

CENTRAL UNION HIGH SCHOOL DISTRICT

Board of Trustees – Regular Meeting

AGENDA

District Office Board Room - 351 Ross Avenue - El Centro

Tuesday, October 09, 2012

5:30 P.M. (Closed Session)

6:00 P.M. (Open Session)

In accordance with the American Disabilities Act, if accommodations are required, please call the Superintendent's office 72 hours in advance at 760 336-4516 and every effort will be made to accommodate your request.

Please Note: Back-up documentation and attachments are available at the Central Union High School District Office upon request. From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection at the Central Union High School District office located at 351 Ross Avenue, El Centro.

I. CALL TO ORDER:

Roll Call

Time: _____

II. CLOSED SESSION:

PERSONNEL /PUBLIC EMPLOYEE MATTERS:

(Pursuant to Education Code Sections 54954.5 and 54957)

Public Employee Discipline/Dismissal/Release/Reassignment/Resignation

CONFERENCE WITH LABOR NEGOTIATOR:

(Pursuant to Government Code Section 54957.6 and 54957.1)

Negotiator: C. Thomas Budde, Superintendent

Group: El Centro Secondary Teachers' Association (ECSTA)

Group: California School Employees' Association Chapter #726 (CSEA)

III. OPEN SESSION:

Public report of action taken in closed session

Flag Salute

IV. COMMUNICATIONS & RECOGNITIONS:

1. CUHS Student Board Representative – Yareli Rivera

2. SHS Student Board Representative - Cole DeVoy

3. DOHS Student Board Representative – Kesasi “Keith” Esters

4. Student of the Month Presentations – Principals

5. Classified Employees Perfect Attendance – Carol Moreno

V. PUBLIC COMMENT SESSION:

At this time the Board will hear comments, presentations, or requests on matters not listed on this agenda. Speakers are to give their names and addresses. Time limit for speakers is three minutes. The board reserves the right to limit presentations. The Board may in an emergency, by majority vote, take action on matters presented at this time. This meeting is being taped and all comments are being recorded.

VI. CONSENT AGENDA ITEMS:

All items appearing will be acted upon by one motion, without discussion. Should any Trustee or other person request that any item be considered separately, that item will be added to the end of the regular agenda.

pp.1-4

Minutes: September 11, 2012 Regular Meeting.

pp.5-25

Warrant Orders: #09112012, 1-7; #09182012, 1-5; #09252012, 1-5; #10022012, 1-4.

- V. **CONSENT AGENDA ITEMS:** (continued)
pp.23-25 **Personnel Report:** Payroll Warrants -
1. Certificated Employment for 2011-2012 School Year
2. Certificated Employment – Supplemental Assignments
3. Classified Hourly Employment – Hourly Assignments
4. Classified Employment -
5. Certificated Resignations/Separations
6. Classified Resignations/Separations
pp.26-31 7. The Superintendent recommends the board approve the proposed out of state trip for the Southwest High School SAVAPA Music group to New York City on April 3-7, 2013 to participate in the “Voices on Broadway” Festival/ Performance.
pp.32-34 8. The Superintendent recommends the board approve to declare the property listed for the CUHS Auto Shop Program and items from Room LS6 as surplus property, deemed obsolete, inoperable and authorize administration to dispose of as appropriate.
pp.35-36 9. The Superintendent recommends the board approve the Memorandum of Understanding between the District and A & I Advisors to provide preparation services relating to the Department of Health Care Services 2010-2011 Cost and Reimbursement Comparison Schedule (CRCS).
- VII. **ACTION ITEMS:**
VIII. **INFORMATION ITEMS:**
pp.37-88 10. First reading of the proposed revisions to Board Policies and Administrative Regulations 4000 relating to Personnel.
pp.89-90 11. Monthly Budget and Cash Flow Report
IX. **ECSTA AND CSEA COMMENTS:**
X. **SUPERINTENDENT’S REPORT:**
12. Report on the student lunchtime concerns
13. Report on the issue with school colors
14. English Learner Program report
15. Update on the Southwest High School Citizenship Policy
XI. **BOARD COMMENTS:**
XII. **CLOSED SESSION:** (If Necessary)
XIII. **ADJOURNMENT:** Time: _____

Agenda Posted: October 5, 2012
Date of Next Meetings: November 13, 2012 @ 6:00PM @ Central Union High School Library

C. Thomas Budde, Superintendent

CONSENT AGENDA ITEMS

MINUTES

**CENTRAL UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES – REGULAR MEETING
September 11, 2012 – 5:30 PM**

CALL TO ORDER:

The regular meeting of the Central Union High School District Board of Trustees was called to order at 5:30 PM by President Hindman.

CLOSED SESSION:

The Board of Trustees and Superintendent adjourned into closed session to discuss the following: PERSONNEL / PUBLIC EMPLOYEE MATTERS, pursuant to Education Code Sections 54954.5 and 54957; CONFERENCE WITH LABOR NEGOTIATOR, pursuant to Education Code Section 54957.6 and 54957.1.

OPEN SESSION:

The Board of Trustees reconvened into open session at 6:00PM and President Hindman announced the following action taken in closed session:

Trustee Jones moved to place Classified Employee #09112012-02 on an immediate unpaid leave of absence; motion seconded by Trustee Vogel.

Motion: Carried Vote: Ayes-5

ROLL CALL:

Present: Trustees Lee Hindman, Jacinto Jimenez, Emma Jones, Jeanne Vogel, Steve Walker. C. Thomas Budde, Carol Moreno, Sheri Hart, Danette Morrell, Mike Sterner, Tracie Baughn, Diane Richmond, Tish Thompson, Alma Jimenez, Sandy Noujaim, Ben Benton, Catherine Drew, Neil MacGaffey, Anna Vizcaino, Kevin McFadden, Merritt Merten, Melinda Rogers and others.

FLAG SALUTE:

Trustee Jones led the Pledge of Allegiance to the Flag.

COMMUNICATIONS AND RECOGNITIONS:

Yareli Rivera, CUHS Student Board Representative reported on the following student activities: Meet the Spartans Night; Open House; Varsity Football; Senior Pictures; Mexican American Club lunchtime activities; September 11 Remembrance ceremony; update for the sports in season.

Cole DeVoy, SHS Student Board Representative reported on the following student activities: Back to School Night; Club Rush Week; Update for sports in season; Class elections; Homecoming activities; Carnival at Heber School.

Kesasi "Keith" Esters, DOHS Student Board Representative reported on the following student activities: Parent Meeting; After School Tutoring; New Uniform policy.

PUBLIC COMMENT SESSION:

President Hindman declared the public comment session open for the purpose of receiving comments, presentations and requests on matters not listed on this agenda.

Mrs. Veronica Wright addressed the board regarding the long lunch lines and heat during lunch at Southwest High School. She thanked Trustee Jones and Trustee Vogel for personally going to Southwest during the student lunch time.

Mr. Adrian Rodriguez also addressed the board with regards to the concern that was brought out at the last meeting regarding student scheduling problems. He inquired as to whether the problems were addressed and/or rectified. He hopes all the students are taken care of next year.

BOARD OF TRUSTEES – REGULAR MEETING

September 11, 2012 – 5:30 PM

Dr. Budde responded that new strategies are being discussed with the principals and teacher's union representatives for next year.

There being no additional comments, oral or written, President Hindman declared the public comment session closed.

CONSENT AGENDA ITEMS:

Trustee Vogel moved to approve the consent agenda items as listed; motion seconded by Trustee Jimenez. Item #17 was pulled for further discussion.

Motion: Carried

Vote: Ayes-5

Minutes – August 14, 2012 regular meeting. Warrant Orders - #08072012, 1-6; #08212012, 1-4; #08142012, 1-5; #08282012, 1-4; #09042012, 1-5. Personnel Report – Payroll Warrants - #2B August 31, 2012 \$1,850,142.71 and #2A August 17, 2012 Manual Payroll \$28,768.60. Certificated Employment – TERRY TORRENCE, SHS Behind the Wheel Eff. 07/02/12; MARISSA GUZMAN and FLORINDA ORTIZ, CUHS After School Intervention Eff. 8/13/12; TRICIA PETTER, CUHS Credit Recovery Eff. 8/13/12; CHRIS SPANOS, SHS Credit Recovery Eff. 8/13/12; BEN BENTON, SHS Credit Recovery Eff. 9/14/12; DAVID AVILA, Adult Ed CAHSEE Math Prep Eff. 9/10/12; MONICA MARTINEZ, Adult Ed ELA CAHSEE Prep Course Eff. 9/10/12; ALEJANDRO LOPEZ, Adult Ed HSD/CAHSEE Eff. 9/17/12; THOMAS TACKE, Adult Ed HSD/CAHSEE Eff. 9/17/12. DAVID BURT, Media Specialist; MATHEW BUSSE, Orchestra Director; BETSY CADREZ, Jr. Class Advisor; CATHERINE DREW, Senior Class Advisor; SHIRLEY LABRUCHERIE, WASC Coordinator; MAGNOLIA MARTINEZ, ASB Director; MARK MORDASINI, Band Director; PATTY QUIJADA, ACADEC Advisor; MARCIA ROMAN, AVID Coordinator; KAREN SAIKHON, Yearbook Advisor; ANITA SLOBIG, Chorus Director; CHRIS SPANOS, Drama; ALICIA TOSTADO, Drill Team; ALICIA TOSTADO, Flags; ALICIA TOSTADO, Majorettes; SAM URIE, Agriculture, Eff. 08/13/12 – 06/1/13. RENE BAKER, Band Director; ROBERT M. GAEDE, Chorus Director; MARTHA HOOPEES, AVID Coordinator; NEIL MACGAFFEY, ACADEC Advisor; SARA SANTOYO-MCFADDEN, Drill Team; TRICIA PETTER, ASB Director; TRICIA PETTER, WASC Coordinator; LOURDES RUEDA-LIZARRAGA, Science Fair Coordinator; ANNA L. VIZCAINO, Mock Trial Advisor Eff. 08/13/12 – 06/1/13. RENE BAKER, Visual & Performing Arts; EMILIO DAVILA, Vocational Education; DEBORAH ESTRADA, Physical Education; TRAVIS FUSI, English; JP GARCIA, Math; GILBERT LEON, Social Studies; SANDY NOUJAIM, Physical Education; CRISTINA PLANCARTE, World Language; DARCEL PUTNUM, Special Education; LOURDES RUEDA-LIZARRAGA, Science; MARA SANCHEZ, Counseling, CUHS Department Chairs Eff. 2012-2013. MIKE BECKER, Math; BEN BENTON, Special Ed; CARLOS EQUIA, Science; JANET GRUIS, CTE; WENDY OSA, World Language; PATTY QUIJADA, English; KEVIN MCFADDEN, Counseling Co-Chair; FRANCISCO ROMAN, Counseling Co-Chair; SERGIO RUBIO, Social Science; ANITA SLOBIG, Fine Arts, SHS Department Chairs 2012-2013. MARICELA AVILA, Cal-SAFE; RICHARD DECORSE, Special Day Class; VERONICA GRANADOS, AHLP Algebra; DON JEFFERS, Computer Repair; MILDRED LOPEZ, Integrated Science; NEIL MACGAFFEY, ACADEC; DANIEL MYERS, Math; WENDY OSA, World Language; DARCEL PUTNUM, AHLP English; RAMON RUBIO, AHLP History; LOURDES RUEDA, Biology, CUHS 6th Period Assignments 1st Semester. BETSY CADREZ, English; GRANT CUTTING, Biology; ISMAEL CORDOVA, Accelerated Language; GABINO DUENAS, Migrant MAPS Class; PEDRO FERNANDEZ, Academic Success; JASON HANEY, Academic Success; ADAN HUERTA, English; PATTY QUIJADA, ACADEC, SHS 6th Period Assignments 1st Semester. SERGIO RUBIO, Teacher of Special Assignment/SHS NOW Intervention. KEVIN BIRD, CUHS Head Girls Golf Eff. 8/20/12 – 11/20/12. Classified Employment – JENNIFER HORNE, Stage Crew Eff. 8/6/12; HERMILA CONTRERAS, YVONNE NORIEGA, Relief Food Service Asst. I Eff. 8/20/12; IMELDA WILLIAMS, SHS Relief Clerk Eff. 8/21/12; DAVID PINEDA, CUHS AVID Tutor Eff. 8/22/12; VERONICA FONSECA, SONIA SALAZAR, Relief Food Service Eff. 8/24/12. Classified Employment / Stipend Assignments – MARINA CELAYA, CUHS Medication Monitor Eff. 8/13/12. Certificated Resignations/Separations – MICHAEL KELSOE, CUHS Social Science Teacher Eff. 7/27/12. Approved the Memorandum of Understanding for the Imperial County Consortium BTSa Induction Program, Memorandum of Understanding for the BTSa Induction District Lead and the Memorandum of Understanding for the Support Provider for the 2012-2013 fiscal year. Approved the Memorandum of Understanding with ICOE for

