided for Standby Time between routes.
- 9.20.1** A bus driver on a special trip, including but not limited to, athletic events, field trips, and curricular trips, who is required to remain on standby for the duration of the event for which the special trip is made shall be paid for all standby hours at the driver's regular rates of pay. Whenever any combination of driving and standby hours in a day exceeds the established workday as defined in Section 9.2, all excess hours shall be compensated at the appropriate overtime rate based on the employee's regular pay rate.
- 9.20.2** Notwithstanding any other provisions of this agreement, if a special trip requires an overnight stay, the District shall be relieved of the obligation of payment for any hours between the time a bus driver is relieved of duties for the evening and the time duties resume the following morning.
- 9.21 Vehicle Unavailability:** Whenever as the result of the unavailability of appropriate District vehicles due to mechanical or other malfunctions, a bus driver regularly scheduled to work is unable to work, the driver shall receive pay at the rate that would have been received for working that day. The driver shall be on duty and available for related duties.
- 9.22** With regard to Child Development Personnel in the positions of Instructional Assistant - Preschool, Child Development Assistant, and Preschool Teacher, the District reserves the right to use its discretion regarding the programs, positions, and placement in those positions of child care personnel, for any extended school year and school break (temporary assignment periods when regular school is not in session) child development programs the District determines to provide. The District's discretion regarding child development personnel selection for extended school year child development programs shall be based upon the following factors including: qualifications of the relevant personnel in the selection pool; seniority; program considerations. Temporary assignments to personnel who are not regular or probationary employees shall not be eligible for contract benefits.
- 9.23 Instructional Assistants Assigned to Work Special, Overnight Trips:** Instructional Assistants may be assigned to work special overnight trips at the District's discretion. Examples of such trips include sixth grade camp. Instructional Assistants retain the right to reject any offer or request for a special overnight trip assignment.
- The following compensation rules apply to overnight trip assignments:
- 9.23.1** Instructional Assistants shall be compensated for all hours actually worked during overnight trip assignments, including time spent traveling between the school site or designated meeting location and the overnight trip location.
- 9.23.2** Instructional Assistants shall not be compensated for the time during special overnight trips when they are relieved of duties, including any hours between the evening and the time the employee's work duties resume the following morning, unless the employee is called to work during the night.
- 9.23.3** Instructional Assistants shall be compensated a \$25 per day standby stipend. The purpose of this stipend is to compensate Instructional Assistants for being available to be called to work during the evening hours. In the event an Instructional Assistant is called to work during the evening hours, he/she shall be compensated for all hours

actually worked during any such callout.

- 9.23.4** Instructional Assistants shall be compensated at an overtime rate of pay for any hours worked in excess of 8 hours in any one workday and/or in excess of 40 hours in a workweek. "Overtime" rate is one-and-one-half (1 ½) times the employee's regular rate of pay.
- 9.23.5** If an Instructional Assistant's regular assignment averages four or more hours per workday and he/she is required to work more than five consecutive days, he/she shall be compensated at an overtime rate of pay for any hours worked on the sixth and seventh days. Employees with an average regular workday of less than four hours who required to work more than six consecutive days shall be compensated at an overtime rate of pay for any hours worked on the seventh day of work.
- 9.23.6** Instructional Assistants who are required to work more than 12 hours in any one workday shall be compensated double his/her regular rate of pay.

ARTICLE 10: SALARIES

- 10.1** If the District provides an increase to the salary schedule for the certificated bargaining unit for 2019-2020, the District will provide the CSEA bargaining unit with an increase of the same percentage.
- 10.2 Frequency:** All employees in the bargaining unit shall be paid once per month when the unit member is scheduled to work, on or before the last day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.
- 10.3 Errors:** Any payroll error created by the District resulting in insufficient payment to an employee in the bargaining unit shall be corrected and added on the pay for the next scheduled payment or a supplemental check shall be issued, not later than five (5) working days after the employee provides notice to the payroll department.
- 10.4 Mileage:** Any employee in the bargaining unit required to use a private vehicle on district business shall be reimbursed at the approved IRS rate per mile for all miles driven on behalf of the District. The amount shall be payable in a separate warrant drawn against district funds within ten (10) working days of submission of the claim by the employee in the bargaining unit.
- 10.5 Meals:** Any employee in the bargaining unit who, as a result of work assignment, must have meals away from the District shall, when previously authorized and upon presenting receipts, be reimbursed for the reasonable cost of the meal not later than ten (10) working days after submission of the expense claim.
- 10.6 Lodging:** Any employee in the bargaining unit who, as a result of a work assignment, must be lodged away from home overnight shall, when authorized and upon presenting receipts, be reimbursed by the District for the reasonable cost of such lodging not later than ten (10) working days after submission of the expense claim. When possible, the District shall provide advance funds to the employee for such lodging.
- 10.7 Working Out of Classification:** The salary of an employee required to perform the duties of a higher classification for a period of more than five (5) working days within a fifteen (15) calendar day period, shall be adjusted upward as follows:
- 10.7.1** The reassigned employee shall be paid that step of the higher classification that will provide an increase in salary of not less than ten percent (10%). In the event the maximum step on the higher salary range does not provide a ten percent (10%) increase for the assigned employee, the employee shall be paid the maximum hourly rate for the classification.

10.8 Placement on the Salary Schedule: The District shall determine the placement on the Salary Schedule of employees new to the District based upon their experience, education, training and district needs.

10.9 Longevity: The District shall provide additional compensation for longevity as follows:

10.9.1 Bargaining unit employees hired before September 11, 2014, will receive compensation for longevity in accordance with "Anniversary Increment" provision in the Classified Salary Schedule attached hereto.

10.9.2 Bargaining unit employees hired on or after September 11, 2014, will receive compensation for longevity in accordance with "Anniversary Increment" provision in the Classified Salary Schedule attached hereto except that said longevity Anniversary Increments shall cease after the bargaining unit employee's twenty-fifth (25th) year.

10.10 Classified Employee of the Year

Employees shall be eligible for a Classified Employee of the Year upon completion of the probationary period and reaching permanent status. One employee each year may be selected. Classified Employee of the Year award shall be selected by the District upon recommendation of the supervising manager through the established evaluation procedures. It is desirable to have an outstanding classified staff in which every member qualifies, but only those who demonstrate continued growth and consistently exemplify superior performance as well as high qualities, which originally merited granting permanency, will be recommended. Classified Employee of the Year award may be made annually in the amount of \$250.00.

The payment of the award shall be a non-repetitive stipend to each classified employee (one from each service area) who has distinguished him/herself by superior performance within the scope of his/her responsibilities. This award is not subject to on-schedule increases.

ARTICLE 11: CLASSIFIED PROFESSIONAL GROWTH PROGRAM

11.1 Eligibility: Unit members who have satisfactorily completed their probation are eligible to participate.

If an employee receives a classification change, that person is eligible to start a new professional growth program related to the new position.

11.2 Program Description The Professional Growth Program for unit members consists of job-related-courses taken at accredited adult, trade or vocational schools, community colleges or universities, or approved professional workshops/courses related to the employee's position, but not required prerequisites in the employee's job description. The courses must be completed with a grade of "C" or better or "pass" if grading is done on a pass/fail basis. However, a certificate of completion or a verified participation form is acceptable if no grading or pass/fail is offered.

An increment consists of twenty (20) points. An employee is eligible to earn one increment a year to a maximum of ten (10) increments. Any points over the twenty (20) will be applied to the next increment.

3 unit course	6 points
2 unit course	4 points
1 unit course	2 points
15 week non-credit course	3 points
8 week non-credit course	1-½ points
All day workshop	1 point
1 hour	0.125 point

11.3 Credit will not be given an employee for course work or workshops requested by the employee's supervisor and taken during employee's work time. Only courses completed after the unit member's probation in their position

may be considered for professional growth increments.

The salary increase for each increment will be \$24.00 per month for employees who work four to eight (4-8) hours per day and \$13.00 per month for employees who work less than four (4) hours per day for each month of service. The increment will be paid on a monthly basis beginning the month following verification of the completion of an increment.

To apply for credit toward a completed increment for salary increase, an employee must file a Declaration of Intent (Appendix D) with the Director of Human Resources prior to taking the courses. Human Resources shall process the Declaration of Intent within fifteen (15) District Office business days of receipt of the Declaration of Intent and supporting documents. After approval by the employee's supervisor and the Director of Human Resources, the courses may be taken.

The unit member must submit the proper documentation (approved Declaration of Intent, official transcripts or other acceptable certification of the satisfactory completion of the approved learning activities) to the Human Resources Department. Proper documentation can be submitted at any time during the year. The Human Resources Department will forward necessary forms to payroll to implement any increase. The employee will then be credited with the completion of an increment and the monetary increase will be awarded the following month.

- 11.4 Appeal to Review Committee** An employee may challenge disapproval of a proposed course/workshop by requesting reconsideration by the Review Committee, which shall consist of two (2) members of the Association, including the Association Chapter President (or designee), and two (2) District members, one of whom will be the Superintendent (or designee). The responsibility of the Review Committee will be to determine whether the courses or workshops submitted are job related and whether a majority of the committee recommends that professional growth advancement will be accepted.

ARTICLE 12: EMPLOYEE BENEFITS

- 12.1 Health and Dental Benefits:** Bargaining unit members hired before September 11, 2014, who are eligible for and receiving health and dental benefits as of September 11, 2014, based on working at least four (4) hours per day and at least twenty (20) hours per week, shall continue to be eligible on that basis for health benefits for themselves and their eligible dependents so long as they continue to be regularly assigned to work at least four (4) hours per day and at least twenty (20) hours per week.

Effective September 11, 2014, each regular unit member who is regularly assigned to work at least six (6) hours per day and at least thirty (30) hours per week shall be eligible to receive health and dental benefits for themselves and their eligible dependents.

- 12.2** For all bargaining unit members eligible for dental benefits, the District will only provide dental benefits as covered under a dental plan offered by the District. Such coverage is for the eligible employee only.
- 12.3** The District's maximum contribution annually in any twelve-month period, or prorated portion thereof, to the total cost of medical coverage provided under this Agreement on behalf of each eligible unit member who is entitled to receive such benefits, shall be as follows:

Employee only	\$7,740.00
Employee + 1	\$15,270.00
Family	\$21,410.00

Any amounts in excess of the maximum District contribution shall be paid for by the unit members by monthly payroll deduction in equal amounts (which shall be in addition to employee monthly health care contributions of either \$60 or \$75 as listed above).

If the cost of the District's Kaiser and/or UHCI health care plans exceeds the specific maximum contribution paid by the District, the District will pay 50% of the increased cost and the employee will pay 50% of the increased cost.

- 12.4 Dental Benefits:** Commencing upon depletion of the District's Fringe Benefits Consortium (FBC) Dental Fund Balance, the District shall contribute up to a maximum of \$449.00 annually in any twelve-month period, or prorated portion thereof, to the total cost of dental coverage provided under this Agreement on behalf of each eligible unit member who is entitled to receive such benefits. Any amounts in excess of the maximum District contribution shall be paid for by the unit members by monthly payroll deduction in equal monthly amounts.
- 12.5** If the District agrees to provide health and dental care contributions for LTA bargaining unit members that exceed those provided to CSEA bargaining unit members in 2018, the District agrees to provide CSEA unit members with the same level of contributions.
- 12.6** If a unit member is on a leave of absence without pay, the unit member may convert health plan coverage and/or dental plan coverage to a direct payment basis by forwarding to the District, monthly, in advance, the appropriate month's insurance premiums.
- 12.7** When a unit member's employment terminates, such employee shall be entitled to continue health plan and/or dental coverage, at district expense through the end of the month following the month in which the member's employment was terminated.
- 12.8 Retiree Benefits:** Members of the bargaining unit shall be eligible for retiree health benefits as follows:
- 12.8.1** Bargaining unit members hired before September 11, 2014 must have been employed and eligible to receive employee health and dental benefits with the District for a minimum of ten (10) years, with the District of which the last five (5) years must be consecutive and immediately prior to retirement from the District, and must have attained the age of 55 years.
- 12.8.2** Bargaining unit members hired on or after September 11, 2014 must have been employed and eligible to receive employee health and dental benefits with the District for a minimum of fifteen (15) years, with the District of which the last five (5) years must be consecutive and immediately prior to retirement from the District, and must have attained the age of 55 years.
- 12.8.3** The coverage will only provide health benefits as covered under one of the health plans offered by the District. During open enrollment, the employee may elect from one of the health plans offered by the District.
- 12.8.4** For eligible employees who retire on or before December 31, 2019, the District shall contribute an amount equal to the premium for one individual under the most expensive HMO that is available to bargaining unit members.
- 12.8.5** For eligible employees who retire on or after January 1, 2020, the District shall contribute up to a maximum of Employee Only coverage under section 12.4 annually in any twelve-month period, or prorated portion thereof, to the total cost of retiree health benefit coverage provided under this Article on behalf of each eligible retiree who is entitled to receive such benefits. Any amounts in excess of the maximum District contribution shall be paid for by the retiree by monthly payments. Such health benefit coverage is for the retiree only.
- 12.8.6** The District will continue to provide this coverage until the retiree reaches the age of sixty-five (65). After the age of sixty-five (65) the retiree may continue in the District-sponsored health and dental programs but the total premium cost shall be borne by the retiree.
- 12.8.7** This benefit only covers the retiring employee and is not extended to dependents.

12.9 Life Insurance: The District shall provide a \$15,000 life insurance policy for each member of the bargaining unit as follows:

12.9.1 Bargaining unit member employees hired before September 11, 2014, must work twenty (20) or more hours per week to be eligible for District Life insurance.

12.9.2 Bargaining unit member employees hired on or after September 11, 2014 must work thirty (30) or more hours per week to be eligible for District life insurance.

12.10 Health Benefits Committee: The District and the CSEA will continue to collaboratively share health and welfare benefits information through the Health Benefits Committee.

ARTICLE 13: EMPLOYEE EXPENSES AND MATERIALS

13.1 Uniforms: The District shall pay the full cost of the purchase, lease, rental, cleaning and maintenance of uniforms, equipment, identification badges, emblems, and cards required by the District to be worn or used by bargaining unit employees. Maintenance employees and District mechanics shall be required to wear uniforms in the performance of their duties (excluding clerical employees).

13.2 Tools: The District agrees to provide all tools, equipment, and supplies reasonably necessary to bargaining unit employees for performance of employment duties.

13.2.1 Notwithstanding Section 13.2, if an employee in the bargaining unit provides personal tools or equipment for use in the course of employment, the District agrees to provide a safe place to store the tools and equipment and agrees to pay for any loss or damage or for the replacement cost of the tools resulting from normal wear and tear providing the District authorizes in writing that any personal tools or equipment may be brought by the employee.