**BOARD OF TRUSTEES – REGULAR MEETING:
September 11, 2012 – 5:30 P.M.**

CONSENT AGENDA ITEMS: (continued)

TEAM GEAR UP Activities at Central Union and Southwest High Schools for 2012-2013. Approved the proposed revision of Board Policy 6145.1 relating to Instruction – Drug Testing Program. Accepted the donation of a \$200 VISA Gift Card from Stanford University Department of Psychology in appreciation of Betsy Lane's assistance in coordinating services to obtain data. Approved the out of state travel for the Southwest High School Chamber Orchestra to Flagstaff, AZ on November 2-4, 2012 to participate in the NAU Orchestra Festival. Approved the designation of MICKEY CARTER to the CIF-SDS Board of Managers and SANDY NOUJAIM to the CIF-SDS Coordinating Council for the 2012-2013 school year. Approved the Memorandum of Understanding with El Centro Elementary School District for the Southwest Academy for Careers in Health Sciences for the 2012-2013 school year. Approved the Supplemental Educational Service Providers contracts as listed for the 2012-2013 school year. Approved the Valenzuela/CAHSEE Lawsuit Quarterly Report on Williams Uniform Complaints. Approved the 2013 Jostens Renewal Publication Agreement for the Southwest High School yearbook.

ECSTA COMMENTS:

Catherine Drew requested to be moved up on the agenda. She reported the following: Continue discussions with superintendent regarding his threat of legal action. Continues to hear concerns regarding the lack of communication on issues within the district. As an example, the new Aeries .net has proven to be a nightmare for teachers. Teachers were not involved early on and learned about the significance of the changes after the fact and are now expected to deal with it.

CSEA COMMENTS:

Diane Richmond, CSEA president reported she had no comments at this time.

PUBLIC HEARING FOR DETERMINING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS AT CUHSD FOR THE 2012-2013 SCHOOL YEAR:

Trustee Hindman declared a public hearing open for the purpose of determining the sufficiency of textbooks or instructional materials at the Central Union High School District for the 2012-2013 school year.

There being no comments, oral or written, President Hindman declared the public hearing closed.

ADOPTION OF BOARD RESOLUTION NO. 09112012-03 RESOLUTION REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR THE 2012-2013 SCHOOL YEAR:

Trustee Jimenez moved to adopt Board Resolution No. 09112012-03, Resolution Regarding the Sufficiency of Instructional Materials for the 2012-2013 School Year, assuring the Superintendent of Public Instruction that the district has complied with the requirements of Education Code Section 60119; motion seconded by Trustee Jones.

Motion: Carried Roll Call Vote: Ayes-5

APPROVAL OF THE JOB DESCRIPTIONS FOR THE POSITIONS OF MIGRANT STUDENT SUPPORT TECHNICIAN AND MIGRANT PROGRAM ASSISTANT:

Trustee Walker moved to approve the job descriptions for positions of Migrant Student Support Technician (formerly Clerical Assistant II) and Migrant Program Assistant (formerly Categorical Counselor Assistant); motion seconded by Trustee Jimenez.

Motion: Carried Vote: Ayes-5

APPROVAL OF THE 2011-2012 UNAUDITED ACTUAL FINANCIAL REPORT AND THE 2012-2013 REVISED BUDGET REPORT:

Trustee Vogel moved to approve the 2011-2012 Unaudited Actual Financial Report and the 2012-2013 Revised Budget Report; motion seconded by Trustee Jimenez.

Motion: Carried Vote: Ayes-5

**BOARD OF TRUSTEES – REGULAR MEETING
September 11, 2012 – 5:30PM**

ADOPTION OF BOARD RESOLUTION NO. 09112012-04 ADOPTING THE GANN APPROPRIATIONS LIMIT FOR THE 2012-2013 SCHOOL YEAR:

Trustee Vogel moved to adopt Board Resolution No. 09112012-04 adopting the GANN Appropriations Limit for the 2011-2012 school year; motion seconded by Trustee Jimenez.

Motion: Carried Vote: Ayes-5

APPROVAL OF THE CONTRACT ADJUSTMENTS AND THE FILING OF NOTICES OF COMPLETION WITH THE IMPERIAL COUNTY RECORDER'S OFFICE FOR THE CUHS MODERNIZATION OF BUILDINGS 2B, 2 AND 13:

Trustee Jimenez moved to approve the contract adjustments and the filing of Notices of Completion with the Imperial County Recorder's Office for the CUHS Modernization Project Buildings 2B, 3 and 13; motion seconded by Trustee Vogel.

Motion: Carried Vote: Ayes-5

APPROVAL OF THE OUT OF STATE TRIP FOR THE CENTRAL UNION HIGH SCHOOL MOCK TRIAL TEAM:

Trustee Hindman moved to approve the out of state trip for the Central Union High School Mock Trial team on November 9, 2012 – November 13, 2012 to Boston, MA to participate in the Harvard Mock Trial Seminar; motion seconded by Trustee Jimenez.

Motion: Carried Vote: Ayes-5

INFORMATION ITEMS:

Monthly Budget and Cash Flow Report.

Positive Certification recommendation from ICOE regarding the 2012-2013 Budget Report.

SUPERINTENDENT'S REPORT:

Dr. Budde proposed a change in the meeting location for the November meeting for the purpose of touring the now completed CUHS Modernization Project. By consensus the board agreed to meet at the Central Union High School Library on November 13.

Staff presented information regarding 2011-2012 Student Achievement Data including CST and CAHSEE data.

ADJOURNMENT:

President Hindman adjourned the meeting at 7:15PM

CERTIFIED MINUTES:

Superintendent & Secretary to the Board of Trustees

Date

WARRANT ORDERS

Date Paid: 9/27/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
020492	7UP/RC BOTTLING OF S.	PV-130479	9/25/12	2215007547		130-5310-0-0000-3700-4700-45-0000		198.66	198.66	198.66	
020493	7UP/RC BOTTLING OF S.	PV-130480	9/25/12	2215007619		130-5310-0-0000-3700-4700-47-0000		790.20			
019400	ADAMS REPAIR SHOP	PV-130481	9/25/12	2215007550		130-5310-0-0000-3700-4700-47-0000		777.72	1,567.92	1,567.92	
017206	AIR EXHAUST CO., INC.	PV-130500	9/25/12	#15440		010-7230-0-0000-3600-5600-43-0000		56.00	56.00	56.00	
019742	AIRPEAK	PV-130494	9/25/12	66046		130-5310-0-0000-3700-5800-47-0000		680.00	680.00	680.00	
018541	AIRWAVE	PV-130501	9/25/12	#793772 OCT.		010-7230-0-0000-3600-5903-43-0000		426.30	426.30	426.30	
017785	ARBOR SCIENTIFIC	PO-130127	9/25/12	424683		010-0000-0-0000-2700-5800-47-0000		450.00	450.00	450.00	
019781	ATR&T	PO-130208	9/25/12	044686		010-0000-0-1545-1000-4300-47-0000		128.22	128.22	128.22	
		PV-130482	9/25/12	760-352-9772		010-5640-0-8100-8200-5900-43-0000		73.90			
		PV-130483	9/25/12	760-337-8146		010-0000-0-0000-2700-5900-45-0000		56.87			
		PV-130484	9/25/12	760-337-8358		010-0000-0-0000-2700-5900-45-0000		21.54			
		PV-130485	9/25/12	760-353-3570		010-0000-0-0000-2700-5900-45-0000		11.60			
		PV-130486	9/25/12	760-353-3606		010-0000-0-0000-7200-5900-44-0000		1.96			
		PV-130487	9/25/12	760-337-3952		010-0000-0-3200-2700-5900-46-0000		17.54			
		PV-130488	9/25/12	760-337-3952		010-0000-0-4110-2700-5900-46-6390		17.54			
		PV-130489	9/25/12	760-353-1790		010-8150-0-0000-8110-5900-43-0000		2.84			
019401	BACH COMPANY	PV-130489	9/25/12	760-337-5852		010-8150-0-0000-8110-5900-43-0000		30.19	233.98	233.98	
019641	BARRERA, RAMON	PO-130295	9/25/12	INV190445		010-8150-0-0000-8110-5900-43-0000		751.65	751.65	751.65	
020494	C.T. FLOOR COVERINGS	PV-130491	9/25/12	MILEAGE 08/12		010-3010-0-1110-1000-4300-45-0000		109.40	109.40	109.40	
018404	CAL-TEST INC.	PO-130224	9/25/12	#545		010-0000-0-0000-7700-5200-43-0000		2,000.00	2,000.00	2,000.00	
018377	CDW GOVERNMENT, INC.	PV-130502	9/25/12	#2012-05431 SEPT.		010-8150-0-0000-8110-5800-45-0000		39.95	39.95	39.95	
019643	CENGAGE LEARNING	PO-130245	9/25/12	Q600675		010-7230-0-0000-3600-5850-43-0000		131.36			
020076	CUHSD NUTRITION	PO-130267	9/25/12	Q616644		010-0000-0-0000-7700-4300-43-0000		136.57	267.93	267.93	
		PO-130249	9/25/12	97362384		010-6300-0-1110-1000-4100-43-0000		2,035.28	2,035.28	2,035.28	
		PO-130290	9/25/12	CHILD CARE SNACKS		010-0000-0-1110-1000-4300-43-6091		23.68			
		PO-130293	9/25/12	CHILD CARE MEALS		010-0000-0-1110-1000-4300-43-6091		140.25	163.93	163.93	
		PV-130503	9/25/12	#15181611 PROP TAX		010-3010-0-1110-1000-4300-43-0000		40.00	40.00	40.00	
			9/25/12			010-0000-0-4110-2700-5800-46-6390		130.32			



Date Paid: 9/27/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
019661	DE LAGE LANDEN	PV-130504	9/25/12	#15181612	PROP TAX	010-0000-0-0000-2700-5800-47-0000		155.52	285.84	285.84	
012224	EMPIRE SOUTHWEST	PV-130505	9/25/12	#EMPS2972329		010-7230-0-0000-3600-4360-43-0000		965.18			
		PV-130506	9/25/12	#EPPS0415190		010-7230-0-0000-3600-4360-43-0000		60.80			
		PV-130507	9/25/12	#EMPS2973957		010-7230-0-0000-3600-4360-43-0000		94.04			
		PV-130508	9/25/12	#EPPS0415552		010-7230-0-0000-3600-4360-43-0000		198.14	1,318.16	1,318.16	
016942	FOLLETT EDUCATIONAL	PO-130148	9/25/12	1300044A		010-6300-0-1110-1000-4100-43-0000		960.60	960.60	960.60	
019767	FRUTH GROUP INC.	PV-130509	9/25/12	#15181610	PROP TAX	010-0000-0-3200-2700-5800-46-0000		86.57	86.57	86.57	
016125	GAS COMPANY	PV-130526	9/25/12	133 727 6300 6		010-0000-0-0000-8200-5501-45-0000		15.78	15.78	15.78	
016126	GAS COMPANY	PV-130527	9/25/12	137 927 6300 8		010-0000-0-0000-8200-5501-45-0000		20.15	20.15	20.15	
018521	HEWLETT-PACKARD	PO-130256	9/25/12	51765721		010-0000-0-0000-7700-4300-43-0000		913.31	913.31	913.31	
018353	HMC	PV-130510	9/25/12	#3211002103		353-7710-8-0000-8500-6210-45-0000		4,099.38	4,099.38	4,099.38	
020477	HOLLANDIA DAIRY, INC.	PV-130464	9/25/12	875075		130-5310-0-0000-3700-4700-45-0000		462.84			
		PV-130465	9/25/12	871580		130-5310-0-0000-3700-4700-45-0000		628.78			
		PV-130466	9/25/12	869343		130-5310-0-0000-3700-4700-45-0000		617.33			
		PV-130467	9/25/12	865628		130-5310-0-0000-3700-4700-45-0000		370.40			
		PV-130468	9/25/12	862935		130-5310-0-0000-3700-4700-45-0000		462.84	2,542.19	2,542.19	
020484	HOLLANDIA DAIRY, INC.	PV-130459	9/25/12	875074		130-5310-0-0000-3700-4700-47-0000		604.83			
		PV-130460	9/25/12	871579		130-5310-0-0000-3700-4700-47-0000		792.45			
		PV-130461	9/25/12	869342		130-5310-0-0000-3700-4700-47-0000		555.28			
		PV-130462	9/25/12	865627		130-5310-0-0000-3700-4700-47-0000		620.34			
		PV-130463	9/25/12	862961		130-5310-0-0000-3700-4700-47-0000		585.79	3,158.69	3,158.69	
014853	HOLSJUM BAKERY INC.	PV-130469	9/25/12	33697265		130-5310-0-0000-3700-4700-45-0000		169.18			
		PV-130470	9/25/12	33697201		130-5310-0-0000-3700-4700-45-0000		125.54			
		PV-130471	9/25/12	33697125		130-5310-0-0000-3700-4700-45-0000		187.72			
		PV-130472	9/25/12	33697081		130-5310-0-0000-3700-4700-45-0000		253.36			
		PV-130473	9/25/12	33697026		130-5310-0-0000-3700-4700-45-0000		135.00	870.80	870.80	
017379	HOLSJUM BAKERY INC.	PV-130474	9/25/12	33697127		130-5310-0-0000-3700-4700-47-0000		156.80			
		PV-130475	9/25/12	33697078		130-5310-0-0000-3700-4700-47-0000		257.28			

6

Date Paid: 9/27/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
017379	HOLSUM BAKERY INC.	PV-130476	9/25/12	33697029		130-5310-0-0000-3700-4700-47-0000		54.00			
		PV-130477	9/25/12	33697267		130-5310-0-0000-3700-4700-47-0000		128.64			
		PV-130478	9/25/12	33697203		130-5310-0-0000-3700-4700-47-0000		308.70	905.42	905.42	
020511	JASON R HANEY	PV-130492	9/25/12	REIMB. CHESS SET		010-0000-0-1365-1000-4300-47-0047		149.69	149.69	149.69	
010380	KAMAN INDUSTRIAL	PV-130528	9/25/12	#1962804		010-0000-0-0000-8200-4380-43-0000		32.78	32.78	32.78	
017015	LESLIE'S POOL SUPPLIES	PV-130511	9/25/12	#652-68338		010-8150-0-0000-8110-4390-43-0000		430.50	430.50	430.50	
019095	LOWE'S BUSINESS	PV-130512	9/25/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		155.38			
			9/25/12	AUGUST		010-0000-0-0000-8200-4380-43-0000		134.07	289.45	289.45	
015700	MILESTEK CORPORATION	PO-130246	9/25/12	270435		010-0000-0-0000-7700-4300-43-0000		270.08	270.08	270.08	
014103	MISSION JANITORIAL	PV-130513	9/25/12	#326508-00		010-0000-0-0000-8200-4380-43-0000	E	4,930.55			
		PV-130514	9/25/12	#327169-00		010-0000-0-0000-8200-4380-43-0000	E	223.18			
		PV-130529	9/25/12	#329330-00		010-0000-0-0000-8200-4380-43-0000	E	25.99			
		PV-130530	9/25/12	#329163-00		010-0000-0-0000-8200-4380-43-0000	E	1,026.53			
018073	MORNING STAR CHARTER	PO-130286	9/25/12	91912-A		010-0000-0-1325-4200-5800-47-0000		1,350.00	1,350.00	1,350.00	
019674	NEVCO INC.	PV-130532	9/25/12	#0000126529		010-8150-0-0000-8110-4390-43-0000		244.68	244.68	244.68	
018565	NEW TECHNICAL	PO-130214	9/25/12	6672		010-7220-0-1566-1000-4400-47-0000		1,308.09			
			9/25/12	6672		010-7090-0-1110-1000-4400-47-0000		2,120.40			
		PO-130253	9/25/12	6666		010-8150-0-0000-8110-4400-43-0000		1,502.49			
		PV-130493	9/25/12	6669		010-6500-6-5770-1110-4300-43-0000		68.96	4,999.94	4,999.94	
018772	R & K AIR CONDITIONING	PV-130516	9/25/12	#19174		010-8150-0-0000-8110-5800-43-0000		1,400.00	1,400.00	1,400.00	
017838	R.J. SAFETY CO. INC.	PV-130517	9/25/12	#305501-00		010-8150-0-0000-8110-4390-43-0000		1,354.27	1,354.27	1,354.27	
019546	REXEL ELECTRICAL	PV-130531	9/25/12	#801658600		010-8150-0-0000-8110-4390-43-0000		11.54	11.54	11.54	
019202	RODAHL CONSTRUCTION,	PV-130518	9/25/12	DOHS ROOF		010-8150-0-0000-8110-5600-43-0000		3,095.00	3,095.00	3,095.00	
014394	SAN DIEGO UNION	PV-130519	9/25/12	#0010635254		010-0000-0-0000-7200-5840-44-0000		1,185.00			
			9/25/12	#0010635254		010-0000-0-0000-7200-5800-44-0000		35.62	1,220.62	1,220.62	
018182	SEHI COMPUTER	PO-130206	9/25/12	100087699		010-3310-0-5770-1110-4300-47-0000	E	86.11			
		PO-130234	9/25/12	100088595		010-0000-0-1430-1000-4300-47-0000	E	169.25			
		PO-130255	9/25/12	100088309		010-0000-0-0000-7700-4300-43-0000	E	394.52			

Date Paid: 9/27/2012

*** FINAL ***

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	E Pay	Payment Amount	Check Amount	Vendor Total	Audit Flag
018182	SEHI COMPUTER	PO-130271	9/25/12	100088494		010-0000-0-1505-1000-4300-45-0000	E	608.03			
		PO-130278	9/25/12	100088679		010-0000-0-0000-2700-4300-47-0000	E	260.09		1,518.00	
014464	SHAMROCK FOODS	PV-130495	9/25/12	14067347		130-5310-0-0000-3700-4700-45-0000		246.20			
		PV-130496	9/25/12	14077763		130-5310-0-0000-3700-4300-45-0000		499.02			
		PV-130497	9/25/12	14077763		130-5310-0-0000-3700-4700-45-0000		5,980.44			
		PV-130498	9/25/12	14092721		130-5310-0-0000-3700-4300-45-0000		613.81			
019549	SHAMROCK FOODS	PV-130498	9/25/12	14092721		130-5310-0-0000-3700-4700-45-0000		4,975.38	12,314.85	12,314.85	
		PV-130499	9/25/12	14077764		130-5310-0-0000-3700-4300-47-0000		720.28			
		PV-130499	9/25/12	14077764		130-5310-0-0000-3700-4700-47-0000		6,121.75			
		PV-130499	9/25/12	14092720		130-5310-0-0000-3700-4300-47-0000		605.53			
010336	SHERWIN-WILLIAMS CO.	PO-130190	9/25/12	1808-1		130-5310-0-0000-3700-4700-47-0000		4,591.59	12,039.15	12,039.15	
011224	SKEELS & COMPANY,	PV-130520	9/25/12	#51269		010-3550-0-1110-1000-4300-45-0000		164.08	164.08	164.08	
		PV-130521	9/25/12	#51512		010-8150-0-0000-8110-4390-43-0000		26.00			
		PV-130522	9/25/12	#51539		010-8150-0-0000-8110-4390-43-0000		53.19			
016676	SOUTHERN REGION CATA	PO-130306	9/25/12	CATA-S. URIE		010-8150-0-0000-8110-4390-43-0000		352.86	432.05	432.05	
020487	SOUTHWEST FOODSERVICE	PV-130515	9/25/12	7742		010-3550-0-1110-1000-5200-47-0000		90.00	90.00	90.00	
		PV-130515	9/25/12	7742		130-5310-0-0000-3700-5800-45-0000		7,931.59			
		PV-130515	9/25/12	7742		130-5310-0-0000-3700-5800-47-0000		9,694.17	17,625.76	17,625.76	
020128	TeenNOW CALIFORNIA	PO-130297	9/25/12	GS2012-2013		010-0000-0-1110-1000-5800-43-6091		250.00	250.00	250.00	
015873	TRANE COMPANY	PV-130523	9/25/12	#6986709R1		010-8150-0-0000-8110-4390-43-0000		106.40	106.40	106.40	
020226	ULINE	PV-130490	9/25/12	46231221		130-5310-0-0000-3700-4300-47-0000		738.29			
		PV-130490	9/25/12	46231221		130-5310-0-0000-3700-4300-45-0000		492.20	1,230.49	1,230.49	
013101	WAXIE SANITARY SUPPLY	PV-130524	9/25/12	#73492158		010-0000-0-0000-8200-4380-43-0000		837.16			
		PV-130525	9/25/12	#73497183		010-0000-0-0000-8200-4380-43-0000		124.85	962.01	962.01	
							Total Checks:	84,389.45			
							Total EPayments:	7,724.25			
							Total Accounts Payable:	92,113.70			



Date Paid: 9/27/2012

*** FINAL ***

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
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District APY Cash Verification as of 9/25/2012 at 11:40 AM

Fund	Current Cash	Pending APY Expenses	Pending Payroll Expenses	Future Expenses	Cash Available after Expenses
010	8,866,731.34	34,880.39	0.00	0.00	8,831,850.95
130	138,943.21	53,133.93	0.00	0.00	85,809.28
353	522,521.09	4,099.38	0.00	0.00	518,421.71

It is hereby ordered that payment be made to the vendors indicated as per requisition or claims on this report totalling \$92,113.70 except as noted here below.


 Authorizing Signature _____ Date 9/25/12

 Authorizing Signature _____ Date

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
020493	7UP/RC BOTTLING OF S.	PV-130422	9/18/12	2215208605		130-5310-0-0000-3700-4700-47-0000		170.28	170.28	170.28	
018479	AADVANCED WIRELESS	PV-130416	9/18/12	ELCEANIN7281		010-7230-0-0000-3600-4360-43-0000		54.93			
018541	AIRWAVE	PO-130127	9/18/12	ELCEANIN7281		010-8150-0-0000-8110-4390-43-0000		18.31	73.24	73.24	
019571	ALLIED WASTE SERVICES	PV-130425	9/18/12	424624		010-0000-0-0000-2700-4300-47-0000		590.56	590.56	590.56	
		PV-130426	9/18/12	0467-001307283		010-0000-0-0000-8200-5506-44-0000		70.00			
			9/18/12	0467-001307250		010-0000-0-3200-8200-5506-46-0000		125.00			
		PV-130427	9/18/12	0467-001307250		010-0000-0-4110-8200-5506-46-6390		125.00			
		PV-130428	9/18/12	0467-001307248		010-0000-0-0000-8200-5506-45-0000		1,099.90			
		PV-130429	9/18/12	0467-001307249		010-0000-0-0000-8200-5506-47-0000		1,610.07			
			9/18/12	0467-001306351		010-0000-0-0000-8200-5506-43-0000		330.94			
018110	ATKINSON, ANDELSON,	PV-130434	9/18/12	0467-001306351		010-7230-0-0000-8200-5506-43-0000		330.93	3,691.84	3,691.84	
019933	AUTOZONE INC.	PO-130198	9/18/12	#411869 AUG.		010-0000-0-0000-7100-5830-44-0000		1,272.99	1,272.99	1,272.99	
			9/18/12	#2803626995		010-0000-0-1521-1000-4300-47-0000		247.81			
		PV-130435	9/18/12	#2803632295		010-0000-0-1521-1000-4300-47-0000		12.93			
			9/18/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		705.45			
			9/18/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		537.61			
			9/18/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		405.70			
			9/18/12	AUGUST		010-0000-0-1110-1000-4300-43-6091		9.48	1,918.98	1,918.98	
020494	C.T. FLOOR COVERINGS	PO-130224	9/18/12	#2		010-8150-0-0000-8110-5800-45-0000		2,000.00	2,000.00	2,000.00	
019235	CALIF. DEPT. OF	PO-130284	9/18/12	CONF. T. LOPEZ		010-7230-0-0000-3600-5200-43-0000		200.00	200.00	200.00	
017461	CIF - SAN DIEGO SECTION	PO-130285	9/18/12	107		010-0000-0-1300-4200-5300-45-0000		1,951.60	1,951.60	1,951.60	
018778	CLAIREMONT EQUIPMENT	PV-130458	9/18/12	AUGUST		010-0000-0-0000-8200-5600-43-0000		270.00			
			9/18/12	AUGUST		010-8150-0-0000-8110-5600-43-0000		689.97	959.97	959.97	
013966	COSTCO	PO-130251	9/18/12	27803		010-0000-0-1369-1000-4300-47-0000		126.98	126.98	126.98	
017965	CROWNE PLAZA HOTEL	PO-130283	9/18/12	ROOM RES. FOR S URIE		010-3550-0-1110-1000-5200-47-0000		271.82	271.82	271.82	
017450	DEPARTMENT OF JUSTICE	PV-130436	9/18/12	#926855 AUG.		010-0000-0-0000-7200-5840-44-0000		318.00	318.00	318.00	
018710	DESERT SERVICES, INC.	PV-130437	9/18/12	#2121302 9/1-15/12		010-0000-0-0000-8300-5800-45-0000		780.00	780.00	780.00	
			9/18/12	#2121302 9/1-15/12		010-0000-0-0000-8300-5800-47-0000		780.00	1,560.00	1,560.00	