13.3 Replacing or Repairing Employee's Property: The District shall provide reimbursement to an employee for the loss, destruction, or damage by arson, burglary or vandalism of personal property used within district-maintained premises. Further, reimbursement shall be made where the loss, destruction or damage results from an accident involving the employee in the course of carrying out duties. This Article is limited by the following terms and conditions.

13.3.1 Reimbursement shall be made only when approval for the use of the personal property was given at the time of or prior to the time property is brought on the premises. Such approval must be written and an estimated value of the property noted. Personal insurance coverage should also be noted.

13.3.2 A maximum of \$500 per occurrence shall be paid to the employee (including cases involving damage to vehicles) less any amount covered by the employee from personal insurance. Any loss of less than \$20 will not be reimbursed.

13.3.3 Personal items of wearing apparel (but not jewelry or watches) that are worn by the employee shall be covered by this Article but need not be approved by the on-site administrator.

13.3.4 Collections of items may qualify where other conditions are met if the collection is normally treated as a single unit; for example, a stamp collection or an insect collection would qualify where booked or mounted as a single unit.

13.3.5 Items unrelated to the employee's work assignment or brought on site for personal convenience only (radio, for example) are not covered by this Article.

13.3.6 This Article shall not apply to those using District-maintained buildings and grounds under the Civic Center Act, but shall be in effect only for the employee during assigned work.

13.4 Safety Equipment: Should the employment duties of an employee in the bargaining unit reasonably require use of any equipment or gear to insure the safety of the employee or others, the District agrees to furnish equipment or gear, or to reimburse the employee for the full cost of procuring such. Employees shall be required to comply with all safety regulations.

13.5 Physical Examinations: The District agrees to provide the full cost of any medical examination required as a condition of employment or continued employment, including but not limited to, the provisions outlined in Education Code Section 11708 or its successor.

ARTICLE 14: GRIEVANCE PROCEDURE

14.1 Definitions:

14.1.1 Grievance: A formal allegation by a grievant that he/she has been adversely affected by a violation of specific provision(s) of this Agreement. A grievance does not include discipline, reprimands, warnings, summaries of conference, or the contents of performance evaluations.

14.1.2 Grievant: Any classified non-management employee covered by the terms of this Agreement. The California School Employee Association (CSEA) has the right to grieve on behalf of its members and to be present at all steps of the grievance process.

14.1.3 Day: A day in which the District office is open for business.

14.1.4 Immediate Supervisor: The lowest level management team member designated to adjust grievances.

14.2 General Provisions:

14.2.1 Any bargaining unit member employee or group of bargaining unit member employee or group of employees shall have the right to file a grievance. No bargaining unit member employee or group of bargaining unit member employees shall be hindered from, or disciplined, for exercising this right.

14.2.2 Failure by the administration to adhere to decision deadlines constitutes the right of the aggrieved to appeal automatically to the next step. Failure of the employee to adhere to the submission deadlines shall mean that the employee is satisfied with the latest decision and waives any right to further appeal; however, nothing prevents the parties from extending the dates by mutual agreement.

14.2.3 Until final disposition of a grievance takes place, the grievant is required to conform to the original direction of the Human Resources Director.

14.2.4 Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular workday of the participants. If any grievance meeting or hearing must be scheduled during the school day, any witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.

14.2.5 The grievant has the right to have a representative present at any step of the grievance procedure. The grievant must be present at each step of the grievance procedure.

14.3 Procedure: Grievances will be processed in accordance with the following steps:

14.3.1 STEP ONE: A grievance must first be discussed with the grievant's immediate supervisor with the objective of resolving the matter informally. Within twenty (20) days after the occurrence of the act giving rise to the grievance, the grievant must present such grievance verbally to the grievant's immediate supervisor. Failure to do so will render the grievance null and void. The immediate supervisor shall hold discussions and attempt to resolve the matter within ten (10) days after the presentation of the grievance. It is the intent of this informal meeting that at least one (1) personal conference be held between the grievant and the immediate supervisor.

14.3.2 STEP TWO: In the event that the grievant is not satisfied with the decision at Step One and the employee wishes to pursue the matter, the employee shall present the grievance in writing to the Human Resources Director within ten (10) days after the personal conference between the aggrieved employee and the immediate supervisor. The Human Resources Director shall respond in writing within ten (10) days after receipt of the grievance. The written information provided by the grievant shall include:

- A. A description of the specific grounds of the grievance, including names, dates and the place, necessary for a complete understanding of the grievance;
- B. A listing of the provisions of the Agreement which are alleged to have been violated or misapplied;
- C. A listing of the reasons why the immediate supervisor's proposed resolution of the problem is unacceptable; and
- D. A listing of the specific actions requested of the Human Resources Director which will remedy the grievance.

14.3.3 STEP THREE: If the grievant is not satisfied with the decision at Step Two, a written request for mediation of the grievance must be submitted to the Human Resources Director within ten (10) days. In this event, the Human Resources Director shall within five (5) days submit a written request to the California State Conciliation Service for the immediate services of a mediator.

The written request for mediation of the grievance shall include a clear, concise, written statement of the reason(s) for the appeal to the mediation process. Only those written reasons included in the written statement of reasons for appeal may be submitted for consideration at any higher step of the grievance procedure.

The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process. At the outset of this process the mediator shall schedule and hold a mediation at which time the parties to the grievance shall submit to the mediator copies of all documents completed in conformance with the requirements at each previous grievance level. In addition, the grievant shall submit to the mediator a copy of the clear, concise, written statement of the reason(s) for the appeal to the mediation process. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement to the effect and thus waive the right of either party to any further appeal of the grievance.

The District and the Association have agreed that this Step Three may be waived by mutual agreement of the parties.

14.3.4 STEP FOUR: If the parties are unable to resolve the grievance at Step Three, the grievant shall request in writing a hearing for advisory arbitration. The written request shall be filed in the office of the Superintendent within five (5) days after the mediation at Step Three.

- A. The advisory arbitrator shall be selected by the two parties. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Superintendent or designee shall submit a written request to the

California State Conciliation Service for a list of arbitrators. Within five (5) days of receipt of the list of arbitrators, the parties shall alternately strike one (1) name from the list until only one (1) name remains. A flip of a coin will determine which of the parties strikes the first name.

- B. The District and the grievant will share equally any payment for the list of arbitrators and the services and expenses of the impartial advisory arbitrator. Any other expenses shall be borne by the party incurring them.
- C. The arbitrator's decision will be in writing and will set forth his or her findings of fact, reasoning and conclusion on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of any act prohibited by law or which violates any term of this Agreement. The decision of the arbitrator will be submitted to the Governing Board within thirty (30) days after the close of the arbitration hearing or the date for filing of briefs, whichever is later.
- D. The Governing Board alone has the power to render a final and binding determination of a grievance. The recommendation of the arbitrator shall only be advisory and, if, upon review of the written decision, the Board of Trustees determines that it is unable to render a final determination on the record, it may reopen the record for the taking of additional evidence. The decision of the Governing Board shall be issued within 60 days of receipt by the Board of the arbitrator's decision. The Governing Board's decision shall be final and binding on all parties.

ARTICLE 15: SAFETY CONDITIONS

- 15.1** The Superintendent shall be responsible for the promulgation of safety rules for all classified employees, and shall appoint a District Safety Officer to oversee the conditions of district facilities.
- 15.2** **No Discrimination:** No employee shall be in any way discriminated against as a result of reporting any condition to be a violation of State or Federal law.

The Association will be provided with a copy of all CAL-OSHA and other safety inspection reports.

ARTICLE 16: TRANSFERS

- 16.1** Transfer of an employee from one position to another position not involving a change of classification may be made by the Superintendent of the District or designee, when the need arises, for the efficient operation of the District, as defined by the District. A unit member affected by such transfer shall be given notice at least seven (7) calendar days before the date upon which the transfer is effective.
 - 16.1.1** Request for transfer may be submitted to the Human Resources Department.
 - 16.1.2** The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee, in writing, at any time prior to official notification of transfer approval.

Whenever there is a vacancy in an established position in the bargaining unit and the District has determined to fill the position with a regular classified employee, the District will post the vacancy for a minimum of five (5) district office business days to give current members of the bargaining unit the opportunity to apply for the vacant position.

- 16.1.3 Posting of Notice:** The District agrees to post notices of job vacancies for a minimum of five (5) District Office business days. All job postings shall be posted on the District website, emailed to all current classified District employee email addresses, and sent to employees who are currently in layoff at either the email address or the mailing address they identified to the Human Resources Department at the time of the layoff.
- 16.2 Lateral Transfers:** When a new position is created, or an existing position becomes vacant, the District shall offer the position to employees serving in the same job classification in the District by seniority in that classification. The District shall allow an employee who is qualified for the position to transfer, unless the District is willing to explain that the transfer is not in the best interest of the District and its efficient operation. If an employee is denied a transfer, they shall, upon request, be provided with a written explanation outlining the reason(s) for the denial. If more than one qualified employee wishes to be transferred to a particular vacancy, the employee with the greatest bargaining unit seniority shall be transferred, unless there is a special need for that particular position as indicated on the job announcement. In the event that two (2) or more qualified employees have identical seniority, the employee to fill that position shall be determined by the District. An employee may only transfer laterally once in any fiscal year. Any subsequent lateral application for transfer in that year shall be exempt from the limitation and provisions of Section 16.2.
- 16.3 Medical Transfers:** The District may give alternate work when the same is available to an employee who has become medically unable to satisfactorily perform assigned, regular job class duties. Such work may be determined through the interactive process. The alternate work may constitute promotion, or lateral transfer to a related class, but it shall be constituted only by mutual agreement of the employee.
- 16.4 Child Development Personnel:** Notwithstanding the provisions of Article 16, the District reserves the right to temporarily increase the hours of Child Development Personnel for up to 60 consecutive days. Child Development Personnel affected by the increase of hours pursuant to this provision are also exempt from the provisions of Article 9.7.

ARTICLE 17: LEAVES OF ABSENCE

- 17.1** A Unit member shall be entitled to take up to four (4) days of paid emergency leave annually. This leave is non-cumulative and only one (1) day for each emergency may be taken which prohibits consecutive use of days.
- Emergency leave taken pursuant to this paragraph shall not be deducted from accumulated sick leave allowance. The employee shall sign a statement certifying that leave taken was an emergency. The following events qualify as emergencies:
- 17.1.1** An accident involving the employee's person not otherwise chargeable to an illness or injury leave, or to an industrial illness leave. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of service.
- 17.1.2** An accident involving the employee's property or the person or property of a member of the employee's immediate family. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of service.

- 17.1.3** An illness of a member of the employee's immediate family, serious in nature, under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.
- 17.1.4** Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.
- 17.1.5** Unit members subpoenaed to appear as a witness in court, other than as a litigant.

The above shall not preclude the granting of personal leave without pay after emergency leave has been exhausted.

- 17.2 Sick Leave:** A unit member of the district shall be allowed sick leave for personal illness or injury under the conditions set forth below:

17.2.1 For Personal Illness

- 17.2.1.1 Annual sick leave allowance, full salary.** Full-time employees shall be entitled to one (1) full day per month for each month worked with full pay depending on monthly assignment during the fiscal year of employment.
- 17.2.1.2 Annual sick leave allowance, partial salary.** Unit members shall once a year be credited with a total of 100 working days of paid sick leave, including all days of full-pay sick leave to which they may be entitled. Such days of paid sick leave in addition to the full-pay sick leave days shall be compensated at fifty percent (50%) of the employee's regular salary.
- 17.2.1.3** The total unused number of full-pay sick leave days shall accumulate without limit.
- 17.2.1.4** If sick leave for any single and continuous illness extends into the next fiscal year, the employee shall be allowed only a total of 100 working days of paid sick leave for that single and continuous illness.
- 17.2.1.5** Regular ten-month unit members employed during the summer shall receive sick leave benefits on a pro rata basis.

A unit member shall be credited with, and may use, annual and accumulated sick leave allowance as of the first day of the employment year, even though the unit member has not been able to report for duty on that day, provided that the unit member notified the school or personnel office. However, new employees shall not be eligible to take more than six (6) days, or the proportionate amount to which entitled, until the first day of the calendar month after completion of six (6) months active service with the district.

- 17.2.2 Sick Leave Without Pay:** Whenever a unit member's paid sick leave allowance is exhausted, the unit member shall immediately apply to the Superintendent for sick leave without pay for a definite period of time. Such sick leave without pay shall be subject to renewal for a period up to a total of twelve (12) months.

In case of application for sick leave without pay, the unit member shall supply the Superintendent with a physician's statement. Application for sick leave without pay, together with a physician's statement, is to be submitted at least fifteen (15) days before exhaustion of paid sick leave time allowance, whenever possible.

- 17.2.3 Proof of Illness:** If absence is more than three (3) days, or a pattern of abuse or other bonafide proof of abuse exists, a physician's certificate may be required or other proof of illness satisfactory to the District.
- 17.3 Personal Necessity Leave:** All unit members, at their election, may use up to seven (7) days of full pay leave provided under Leaves of Absences, 17.2 - Sick Leave in any fiscal year in cases of personal necessity, including for any of the following:
- 17.3.1** The death of a member of the employee's immediate family when the number of days of absence exceeds the limits provided in the Bereavement Section of this Article.
- 17.3.2** Attendance of the funeral of a friend, or of a relative not specified in the bereavement section of this article. Such absence shall be limited on one (1) day under the provisions of this policy. Approval should be secured from the Building Principal or an Assistant Superintendent prior to the leave.
- 17.3.3 Graduation or Special Ceremony.** Attendance at a special ceremony or graduation at which the unit member or a member of the unit member's immediate family is the recipient of a degree, commendation, or special award. At least seven (7) days advance notice should be given to the Building Principal or an Assistant Superintendent prior to the actual date of absence.
- 17.3.4 Other Personal Necessity Leave.** Leave for other personal necessities may be granted by the Superintendent or his designee. The criteria used to approve such leave will be that the reasons for the leave are beyond the immediate control of the employee and compel the unit member's presence or participation. The reason for the personal necessity leave must be specified in the request in order that a determination can be made that the nature of the leave compels an individual to be absent from assigned duties and is something more than a personal convenience to the employee or a situation created by the choice of the employee. The following limits and conditions are placed upon allowing a personal necessity leave and personal necessity leave pay:
- 17.3.4.1** The total number of days allowed in one fiscal year for such leave or leaves shall not exceed seven (7) days.
- 17.3.4.2** The days allowed shall be deducted from, and may not exceed, the number of full days of fully paid sick leave to which the employee is entitled.
- 17.3.4.3** The personal necessity leave will not be granted during a scheduled vacation or leave of absence.
- 17.3.4.4** Request for such absence shall be made to the employee's administrator or immediate supervisor. Included in the written request will be a statement indicating the nature of the leave. The administrator or supervisor shall take whatever steps are necessary to assure that a personal necessity situation within the limits of this rule does exist. After the request has been signed by the administrator or supervisor, it will be forwarded to the Superintendent or his/her designee for approval.
- 17.3.4.5** A unit member may use up to three (3) days per school year, of the seven (7) personal necessity leave days provided under this section, for personal business. These days may be used at the unit member's discretion. When foreseeable, forty-eight (48) hours' notice shall be required when using such leave on a Monday or Friday, and such leave may not be used the day prior to or after a holiday or school recess period.