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
019221	DESIGN SCIENCE, INC.	PO-130272	9/18/12	IVC183328		010-0000-0-1505-1000-4300-45-0000		239.80	239.80	239.80	
010668	ERSCO SUBSCRIPTION	PO-130244	9/18/12	360091		010-7090-0-1110-1000-5800-47-0000		3,390.00	3,390.00	3,390.00	
019944	EDUCATIONAL DATA	PO-130172	9/18/12	91211258		010-0006-0-1110-1000-5800-43-0000		697.73	697.73	697.73	
017919	EL CENTRO, CITY OF	PV-130431	9/18/12	122 1ST QTR CUHS		010-0000-0-1110-1000-5800-43-6405		10,500.00			
		PV-130432	9/18/12	123 1ST QTR SHS		010-0000-0-1110-1000-5800-43-6405		10,500.00	21,000.00	21,000.00	
012416	FEDEX	PV-130438	9/18/12	#2-017-15614		010-0000-0-1559-2700-5901-45-0000		23.69	23.69	23.69	
011576	FREE FORM CLAY & SUPPLY	PO-130205	9/18/12	61540		010-0000-0-1435-1000-4300-45-0000		883.05	883.05	883.05	
020477	HOLLANDIA DAIRY, INC.	PV-130420	9/18/12	860294		130-5310-0-0000-3700-4700-45-0000		577.69	577.69	577.69	
020484	HOLLANDIA DAIRY, INC.	PV-130421	9/18/12	860293		130-5310-0-0000-3700-4700-47-0000		371.02	371.02	371.02	
014853	HOLSUM BAKERY INC.	PV-130424	9/18/12	33696978		130-5310-0-0000-3700-4700-45-0000		87.75	87.75	87.75	
017379	HOLSUM BAKERY INC.	PV-130423	9/18/12	33696982		130-5310-0-0000-3700-4700-47-0000		108.00	108.00	108.00	
017821	HOME DEPOT CREDIT	PV-130439	9/18/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		1,652.61			
			9/18/12	AUGUST		010-0000-0-0000-7700-4300-43-0000		499.58			
			9/18/12	AUGUST		010-0000-0-0000-8200-4380-43-0000		123.26	2,275.45	2,275.45	
010014	IMPERIAL COUNTY HEALTH	PV-130440	9/18/12	#14720 AUG.		010-0000-0-0000-7200-5850-44-0000		1,655.00	1,655.00	1,655.00	
011033	IMPERIAL COUNTY OFFICE	PV-130430	9/18/12	1/2 CGI 2012-2013		010-0000-0-0000-3110-5800-43-0000		4,657.50	4,657.50	4,657.50	
010290	IMPERIAL IRRIGATION	PV-130433	9/18/12	50360317		010-0000-0-0000-8200-5502-45-0000		12,682.92	12,682.92	12,682.92	
019521	K-C WELDING & RENTALS	PV-130441	9/18/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		165.22			
			9/18/12	AUGUST		010-8150-0-0000-8110-5600-43-0000		2,034.05			
			9/18/12	AUGUST		010-8150-0-0000-8110-5800-43-0000		238.40	2,437.67	2,437.67	
019605	LANCASTER, ERIC	PV-130442	9/18/12	9/13/12 F FOOTB		010-0000-0-1325-4200-5200-45-0000		20.00	20.00	20.00	
018073	MORNING STAR CHARTER	PO-130179	9/18/12	91412-B		010-0000-0-1325-4200-5800-45-0000		1,560.00			
		PO-130184	9/18/12	91412-C		010-0000-0-1325-4200-5800-47-0000		1,800.00			
		PO-130277	9/18/12	91412-D		010-0000-0-0000-7200-5800-44-0000		1,560.00	4,920.00	4,920.00	
018565	NEW TECHNICAL	PO-130231	9/18/12	6659		010-0000-0-1521-1000-4315-45-0000		726.00	726.00	726.00	
020415	PARKHOUSE TIRE INC.	PV-130443	9/18/12	AUGUST		010-7240-0-5770-3600-4362-43-0000		498.53			
			9/18/12	AUGUST		010-7240-0-5770-3600-5600-43-0000		139.44	637.97	637.97	
019956	PITNEY BOWES GLOBAL	PV-130444	9/18/12	#10229*39-SP12		010-0000-0-0000-7200-5600-44-0000		377.50	377.50	377.50	

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
020275	PRIME SPORTS SALES, INC.	PO-130119	9/18/12	24714		010-0000-0-1355-4200-4300-45-0000		758.18	758.18	758.18	
020342	REED'S REPORTING	PV-130445	9/18/12	#5759-A REVISED		010-0000-0-0000-7200-5800-44-0000		2,721.36	2,721.36	2,721.36	
017138	SCHOLASTIC INC.	PO-130254	9/18/12	5379189		010-7091-0-1110-1000-5800-47-0000		3,366.11		3,366.11	
			9/18/12	5389947		010-7091-0-1110-1000-4300-47-0000		165.25	3,531.36	3,531.36	
018182	SEHI COMPUTER	PO-130196	9/18/12	100087582		010-7090-0-1110-1000-4300-47-0000	E	573.77			
		PO-130217	9/18/12	100087941		010-7090-0-1110-1000-4300-47-0000	E	527.51			
		PO-130218	9/18/12	100088203		010-7090-0-1110-1000-4300-47-0000	E	490.52			
		PO-130225	9/18/12	100088207		010-0000-0-0000-3110-4300-45-0000	E	508.23			
		PO-130229	9/18/12	100088208		010-0000-0-1450-1000-4300-47-0000	E	135.30			
		PO-130265	9/18/12	100088361		010-3010-0-1110-1000-4300-45-0000	E	266.76		2,502.09	
014464	SHAMROCK FOODS	PV-130419	9/18/12	14062266		130-5310-0-0000-3700-4700-45-0000		8,524.72	8,524.72	8,524.72	
019549	SHAMROCK FOODS	PV-130418	9/18/12	14062241		130-5310-0-0000-3700-4700-47-0000		6,881.70	6,881.70	6,881.70	
010024	SHELL OIL COMPANY	PV-130446	9/18/12	#8000042476209 AUG.		010-0000-0-0000-7700-4361-43-0000		231.94			
			9/18/12	#8000042476209 AUG.		010-0000-0-1325-4200-5200-47-0000		71.12	303.06	303.06	
015935	STAPLES CREDIT PLAN	PO-130013	9/18/12	#39579, CR M 46138		010-0000-0-0000-2700-4300-45-0000		32.31			
		PO-130163	9/18/12	#63529		010-0000-0-0000-2700-4300-47-0000		134.68			
		PO-130174	9/18/12	#26666		010-3310-0-5770-1110-4300-47-0000		16.13			
		PO-130175	9/18/12	#26666		010-3310-0-5770-1110-4300-47-0000		805.40			
		PO-130203	9/18/12	#27000		010-7220-0-1566-1000-4300-47-0000		151.99			
		PO-130222	9/18/12	#27106		010-6500-6-5770-1110-4300-43-0000		859.32			
		PV-130447	9/18/12	AUGUST		010-8150-0-0000-8110-4350-43-0000		183.86			
		PV-130448	9/18/12	#44383 AUG.		010-8150-0-0000-8110-4350-43-0000		183.16			
		PV-130449	9/18/12	#44814 AUG.		010-7230-0-0000-3600-4350-43-0000		130.19			
		PV-130450	9/18/12	#83040		130-5310-0-0000-3700-4350-45-0000		5.56			
			9/18/12	#83040		130-5310-0-0000-3700-4350-47-0000		5.56			
			9/18/12	#37396		130-5310-0-0000-3700-4350-45-0000		27.51			
			9/18/12	#37396		130-5310-0-0000-3700-4350-47-0000		27.51			
		PV-130452	9/18/12	#26182		130-5310-0-0000-3700-4350-45-0000		113.01			

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Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag	
015935	STAPLES CREDIT PLAN	PV-130452	9/18/12	#26182		130-5310-0-0000-3700-4350-47-0000		113.01				
		PV-130453	9/18/12	#42224		130-5310-0-0000-3700-4350-45-0000		24.94				
		PV-130454	9/18/12	#42224		130-5310-0-0000-3700-4350-47-0000		24.95				
			9/18/12	#46566		130-5310-0-0000-3700-4350-45-0000		69.50				
			9/18/12	#46566		130-5310-0-0000-3700-4350-47-0000		69.49				
		PV-130455	9/18/12	#45017		130-5310-0-0000-3700-4350-45-0000		110.97				
			9/18/12	#45017		130-5310-0-0000-3700-4350-47-0000		110.97				
		PV-130456	9/18/12	#86654		130-5310-0-0000-3700-4350-45-0000		15.50				
			9/18/12	#86654		130-5310-0-0000-3700-4350-47-0000		15.50	3,231.02	3,231.02	3,231.02	
020368	UNIVERSAL MERCANTILE	PO-130035	9/18/12	311337		010-0000-0-0000-2700-4300-47-0000		70.32	70.32	70.32	70.32	
014304	VALLEY AUTO GLASS CO.	PV-130457	9/18/12	#1021584	AUG.	010-7230-0-0000-3600-5600-43-0000		179.75	179.75	179.75	179.75	
010655	VRICO INC.	PO-130227	9/18/12	91478094		010-0000-0-0000-8110-4390-45-0000	E	10,094.56		10,094.56	10,094.56	
014960	WILLIAMS, ELENA	PV-130417	9/18/12	REIMB. FACULTY MEET.		010-0000-0-0000-2700-4300-45-0000		17.59	17.59	17.59	17.59	
								99,094.06				
								12,596.65				
								111,690.71				
								Total Checks:				
								Total EPayments:				
								Total Accounts Payable:				

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
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District APY Cash Verification as of 9/18/2012 at 1:10 PM

Fund	Current Cash	Pending APY Expenses	Pending Payroll Expenses	Future Expenses	Cash Available after Expenses
010	8,103,148.56	94,235.57	0.00	0.00	8,008,912.99
130	137,350.83	17,455.14	0.00	0.00	119,895.69

It is hereby ordered that payment be made to the vendors indicated as per requisition or claims on this report totalling \$111,690.71 except as noted here below.