- 17.4 Pregnancy Disability Leave:** Employees are entitled to use sick leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leave of absence from other illnesses or medical disability. Such leave shall not be used for childcare, child rearing or preparation for childbirth, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the District may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the District

The employee on leave for pregnancy disability shall be entitled to a position comparable to that held at the time the leave commenced.

Employees on unpaid leave have the right to maintain their health and welfare benefits by paying the total monthly premiums.

Employees returning from pregnancy disability leave shall give a minimum of fifteen (15) days notice to the District.

- 17.5 Parental/Baby-Bonding Leave:** Eligible employees may take up to 12 weeks of parental/baby-bonding leave in a 12 month period under the California Family Rights Act for the birth of a child, or placement of a child in the family for adoption or foster care. An eligible employee may take parental/baby-bonding leave only within the first 12 months after birth or placement of the child. When both parents work for the District, parents may take a maximum combined total of 12 weeks of parental/baby-bonding leave during any 12 month period.

Eligible employees who are granted baby-bonding/parental leave under the California Family Rights Act (CFRA) for up to 12 school weeks may choose to use fully paid sick leave and/or 50% pay extended illness leave during the 12 week period. Such sick leave and/or 50% pay leave shall run concurrently with the CFRA baby-bonding/parental leave and also with the leave provided for under Education Code Section 45196.1.

- 17.6 Leave Without Pay:** Leave of absence without pay for up to thirty (30) working days duration for valid reasons may be granted by the Superintendent upon recommendation of the appropriate supervisor. Such leave will not involve loss of position or privileges.

- 17.6.1** Leaves of absence without pay for longer than thirty (30) working days, but not to exceed one (1) calendar year, for valid reasons may be granted by the Superintendent upon the recommendation of the appropriate supervisor. If such leaves are granted, it will be with the understanding that there will be no guarantee of position reassignment at the expiration of the leave, but the employee will be given consideration for such vacancies that may occur in the employee's class. Exception to this reassignment policy may be granted for employees on leave for illness, or other urgent reasons, at the discretion of the Superintendent.

- 17.6.2** Attendance at or participation in observance of religious holidays. Absences for this purpose shall not exceed three (3) days in any fiscal year. At least seven (7) days advance notice should be given to the building principal or an assistant superintendent prior to actual dates of absences.

- 17.7 Industrial Accident/Illness Leave:** An employee shall be granted a leave of absence with pay after completion of one (1) year of service with the district for absences due to an industrial accident or illness in accordance with the following regulations:

- 17.7.1** Such leaves shall be for a maximum of sixty (60) working days per accident in any fiscal year. In the event that the sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to the amount of the unused leave due him/her for the same injury or illness during the subsequent year.
- 17.7.2** Such leaves shall not be accumulative from year to year.
- 17.7.3** Salary received from the district during such leave plus wage loss benefit checks received under Workers' Compensation laws may not exceed the employee's regular salary. Therefore, all benefit checks received by the employee under Workers' Compensation shall be endorsed to the District, and the District shall pay the employee's normal salary during the period of leave.
- 17.7.4** An employee receiving industrial accident/illness leave shall remain within the State of California unless prior approval is received from the District.
- 17.7.5** An industrial accident or illness means any injury or illness whose cause can be traced to the performance of services for the district.
- 17.7.6** An employee may use regular sick leave, vacation, and other compensated time off to cover absences caused industrial accident/illness. Regular sick leave shall be earned during an industrial accident/illness but will be reduced by the number of days so credited if the employee cannot return to work.

When all paid leaves of absence have been exhausted by a classified employee as a result of industrial accident/illness, such employee shall be granted a leave of absence without pay for a six-month period. The District may renew the leave of absence without pay for two (2) additional six-month periods. When these leaves of absence have been exhausted, and if the employee is not medically able to assume the duties of his/her position, the employee shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. Application for reemployment for such employee will be given full consideration when accompanied by evidence of full recovery and ability to meet current employment standards. If an employee, who was classified as a permanent employee, is rehired within thirty-nine (39) months after the last day of paid service, the District shall restore all rights, benefits, and burdens of a permanent employee, as provided by law.

- 17.8 Military Leave:** Leaves for Annual Training Duty--a unit member, upon submission of the unit member's military orders, shall be granted a leave of absence without loss of salary to report for annual active duty training.
- 17.9 Judicial Leave:** Any unit member who is required to render jury duty shall be granted temporary leave of absence for the duration of the duty served, plus travel time as ordered by the court. Such leave shall be with pay for each hour served. Any employee whose regularly assigned shift begins at 2:00 p.m. or thereafter for each hour spent in jury duty shall be relieved an hour of regular duty for that day. The hours shall be deducted from the employees shift in a manner, which is most efficient and takes into consideration the needs of the employee. The employee shall provide proof of summons in advance of jury service.
- 17.10 Bereavement Leave:** Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of five (5) days. The immediate family is defined as husband, wife, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, grandfather, grandmother, son-in-law, daughter-in-law, grandchild, foster parent, stepparent, stepson, stepdaughter, foster son,

foster daughter, brother-in-law, sister-in-law, or any relative of either spouse living in the immediate household of the employee.

ARTICLE 18: HOLIDAYS

18.1 Scheduled Holidays: The District agrees to provide all employees in the bargaining unit, including Child Care Personnel, with fifteen (15) paid holidays as follows:

Independence Day

Labor Day

Admission Day (or day in lieu of)

Veterans Day (observed in November)

Thanksgiving Day

Day after Thanksgiving Day

Christmas Day (observed 12/25 plus 2 designated local holidays)

New Year's Day

Martin Luther King Day

Lincoln's Birthday (observed February)

Washington's Birthday (observed February)

Good Friday

Memorial Day (May)

Any other day deemed to be a local or legal holiday by Federal or State Government or by the District.

18.2 Additional Holidays: Every day declared by the President or Governor of this State as a public fast, mourning, Thanksgiving, or holiday, or any day declared a holiday by the Governing Board under Education Code Section 5282, 5202.1, or 877 or their successors, shall be a paid holiday for all employees in the bargaining unit.

18.3 Holidays on Saturday or Sunday: When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday.

18.3.1 When December 25 falls on Sunday, the holiday shall be moved back to the preceding Thursday unless the preceding Thursday is a school day. When the preceding Thursday falls on a school day, the parties shall mutually agree on a date that the holiday shall be moved to.

18.3.2 The operation of this section shall not cause any employee to lose any of the holidays clearly indicated in the Article.

18.4 Holiday Eligibility: Except as otherwise provided in this Article, an employee must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday whenever such events occur within the regular working schedule, as opposed to the beginning or end of a work year for an employee, newly hired to the District for that fiscal year.

18.4.1 Employees in the bargaining unit who are not normally assigned to duty during the school Holidays or December 25 and January 1 shall be paid for those holidays and any local holidays in that period provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

18.5 Teacher Training Days: Any day granted as a teacher training day, teacher institute, or teacher-parent conference day by whatever name for whatever purpose is a regular work day for all classified employees of the bargaining unit.

ARTICLE 19: VACATIONS

19.1 All regular employees earn vacation benefits in accordance with the table below:

Years of Employment	12-month unit members	11-month unit members	10-month unit members
1-2 years	12 days	11 days	10 days
3-7 years	15 days	13.75 days	12.5 days
8-13 years	18 days	16.5 days	15 days
14 years	20 days	18.33 days	16.66 days

19.1.1 Vacation credit will be deducted from employee's leave accrual during the pay period in which it is used.

19.1.2 Employees shall not be allowed to use vacation credit that they have not yet earned. When employees work part of a month, vacation accrual shall be prorated in accordance with the table set forth above in 19.1.

19.2 Pay for vacation days for all unit members shall be the same as that which the member would have received had the unit member been in working status.

19.3 When a permanent employee in the bargaining unit is terminated for any reason, the employee shall be entitled to all vacation pay earned and accumulated up to and including the effective date of termination.

19.4 If, for any reason, a unit member is denied an approved scheduled vacation, the employee shall be compensated at the rate of double-time-and-one-half (2 ½) for all hours worked during the scheduled and approved vacation period. In such a case, the employee shall suffer no reduction in the paid vacation days due.

19.5 If for any reason, a unit member is not permitted to take all or part of earned annual vacation, the amount not taken shall, at the option of the employee, be accumulated for use in the following year or be paid for in cash.

19.6 Earned or unused vacation may, with the prior written approval of the supervisor, principal, or designee, be taken at any time during the year. Employees shall submit a proposed vacation schedule within the first twenty-one (21) calendar days of the employee's work year. The supervisor, principal, or designee shall render a decision on the vacation days requested within thirty (30) days of the final submission date. Vacation shall not be denied for arbitrary or capricious reasons. Employees shall have the right to revise their vacation schedules, with reasonable notice and upon approval of the supervisor.

19.7 An employee shall be allowed to carry a maximum of one year's vacation over into the next fiscal year in an amount that equals one (1) year's earned vacation. A minimum of ten (10) days vacation must be taken within a given fiscal year. No more than thirty (30) days vacation can be taken in one fiscal year.

19.8 If there is any conflict between employees who are working on the same or similar operations as to when vacations shall be taken, the employee with the greatest seniority shall be given preference.

- 19.9** When a paid holiday falls during the scheduled vacation of any bargaining unit employee, that paid holiday shall not be counted as a vacation day.
- 19.10** An employee in the bargaining unit shall, subject to management approval, be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided the employee supplies notice and supporting information regarding the basis for such interruption or termination upon request.
- 19.11** Upon separation from service, a unit employee who has completed six (6) months of continuous service shall be entitled to a lump sum payment of all earned and unused vacation.
- 19.12** Except for 12-month employees and employees who submitted a proposed vacation schedule within the first twenty-one (21) calendar days of their work year that was approved by their supervisor, bargaining unit members will annually exhaust their accrued vacation credit on:
- 19.12.1** All non-holiday weekdays during Thanksgiving recess,
- 19.12.2** All non-holiday weekdays during the Winter recess, and
- 19.12.3** All non-holiday weekdays during the spring break.

ARTICLE 20: EVALUATION PROCEDURE

- 20.1** Performance evaluations for all regular permanent and probationary employees shall be obtained at specified intervals during the work year. Evaluations shall be reported on appropriate forms in accordance with the following provisions:
- 20.2** The probationary period shall be six (6) months. Site supervisors will evaluate probationary unit members at approximately three (3) months of probationary employment. Failure to evaluate a probationary employee shall not preclude termination of employment.
- 20.3** Annual, written performance evaluations shall be made of permanent members of the classified service within the bargaining unit. No evaluation shall be made based upon hearsay statement but shall only be based upon the direct observation and knowledge of the evaluator.
- 20.4** A special additional evaluation for either a permanent or probationary employee may be used at times other than those regularly specified, upon the request of the appropriate supervisor.
- 20.5** The evaluation shall be prepared, by the immediate supervisor who shall sign the evaluation and discuss it with the employee concerned. The evaluation shall be presented to the employee at least 24 hours prior to the evaluation review with the immediate supervisor. The employee shall sign the evaluation before the original is submitted to the Personnel Office by the immediate supervisor. The unit member's signature does not necessarily mean that the unit member agrees with the content of the evaluation, but only that the unit member has received a copy of the evaluation and has had the opportunity to discuss it with the evaluator.
- 20.6** If additional supervisors or administrators are involved in evaluating an employee, these evaluations shall be signed before being submitted to the responsible evaluator. This original will also be included in the employee's personnel file.
- 20.7** Information of a derogatory nature shall not be placed in an employee's personnel file until the employee is given notice and opportunity to review and comment thereon.

- 20.8** Upon receipt of a copy of the evaluation, the unit member evaluated shall have ten (10) work days in which to attach a statement to the evaluation before it is placed in the unit member's personnel file.

ARTICLE 21: PROMOTIONS

- 21.1** The District shall determine the qualifications of individuals seeking promotions and may in its sole discretion select the best qualified individual for such vacancy. Where qualifications are deemed to be equal, the District will give consideration to prior experience, length of service in the District, skills and abilities in other areas, special recognitions from District or from other employees, compatibility with a supervisor of the vacant position and co-workers, training, experience and background which relate to the skills and qualifications required for the vacant position and any special abilities a particular employee may have and bring to the position. A bargaining unit member who receives a promotion shall serve a six (6) month probationary period in the new position classification. If the District determines that the employee has not successfully served sufficient to meet the District's expectations during the probationary period, the employee may, at the discretion of the District, be returned to either his/her original position or a position in the same classification, which may result in the bumping, displacement, or layoff of less senior employees.

- 21.1.1** The District agrees to post notices of job vacancies for a minimum of five (5) District Office business days. All job postings shall be posted on the District website and emailed to all current classified District employee email addresses.

- 21.1.2** The vacancy notice shall include:

1. The job title.
2. A brief description of the position and duties.
3. The minimum qualifications required for the position.
4. The assigned job site.
5. The number of hours per day.
6. The regular assigned work shift times.
7. The days per week and the months per year assigned to the position.
8. The salary range.
9. The date of distribution and deadline for filing to fill the position.

- 21.1.3** Any regular employee in the bargaining unit, including those on leave or vacation, may apply for the vacancy within the filing period.

- 21.1.4** Within ten (10) days following completion of the filing period, the District shall certify in writing the qualifications of bargaining unit applicants and notify each applicant of the applicant's standing.

- 21.1.5** Individuals whose qualifications have been certified under 21.1.4 shall be granted a panel interview. The panel shall include one member from CSEA who serves in the same or similar classifications as the position being filled. CSEA shall provide a list of at least two (2) individuals in each classification to the district. The District shall select an individual from the CSEA list to serve on the interview panel.

- 21.1.6** An employee who receives a promotion shall remain at their existing step at the promotional position's range.

ARTICLE 22: CLASSIFICATION AND RECLASSIFICATION

22.1 Requests for Reclassification and Classifications Subject to Review: A unit member who has completed his/her probationary period may request reclassification of his/her position by submitting a "Position Description Questionnaire" (PDQ) form (attached in Appendix B) to the Human Resources Department between October 1st and November 15th for consideration during the current fiscal year. Should the employee fail to turn in the PDQ, or submit a PDQ that is incomplete, no further action will be taken. A reclassification may only be subject to this process one time every two (2) school years.

22.2 Within five (5) business days of timely receipt of a completed PDQ, the Human Resource Department will provide a copy of the PDQ to the employee's supervisor, for the purpose of obtaining his/her input regarding the employee's request for reclassification.