 Authorizing Signature _____ Date 9/18/12

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
020493	7UP/RC BOTTLING OF S.	PV-130383	9/10/12	2215007450		130-5310-0-0000-3700-4700-47-0000		681.12	681.12	681.12	
018414	ALL-VALLEY FENCE &	PV-130411	9/11/12	#25496 C		010-8150-0-0000-8110-4390-43-0000		18.28	18.28	18.28	
019837	ARAMARK UNIFORM	PV-130317	9/10/12	AUG. (#1001)		010-0000-0-0000-8200-5890-45-0000		410.89	410.89	410.89	
019843	ARAMARK UNIFORM	PV-130322	9/10/12	AUG. (#1008)		010-0000-0-0000-8200-5890-47-0000		394.55	394.55	394.55	
019835	ARAMARK UNIFORM	PV-130389	9/10/12	38491003 08/12		130-5310-0-0000-8200-5504-45-0000		416.64	416.64	416.64	
019836	ARAMARK UNIFORM	PV-130391	9/10/12	38491010 08/12		130-5310-0-0000-8200-5504-47-0000		417.59	417.59	417.59	
019838	ARAMARK UNIFORM	PO-130082	9/10/12	38491002 08/12		010-3550-0-1110-1000-5800-45-0000		69.96	69.96	69.96	
019839	ARAMARK UNIFORM	PV-130318	9/10/12	AUG. (#1004)		010-0000-0-0000-8200-5504-45-0000		986.27	986.27	986.27	
019840	ARAMARK UNIFORM	PV-130319	9/10/12	AUG. (#1005)		010-0000-0-0000-8200-5890-43-0000		985.77	985.77	985.77	
019841	ARAMARK UNIFORM	PV-130320	9/10/12	AUG. (#1006)		010-7230-0-0000-8200-5504-43-0000		263.35	263.35	263.35	
019842	ARAMARK UNIFORM	PV-130321	9/10/12	AUG. (#1007)		010-7230-0-0000-3600-5890-43-0000		555.49	555.49	555.49	
019844	ARAMARK UNIFORM	PV-130323	9/10/12	AUG. (#1009)		010-0000-0-0000-8200-5504-47-0000		218.70	218.70	218.70	
016672	ASCD	PO-130233	9/11/12	10948652		010-4035-0-1110-1000-4300-47-0000		196.10	196.10	196.10	
015571	AT&T	PV-130387	9/10/12	760-370-3857		010-0000-0-0000-7200-5900-44-0000		49.69	49.69	49.69	
012545	A-Z BUS SALES INC.	PV-130403	9/11/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		559.82	559.82	559.82	
			9/11/12	AUGUST		010-7240-0-5770-3600-4360-43-0000		685.85	1,245.67	1,245.67	
020248	BAKER DISTRIBUTING	PV-130324	9/10/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		1,185.367	1,185.36	1,185.36	
013797	BAKER MUSIC, CLARK	PO-130121	9/10/12	#102503		010-0000-0-1521-1000-5600-45-0000		487.87	487.87	487.87	
019604	BEAM SPEED INTERNET	PV-130392	9/10/12	#5435 J. VOGEL		010-0000-0-0000-7100-5800-44-0000		49.95	49.95	49.95	
019285	CALIF.SCHOOLS DENTAL	PV-130401	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		19,661.00	19,661.00	19,661.00	
019286	CALIF.SCHOOLS VISION	PV-130400	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		4,416.00	4,416.00	4,416.00	
018404	CAL-TEST INC.	PV-130325	9/10/12	#2012-05262		010-0000-0-0000-7200-5850-44-0000		712.00	712.00	712.00	
018392	CATA	PO-130262	9/11/12	2012-13 CATA DUES		010-7010-0-1110-1000-5300-43-0000		140.00	140.00	140.00	
017461	CF - SAN DIEGO SECTION	PO-130247	9/10/12	108		010-0000-0-1300-4200-5300-47-0000		2,159.08	2,159.08	2,159.08	
018963	COUNTY MOTOR PARTS	PV-130399	9/11/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		199.11	199.11	199.11	
			9/11/12	AUGUST		010-7240-0-5770-3600-4360-43-0000		188.73	188.73	188.73	
			9/11/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		29.39	417.23	417.23	
011492	EL CENTRO ELEM. SCHOOL	PO-130264	9/11/12	20120		010-6378-0-1110-1000-5800-47-0000		346.687	346.68	346.68	

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
010262	EL CENTRO, CITY OF	PV-130393	9/10/12	08/2012		010-0000-0-0000-8200-5503-44-0000		286.63			
			9/10/12	08/2012		010-0000-0-0000-8200-5503-45-0000		810.41			
			9/10/12	08/2012		010-5640-0-8100-8200-5503-43-0000		66.13			
			9/10/12	08/2012		010-0000-0-0000-8200-5503-47-0000		443.24			
			9/10/12	08/2012		010-0000-0-3200-8200-5503-46-0000		904.86			
			9/10/12	08/2012		010-0000-0-4110-8200-5503-46-6390		904.87			
			9/10/12	08/2012		010-0000-0-0000-8200-5503-43-0000		52.29			
			9/10/12	08/2012		010-7230-0-0000-8200-5503-43-0000		52.28	3,520.71	3,520.71	
011591	ELMS EQUIPMENT RENTAL	PV-130413	9/11/12	AUGUST		010-0000-0-0000-8200-4380-43-0000		10.46			
			9/11/12	AUGUST		010-8150-0-0000-8110-5600-43-0000		151.00	161.46	161.46	
016942	FOLLETT EDUCATIONAL	PO-130178	9/10/12	1331029B		010-7220-0-1110-1000-4300-45-0000		151.71			
			9/10/12	1333149A		010-6300-0-1110-1000-4100-43-0000		347.50			
			9/10/12	1333149A		010-0000-0-1110-1000-4100-45-0045		347.49	846.70	846.70	
018521	HEWLETT-PACKARD	PO-130076	9/10/12	51617107		130-5310-0-0000-3700-4300-43-0000		209.62	209.62	209.62	
020477	HOLLANDIA DAIRY, INC.	PV-130380	9/10/12	858053		130-5310-0-0000-3700-4700-45-0000		211.48			
			9/10/12	856019		130-5310-0-0000-3700-4700-45-0000		513.60			
			9/10/12	854050		130-5310-0-0000-3700-4700-45-0000		815.72	1,540.80	1,540.80	
020484	HOLLANDIA DAIRY, INC.	PV-130378	9/10/12	858052		130-5310-0-0000-3700-4700-47-0000		226.59			
			9/10/12	856018		130-5310-0-0000-3700-4700-47-0000		513.60	740.19	740.19	
020155	HOLMAN COMPANY	PV-130405	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		776.25	776.25	776.25	
018261	IMPERIAL SECTION CATA	PO-130257	9/11/12	# 205 CATA DUJES		010-7010-0-1110-1000-5300-43-0000		30.00	30.00	30.00	
020324	IMPERIAL SECTION FFA	PO-130258	9/11/12	# 205 FFA DUJES		010-7010-0-1110-1000-5300-43-0000		100.00	100.00	100.00	
011111	IMPERIAL STORES	PV-130326	9/10/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		728.00			
			9/10/12	AUGUST		010-0000-0-0000-8200-4380-43-0000		250.78			
			9/10/12	#596222/5 AUG.		130-5310-0-0000-3700-4300-45-0000		2.17			
			9/10/12	#596222/5 AUG.		130-5310-0-0000-3700-4300-47-0000		2.17	983.12	983.12	
015508	IMPERIAL VALLEY LEAGUE	PO-130259	9/10/12	#1027		010-0000-0-1300-4200-5300-45-0000		700.00	700.00	700.00	
010294	IMPERIAL VALLEY PAINT	PV-130395	9/11/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		1,967.56			

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	E Pay	Payment Amount	Check Amount	Vendor Total	Audit Flag
010294	IMPERIAL VALLEY PAINT	PV-130395	9/11/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		32.22	1,999.78	1,999.78	
014369	IMPERIAL VALLEY PRESS	PO-130176	9/11/12	#10510613, 14		010-3010-0-1110-1000-5800-45-0000		709.50	1,213.30	1,213.30	
017492	KEENAN &	PV-130412	9/11/12	#10511697 AUG.		010-0000-0-0000-7200-5840-44-0000		503.80	445.62	445.62	
018862	KEENAN &	PV-130406	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		221.70	221.70	221.70	
019457	LA BRUCHERIE IRRIGATION	PV-130328	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		976.17			
			9/10/12	AUGUST		010-0000-0-0000-8200-4380-43-0000		145.03	1,121.20	1,121.20	
			9/10/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		20.00	20.00	20.00	
019605	LANCASTER, ERIC	PV-130372	9/10/12	9/5/12 VOLLEYBALL		010-0000-0-1355-4200-5200-47-0000		49.95	49.95	49.95	
016793	MERAZ, MARIA D.	PV-130385	9/10/12	MILEAGE 08/12		130-5310-0-0000-3700-5200-45-0000		705.35	705.35	705.35	
014784	MIDWEST VOLLEYBALL	PO-130200	9/10/12	21215365		010-0000-0-1355-4200-4300-47-0000		233.93			
014103	MISSION JANITORIAL	PV-130329	9/10/12	#325079-02		010-0000-0-0000-8200-4380-43-0000	E	700.00	700.00	700.00	
017406	MSA TERMITE SYSTEMS	PV-130388	9/10/12	SERVICE 09/12		010-0000-0-0000-8200-5500-43-0000		720.45			
018565	NEW TECHNICAL	PO-130199	9/10/12	#6638		010-0000-0-0000-7700-4300-43-0000		58.88			
		PO-130221	9/10/12	#6653		010-3010-0-1110-1000-4300-45-0000		2,024.45			
		PO-130223	9/10/12	#6654		010-6500-6-5770-1110-4400-43-0000		296.69	3,100.47	3,100.47	
		PO-130236	9/10/12	#6656		010-7090-0-1110-1000-4300-47-0000		182.99			
010314	OFFICE SUPPLY COMPANY	PO-130014	9/11/12	#455884-0		010-0000-0-0000-2700-4350-45-0000		32.29			
			9/11/12	#455984-0		010-0000-0-0000-2700-4350-45-0000		285.73			
		PO-130073	9/11/12	#455219-3		130-5310-0-0000-3700-4300-43-0000		428.60			
			9/11/12	#455219-4		130-5310-0-0000-3700-4300-43-0000		369.45			
		PO-130147	9/11/12	#455809-0		010-0000-0-0000-2700-4300-47-0000		49.57			
			9/11/12	#455809-1		010-0000-0-0000-2700-4300-47-0000		14.87			
		PO-130164	9/11/12	#456144-0		010-0000-0-0000-2700-4300-47-0000		215.07			
		PO-130195	9/11/12	#456422-0		010-3010-0-1110-1000-4300-47-0000		461.59			
		PO-130209	9/11/12	#456631-1		010-0000-0-1505-1000-4300-47-0000		176.74			
		PO-130232	9/11/12	#456781-0		010-0000-0-0000-2700-4300-45-0000		10.00			
			9/11/12	#456781-0		010-0000-0-0000-2700-5600-45-0000		761.19			
		PV-130414	9/11/12	AUGUST		010-8150-0-0000-8110-4390-43-0000					