The District shall consult with CSEA regarding the selection of a consultant. The consultant retained by the District for purposes of this Article shall not be a current employee of the District.

The employee's supervisor will have fifteen (15) business days to review the PDQ. After the fifteen (15) business days, the Director of Human Resources will submit the PDQ and the supervisor's supplemental information to the District's consultant retained to review the reclassification and make findings and a recommendation.

22.3 The consultant shall use his/her judgment, experience, and expertise to evaluate the information supplied and render his/her recommendation regarding the requested reclassification. If necessary to complete the review, the consultant may seek additional information from the employee, supervisor, other managers, and other employees to answer questions, clarify issues, and provide additional information. The employee and supervisor shall fully participate in this process. Failure of the employee to fully participate will render the request denied.

Within ten (10) days of receipt of the consultant's written findings and recommendation, the Director of Human Resources shall send the consultant's recommendation to the employee, the employee's Supervisor, and the CSEA Chapter President.

22.4 Appeal - If the employee does not agree with the consultant's recommendation, he or she may submit to the Director of Human Resources a written request for appeal to the Reclassification Appeal Committee within ten (10) business days. The Reclassification Appeal Committee consists of the Director of Human Resources (or designee), the CSEA President (or designee) and the classification consultant.

Upon receipt of a timely written request for appeal, a meeting with the employee and the Committee shall be scheduled. After meeting with the employee, the Reclassification Committee shall, within five (5) business days, provide the employee with a written response to the appeal.

If the consultant recommends reclassification or if on appeal, the committee unanimously agrees reclassification is recommended, the District and CSEA will consult regarding the recommendation, proposed title, job description, and salary range before a recommendation is presented to the Governing Board. If the Board of Trustees approves the request for reclassification, the Human Resources Department shall ensure that the necessary documents are prepared. The unit member's evaluation date and salary step advancement date for purposes of step increases and longevity shall not change. Unless otherwise specified, reclassifications approved by the Board will be effective July 1st following Board approval. _

Reclassification recommendations shall not be subject to the grievance procedures.

- 22.5 Incumbent's Rights:** When an entire class of positions or a position is reclassified, the incumbents in the position shall be entitled to serve in the new position.
- 22.6 New Positions or Classes of Positions:** New classifications created or positions added to classes shall be subject to negotiations between the District and CSEA to determine if they are to be included in the bargaining unit. Disputed cases shall be submitted to the Public Employees Relations Board and shall not be subject to the grievance procedures contained in the contract.

MODIFICATION TO THE RECLASSIFICATION PROCESS FOR 2020-2021 ONLY

The parties agree that notwithstanding the language in Article 22.2, for 2020-2021 only, the parties shall confer and agree upon a consultant/company retained to review reclassification requests processed pursuant to 22.1.

In the event the parties have not reached an agreement with respect to the 2020-2021 reclassification consultant by August 1, 2020, the District shall identify at least two (2) final proposed consultants and send them to the CSEA. Within ten (10) District office business days of receiving the District's final proposed consultants, CSEA shall inform the District which of the District's final proposed consultants it selects for the 2020-2021 reclassification requests. In the event CSEA fails to respond within ten (10) District office business days of the District sending its final proposed consultants, the District shall select and retain one of the final proposed consultants to review 2020-2021 reclassification requests processed pursuant to 22.1.

ARTICLE 23: CONCERTED ACTIVITIES

- 23.1** It is understood and agreed that there will be no strike, work stoppage, slowdown, or other interference with the operations of the District by the Association or by its officers, agents, or members of the bargaining unit during the term of this Agreement. The Board agrees that during the term of this Agreement, it will not engage in any lockout of its employees. It is also understood that the District shall be entitled to withdraw any privileges or services provided for in this Agreement or in District Policy of any employee or employee organization that violates this Article.

ARTICLE 24: SAVINGS PROVISIONS

- 24.1** If any provisions of this Agreement are held to be contrary to law or by the PERB or a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.
- 24.2** The parties agree to enter into good faith negotiations in order to reach agreement on that provision changed or deleted by virtue of the law or PERB ruling within thirty (30) days.

ARTICLE 25: SUPPORT OF AGREEMENT

- 25.1** The District and the Association agree that it is to their mutual benefit to support this Agreement and to encourage the resolution of differences through the meet and negotiations process. Therefore, except for those matters and time periods described in Article 27, it is agreed that the Association and District will not appear before the Governing Board to seek change or improvement in any matter subject to the meet and negotiations process, except by mutual agreement of the parties.

ARTICLE 26: NEGOTIATIONS

- 26.1 Reopener Clause:** During the 2020-2021 and 2021-2022 school years, Article 10 (Salaries) and Article 12 (Employee Benefits) shall reopen automatically provided that either party submits an initial proposal to the Governing Board no later than May 1, 2020, for the 2020-2021 school year, and May 1, 2021, for the 2021-2022 school year. Such initial proposal may also reopen two new or existing articles of each party's choice. Negotiations shall commence under this section upon fulfillment of the public notice requirements of the EERA. The terms and conditions of this Agreement shall remain in full force and effect during such negotiations.
- 26.2 Ratification of Additions or Changes:** Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.
- 26.3 Agreement of Parties:** This Agreement can be reopened on any Article at any time by mutual consent.

ARTICLE 27: RELEASE TIME

- 27.1** The Association and the District shall each designate not more than five (5) representatives, unless written authorization by the Chapter President is submitted to the District for a larger number of representatives, for purposes of official meeting and negotiating sessions. Any such Association representatives who are District employees shall each receive reasonable release time without loss of compensation for purposes of official meeting and negotiating sessions with the board's representatives.
- 27.2** The Association President or designee shall be granted up to a maximum of eight (8) days per year of non-cumulative release time without loss of compensation for association business.
- 27.3** Any request for release time shall be made sufficiently in advance so that the District can make appropriate arrangements to cover for an employee's absence. Prior to release time being taken, the CSEA Chapter President shall notify the immediate supervisor and Human Resources in writing twenty-four (24) hours in advance of the need to take release time and shall report such release time in the District's absence system for the purpose of tracking release time and record keeping.

ARTICLE 28: LAYOFF AND REEMPLOYMENT

- 28.1 Reason for Layoff:** Layoff of bargaining unit employees shall occur only for lack of work and/or lack of funds.
- 28.2 Notice of Layoff:** Bargaining unit employees shall be given not less than sixty (60) days notice of layoff unless otherwise authorized by law.
- 28.3 Reduction Hours:** Any involuntary reduction in regularly assigned time shall be considered a layoff under the provisions of this Article.
- 28.4 Order of Layoff:** Pursuant to Education Code section 45308(a) classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff and displacement rights shall be based on date of hire in class, plus higher classes. In the event of a tie in length of service within the class plus any higher classes, the classified employee with the least District seniority shall be laid off first. If a tie still exists, layoff shall be conducted by lot in the presence of the Association President or designee.

- 28.5 Bumping Rights:** An employee laid off from his or her present class may in order to avoid layoff, bump into the next lowest class in which the employee has greatest seniority. The employee may continue to bump to lower classes to avoid layoff.
- 28.6 Layoff in Lieu of Bumping:** An employee who elects a layoff in lieu of bumping maintains reemployment rights under this agreement.
- 28.7 Reemployment Rights:** Employees who have been laid off because of lack of work and/or lack of funds are eligible for reemployment for a period of thirty-nine (39) months. During that time and in accordance with their seniority within the class in which the vacancy occurs, they will be reemployed in preference to new applicants. If the employee refuses a reemployment offer, he/she shall not be eligible for further preferred consideration. A refusal shall not preclude an employee from future employment with the District. Reemployment shall be made in the reverse order of layoffs within each job classification. Those employees in the bargaining unit who have completed a probationary period shall be reemployed without having to serve an additional probationary period.
- 28.8 Voluntary Demotion or Voluntary Reduction in Hours:** Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list.
- 28.9 Retirement in Lieu of Layoff:** Any employee in the bargaining unit may elect to accept a service retirement from the Public Employees Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employees Retirement System of the fact that retirement was due to layoff for lack of work and/or lack of funds. If the employee is offered, and accepts in writing, an appropriate vacant position, the District shall maintain the vacancy until the Board of Administration has properly processed the employee's request for reinstatement from retirement.
- 28.9.1** An employee subject to this Section who retires and is eligible for reemployment and who declines an offer of reemployment equal to that from which laid off shall be deemed to be permanently retired.
- 28.10 Seniority Roster:** Commencing with the 2016-2017 School Year, the District will prepare a seniority roster consistent with Article 28.4. Thereafter, at least once per school year and at least sixty calendar (60) days prior to any classified layoff the District will make available to the Association an updated seniority roster.
- 28.11 Notification of Reemployment Opening:** Notification of recall shall be made by personal contact or certified mail to the employee's last known mailing address. The employee must indicate acceptance of the job offer within five (5) working days after receipt of the notification, and arrange the time for the unit member's return to work. The unit member must, however, be available within fifteen (15) work days of receipt of the notice.
- 28.12 Improper Lay Off:** Any employee who is improperly laid off shall be reemployed immediately upon discovery of the error and shall be reimbursed for all loss of salary and benefits.
- 28.13 Impacts and Effects:** The District and the Association agree that the above provisions in this Article represent the agreement between the parties concerning layoff, voluntary reduction in hours in lieu of layoff and the impacts and effects of such matters. Upon the written request of the Association, the parties will meet to discuss the potential implications of any planned layoff.

ARTICLE 29: DISCIPLINARY ACTION

Probationary employees and other non-permanent classified employees are at-will employees and may be disciplined within the sole discretion of the District. The probationary period shall be six (6) months for classified bargaining unit members. Probationary employees and other nonpermanent classified employees are not covered by any other portion of this Article.

- 29.1** Discipline shall be imposed on permanent employees of the bargaining unit only for just cause. The term "discipline" for the purpose of this Article is limited to any action whereby a classified employee is suspended without pay, demoted, or dismissed without the classified employee's voluntary consent, except in the case of a layoff for lack of work or lack of funds. The term "discipline" for the purpose of this Article specifically does not include adverse or negative evaluations, warnings, directives or the implementation or application of any article of any applicable collective bargaining agreement or of other employment policies such as the denial of any leave.
- 29.2** The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee becoming permanent nor for any cause alleged to have arisen more than two (2) years preceding the date that the District provides notice of the proposed disciplinary action.
- 29.3** Prior to the taking of discipline, the Superintendent or designee shall give written notice to the permanent classified employee. This written notice of proposed disciplinary action shall be served by certified mail or personal delivery to the classified employee at least ten (10) District office business days prior to the date when discipline will be imposed. In emergency situations, or where it is otherwise deemed appropriate by the District to remove the classified employee from the work place immediately, the classified employee shall not lose compensation prior to the date when discipline may commence. Loss of compensation in all cases may occur after the tenth (10th) District office business day following the date written notice was served on the employee.
- 29.4 Notice of Proposed Disciplinary Action:** The written notice of proposed disciplinary action shall be served by personal delivery or certified mail. Service by certified mail shall be deemed complete on the date of mailing. The notice shall include at least the following:
- 29.4.1** A statement in ordinary and concise language of the specific acts and omissions upon which the proposed disciplinary action is based. Such statement may incorporate by reference the acts and omissions described in memoranda or other documents attached to the notice of proposed disciplinary action,
- 29.4.2** The specific disciplinary action proposed,
- 29.4.3** The cause(s) or reason(s) for the specific disciplinary action proposed,
- 29.4.4** A copy of the applicable rule(s) or law(s) where it is claimed a violation of rule(s) or law(s) took place,
- 29.4.5** A statement that the classified employee has the right to respond to the matters raised in the written notice both orally and in writing, including the submission of written statements or affidavits, prior to the end of the fifteen (15) District office business day period following the date the written notice was served,
- 29.4.6** A statement that the classified employee, upon written request, is entitled to attend a pre-disciplinary Skelly conference with the Superintendent or designee regarding the matters raised in the written notice prior to the end of the fifteen (15) District office business day period following the date the written notice was served. At such pre-disciplinary meeting the classified employee shall be granted a reasonable opportunity to make any representations or present any documents the classified employee believes are relevant to the case,

- 29.4.7** A statement that the classified employee, upon written request, is entitled to an evidentiary hearing before the Board or a hearing officer designated by the Board before any disciplinary action is final,
- 29.4.8** A statement that the proposed disciplinary action may commence after the five (5) District office business day period following the date that written notice of the outcome of the pre-disciplinary Skelly conference is provided to the employee, or in the event that no pre-disciplinary Skelly conference is requested, the discipline may commence within fifteen (15) District office business days following the date the written notice of proposed discipline was served. A statement that no evidentiary hearing shall be held unless a written request is delivered to the Superintendent or designee within fifteen (15) District office business days after the date the written notice of proposed disciplinary action was served, and
- 29.4.9** Attached to or enclosed with the written notice of proposed disciplinary action shall be a card or paper, the signing and filing of which with the Superintendent or designee by the employee shall constitute a demand for hearing, and a denial of all charges.
- 29.5 Pre-disciplinary Skelly Meeting:** The employee is entitled to appear personally before the Superintendent or designee regarding the matters raised in the written notice prior to the end of the fifteen (15) District office business day period following the date the written notice was served. At such pre-disciplinary meeting the classified employee shall be granted a reasonable opportunity to make any representations or present any documents the classified employee believes are relevant to the case. Within ten (10) District office business days of said pre-disciplinary meeting, the Superintendent or designee shall provide to the employee the outcome of the pre-disciplinary meeting.
- 29.5.1** Upon request by the employee, a copy of said notice of proposed discipline may be delivered to the Association Representative.
- 29.6** The term "cause" shall be defined by District Board Policy and applicable law.
- 29.7 Evidentiary Hearing:** Upon timely request for a hearing, a hearing will normally be held before the Board, or a hearing officer designated by the Board, within forty-five (45) calendar days of the hearing demand. The classified employee shall have a right to appear in person, with counsel at the employee's expense or such other lawful representation as determined by the classified employee. The District will have the burden of proof and shall first present evidence. Normal procedures shall be followed; i.e., charging party presentation, defense cross-examination, defense presentation, charging party cross-examination and rebuttal evidence from each party. Hearings will be recorded at the request of either party with such expense being borne by the requesting party, or the District will share equally with the employee or representative the costs of the court reporter, transcribing the record of the hearing, and for a copy of the official transcript. No transcript or copy of any such hearing transcript shall be provided by the District to the employee or representative unless the employee first remits to the District one half the estimated costs of the court reporter, preparation of the transcript, and a copy of the record.
- 29.8** A classified employee shall receive an evidentiary hearing on the proposed disciplinary action only if a written demand for such a hearing is delivered to the Superintendent or designee within ten (10) District office business days after service of the written notice of proposed disciplinary action. In the absence of a timely demand for a hearing, the Board may take final action upon the proposed disciplinary action after the time period for demanding a hearing has expired.

29.9 Disciplinary Settlements: A discipline incident may be settled by written mutual agreement of the parties at any time.

29.10 The Board's determination of the sufficiency of the cause for disciplinary action shall be final.

ARTICLE 30: LENGTH OF AGREEMENT

This Agreement shall be effective for three years up to and including June 30, 2022.

Signed and entered into this 18th day of June, 2020.

FOR THE DISTRICT

s/ Erin Garcia
Assistant Superintendent

FOR THE EXCLUSIVE REPRESENTATIVE

s/Lisa Ford
Chapter 240 President

s/Joni Collins
CSEA Labor Relations Representative

Lakeside Union School District

2019-2020 Classified Employees Salary Schedule

Effective July 1, 2019

RNG	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7	
	MONTH	HOUR	MONTH	HOUR	MONTH	HOUR	MONTH	HOUR	MONTH	HOUR	MONTH	HOUR	MONTH	HOUR
7	2,262	13.05	2,360	13.62	2,473	14.26	2,585	14.91	2,702	15.59	2,834	16.35	2,901	16.74
8	2,319	13.38	2,418	13.95	2,528	14.58	2,643	15.25	2,768	15.97	2,893	16.69	2,965	17.11
9	2,366	13.65	2,477	14.29	2,608	15.05	2,711	15.64	2,844	16.41	2,965	17.11	3,043	17.55
10	2,436	14.05	2,529	14.59	2,662	15.36	2,771	15.99	2,898	16.72	3,037	17.52	3,106	17.92
11	2,482	14.32	2,590	14.94	2,721	15.70	2,844	16.41	2,965	17.11	3,106	17.92	3,189	18.40
12	2,539	14.65	2,663	15.36	2,775	16.01	2,904	16.75	3,047	17.58	3,184	18.37	3,263	18.83
13	2,591	14.95	2,702	15.59	2,832	16.34	2,949	17.01	3,081	17.78	3,225	18.61	3,302	19.05
14	2,662	15.36	2,768	15.97	2,881	16.62	3,021	17.43	3,148	18.16	3,288	18.97	3,373	19.46
15	2,702	15.59	2,832	16.34	2,949	17.01	3,081	17.78	3,225	18.61	3,360	19.38	3,445	19.87
16	2,768	15.97	2,881	16.62	3,021	17.43	3,148	18.16	3,288	18.97	3,444	19.87	3,528	20.35
17	2,832	16.34	2,949	17.01	3,081	17.78	3,225	18.61	3,360	19.38	3,505	20.22	3,594	20.73
18	2,881	16.62	3,021	17.43	3,148	18.16	3,288	18.97	3,444	19.87	3,588	20.70	3,675	21.20
19	2,949	17.01	3,081	17.78	3,225	18.61	3,360	19.38	3,505	20.22	3,671	21.18	3,767	21.73
20	3,021	17.43	3,148	18.16	3,288	18.97	3,444	19.87	3,588	20.70	3,758	21.68	3,850	22.21
21	3,081	17.78	3,225	18.61	3,360	19.38	3,505	20.22	3,670	21.17	3,839	22.15	3,939	22.73
22	3,148	18.16	3,288	18.97	3,444	19.87	3,588	20.70	3,758	21.68	3,925	22.64	4,028	23.24
23	3,225	18.61	3,360	19.38	3,505	20.22	3,670	21.17	3,839	22.15	4,007	23.11	4,111	23.71
24	3,288	18.97	3,444	19.87	3,588	20.70	3,758	21.68	3,925	22.64	4,107	23.69	4,207	24.27
25	3,360	19.38	3,505	20.22	3,670	21.17	3,839	22.15	4,007	23.11	4,195	24.20	4,302	24.82
26	3,444	19.87	3,588	20.70	3,758	21.68	3,925	22.64	4,107	23.69	4,301	24.82	4,406	25.42
27	3,505	20.22	3,670	21.17	3,839	22.15	4,007	23.11	4,195	24.20	4,398	25.37	4,507	26.00
28	3,588	20.70	3,758	21.68	3,925	22.64	4,107	23.69	4,301	24.82	4,480	25.85	4,598	26.53
29	3,670	21.17	3,839	22.15	4,007	23.11	4,195	24.20	4,398	25.37	4,598	26.53	4,714	27.20
30	3,758	21.68	3,925	22.64	4,107	23.69	4,301	24.82	4,480	25.85	4,685	27.03	4,809	27.75
31	3,839	22.15	4,007	23.11	4,195	24.20	4,398	25.37	4,598	26.53	4,805	27.72	4,920	28.38
32	3,925	22.64	4,107	23.69	4,301	24.82	4,480	25.85	4,685	27.03	4,920	28.38	5,045	29.11
33	4,014	23.16	4,214	24.31	4,412	25.45	4,623	26.67	4,847	27.96	5,089	29.36	5,211	30.06
34	4,113	23.73	4,315	24.89	4,520	26.07	4,745	27.38	4,971	28.68	5,211	30.06	5,347	30.85
35	4,224	24.37	4,417	25.48	4,628	26.70	4,851	27.99	5,095	29.39	5,341	30.81	5,471	31.56
36	4,315	24.89	4,520	26.07	4,745	27.38	4,971	28.68	5,211	30.06	5,457	31.48	5,597	32.29
37	4,417	25.48	4,628	26.70	4,851	27.99	5,095	29.39	5,341	30.81	5,597	32.29	5,737	33.10
38	6,008	34.66	6,228	35.93	6,446	37.19	6,666	38.46	6,886	39.73	7,103	40.98	7,325	42.26
55	4,148	23.93	4,231	24.41	4,317	24.90	4,402	25.40	4,490	25.90	4,580	26.42	4,671	26.95

Salary Schedule Footnotes on following page.

Board Approved: 6/18/20

Lakeside Union School District

2019-2020 Classified Employees Salary Schedule

Effective July 1, 2019

STEP INCREASES:	<p>All bargaining unit members hired before July 1, 2019 shall move to the next step on July 1, 2019, and progress one step annually on July 1 thereafter.</p> <p>All bargaining unit members hired on or after July 1, 2019 and on or before December 31, 2019 shall move to the next step on July 1, 2020, and progress one step annually on July 1 thereafter.</p> <p>All bargaining unit members hired after December 31, 2019 and with hire dates on January 1 to June 30 shall move to the next step annually on July 1 directly after their corresponding hire date anniversary.</p> <p>All unit members hired on or after July 1, 2020 with hire dates on July 1 to December 31, shall move to the next step annually on July 1 directly before their corresponding hire date anniversary.</p>
HOURLY RATES:	<p>Are determined by dividing the annual salary by 2,080.</p>
DAILY RATES:	<p>Are determined by dividing the monthly salary by 21.67.</p>
ANNIVERSARY INCREMENT:	<p>Beginning with the 10th year of continuous employment, 5% per month will be added to employees' salary. An additional 5% of the base salary will be added every five years thereafter per Article 10.9 of the contract.</p> <p>Longevity: The District shall provide additional compensation for longevity as follows:</p> <p>Bargaining unit employees hired before September 11, 2014, will receive compensation for longevity in accordance with "Anniversary Increment" provision in the Classified Salary Schedule. Bargaining unit employees hired on or after September 11, 2014, will receive compensation for longevity in accordance with "Anniversary Increment" provision in the Classified Salary Schedule except that longevity Anniversary Increments shall cease after the bargaining unit employees' 25th year.</p> <p>Effective upon ratification of this Amendment to the Agreement, anniversary increments shall be aligned to July 1 as follows:</p> <p>Unit members hired before July 1, 2019 will receive credit for a year of employment on July 1, 2019 and annually on July 1 thereafter. In no case shall a unit member receive more than one year of service credit for the 2019-2020 school year.</p> <p>All bargaining unit members hired on or after July 1, 2019 and on or before December 31, 2019 will receive credit for a year of employment on July 1, 2020, and annually on July 1 thereafter.</p> <p>All bargaining unit members hired after December 31, 2019 and with hire dates on January 1 to June 30 shall receive credit for one year of employment annually on July 1 directly after their corresponding hire date anniversary.</p> <p>All unit members hired on or after July 1, 2020 with hire dates on July 1 to December 31, shall receive one year's credit annually on July 1 directly before their corresponding hire date anniversary.</p> <p>The parties agree that seniority shall not be affected by any of the above changes.</p>
DIFFERENTIAL PAY:	<p>Employees whose normal work day requires employment after 6:00 p.m. but before 5:00 a.m. shall receive a 2.0% shift differential for each hour regularly scheduled and actually worked during these hours.</p> <p>Custodians shall be eligible for this shift differential beginning at 5:00 p.m.</p>

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Education Code section 45101(f) defines reclassification as the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

Reclassification does not occur simply as a result of an increase in the volume of work performed by the incumbent but rather is defined by increased complexity of assigned tasks.

If your present position meets the definition for reclassification, complete the following questionnaire and forward your request to your immediate supervisor.

Please complete section I and attach a copy of your present job description. If available, please include an organizational chart for your area of assignment.

SECTION I – TO BE COMPLETED BY EMPLOYEE

IDENTIFYING INFORMATION

1. Name: _____

2. Job Title: _____

3. Work Site/Department/School: _____

4. Length of Time in Current Classification: ____ Years ____ Months

5. Normal Working Hours: From _____ A.M./P.M. to _____ A.M./P.M.

Normal Workdays (Circle as appropriate): MON TUE WED THU FRI SAT SUN

6. Phone Number: _____ Extension #: _____

Work Email: _____

7. Year in which the classification of this position was last reviewed: _____

8. Name of Immediate Supervisor: _____

Supervisor's Title: _____

Phone Number: _____ Extension #: _____

Work Email: _____

9. How have your duties and responsibilities changed since the position was classified at its present level or since you began in the position?

10. Who previously performed the duties described in your response to Question 9?

11. What special knowledge and skills, if any, are needed to perform the duties of your position?

12. What licenses, certificates, registrations, etc. do you possess which relate to this position?

13. Briefly state the purpose or function of your position.

14. DUTIES AND RESPONSIBILITIES: Briefly describe your duties, not the function of your department or school. Begin with your most important job duty and finish with the least important. State specifically **WHAT** you do, and **HOW** you do it. In the right hand column, give your best estimate of the percentage of total working time taken up by each duty described.

Priority	Task	Approximate % of Time
Most Important Task		
Second Most Important Task		
Next Most Important Task		
Next Most Important Task		
Next Most Important Task		
Next Most Important Task		
Next Most Important Task		

15. Describe the decisions you make regularly in the course of your job without consulting with a higher authority.

16. What special reports, if any, do you prepare independently? (Attach samples.) Do not include reports for which your only role is typing and/or proofreading. Explain your role in preparing the report.

17. Describe the nature and extent of analysis, planning, and problem solving involved in carrying out your duties. Indicate, where appropriate, the policies, procedures, rules or other guidelines on which you rely.

18. Describe your involvement in planning and/or determining goals.

19. List any machines, equipment or tools you use in performing your duties

20. Describe your role in the budget process for the office, department, or school (if applicable):

21. Describe the following aspects of your position.

a. Most complex

b. Most difficult

c. Most important

22. Give some examples of potential consequences of error in your position. Explain when, how, and by whom errors would be discovered and corrected. (Question is hypothetical for the purpose of understanding the weight of duties and checks in place to catch potential errors.)

23. With whom do you interact in carrying out your assigned responsibilities? Describe the nature of any contacts listed:

a. Within department or school

b. Outside department or school

c. Other agencies

d. Describe any hazards which you encounter on the job

24. Describe any part of this position not covered in the preceding sections which should be included to provide a better understanding of your position.

25. How long have your duties been as described above?

_____ Years _____ Months

26. Please attach the following to this questionnaire:

- a. A copy of your current job description.
- b. A current organizational chart including your position (if available).
- c. Examples or samples relevant to the questions above.

Signature: _____ Date: _____

**SECTION II – SUPERVISOR’S REVIEW
(TO BE COMPLETED BY IMMEDIATE SUPERVISOR)**

1. Supervisor’s Name:
2. Supervisor’s Title:
3. Name of Employee requesting reclassification:
4. Employee’s Current Job Title:
5. Check one: Bargaining Unit Employee Confidential Supervisory
6. Will the proposed change in classification remove the position from the bargaining unit?
Yes No

If yes, please explain:

7. Describe the nature and extent of supervision given to the employee.

8. How have the employee’s duties changed or expanded since the position was last reviewed?

9. Who previously performed the duties listed in question #8?

10. Have you assigned the new or expanded duties to the employee or has the employee taken on the duties independently?

11. Would approval or denial of this request create any inequity within the department or school?

Yes No

If yes, explain:

12. Identify and define how critical the functions of this position are for reclassification and to the operation of your department or school? Please be specific.

13. What would be the consequence of error in the most critical function(s) of this position?

14. Are there any portions of the Employee portion of the questionnaire that you wish to comment on or clarify? (Please indicate item number.)

15. With regard to covering the cost of the proposed reclassification:

a. Is this your highest budget priority?

b. What budget adjustments would you be willing to make to cover this reclassification?

c. What cost savings would be associated with the proposed reclassification?

16. Please attach the following to this questionnaire:

- a. Cover memo from appropriate administrator, indicating his/her position on the request; or comments may be noted on next page (Section III – Administrator's Comments.)
- b. Organization Chart for department or school.

Supervisor Signature: _____ Date _____

SECTION III – COMMENTS BY ALL MANAGERS IN SUPERVISORY CHAIN, INCLUDING APPLICABLE DIRECTOR, ADMINISTRATOR AND ASSISTANT SUPERINTENDENT, ETC.