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Date Paid: 9/13/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	E Pay	Payment Amount	Check Amount	Vendor Total	Audit Flag
010314	OFFICE SUPPLY COMPANY	PV-130414	9/11/12	AUGUST		010-0000-0-0000-7200-4300-44-0000		110.42	3,098.51	3,098.51	
015689	ONESOURCE	PV-130330	9/10/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		2,057.73	2,057.73	2,057.73	
020495	PEREA, KENNETH A.	PV-130394	9/10/12	INTERIM PAYMENT		010-0000-0-0000-7200-5800-44-0000		3,274.35		3,391.25	
			9/10/12	INTERIM PAYMENT		010-0000-0-0000-7200-5200-44-0000		116.90		2,377.23	
020275	PRIME SPORTS SALES, INC.	PO-130105	9/10/12	24635		010-0000-0-1325-4200-4300-45-0000		2,377.23		31,308.64	
020302	R.W. SMITH & CO.	PV-130335	9/10/12	#6 BP #11 FOOD SERV		353-7710-8-0000-8500-6270-45-0000		165.51		165.51	
020158	RABOBANK VISA CARD	PV-130409	9/11/12	AUGUST C.T.B.		010-3010-0-1110-1000-5200-45-0000		184.55			
020160	RABOBANK VISA CARD	PV-130408	9/11/12	AUGUST C.M.		010-0000-0-0000-7200-4300-44-0000		40.00		224.55	
			9/11/12	AUGUST C.M.		010-0000-0-0000-7200-5200-44-0000		773.44			
020267	RABOBANK VISA CARD	PV-130415	9/11/12	AUGUST F.T.		010-0000-0-0000-7700-4300-43-0000		390.99			
			9/11/12	AUGUST F.T.		010-8150-0-0000-8110-4390-43-0000		70.99		1,235.42	
			9/11/12	AUGUST F.T.		010-0000-0-0000-8200-4380-43-0000		88.19		88.19	
010321	RADIO SHACK CORP.	PV-130390	9/10/12	29417		010-0000-0-0000-7700-4300-43-0000		1,574.07		1,574.07	
010021	REFRIGERATION SUPPLIES	PV-130331	9/10/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		31.13		31.13	
019546	REXEL ELECTRICAL	PV-130396	9/11/12	AUGUST		010-8150-0-0000-8110-4390-43-0000		14.35		14.35	
018858	ROBLES, CLAUDIA	PV-130373	9/10/12	9/4/12 VOLLEYBALL		010-0000-0-1355-4200-5200-45-0000		33.94			
017902	SAN DIEGO FRICTION	PV-130332	9/10/12	AUGUST		010-7240-0-5770-3600-4360-43-0000		380.33		414.27	
			9/10/12	AUGUST		010-7230-0-0000-3600-4360-43-0000		595.00		595.00	
014394	SAN DIEGO UNION	PV-130398	9/11/12	#276590/0010635254		010-0000-0-0000-7200-5840-44-0000		2,046.88			
018182	SEHI COMPUTER	PO-130181	9/10/12	I00087580		010-0000-0-0000-2700-4350-45-0000	E	53.17			
			9/10/12	I00087398		010-0000-0-0000-2700-4350-45-0000	E	53.17			
			9/10/12	I00087756		010-0000-0-0000-2700-4350-45-0000	E	170.23			
		PO-130191	9/10/12	I00087496		010-3010-0-1110-1000-4300-45-0000	E	1,317.89			
		PO-130194	9/10/12	I00087698		010-0000-0-0000-7700-4300-43-0000	E	840.35			
		PO-130202	9/10/12	I00087651		010-3010-0-1110-1000-4300-45-0000	E	585.77			
		PO-130213	9/10/12	I00087874		010-7090-0-1110-1000-4400-47-0000	E	1,076.38			
		PO-130216	9/10/12	I00087875		010-7090-0-1110-1000-4300-47-0000	E	4,687.48			
		PV-130376	9/10/12	14047401		130-5310-0-0000-3700-4700-45-0000				6,143.84	
										4,687.48	

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Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	E Pay	Payment Amount	Check Amount	Vendor Total	Audit Flag
019549	SHAMROCK FOODS	PV-130374	9/10/12	14047413		130-5310-0-0000-3700-4700-47-0000		5,148.58			
		PV-130375	9/10/12	14047414		130-5310-0-0000-3700-4700-47-0000		147.72			
		PV-130377	9/10/12	14037445		130-5310-0-0000-3700-4700-47-0000		720.96	6,017.26	6,017.26	
010336	SHERWIN-WILLIAMS CO.	PO-130190	9/11/12	1515-2		010-3550-0-1110-1000-4300-45-0000		387.99	387.99	387.99	
020142	SIMNSA HEALTH PLAN	PV-130404	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		1,375.30	1,375.30	1,375.30	
017481	SISC III	PV-130407	9/11/12	SEPT. 2012		010-0000-0-0000-0000-9524-43-0000		195,539.97	195,539.97	195,539.97	
011224	SKEELS & COMPANY,	PV-130333	9/10/12	#50872		010-8150-0-0000-8110-4390-43-0000		48.70			
		PV-130334	9/10/12	#50936		010-8150-0-0000-8110-4390-43-0000		10.93	59.63	59.63	
013407	SMART & FINAL	PV-130386	9/10/12	AUG. 2012		130-5310-0-0000-3700-4300-47-0000		39.73			
			9/10/12	AUG. 2012		130-5310-0-0000-3700-4300-45-0000		39.73	79.46	79.46	
017944	SUN TRUST	PV-130397	9/11/12	#1465622 #44		010-0000-0-0000-9100-7438-43-0000		2,327.50			
			9/11/12	#1465622 #44		010-0000-0-0000-9100-7439-43-0000		37,472.50	39,800.00	39,800.00	
019654	URBAN RESTORATION	PV-130410	9/11/12	#00008016		010-8150-0-0000-8110-4390-43-0000		757.85	757.85	757.85	
020049	VENEGAS, GILBERT	PV-130384	9/10/12	MILEAGE 08/12		130-5310-0-0000-3700-5200-45-0000		91.68			
			9/10/12	MILEAGE 08/12		130-5310-0-0000-3700-5200-47-0000		91.69	183.37	183.37	
019694	VERNIER SOFTWARE &	PO-130211	9/11/12	5077032		010-0000-0-1545-1000-4300-47-0000		213.65			
019256	WILLIAMS SCOTSMAN INC.	PV-130336	9/10/12	#96561075		250-0000-1-0000-8700-5600-43-0000	E	501.00			
		PV-130337	9/10/12	#96561076		250-0000-1-0000-8700-5600-43-0000	E	501.00			
		PV-130338	9/10/12	#96561077		250-0000-1-0000-8700-5600-43-0000	E	501.00			
010760	WYMORE INC.	PV-130339	9/10/12	#1155427 AUG.		010-8150-0-0000-8110-4390-43-0000		19.39	19.39	19.39	
012225	XEROX CORPORATION	PO-130017	9/10/12	#120580683		010-0000-0-0000-2700-4300-45-0000		1,713.23			
		PV-130340	9/10/12	#063113904 JULY		010-0000-0-0000-7100-5600-44-0000		25.24			
		PV-130341	9/10/12	#063113947 JULY		010-0000-0-0000-7200-5600-44-0000		705.30			
		PV-130342	9/10/12	#063113932 JULY		010-0000-0-0000-7200-5600-44-0000		319.54			
		PV-130343	9/10/12	#063113908 JULY		010-0000-0-0000-7200-5600-44-0000		371.77			
		PV-130344	9/10/12	#063113980 JULY		010-0000-0-4110-2700-5600-46-6390		412.28			
		PV-130345	9/10/12	#063113950 JULY		010-8150-0-0000-8110-5600-43-0000		152.25			
		PV-130346	9/10/12	#063113957 JULY		010-0000-0-0000-2700-5600-45-0000		144.47			

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
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District APY Cash Verification as of 9/11/2012 at 1:54 PM

Fund	Current Cash	Pending APY Expenses	Pending Payroll Expenses	Future Expenses	Cash Available after Expenses
010	8,223,113.87	321,682.31	0.00	0.00	7,901,431.56
130	144,418.25	15,742.15	0.00	0.00	128,676.10
250	436,606.40	1,503.00	0.00	0.00	435,103.40
353	553,829.73	31,308.64	0.00	0.00	522,521.09

It is hereby ordered that payment be made to the vendors indicated as per requisition or claims on this report totalling \$370,236.10 except as noted here below.

 9/8/12

 Authorizing Signature Date

 Authorizing Signature Date

Date Paid: 10/4/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
020248	BAKER DISTRIBUTING	PO-130279	10/2/12	#I787172		010-8150-0-0000-8110-4390-43-0000		12,671.40			
		PV-130539	10/2/12	SEPTEMBER		010-8150-0-0000-8110-4390-43-0000		2,058.36	14,729.76	14,729.76	
019285	CALLIF.SCHOOLS DENTAL	PV-130550	10/2/12	OCTOBER 2012		010-0000-0-0000-0000-9524-43-0000		17,952.00	17,952.00	17,952.00	
019286	CALLIF.SCHOOLS VISION	PV-130545	10/2/12	OCTOBER 2012		010-0000-0-0000-0000-9524-43-0000		4,619.00	4,619.00	4,619.00	
018377	CDW GOVERNMENT, INC.	PO-130302	10/2/12	R086836		010-0000-0-0000-8110-4390-43-0000		555.74	555.74	555.74	
019643	CENGAGE LEARNING	PO-130263	10/2/12	97410924		010-6300-0-1110-1000-4100-43-0000		2,035.28	2,035.28	2,035.28	
019000	CHEVRON & TEXACO	PV-130533	10/2/12	#35768123 SEPT.		010-0000-0-0000-7200-5200-44-0000		95.81			
			10/2/12	#35768123 SEPT.		010-0000-0-1315-4200-5200-47-0000		425.64			
			10/2/12	#35768123 SEPT.		010-0000-0-1322-4200-5200-47-0000		215.88			
			10/2/12	#35768123 SEPT.		010-0000-0-1352-4200-5200-47-0000		79.07			
			10/2/12	#35768123 SEPT.		010-0000-0-1325-4200-5200-45-0000		112.23			
			10/2/12	#35768123 SEPT.		010-0000-0-1300-4200-5200-45-0000		41.24			
			10/2/12	#35768123 SEPT.		010-0000-0-1355-4200-5200-45-0000		208.92			
			10/2/12	#35768123 SEPT.		010-0000-0-1355-4200-5200-47-0000		52.10			
			10/2/12	#35768123 SEPT.		010-0000-0-1315-4200-5200-45-0000		164.08			
013966	COSTCO	PO-130311	10/2/12	27873		010-0000-0-0000-7200-5800-44-0000		1,408.92	1,408.92	1,408.92	
020004	CRS ADVANCED	PO-130102	10/2/12	SF1218342		010-0000-0-0000-7200-5800-44-0000		144.72	144.72	144.72	
		PV-130544	10/2/12	SF1217994		010-0000-0-0000-7200-5800-44-0000		1,800.00			
020076	CUHSD NUTRITION	PO-130338	10/2/12	ACADEMY FIELD TRIP		010-7220-0-1110-1000-4300-45-0000		479.00	2,279.00	2,279.00	
010996	CUHSD-REVOLVING CASH	PV-130555	10/2/12	SHERATON GRAND		010-0000-0-0000-7700-5200-43-0000		65.00	65.00	65.00	
			10/2/12	SHERATON GRAND		010-0000-0-0000-2100-5200-44-0000		164.58			
			10/2/12	SHERATON GRAND		010-0000-0-0000-2100-5200-44-0000		164.58			
019661	DE LAGE LANDEN	PV-130540	10/2/12	#15276915		010-0000-0-4110-2700-5600-46-6390		1,229.29			
		PV-130541	10/2/12	#15276925		010-0000-0-0000-2700-5600-47-0000		1,480.49	2,709.78	2,709.78	
016787	DELL MARKETING L.P.	PO-130215	10/2/12	XFX171JK1		010-7090-0-1110-1000-4400-47-0000		1,076.73			
		PO-130230	10/2/12	XFX18J3C9		010-0000-0-0000-7700-4300-43-0000		109.91	1,186.64	1,186.64	
019666	DEPT. OF GENERAL	PV-130551	10/2/12	2691843		010-0000-0-0000-7200-5800-44-0000		46.00	46.00	46.00	
018209	ELDRIDGE PLAYS &	PO-130280	10/2/12	1092935		010-7220-0-1566-1000-5800-47-0000		75.00			