COMMENTS:

Director or Site Administrator Signature

Date

Assistant Superintendent Signature

Date

APPENDIX C

2020 CLASSIFICATIONS WITH FORMER TITLES	
Former Title	2020 Title
Accounting / Fiscal	
Account Clerk III	Accounting Technician (various)
ESS/ LEAP Program Account Technician	Accounting Technician – ESS – LEAP
Food Service Accounting Clerk	Accounting Assistant – Child Nutrition
Clerical/Secretarial Support	
Secretary III (Business)	Executive Administrative Assistant - Business (Confidential)
Administrative Services Support Specialist	Executive Administrative Support Specialist – Educational Services
Technology, Maintenance & Operations/Transportation Secretary	Administrative Support Specialist – MOT
Secretary III (District Office)	Administrative Support Specialist – Pupil Services/Special Education
Secretary III	Administrative Support Specialist - District
Special Education Clerk	Administrative Assistant – Pupil Services/Special Education

School Secretary	School Secretary
School Clerk II	School Office and Health Assistant
School Clerk I	School Clerk I
School Office Assistant	School Office Assistant
Child Development	
ESS Site Director	Site Lead – Extended Student Services
ESS Assistant	Child Development Assistant
Custodial	
Custodian I	Custodian – Night
Warehouse/Delivery/Custodian	Warehouse/Delivery/Custodian
Custodian II	Custodian – Day
Grounds Maintenance	
Gardener III	Gardener
Health Services	
Occupational Therapist	Occupational Therapist
Special Education Health Technician	Licensed Vocational Nurse
Health Service Assistant	Health Service Technician

Human Resources	
Human Resources Assistant	Human Resources Technician
Personnel Clerk	Human Resources Assistant
Information Technology	
Systems Support Analyst	Systems Support Analyst
Information Technology Analyst	Information Technology Analyst
Information Technology Specialist	Information Technology Specialist
Instructional Support	
Behavioral Intervention Assistant	Behavior Intervention Assistant
English Learner Assistant I and II	Instructional Assistant – EL
Special Education Assistant II (Tierra del Sol); Special Education Development Assistant	Instructional Assistant II – Special Education
Special Education Assistant III	Instructional Assistant III – Special Education
Special Education Assistant II	Instructional Assistant II – Special Education
Special Education Assistant I	Instructional Assistant I – Special Education

Instructional Assistant III	Instructional Assistant
Playground Activities Coordinator	Playground Activity Coordinator
Preschool Teacher	Preschool Teacher
Preschool Assistant	Instructional Assistant - Preschool
Social Service Coordinator	Social Service Coordinator
Library / Media	
Library Media Specialist	Library Media Specialist
School Library Assistant	School Library Technician
Maintenance & Operations	
Maintenance III - Senior	Lead Skilled Maintenance Worker
Maintenance III	Skilled Maintenance Worker
Maintenance I	Maintenance Worker
Nutrition Services	
Child Nutrition LEAD	Child Nutrition Lead
Food Service Utility Worker	Child Nutrition Utility Worker
Food Service Assistant II	Child Nutrition Assistant II

Food Service Site Assistant	Child Nutrition Site Assistant
Food Service Assistant; Food Service Assistant I	Child Nutrition Assistant I
Specialized Support	
Data Specialist	Data Specialist
Attendance Clerk	Attendance Technician
Student Services	
Speech/Language Assistant	Speech and Language Pathology Assistant
Special Program Assistant	Community Liaison - Bilingual
Guidance Specialist	Guidance Specialist
Campus Student Supervisor	Campus Student Supervisor
Transportation	
Mechanic II	Mechanic
Bus Driver II/Dispatcher/Trainer	Bus Driver/Trainer/Dispatcher
Bus Driver	School Bus Driver
Transportation Assistant - Bus Driver	Transportation Assistant/ School Bus Driver
Transportation Assistant	Transportation Student Attendant

LAKESIDE UNION SCHOOL DISTRICT
CLASSIFIED PROFESSIONAL GROWTH
Declaration of Intent

Employee Name: _____

Position: _____

Date Hired into Current Position: _____

I am requesting approval to take the following course for professional growth points:

Course Name: _____

Institution/School: _____

Units of Credit/Length of Course (Include Hours): _____

Brief Description of course, and how it relates to your job: _____

Course Grading : _____
(Pass/Fail, Letter Grade, Cert. of Completion, Verification of Participation)

Dates and Times I Intend to Take This Course: _____

Number of Points Requested: _____
[*Before submitting, attach any/all materials describing the course/class to this form.]

Date Received by Human Resources: _____

Supervisor Review: _____ Yes _____ No (Check One)

Approved by Director of Human Resources (Signature) (Date)

Appeal to Review Committee

Committee meeting date: _____

_____ Approved

_____ Not Approved

Signatures of Committee Members for the Association:

Signatures of Committee Members for the District:

Association President

Date

Association Labor Relations Representative

Date

For the District

Date

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Disposal of Bus #55, #56 & #57

Background (Describe purpose/rationale of the agenda item):

Bus #55 & #57 are part of the Carb Emission & Compliance, and due to the Gross Combined Vehicle Weight and age of the engines, they can no longer operate in the state of California. Bus #56 has not run for the past 10 years and has exceeded its life cycle. We have purchased one van to offset the loss of one of these buses to meet our current Transportation needs, for the short term. For the long term and if we get a larger demand or our needs change, we will need to reevaluate the need to replace the additional 2 buses. The disposal of the 3 buses will be advertised in the local paper and will be granted to the highest sealed bid.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Addresses Emphasis Goal(s):

☐ #1: Academic Achievement ☐ #2: Social Emotional ☒ #3: Physical Environments

Recommended Action:

☐ Informational ☐ Denial/Rejection
☐ Discussion ☐ Ratification
☒ Approval ☐ Explanation: [Click here to enter text.](#)
☐ Adoption

Originating Department/School: Transportation

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Approval of the October contracts list for the fiscal year, 2020-21.

Background (Describe purpose/rationale of the agenda item):

Approval is requested for the attached list of agreements with outside vendors for fiscal year, 2020-21

Fiscal Impact (Cost):

See attached list.

Funding Source:

General Fund.

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational** ☐ **Denial/Rejection**
☐ **Discussion** ☐ **Ratification**
☒ **Approval** ☐ **Explanation:** [Click here to enter text.](#)
☐ **Adoption**

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

LUSD Contracts

Agency Name	Description	Contract #	Dept./Site	Began	Ends	Amount (not to exceed)
Anton's Service Inc.	Tree Removal at TDS	V2021-046	MAINT	9/21/2020		NTE \$15,000
Deborah Comiskey (Sage Garden Grant)	Garden and Nutritional Science Program	I2021-006	LF	7/1/2020	6/30/2021	\$15,000.00
Eric Hall & Associates	Classification and Compensation Studies	V2021-040	HR	10/1/2020		See Exhibit B of Agreement
Eye Phone City	iPad Repair, computer repair	I2021-007	Technology	7/1/2020	9/18/2020	See Price List
Eye Phone City	Ipad repair, computer repair	I2021-008	Technology	9/21/2020	6/30/2021	See Price List
Fulcrum Management Solutions, Inc.	Thought Exchange-Software Platform	V2021-047	SUPT	10/1/2020	11/1/2020	\$12,000.00
Heartland School Solutions	Mosaic Program	V2021-038	FS	7/1/2020	6/30/2021	\$7,489.00
Illuminate Education	Inspect Plus-Addendum	V2018-058A	Ed Services	10/1/2020	6/30/2021	\$8,786.40
Leader Services for SMAA	SMAA Claim Services	V2021-034	BUS SVCS	7/1/2020		\$125 per hour
New Haven Youth and Family Services, Inc.	Non Public School	V2021-044	SPED	7/1/2020	6/30/2021	See Agreement
RO Health, Inc.	Non Public School	V2021-039	PSYCH	7/1/2020	6/30/2021	See Agreement
San Diego County Supt. Of Schools	Broadband Connectivity Program	V2021-048	Technology	9/23/2020	10/23/2020	\$6,320 + \$10/month per device service
San Diego Fence Company	Fencing	V2021-035	MAINT	8/27/2020		\$19,851.00
Sierra School of San Diego	Non Public School	V2021-045	SPED	7/1/2020	6/30/2021	See Agreement
Specialized Therapy Services	Non Public School	V2021-041	SPED	7/1/2020	6/30/2021	See Agreement
Stein Education Center	Non Public School	V2021-042	SPED	7/1/2020	6/30/2021	\$59,625.00
TIEE Children's Workshop	Non Public School	V2021-043	SPED	7/1/2020	6/30/2021	See Agreement
Wilkinson Hadley Kind and Co.	Prop V and Measure L Audit Services	V2021-036	BOND	11/8/2020	2/15/2021	NTE \$4,000

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Donations

Background (Describe purpose/rationale of the agenda item):

Per Board Policy #3290, the Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Fiscal Impact (Cost):

Site specific

Funding Source:

None

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational** ☐ **Denial**
☐ **Discussion** ☐ **Ratification**
☒ **Approval** ☐ **Explanation:** [Click here to enter text.](#)

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Item	Approximate Value	Donated By	Designated for Use at:
Building of backpack hooks	\$510.76	Eric Johnsen	Lakeside Farms
\$15,760.46		Donorschoose.org	Various sites

Monthly Report of Donations-Crowdfunding

August and September 2020

Project Funded	Donation	Total Project Amount	School	Teacher	Project Funded by donations from
August 2020	Scholastic News	\$ 281.56	Lindo Park	Suzie Smith	Jamie Novick Roger and Olivia Smith Anonymous Donor
August 2020	Diverse Literature Books	\$ 333.68	Lemon Crest	Beth Sandford	Craig Newmark Philanthropies Marilyn McAlister Google.Org Match Anonymous Donor Bill and Melinda Gates Foundation
August 2020	Blended Learning Tools: Caddies, Notebooks, Crayons,	\$ 498.78	Lemon Crest	Beth Sandford	Anonymous Donor Bill and Melinda Gates Foundation Lura K
August 2020	Diverse Literature for the Classroom	\$ 477.76	Eucalyptus Hills	Emily Okerlund	Bobbie Repasy Marla Rowan Richard Ballou Gwen Nora Hanrahan Smajdek Brooke from California Sam Villa and Family Michelle Warncke Abbi from California
August 2020	Wild Robot Book: 30 Copies	\$ 509.79	Riverview	Valerie Bradd	Teri Garcia Erica Faunce Suzanne Sannwald Brandon Vielguth Nikomi Temple Gracie Vasquez Patricia Bacame Arielle Alvarez Natasha Young Rachael Goding Esther Maclyman
Sept. 2020	Innovation Lab: Merge Cube, Glowforce Plus3D Printer	\$ 9,801.51	TDS	Dahlia Rinck	PWC Chartiabale Foundation

Sept. 2020	Crew Through Femineers: Silhoutte Software, Heat Transfer, Sketch Pen	\$ 988.98			SDGE Heyley Aubrey If/Then Lyda Hill Philantrhopies Anonymous Donor
Sept. 2020	Industrial Arts Through Stem: LED Lights, Wood Veneer	\$ 987.81	TDS	Dahlia Rinck	Julie from Lakeside Lura K SDGE match Joe Conyers Anonymous Donor
Sept. 2020	Interactive Notebook-STEM: Oxford Notebooks, Mead Notebooks	\$ 498.91	TDS	Dahlia Rinck	Julie from Lakeside Laura Quecke Kleenex Brand Match
Sept. 2020	Industrial Arts Through Stem: RMP Blanks, Etching Tool, Veneer sheets, Silhoutte Sketch Pens	\$ 808.58	TDS	Dahlia Rinck	Anonymous Donor SDGE match Carnegie Corporation Match Kristi Reagan
Sept. 2020	Angle Grinder, Solderless Board Kit	\$ 326.59	TDS	Johnny Nguyen	Jim S. SDGE Match Melinda Sauls Kristi Reagan Kari Sarmiento
Sept. 2020	Softscape Stool Modular Seating, Portable Lap Desk	\$ 246.51	Lakeview	Patricia Coble	Sharon Coble Donors Choose Match Anonymous Donor Edith Wacker
	Total funded through Donors Choose	\$ 15,760.46			

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item: **Agreement for Services: Wellness Together**

Background (Describe purpose/rationale of the agenda item): Wellness Together will provide LUSD with three mental health specialists (each 24 hours per week) to provide Tier II and III mental health supports including classroom lessons, individual and group counseling and crisis intervention services at LUSD schools.

Fiscal Impact (Cost): \$134,784.00

Funding Source: COVID Funds

Addresses Emphasis Goal(s):

#1: Academic Achievement

X #2: Social Emotional

#3: Physical Environments

Recommended Action:

☐ Informational

☐ Discussion

X Approval

☐ Adoption

☐ Denial/Rejection

☐ Ratification

☐ Explanation: [Click here to enter text.](#)

Originating Department/School: Pupil Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

AGREEMENT FOR SERVICES OF COUNSELING CONSULTANT (SCHOOL-BASED COUNSELING SERVICES)

THIS AGREEMENT ("Agreement") is made and entered into this 22nd Day of September, 2020 between Lakeside Union School District, 12335 Woodside Avenue Lakeside, CA 92040, San Diego County, (hereinafter "District") and Wellness Together, Inc., a California nonprofit corporation, 5701 Lonetree Boulevard, Suite 210, Rocklin, California, 95765 (hereinafter "Consultant"). The term of this Agreement shall be from October 12, 2020 to June 11, 2021.

RECITALS

- A. District provides educational and educationally related counseling to school age children and their families, and in the conduct of that business desires to have certain services, as a consultant, to be performed by Consultant.
- B. Consultant agrees to perform these services for District under the terms and conditions set forth in this Agreement.

AGREEMENT

In consideration of the mutual promises set forth in this Agreement, it is agreed by and between District and Consultant as follows:

1.0 Engagement of Consultant as Independent Contractor

District hereby agrees to engage Consultant to support the overall counseling goals of District. In performance of this Agreement, Consultant is an independent contractor, the District being interested only in the result obtained. The manner and means of conducting the work will be under the sole control of Consultant. However, all work performed under this Agreement will be done in accordance with the provisions of this Agreement and be subject to the continuing right of inspection by the District's representatives.

Consultant will be entirely and solely responsible for all acts and the acts of Consultant's agents and employees while engaged in the performance of the work contracted for. Consultant is not an employee of District and is not entitled to the benefits provided by District to its employees, including, but not limited to, District group insurance and pension plans. Consultant may practice its profession for others during those periods when Consultant is not performing work under this contract for the District. District may, during the term of this Agreement, engage other independent contractors to perform the same work that Consultant performs under this

Agreement.

Consultant personally, and for all heirs, successors or assigns, covenants and agrees to indemnify and save harmless District, absolutely and without limit, against all claims, demands, suits, or judgments, asserted, made or recovered by any and all persons whomsoever on account of the acts or omissions of Consultant, Consultant's agents or employees, arising out of and during the performance of the work contracted for under this Agreement. Similarly, Consultant agrees to indemnify District for loss or damage to any of District's property or equipment used or obtained in connection with the work to be performed under this Agreement.

2.0 Limitation on Delegation of Personal Services by Consultant

The work and services provided for in this Agreement shall be performed by Consultant, and no person other than regular associates or employees of Consultant shall be engaged in such work or services except on written approval of District, provided that this provision shall not apply to secretarial, clerical, routine mechanical, and similar incidental services needed by Consultant to assist in the performance of this Agreement.

3.0 Nature of Work

Consultant will perform consulting and advisory services on behalf of District with respect to all matters relating to or affecting the integration and implementation of supplementary counseling support services for District students in a safe, encouraging, and supportive manner in an individual and/or group setting, relevant and specific to the needs of the participating students. These services may be conducted in person or online if applicable.

Specific services may include, but will not necessarily be limited to, the following:

A. School-based services:

- 1) Individual counseling sessions
- 2) General psychosocial interventions
- 3) Group counseling sessions

B. Community referrals

Upon discontinuation of School-based services, as set forth above, the student and/or family may be offered three (3) referrals to alternative community mental health providers. Students and/or families may also choose to obtain services through Consultant in

an agency setting, by separate Agreement with Consultant, at their own expense.