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Date Paid: 10/4/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
018209	ELDRIDGE PLAYS &	PO-130280	10/2/12	1092935		010-7220-0-1566-1000-4300-47-0000		265.65	340.65	340.65	
020481	EMBASSY SUITES ONTARIO	PO-130328	10/2/12	RES. EMBASSY SUITES		010-0000-0-0000-7200-5200-44-0000		288.32	288.32	288.32	
014602	ENTERPRISE RENT-A-CAR	PV-130534	10/2/12	#D033005		010-0000-0-0000-7200-5600-44-0000		199.70	199.70	199.70	
016942	FOLLETT EDUCATIONAL	PO-130027	10/2/12	12837128		010-0000-0-1555-1000-4300-47-0000		133.08	133.08	133.08	
017576	FOUNDATION FOR ED.	PO-130282	10/2/12	CI21275		010-0000-0-0000-7200-5200-44-0000		790.00	790.00	790.00	
019767	FRUITH GROUP INC.	PV-130542	10/2/12	#15274809		010-0000-0-3200-2700-5600-46-0000		477.95	477.95	477.95	
016127	GAS COMPANY	PV-130552	10/2/12	056 225 4000 2		010-0000-0-0000-8200-5501-47-0000		89.81		119.75	
			10/2/12	056 225 4000 2		130-5310-0-0000-8200-5501-47-0000		29.94		119.75	
018353	HMC	PV-130535	10/2/12	#106561 JUNE		353-7710-8-0000-8500-6210-45-0000		169.54	169.54	169.54	
020155	HOLMAN PROFESSIONAL	PV-130549	10/2/12	INV2004614		010-0000-0-0000-0000-9524-43-0000		776.25	776.25	776.25	
010290	IMPERIAL IRRIGATION	PV-130554	10/2/12	SEPTEMBER 2012		010-0000-0-0000-8200-5502-44-0000		1,284.86			
			10/2/12	SEPTEMBER 2012		010-0000-0-0000-8200-5502-43-0000		1,058.29			
			10/2/12	SEPTEMBER 2012		010-7230-0-0000-8200-5502-43-0000		1,058.30			
			10/2/12	SEPTEMBER 2012		010-5640-0-8100-8200-5502-43-0000		473.87			
			10/2/12	SEPTEMBER 2012		010-0000-0-0000-8200-5502-45-0000		52,279.67			
			10/2/12	SEPTEMBER 2012		010-0000-0-3200-8200-5502-46-0000		2,377.31			
			10/2/12	SEPTEMBER 2012		010-0000-0-0000-8200-5502-47-0000		60,478.38			
			10/2/12	SEPTEMBER 2012		130-5310-0-0000-8200-5502-47-0000		5,460.35			
			10/2/12	SEPTEMBER 2012		010-0000-0-4110-8200-5502-46-6390		2,377.30	126,848.33	126,848.33	
010750	IVC EOA WORK STUDY	PV-130538	10/2/12	CASTRO, L.C		010-0000-0-0000-2700-5800-47-0000		128.54	128.54	128.54	
017492	KEENAN &	PV-130546	10/2/12	OCTOBER 2012		010-0000-0-0000-0000-9524-43-0000		449.88	449.88	449.88	
018862	KEENAN &	PV-130548	10/2/12	OCTOBER 2012		010-0000-0-0000-0000-9524-43-0000		226.88	226.88	226.88	
020225	LOGICAL CHOICE	PO-130298	10/2/12	IS0968774		010-3010-0-1110-1000-4300-45-0000		88.19	88.19	88.19	
011833	MCNEECE BROS. OIL	PV-130536	10/2/12	#164985 AUG.		010-7230-0-0000-3600-4361-43-0000		511.65			
			10/2/12	#164985 AUG.		010-0000-0-1110-1000-4361-43-6091		84.15			
			10/2/12	#164985 AUG.		010-8150-0-0000-8110-4361-43-0000		2,396.94			
			10/2/12	#164985 AUG.		010-0000-0-1411-1000-4361-47-0000		98.56			
			10/2/12	#164985 AUG.		010-0000-0-1365-1000-4361-47-0000		84.42			

Date Paid: 10/4/2012

Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
011833	MCNEECE BROS. OIL	PV-130536	10/2/12	#164985 AUG.		010-7091-0-1110-1000-4361-46-0000		153.77			
			10/2/12	#164985 AUG.		010-0000-0-0000-2700-4361-45-0000		48.68			
			10/2/12	#164985 AUG.		010-0000-0-3200-2700-4361-46-0000		24.33			
			10/2/12	#164985 AUG.		010-0000-0-0000-2700-4361-47-0000		48.68			
			10/2/12	#164985 AUG.		010-7230-0-0000-3600-4361-43-0000		6,681.22			
			10/2/12	#164985 AUG.		010-7240-0-5770-3600-4361-43-0000		2,614.20	12,746.60	12,746.60	
			10/2/12	#164985 AUG.		010-0000-0-0000-7700-4300-43-0000		100.93	100.93	100.93	
015700	MILESTEK CORPORATION	PO-130287	10/2/12	271008		010-8150-0-0000-8110-4390-43-0000		1,138.68	1,138.68	1,138.68	
010021	REFRIGERATION SUPPLIES	PV-130556	10/2/12	SEPTEMBER		010-3010-0-1110-2495-4300-46-0000		337.50	337.50	337.50	
016763	RESOURCES FOR	PO-130322	10/2/12	1983693		130-5310-0-0000-3700-4700-47-0000		24.00	24.00	24.00	
020514	ROBLES, ALMA	PV-130543	10/2/12	PRE-PAYMENT REFUND		010-3010-0-1110-1000-4300-45-0000		159.93	159.93	159.93	
019974	SCHOOL OUTFITTERS	PO-130296	10/2/12	INV11032974		010-3060-0-7110-1000-4300-43-0000	E	485.43			
018182	SEHI COMPUTER	PO-130291	10/2/12	I00088849		010-0000-0-1559-4100-4300-47-0000	E	278.61			
		PO-130303	10/2/12	I00088896		010-8150-0-0000-8110-4390-43-0000		1,076.38	1,076.38	1,076.38	
015064	SHIFFLER EQUIPMENT	PO-130301	10/2/12	#1226315800		010-0000-0-0000-0000-9524-43-0000		1,428.00	1,428.00	1,428.00	
020142	STIMNSA HEALTH PLAN	PV-130547	10/2/12	OCTOBER 2012		010-0000-0-0000-0000-9524-43-0000		182,966.48	182,966.48	182,966.48	
017481	SJSC III	PV-130553	10/2/12	OCTOBER 2012		010-0000-0-1303-4100-5901-47-0000		28.23	28.23	28.23	
014752	UPS	PV-130537	10/2/12	#866031382							
Total Checks:								379,104.79			
Total EPayments:								764.04			
Total Accounts Payable:								379,868.83			

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Vendor Number	Vendor Name	Reference Number	Invoice Date	Invoice No	Sep. Chk	Account Code	EPay	Payment Amount	Check Amount	Vendor Total	Audit Flag
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District APY Cash Verification as of 10/2/2012 at 1:11 PM

Fund	Current Cash	Pending APY Expenses	Pending Payroll Expenses	Future Expenses	Cash Available after Expenses
010	8,342,440.64	374,185.00	0.00	0.00	7,968,255.64
130	9,695.23	5,514.29	0.00	0.00	4,180.94
353	518,421.71	169.54	0.00	0.00	518,252.17

It is hereby ordered that payment be made to the vendors indicated as per requisition or claims on this report totalling \$379,868.83 except as noted here below.



Authorizing Signature Date 10/3/12

Authorizing Signature Date

**CENTRAL UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 9, 2012**

PERSONNEL REPORT

PAYROLL WARRANTS - #3B September 28, 2012

CERTIFICATED	(242)	\$ 1,449,119.03
CLASSIFIED	(198)	\$ 464,440.00
STUDENTS	(4)	\$ 1,044.00
TOTAL	(444)	\$ 1,914,603.03

PAYROLL WARRANTS - #3A October 10, 2012 Supplemental Payroll

CERTIFICATED	()	\$
CLASSIFIED	(6)	\$ 635.94
STUDENTS	()	\$
TOTAL	(6)	\$ 635.94

INFORMATION / ACTION ITEMS:

1. CERTIFICATED EMPLOYMENT FOR 2012-2013 SCHOOL YEAR:

CAMPOS, RAMONA –CalWorks GED, Teaching Duties, Adult Ed	07-09-12
FIFER, ELIZABETH –English Teacher, CUHS	08-06-12
LARA, NORMA ALICIA –English Teacher, DOHS/CUHS	08-06-12
TACKE, THOMAS –HSD/CAHSEE, Adult Ed.	09-10-12
LOPEZ, ELEUTERIO –School Bus Driving Training, Adult Ed	10-01-12
CASTILLO, ROBERTO—Temporary Science Teacher, CUHS/SHS	10-08-12

Substitute Teachers hired for 2012-2013

- AVELAR, BRYAN
- CHAVEZ, MARIO
- ESPINOZA, ALBERTO
- FLORES, CRISTAL YADIRA
- GARCIA, DANIEL
- HENDERSON, RONALD
- HERRERA, MARIA N.
- LOPEZ, ALEJANDRA
- MUNGUIA, CYNTHIA
- PEREZ, MARGARET
- RAYA, ALICIA
- RODRIGUEZ, IMELDA
- STEELSMITH, BECKY

2. CERTIFICATED EMPLOYMENT - SUPPLEMENTAL ASSIGNMENTS:

MIDDLETON, DAVID –Behind the Wheel Driver Training, CUHS	08-13-12
VIZCAINO, ANNA –Gear-Up Data Collection, CUHS	09-10-12
MACGAFFEY, NEIL –Home Teacher, CUHS	09-11-12
MEDEIROS, RON –Home Teacher, CUHS	09-11-12
AGUNDEZ, RENE –Migrant Tutor, CUHS	09-20-12
GARCIA, ALONSO –Migrant Tutor, CUHS	09-20-12
DUENAS, GABINO –Migrant Tutor, SHS	09-20-12
ROSAS, DAVID –Migrant Tutor, SHS	09-20-12
DREW, CATHERINE –Gear Up A-G Credit Recovery, SHS	09-27-12

2. CERTIFICATED EMPLOYMENT - SUPPLEMENTAL ASSIGNMENTS CON'T:

DHILLON, PARMATMA –CAHSEE Proctor, Adult Ed 10-02-12

6th Period assignments – Central Union High School-1st Semester

BOREN, JOHN –Science
COREY, MICHAEL –Science
PENA, ALEJANDRO –Science
RODGERS, MARK –Science
SMITH, WARREN --Science

Substitute tutoring for PLC Intervention after school: 9/17/12-5/31/13 CUHS

GARCIA, JORGE P
MACGAFFEY, NEIL
MYERS, DANIEL
WENDELL, FRANK

BTSA PROVIDERS – 2012-13

BUSH, PATRICK –CUHS
GARCIA, MONIQUE –SHS
LOPEZ-APODACA, ALICIA --CUHS
MACHOLTZ, MADALEINE –CUHS
SANTANA, NICK –SHS
VALADEZ, JACQUELINE –SHS
VEGA, NINFA --DOHS

Intervention Now – after school program, SHS 8/20-12/20/12

CARO, CARLOS
FIERRO, LUPE
MAGALLANES, JUAN
ORTEGA, MARIO

Advisors & Coordinators– Southwest High School 8/13/12-6/1/13

BROOKS, JESSICA –Dance Advisor
HOOD, AJA –Mock Trial

Advisors & Coordinators– Central Union High School 8/13/12-6/1/13

BAKER, DAVID –Journalism Advisor
BAKER, DAVID –Yearbook
GARCIA, CINDY –Class Co-Advisor for 2013
HOLDER, JOANNIE –Tall Flags
VIZCAINO, ANNA L. – Class Advisor for 2014

3. CLASSIFIED HOURLY EMPLOYMENT – HOURLY ASSIGNMENTS:

AGUILAR, AZALEE –Stage Crew	08-06-12
BURNS, LEIF –Stage Crew	08-06-12
PRECIADO, CAMILO –AVID Tutor, CUHS	09-04-12
OLACHEA, ROBERTA –Stage Crew	09-05-12
LOPEZ, RICHARD –Relief Security Guard, District Wide	09-07-12
PRECIADO, CAMILO –Math Intervention Tutor, CUHS	09-10-12
PINEDA, DAVID –Math Intervention Tutor, CUHS	09-11-12
ALMODOVAR, DIANA –AVID Tutor, CUHS	09-13-12
HERNANDEZ, DULCE –AVID Tutor, CUHS	09-13-12
JUAREZ, JONATHAN –AVID Tutor, CUHS	09-13-12

**CENTRAL UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 9, 2012
Page 3**

3. CLASSIFIED HOURLY EMPLOYMENT – HOURLY ASSIGNMENTS CON'T:

MORLETT, MARCELA –AVID Tutor, CUHS	09-13-12
MARIN, VALENTIN –Relief Clerk, Dist. Wide	09-14-12
BARRIOS, ARTURO –AVID Tutor, CUHS	09-16-12
BURROLA, CLARISSA –AVID Tutor, CUHS	09-16-12
HARTFIELD, RAY –AVID Tutor, CUHS	09-16-12
HERNANDEZ, YESENNIA –AVID Tutor, CUHS	09-18-12
BARRIOS, ARTURO –Math Intervention Tutor, CUHS	09-20-12
REYES, CARLOS –Volunteer Computer Tech, District Wide	08-13-12
VILLECILLOS, CONSUELO –4 Hour Bus Driver, Transportation	09-21-12
HARTFIELD III, DAVID RAY –Math Intervention Tutor, CUHS	09-22-12
ALVAREZ, JOYCE –AVID Tutor, CUHS	09-25-12
MERCER, JAMES –Relief Security Guard, District Wide	09-25-12
BURROLA, CLARISSA M. –AVID Tutor, CUHS	09-26-12