- C. Family engagement sessions
- D. Classroom presentations
- E. Collection, analysis, and provision of certain non-personally identifying process data in aggregate to the District.

To the extent that the District desires Consultant to perform additional work beyond the foregoing and/or in excess of the staffing requirements described in Paragraph 4.0, below, the District may request those additional services, in writing and will pay Consultant for those additional services.

4.0 Consultant Staffing

Consultant's staffing shall include, but will not necessarily be limited to, the following:

- A. Any combination of THREE (3) Mental Health Specialist I positions (MHS I) and/or Mental Health Specialist II positions (MHS II)

I) MHS I

- (1) Holds a bachelor degree and is currently enrolled in a graduate program for Marriage and Family Therapy, Counseling, Psychology, Social Work, or a closely related field and has completed a minimum of 12 units. Individuals enrolled in a Pupil Personnel Services Credential program in the state of California may also be eligible to hold this position.
- (2) A full MHS I position is an average of 24 hours per week when school is in session

II) MHS II

- (1) Registered Associate or licensed with either the California Board of Behavioral Sciences (BBS) or the California Board of Psychology (BOP) in at least one of the following areas: Marriage and Family Therapy, Counseling, Psychology, Social Work, or a closely related field.
- (2) A full MHS II position is an average of 24 hours per week when school is in session

- B. One (1) clinical supervisor, and
- C. One (1) organizational leadership and support staff member.

5.0 Payment

District will pay Consultant the total sum of ONE HUNDRED THIRTY FOUR THOUSAND SEVEN HUNDRED EIGHTY FOUR DOLLARS AND ZERO CENTS (\$134,784.00) for the work required to be performed pursuant to this Agreement, as follows:

THREE (3) Mental Health Specialist I (MHS I) or Mental Health Specialist II (MHS II) positions.

\$134,784.00	Total cost of Licensed Supervision, Program Administration, Program Costs and Wages for 3 MHS I or MHS II for 29 weeks
--------------	--

-0-	2020-2021 Cost of Living Adjustment <i>(Suspended for 2020/2021, due to COVID-19)</i>
-----	--

<u>\$134,784.00</u>	<u>Total Cost of Contract</u>
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Consultant shall be paid in accordance with monthly invoicing from Consultant. Up to four (4) of the days may be used as paid training days. Consultant shall invoice the District by the 5th of the same month during which services are to be provided. The District shall pay Consultant within fifteen (15) calendar days of the invoice date. Consultant shall not be compensated in arrears. To the extent that this Agreement is terminated prior to Consultant performing the work for which the District has paid, Consultant shall refund any unearned fees upon termination.

However invoiced, Consultant shall not be entitled to more than \$134,784.00 for the 2020-2021 school year for the basic services described in Paragraphs 3.0 & 4.0, above. Any additional work specifically requested by the District as set forth in Paragraph 3.0, above shall be in addition to this amount.

6.0 Communications to District

From the time this agreement commences until its termination, Consultant shall communicate and channel to District all knowledge, business, and service contacts, and any other matters of information that could concern or be in any way beneficial to the business of District, whether acquired by Consultant before or during the term of this agreement; provided,

however, that nothing shall be construed as requiring such communications where the information is lawfully protected from disclosure as a matter of law.

Any such information communicated to District as mentioned shall be, and remain, the property of District notwithstanding the subsequent termination of this agreement.

Consultant will work and coordinate with one designated administrator as a point of contact for each school site for purposes of referral processes, location of counseling services, office space, and data collection and sharing.

Consultant will provide District with documentation and processes that ensure parent/guardian permissions and attention to student privacy as may be required by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), as appropriate.

7.0 Control of Work and Workers by Consultant

Consultant shall have sole control of the manner and means of performing this Agreement and shall complete it according to Consultant's own means and methods of work. Consultant shall direct the performance of Consultant's agents and employees.

8.0 Furnishing of Materials and Equipment

All materials and equipment needed by Consultant to carry out the work to be performed by Consultant under this Agreement shall be furnished by Consultant at Consultant's expense. Notwithstanding the foregoing, the District shall at its expense provide Consultant with a confidential, safe, furnished office with secure WiFi/Internet (recommended speed of 50 Mb/s), adequate student supervision during transitions, reasonable technical assistance, and other standard utilities, at each campus location from which Consultant may perform in-person or telehealth services.

9.0 Place of Performance of Services

The services to be performed under this Agreement shall be performed at the District's place of business at the address set forth above and other District locations as District may determine or online.

10.0 Hiring of Employees

Consultant shall have full authority to employ qualified and experienced

workers in carrying out the terms of this Agreement and shall be responsible for, and in full control of, such workers. Persons hired by Consultant shall be employees of Consultant and are to be paid by Consultant alone at such compensation as Consultant deems proper, subject to applicable law. Consultant alone shall have the right to discharge workers in Consultant's employment.

11.0 Supervision by Consultant

Consultant shall superintend, either personally or through a job supervisor, representative or employee, as the case may be, the execution of all work covered by this Agreement. If Consultant uses a job supervisor, representative or employee, as the case may be, Consultant agrees that such individual shall be competent and qualified and shall give his or her personal attention to the work under this Agreement at all times, and shall represent Consultant with full power to act on matters pertaining to this Agreement.

12.0 Right of District to Supervise and Inspect

Consultant, as an independent contractor, shall have the authority to control and direct the performance of the work done under this Agreement. However, the work shall be subject to District's general right of inspection and supervision to secure the satisfactory completion of it in accordance with generally accepted counseling standards and principles.

District shall designate a representative or representatives who shall have access at all reasonable and appropriate times for the purpose of observing or inspecting the work performed by Consultant to judge whether such work is being performed by Consultant in accordance with this Agreement. However, the actual performance and superintendence of all work shall be by Consultant. Such representative or representatives shall be empowered to act for the District in all matters relating to Consultant's performance of work under this Agreement. Any and all of District's foregoing right to observe and supervise Consultant's work is subject to and conditioned on any applicable privacy laws, and the reasonably accepted privacy and confidentiality concerns of patients for whom Consultant is providing services. To the extent there is any conflict or question between District's right to supervise or observe and the privacy rights of patients, the latter will control.

13.0 Clearances

All clearances required to provide service in a public school district in the

State of California will be arranged and executed by and at the expense of Consultant. To the extent possible, District will reasonably assist and inform Consultant of such required clearances.

14.0 Additional Compensation

Except for the provision allowing the District to request Consultant perform additional counseling work described in Paragraph 3.0, above, the parties agree that work performed during the term of this Agreement shall be deemed to be performed under the provisions of this Agreement and shall not entitle Consultant to any additional compensation. If, during the term of this Agreement, District desires to retain Consultant to perform work or services determined by the Parties to be new work or services not covered by this Agreement (except as stated in Paragraph 3.0), then a separate written Agreement for the new work or services must be executed between the parties prior to performance of the new work or services.

15.0 Insurance

Consultant will carry and maintain throughout the period of this Agreement, at Consultant's sole cost, workers' compensation liability insurance in an approved company or companies, to cover all classifications of work contemplated by this Agreement, and also will carry and maintain throughout the period of this Agreement:

1. Public liability insurance in an approved company or companies, within the limits of one million dollars (\$1,000,000.00) for each person, and three million dollars (\$3,000,000.00) for each incident. Certificates of insurance coverage shall be furnished when requested by District within thirty (30) days.
2. State workers compensation coverage as required by law. Employees liability with a limit of not less than \$1,000,000.00.

This insurance shall be adequate to protect both Consultant and District from all liability on account of injury or damage done to the persons or property of any and all persons during or in consequence of the performance of the services contracted for. The maintenance of such insurance will not in any manner affect Consultant's obligation to indemnify company, as provided herein, but maintenance of the approved insurance shall be a condition precedent to the payment to Consultant of compensation for the work and services provided for in this Agreement.

All consultant policies shall contain an endorsement providing that written notice shall be given to District at least thirty (30) days prior to termination, cancellation

or reduction of coverage in the policy.

16.0 Compliance with Laws and Regulations

In the performance of work provided for in this Agreement, Consultant agrees that it shall be conducted in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, both state and federal. Consultant assumes full responsibility for the payment of all contributions, payroll taxes, or assessments, state or federal, as to all its employees engaged in the performance of work under this Agreement. Consultant further agrees to meet all requirements that may be specified under regulations of administrative officials or bodies charged with the enforcement of any state or federal laws on this subject. Consultant further agrees to furnish District, on request, a certificate or other evidence of compliance with state or federal laws covering contributions, taxes, and assessments on payrolls. Consultant assumes and agrees to pay any and all gross receipts, compensation, use, transaction, sales, or other taxes or assessments of whatever nature or kind levied or assessed as a consequence of the work to be performed or on the compensation to be paid under this Agreement.

17.0 Duration

1. This Agreement shall become effective upon execution by the Parties, but the obligations therein shall commence on October 12, 2020, and shall remain in effect for the duration of this Agreement as provided, unless terminated for breach.
2. Upon mutual agreement of the Parties, this Agreement may be extended up to 3 years with an annual Cost of Living Adjustment (COLA) applied for each extension year. The Parties shall negotiate a reasonable COLA, and may use the "All Urban Consumers" CPI for "All of California" as created by the Dept. of Industrial Relations, with January to January as the term of increase.

18.0 Assignment

This Agreement is personal to the parties and may not be assigned by Consultant, in whole or in part, without the prior written consent of the District.

19.0 Representative's Authority

Consultant shall have no right or authority, either express or implied, to

assume or create, on behalf of the District, any obligation or responsibility of whatsoever kind or nature.

20.0 Indemnification

Consultant agrees to indemnify District, its officers, agents, board, representatives, and employees, against all claims, damages, losses, and expenses, including reasonable attorney fees arising out of performance of Consultant's work under this Agreement that are caused in whole or in part by Consultant's negligent act or omission, or that of anyone employed by Consultant for whose acts Consultant may be liable.

21.0 Contract Governed by Law of State of California

The parties agree that it is their intention and covenant that this Agreement and performance under this Agreement and all suits and special proceedings under this Agreement be construed in accordance with and under and pursuant to the laws of the State of California and that in any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and shall govern, to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

22.0 Waiver or Modification Ineffective Unless in Writing

No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless it is in writing and signed by a duly authorized representative of both parties to this Agreement.

23.0 Written Notice

1. All communications regarding this Agreement should be sent to Consultant at the address set forth above unless notified to the contrary.
2. Any written notice under this Agreement shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the address stated in this Agreement or such other address as may hereafter be specified by notice in writing.

24.0 District's Obligation on Termination of Agreement by Consultant

If, during the term of this Agreement, Consultant should fail or refuse to perform the services contemplated, or be unable to perform these services, District's obligation to make any payments shall cease, except that District shall pay Consultant for all work actually performed through

the effective date of termination.

25.0 Mediation

Any differences, claims, or matters in dispute arising between the parties out of this Agreement or connected with this Agreement shall be submitted by them to mediation (the cost of which shall be split equally) prior to either Party commencing litigation.

IN WITNESS WHEREOF, the parties have executed this Agreement
at _____ California, on the dates designated
below.

DISTRICT

Superintendent or Designee
Lakeside Union School District

Date

CONSULTANT

Marlon Morgan, Executive Director, or Designee
Wellness Together, Inc.
Taxpayer ID: 81-1653329

Date

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

On June 4, 2020, the Governing Board awarded a contract for the Central Kitchen Upgrade in the amount of \$543,000 to Caltec Corp. Change orders have been submitted by the contractor to repair unforeseen site conditions and other changes. These changes have been reviewed by the architect and District Staff and are considered necessary and the prices are considered fair and reasonable.

Background (Describe purpose/rationale of the agenda item):

The following change orders have been issued to the Caltec Corp contract in the amount of \$4,281.85 for the Central Kitchen upgrade project.

Change orders as follows:

Change Order Number	Description	Amount
4R1	Repair and replace damaged buried conduit and wires	\$ 2,991.25
5R1	Install new ceiling in bathrooms	\$ 2,940.60
24R2	Credit for drywall	\$ (1,650.00)
Sub-Total		\$ 4,281.85

It is recommended that the Governing Board ratify change order numbers 4R1, 5R1 and, 24R2. These change orders plus those previously approved (\$28,365.22) by the Governing Board will increase the contract amount to \$575,647.07.

Fiscal Impact (Cost):

\$4,281.85

Funding Source:

Bond Fund - Measure L-Series B

Addresses Emphasis Goal(s):

☐ #1: Academic Achievement ☐ #2: Social Emotional ☒ #3: Physical Environments

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection |
| <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |
-


Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Erin Garcia, Assistant Superintendent



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

CHANGE ORDER REQUEST (COR)

Project Name:	<u>Central kitchen Upgrade</u>	COR Number:	<u>5R1</u>
To:	<u>StudioWC Architecture+ Engineer</u>	Bid Number:	<u>2020-02</u>
From: (Contractor)	<u>Caltec Corp.</u>	Date Generated:	<u>11-Sep-20</u>
		Page:	<u>1 of 2</u>

Description of Work:	Reference RFI No.	<u>8</u>
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Install New ceiling in bathrooms

1) Work Performed by Subcontractor

EXTRA

CREDIT
Enter Negative
Numbers

A. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and delivery. Enter Total as Material.)

B. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)

C. **Equipment:** Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

D. **SUBTOTAL** (LINES A+B+C)

E. **Subcontractor Overhead & Profit:** See Contractor Overhead & Profit

F. **Total Subcontractor Cost (Credit).** (Lines D+E)

G. **General Contractor's Overhead and Profit and Bond** (On Subcontractor's Work)

H. **Total Subcontractor(s) Cost (Credit).** A cumulative total of all Subcontractors working on this Change. (Lines F for ALL Subcontractors)

2) Work Performed by Contractor

I. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and

J. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

COR Number: 5R1
Project Name: _____
Contract Number: _____
To: Central kitchen Upgrade
StudioWC Architecture+ Engineer Date Generated: 11-Sep-20
From: (Contractor) Caltec Corp. Page: 2 of 2

K. Equipment: Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

L. SUBTOTAL (LINES I+J+K)

M. Contractor Overhead & Profit and Bond: See Contractor Overhead & Profit 16%

N. Total Contractor Cost (Credit). (Lines L+M)

3) Total of Work Performed by Subcontractor(s) and the Contractor.

O. Total Subcontractor(s) Cost (Credit). (Line H)

P. Total Contractor(s) Cost (Credit). (Line N)

Q. Grand Total (Credit). (Lines O+P) Negotiated Price

\$ 2,940.60

☒ The proposal would ☒ Increase ☐ Decrease

the Milestones and/or Contract Time by 2 Working days.

☐ The proposal does NOT affect the Milestones and/or Contract Time.

Caltec Corp.	<i>henry abghari</i>	11-Sep-20
Contractor	Signature	Date
<i>R.D. Webb</i>	Robert D. Webb	14-Sep-2020
Architect of Record	Signature	Date
<i>Erin Garcia</i>	<i>Erin Garcia</i>	10-1-2020
District	Signature	Date
	Signature	Date



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

CHANGE ORDER REQUEST (COR)

Project Name:	COR Number:	24R2
To: Central kitchen Upgrade	Bid Number:	2020-02
From: (Contractor) StudioWC Architecture+ Engineer	Date Generated:	11-Sep-20
Caltec Corp.	Page:	1 of 2

Description of Work:	Reference RFI No.	Field Direction
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Credit to Omit drywall over new walk in freezer and install new Scrim fencing

1) Work Performed by Subcontractor

EXTRA

CREDIT

Enter Negative
Numbers

A. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and delivery. Enter Total as Material.)

B. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)

C. **Equipment:** Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

D. **SUBTOTAL** (LINES A+B+C)

E. **Subcontractor Overhead & Profit:** See Contractor Overhead & Profit

F. **Total Subcontractor Cost (Credit).** (Lines D+E)

G. **General Contractor's Overhead and Profit and Bond (On Subcontractor's Work)**

H. **Total Subcontractor(s) Cost (Credit).** A cumulative total of all Subcontractors working on this Change. (Lines F for ALL Subcontractors)

2) Work Performed by Contractor

I. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and

J. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

COR Number: 24R2

Project Name: Central kitchen Upgrade Contract Number: 11-Sep-20

To: StudioWC Architecture+ Engineer Date Generated: 2 of 2

From: (Contractor) Caltec Corp. Page:

K. Equipment: Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

L. SUBTOTAL (LINES I+J+K)

M. Contractor Overhead & Profit and Bond: See Contractor Overhead & Profit 16%

N. Total Contractor Cost (Credit). (Lines L+M)

3) Total of Work Performed by Subcontractor(s) and the Contractor.

O. Total Subcontractor(s) Cost (Credit). (Line H)

P. Total Contractor(s) Cost (Credit). (Line N)

Q. Grand Total (Credit). (Lines O+P) negotiated Price

☐ The proposal would ☐ Increase ☐ Decrease

the Milestones and/or Contract Time by Working days.

☒ The proposal does NOT affect the Milestones and/or Contract Time.

Caltec Corp.	<i>henry abghari</i>	11-Sep-20
Contractor	Signature	Date
<i>R.D. Webb</i>	Robert D. Webb	14-Sep-2020
Architect of Record	Signature	Date
<i>Erin Garcia</i>	<i>E. Garcia</i>	10-1-2020
District	Signature	Date
	Signature	Date



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

CHANGE ORDER REQUEST (COR)

Project Name:	COR Number:	4R1
To: Central kitchen Upgrade	Bid Number:	2020-02
From: StudioWC Architecture+ Engineer	Date Generated:	11-Sep-20
(Contractor) Caltec Corp.	Page:	1 of 2

Description of Work:	Reference RFI No.	17
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Repair/ Replace damaged burried conduit and wires

1) Work Performed by Subcontractor

EXTRA

CREDIT

Enter Negative
Numbers

A. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and delivery. Enter Total as Material.)

B. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)

C. **Equipment:** Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

D. **SUBTOTAL** (LINES A+B+C)

E. **Subcontractor Overhead & Profit:** See Contractor Overhead & Profit

F. **Total Subcontractor Cost (Credit).** (Lines D+E)

G. **General Contractor's Overhead and Profit and Bond** (On Subcontractor's Work)

H. **Total Subcontractor(s) Cost (Credit).** A cumulative total of all Subcontractors working on this Change. (Lines F for ALL Subcontractors)

2) Work Performed by Contractor

I. **Material:** (Attach receipts, invoices or itemized quantity and unit cost, plus sales tax and

J. **Labor:** (Attach itemized hours times rates in accordance with certified payroll records. Separately show dollar amount for employer-paid payroll taxes/insurance benefits. Enter Total as Labor.)



CALTEC CORPORATION

GENERAL BUILDING & ENGINEERING CONTRACTOR
LICENSE NO. 852623

Project Name: _____ COR Number: 4R1

To: Central kitchen Upgrade Contract Number: _____

From: (Contractor) StudioWC Architecture+ Engineer Date Generated: 11-Sep-20

Caltec Corp. Page: 2 of 2

K. Equipment: Attach receipts, tear tickets or invoices indicating unit costs and total hours or loads charged. Enter Total as Equipment.)

L. SUBTOTAL (LINES I+J+K)

M. Contractor Overhead & Profit and Bond: See Contractor Overhead & Profit 16%

N. Total Contractor Cost (Credit). (Lines L+M)

3) Total of Work Performed by Subcontractor(s) and the Contractor.

O. Total Subcontractor(s) Cost (Credit). (Line H)

P. Total Contractor(s) Cost (Credit). (Line N)

Q. Grand Total (Credit). (Lines O+P) **Negotiated price**

\$ 2,991.25

☒ The proposal would ☒ Increase ☐ Decrease

the Milestones and/or Contract Time by **2 Working days.**

☐ The proposal does NOT affect the Milestones and/or Contract Time.

Caltec Corp.

Contractor

R.D. Webb

Architect of Record

Erin Garcia

District

henry abghari

Signature

Robert D. Webb

Signature

[Signature]

Signature

11-Sep-20

Date

13-Sep-2020

Date

10-1-2020

Date

Date

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Administrative Regulation 5148: Child Care and Development

Background (Describe purpose/rationale of the agenda item):

Adoption: Regulation updated to reflect **NEW LAW (AB 605)** which establishes a new child care center license and requires all centers to be licensed by January 1, 2024. Section on "Eligibility and Enrollment" updated to reflect **NEW LAW (AB 2626)** which raises the income eligibility threshold for subsidized services from 70 to 85 percent of the state median income and provides that a family that establishes eligibility for services, regardless of the basis of eligibility, is generally entitled to receive services for at least 12 months before being recertified for eligibility. Regulation also reflects **NEW LAW (AB 2370)** which requires licensed child care programs to provide parents/guardians with information regarding lead exposure and blood testing.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:


- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input checked="" type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:


Lisa DeRosier, Executive Assistant

Approved for Submission to the Governing Board:


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

CHILD CARE AND DEVELOPMENT**Licensing**

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age-appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

CHILD CARE AND DEVELOPMENT (continued)

4. Parent/guardian involvement and education that comply with 5 CCR 18275 and include an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component which complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component which complies with 5 CCR 18277
7. As applicable, a nutrition component which ensures that children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

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

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level
9. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent/guardian survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

CHILD CARE AND DEVELOPMENT (continued)

All persons employed at a licensed district child care center and all volunteers who provides care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If they meet all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide immunization records, they may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required. In addition, employees and volunteers shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. 1240 - Volunteer Assistance)

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

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

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

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

The district's child care and development services shall be available to children ages two through 14 years.

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

CHILD CARE AND DEVELOPMENT (continued)

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:
 - a. The unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated
 - b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

CHILD CARE AND DEVELOPMENT (continued)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code 8263.4)

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in Education Code 8263.1, and the family's ongoing eligibility shall be recertified at that time. At any time, a family may voluntarily report income or other changes, which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification. (Education Code 8263)

The Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination made during recertification or the update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the service is no longer wanted
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

CHILD CARE AND DEVELOPMENT (continued)

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8273, 8273.1, 8447; 5 CCR 18078, 18108-18110)

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. (Education Code 8273.1)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent.

If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code 8273; 5 CCR 18082, 18114, 18115)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

CHILD CARE AND DEVELOPMENT (continued)

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first.

After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.

3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination and Information

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment. (Education Code 8263)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The requirement for a physical examination and evaluation shall be waived if a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. (Education Code 8263)

However, a child may be exempted from the immunization requirements only if: (Education Code 8263; Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.
2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to the parent/guardian's personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

CHILD CARE AND DEVELOPMENT (continued)

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that offer free or discounted tests. (Health and Safety Code 1596.7996)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

CHILD CARE AND DEVELOPMENT (continued)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the child's parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any district action to deny a child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

CHILD CARE AND DEVELOPMENT (continued)

Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

(cf. 3580 – District Records)

(cf. 5125 – Student Records)

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 10/8/20

Agenda Item:

Board Policy and Administrative Regulation 6179: Supplemental Instruction

Background (Describe purpose/rationale of the agenda item):

Adoption: Policy updated to reflect current law requiring the provision of remedial instruction to students who are recommended for retention or are identified as being at risk for retention. Policy also deletes reference to federal Title I program improvement which is no longer operational, and clarifies that schools identified for comprehensive or targeted school improvement may, but are not required to, offer supplemental instruction.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Deletion of Policies |
| <input checked="" type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Lisa DeRosier, Executive Assistant


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

SUPPLEMENTAL INSTRUCTION

The Governing Board recognizes that high-quality supplemental instructional can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf. 0460 – Local Control and Accountability Plan)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.5 - Student Success Teams)

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

When determined to be necessary by the principal or designee and when written parent/guardian consent is obtained for the student's participation, a student may be required to participate in supplemental instruction outside the regular school day.

Supplemental instruction shall be offered to students who are recommended for retention, or are identified as being at risk for retention, at their current grade level. (Education Code 48070.5)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6162.51 - State Academic Achievement Tests)

In addition, supplemental instruction may be offered to students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

SUPPLEMENTAL INSTRUCTION (continued)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37223 Weekend classes

42238.01-42238.5 Local control funding formula

46100 Length of school day

48070-48070.6 Promotion and retention

48200 Compulsory education

48985 Translation of notices

51210-51212 Courses of study, elementary schools

51220-51228 Courses of study, secondary schools

52060-52077 Local control and accountability plan

60603 Definitions, core curriculum areas

60640-60648 Standardized Testing and Reporting Program

CODE OF REGULATIONS, TITLE 5

11470-11472 Summer school

UNITED STATES CODE, TITLE 20

6311 State plan

Management Resources:

WEB SITES

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

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

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

SUPPLEMENTAL INSTRUCTION

~~Supplemental instructional programs shall be offered outside the regular school day. Such programs may be offered during the summer, before school, after school, on Saturday, and/or during intersessions. (Education Code 37252, 37252.2, 37252.8, 37253)~~

~~(cf. 5148.2—Before/After School Programs)~~

~~(cf. 6111—School Calendar)~~

~~(cf. 6112—School Day)~~

~~(cf. 6176—Weekend/Saturday Classes)~~

~~(cf. 6177—Summer School)~~

~~Priority for enrollment in supplemental instruction offered at a time other than Saturday shall be given to any student whose parent/guardian has informed the Superintendent or designee that the student is unable to attend a Saturday school program for religious reasons. (Education Code 37252, 37252.2, 37252.8, 37253)~~

Supplemental Instruction Based on Retention or Academic Deficiencies

~~Students in grades 2-8 who have been retained or recommended for retention shall be eligible for supplemental instruction under the following circumstances: (Education Code 37252.2)~~

~~—— For the purposes of this program, a student shall be considered to be enrolled in a grade immediately upon completion of the preceding grade.~~

~~To the extent that the district provides supplemental instruction to students in grades 2-6 who are identified as being at risk of retention or as having deficiencies in mathematics, reading, or written expression, those students also shall be subject to the provisions of the above paragraph. (Education Code 37252.8)~~

~~The Superintendent or designee shall seek the active involvement of parents/guardians and classroom teachers in the development and implementation of supplemental instructional programs. (Education Code 37252.2, 37252.8)~~

~~An intensive remedial program in reading or written expression shall, as needed, include instruction in phonemic awareness, systematic explicit phonics and decoding, word attack skills, spelling and vocabulary, explicit instruction of reading comprehension, writing, and study skills. (Education Code 37252.2, 37252.8)~~

~~(cf. 6142.91—Reading/Language Arts Instruction)~~

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: October 8, 2020

Agenda Item:

Enrollment Report for Month 1 (8/20/2020 – 9/18/2020)

Background (Describe purpose/rationale of the agenda item):

Click here to enter text.

Fiscal Impact (Cost):

N/A

Funding Source:

Click here to enter text.

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement

☐ **#2:** Social Emotional

☐ **#3:** Physical Environments

Recommended Action:

☒ **Informational**

☐ **Denial/Rejection**

☐ **Discussion**

☐ **Ratification**

☐ **Approval**

☐ **Explanation:** Click here to enter text.

☐ **Adoption**

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Erin Garcia, Assistant Superintendent


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

LAKESIDE UNION SCHOOL DISTRICT

MONTH 1

8/20/2020 - 9/18/2020

DATE: 9/29/2020

SCHOOL	K	1	2	3	4	5	6	7	8	SDC	HH	EAK	NON ADA	TK	M1 20/21 TOTAL	M1 19/20 TOTAL	VARIANCE
EUCALYPTUS HILLS														92	92	107	-15
LAKESIDE FARMS	97	90	101	104	74	85				27		0	0		578	643	-65
LAKEVIEW	93	127	95	115	117	111									658	709	-51
LEMON CREST	57	73	80	75	82	75				22		0	0		464	500	-36
LINDO PARK	51	65	60	68	60	53				29		0	0		386	465	-79
RIVERVIEW			153	152	142	136									583	626	-43
WINTER GARDENS	163	162													325	360	-35
LAKESIDE MIDDLE							272	244	239	16					771	807	-36
TIERRA DEL SOL							230	217	251	29					727	753	-26
HOME FLEX	15	21	11	10	7	11	5	5	3					2	90	15	75
DISTRICT TOTAL	476	538	500	524	482	471	507	466	493	123	0	0	0	94	4,674	4,985	-311

YEAR OVER YEAR COMPARISON

MONTH	AUG M1	SEP M2	OCT M3	NOV M4	DEC M5	JAN M6	FEB M7	MAR M8	APR M9	MAY M10	JUN M11	
2020-2021	4,674											
2019-2020	4,985	4,986	4,966	4,966	5,042	5,036	5,031	5,036	5,031	5,018	5,015	
2018-2019	5,073	5,054	5,054	5,046	5,098	5,110	5,098	5,090	5,081	5,070	5,028	
2017-2018	5,164	5,179	5,161	5,153	5,211	5,208	5,183	5,159	5,151	5,135	5,101	
2016-2017	5,051	5,039	5,045	5,031	5,103	5,091	5,080	5,059	5,071	5,050	5,023	
2015-2016	5,087	5,100	5,083	5,077	5,138	5,124	5,139	5,121	5,107	5,081	5,056	
2014-2015	5,003	5,005	4,010	4,992	4,986	5,040	5,008	5,021	5,015	5,006	-	
2013-2014	4,835	4,817	4,823	4,825	4,848	4,834	4,790	4,818	4,813	4,790	-	
2012-2013	4,395	4,387	4,372	4,365	4,369	4,375	4,363	4,367	4,365	4,348	-	