4. CLASSIFIED EMPLOYMENT:

HARRISON, DENISE –Varsity Cheer Advisor, SHS	08-13-12
VALENZUELA, LISA –Varsity Cheer Advisor, CUHS	08-13-12
WEBSTER, ROBERTA –Majorette Advisor, CUHS	08-13-12
GARCIA, DANIELLE –Frosh Cheer Advisor, CUHS	08-29-12
SANCHEZ, JUAN –JV Cheer Advisor, CUHS	08-29-12
ALVAREZ, JUAN –Relief Security, CUHSD	09-14-12
<u>Fall Sports Central Union High School Coaches 8/2012-11/2012</u>	
MEDINA, EDUARDO –Volunteer Cross Country	
LOPEZ, CHRISTIAN –Volunteer Cross Country	
LOPEZ, FRANCISCO –Volunteer Cross Country	
RAMOS, RUDY –Volunteer Cross Country	
<u>Fall Sports Southwest High School Coaches 8/2012-11/2012</u>	
AYALA, HECTOR –Volunteer Football Coach	
CRANKSHAW, MIKE –Volunteer Football Coach	
ZARAGOZA, VICTOR –Assistant Freshmen Football	

5. CLASSIFIED RESIGNATIONS/SEPARATIONS:

GODOY, JOSEPH –Food Service Assist. I (2.0 hrs), CUHS	08-16-12
ZAMORA, OLGA –Food Service Assist. I (3.0 hrs), SHS	10-04-12
ARREDONDO, ROXANA –Migrant Program Assistant	10-04-12

CENTRAL UNION HIGH SCHOOL DISTRICT

DATE: October 09, 2012
TO: Board of Trustees
FROM: C. Thomas Budde, Superintendent
SUBJECT: **APPROVAL OF THE OUT OF STATE TRIP FOR THE
SOUTHWEST HIGH SCHOOL SAVAPA MUSIC TO NEW YORK
CITY ON APRIL 4-7, 2013 TO PARTICIPATE IN THE VOICES
ON BROADWAY FESTIVAL PERFORMANCE**

ACTION

BACKGROUND:

Attached.

DISCUSSION/ALTERNATIVES/CONCERNS

None.

FISCAL IMPACT:

There is no fiscal impact as students will be doing fundraising for the trip.

ACTION REQUESTED

The Superintendent recommends the board approve the out of state trip for the Southwest High School SAVAPA Music to New York City on April 4-7, 2013 to participate in the Voices on Broadway Festival Performance.

ACTION: **MOTION:** _____ **SECOND:** _____
 AYES: _____ **NOES:** _____
 ABSTENTIONS: _____

CENTRAL UNION HIGH SCHOOL DISTRICT

FIELD TRIP REQUEST

TEACHER Anita Slobin CLASS SAVAPA-Music NO. OF STUDENTS 20 ±

KIND OF FIELD TRIP Festival / Performance DATE Apr. 3-7, 2013

DESTINATION: New York City

CHAPERONES, IF ANY Parents TBA

SUBSTITUTE TEACHER ARRANGED? Not Needed

PERIODS NEEDED: 0 1 2 3 4 5 6 7 OTHER _____

TYPE OF TRANSPORTATION NEEDED: BUS(s) VAN(s) 3 ^{9-passenger.} CAR(s) _____

THE FOLLOWING MUST BE COMPLETED:

TRANSPORTATION REQUEST COMPLETED 9/14/12
(DATE)

PARENT PERMISSION SLIPS FOR ALL STUDENTS COMPLETED 9/14/12

IF STUDENTS ARE TO MISS OTHER CLASSES, COMPLETE THE FOLLOWING:

1. Intended Absence form completed by each student. Not Needed
2. List of students to be excused turned into Attendance Office. Not Needed

SCHOOL: SHS X CUHS _____

APPROVED: David Morell
(PRINCIPAL)

CENTRAL UNION HIGH SCHOOL DISTRICT

Pupil Field Trip/School Sponsored Activity
Permission Slip and Medical Authorization
(To be completed by parent, guardian or caregiver)

Please complete and return this form to the supervising teacher of the field trip/activity. No pupil will be permitted to participate in this activity without this form on file.

Pupil's Name (print) _____ Date of Birth _____ ID # _____ Pupil at Southwest H. S.
School _____

Has my permission to participate in the following:

Activity: SAVAPA-Music Spring Choral Festival and so much more

Destination: New York City "Voices On Broadway" Festival / Performance

Method of Transportation: School Van, airplane, subway

Departure Date & Time: Apr. 3, 2013 Return Date & Time: Apr. 7, 2013

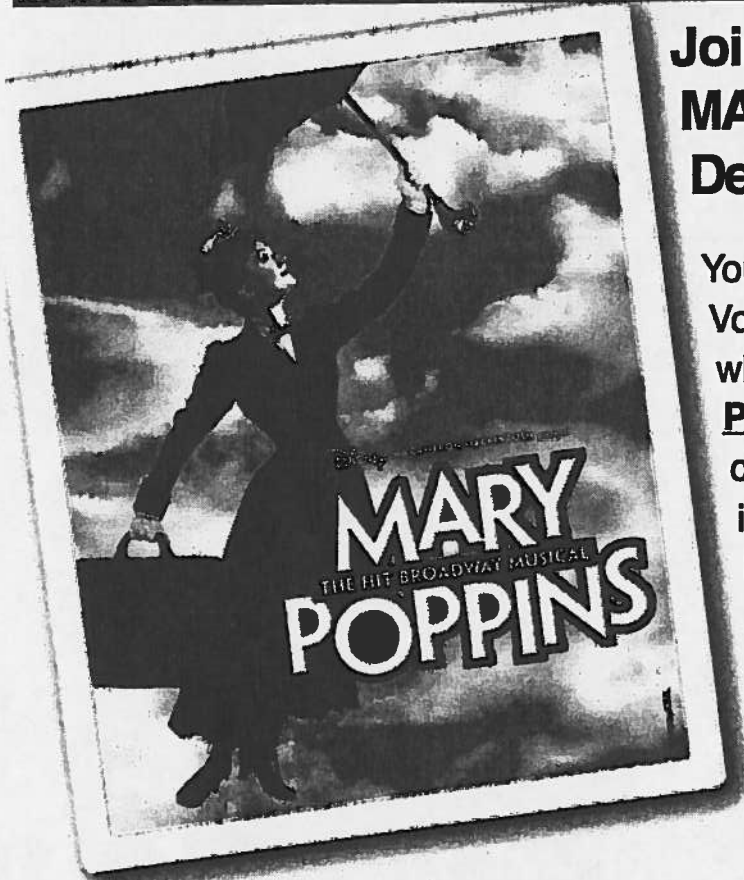
Departure Location: SHS Theater Return Location: SHS Theater

We(I) are (am) aware and acknowledge that any activity covered by this permission slip, by its very nature, poses the potential risk of injury/illness to the individuals who participate. For and in consideration of the opportunity for our (my) child/ward to participate in the activities covered by this permission slip, we (I) do hereby agree as follows:

1. All persons making the field trip or school sponsored activity and their parents, guardians or caregivers shall be deemed to have waived all claims against the Central Union High School District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or school sponsored activity.
2. In the event of illness or injury, we (I) consent to all routine and/or emergency medical treatments and/or services prescribed by the attending physician, surgeon, or dentist, and to the administration and performance of all examinations, treatments, anesthetics, operations, and other procedures which are deemed necessary or advisable by the attending physician at the scene and/or at the hospital or other medical facility.
3. That we (I) are (am) solely financially responsible for any cost and/or all indebtedness incurred as a result of any emergency and/or routine medical and/or surgical treatment and services prescribed by the attending physician for my child/ward, including all charges not covered by insurance.
4. To indemnify and hold harmless the Central Union High School District, its officers, employees, agents, representatives, and volunteers from each and every claim or demand made, and each and every liability, action, loss, debt, or damage which may arise by or in connection with, or result from, any routine and/or emergency medical services, or participation of our (my) child/ward in any activities covered by this permission slip.
5. We (I) fully understand that all persons making the field trip or school sponsored activity are to abide by all rules and regulations governing conduct during the trip or activity. Any violation of these rules and regulations may result in the individual being sent home at the expense of his/her parent/guardian.

VOICES on BROADWAY

A BRIGHTSPARK EVENTS PRODUCTION



Join cast members of Disney's **MARY POPPINS** for your Broadway Debut in **NEW YORK CITY**.

Your choir or performing group can be part of the Voices on Broadway action and participate where it all happens, right in the heart of NYC **Perform on a Broadway Stage**, experience clinics from Broadway professionals, audition in front of Broadway talent panels, see the Broadway play and meet members of the cast.

Contact your Brightspark representative to learn more!

3 DATES FOR 2013!

MARCH 13 - 16, 2013

APRIL 3 - 6, 2013

APRIL 24 - 27, 2013

*Most expensive, of course!
During Easter vacation/Spring Break*



800-333-4700

www.voicesonbroadway.com

Brightspark ²⁹
Formerly National Events Events



2013 Voices on Broadway Package Pricing and Inclusions

Packages Include:

- 🎧 Curtain Call Performance with the cast of Mary Poppins in the New Amsterdam Theatre !!
- 🎧 On Stage performance in the New Amsterdam Theatre before Broadway Professionals !!
- 🎧 90 minute Clinic with a Broadway Performer !!
- 🎧 Broadway Show ticket for Mary Poppins
- 🎧 New York Harbor Cruise with lunch and dance
- 🎧 ~~Three~~ ^{Four} night accommodations in first class hotels
- 🎧 Full time tour director for each school
- 🎧 One complimentary package for each 30 paid participants (based on double occupancy)
- 🎧 Liability insurance for each director and chaperone
- 🎧 Health and accident insurance for each participant
- 🎧 Director's gift
- 🎧 Souvenir gift bag for each participant

Pricing Options:

March 13-16, 2013
April 24-27, 2013

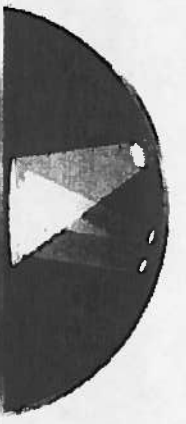
NEW YORK CITY - MANHATTAN HOTEL			
3 NIGHT		4 NIGHT	
Quad	\$795	Quad	\$885
Triple	\$869	Triple	\$985
Double	\$1025	Double	\$1189
Single	\$1479	Single	\$1799

Quad	\$659	Quad	\$705
Triple	\$689	Triple	\$745
Double	\$759	Double	\$829
Single	\$939	Single	\$1079

April 3-6, 2013

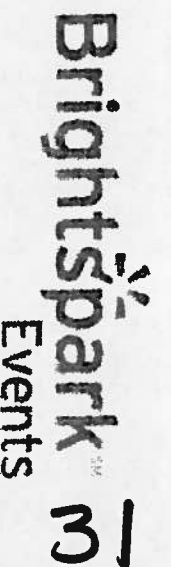
NEW YORK CITY - MANHATTAN HOTEL			
3 NIGHT		4 NIGHT	
Quad	\$849	Quad	\$945
Triple	\$925	Triple	\$1045
Double	\$1079	Double	\$1245
Single	\$1535	Single	\$1855

Quad	\$719	Quad	\$765
Triple	\$749	Triple	\$805
Double	\$809	Double	\$885
Single	\$999	Single	\$1135



VOICES ON BROADWAY

VOICES ON BROADWAY



PROPOSED DAY-BY-DAY ITINERARY

DATE	TIME	DATE	TIME	DATE	TIME	ADDITIONAL DETAIL
WEDNESDAY		THURSDAY		FRIDAY	SATURDAY	SUNDAY
<p>NEW YORK CITY</p> <p>Depart for NEW YORK CITY</p>		<p>Clinics with Broadway Professionals</p>	<p>Performance in the New Amsterdam Theatre Adjudicated by Broadway Professionals (Continued)</p>	<p>Mass Choir rehearsal</p>	<p>Harbor Cruise Awards presented Lunch Dance</p>	<p>Performance Adjudicated by Broadway Professionals</p>
<p>Arrive in NYC</p> <p>Check into Hotel</p>	<p>Clinics with Broadway Professionals (Continued)</p>	<p>Performance in the New Amsterdam Theatre Adjudicated by Broadway Professionals (Continued)</p>	<p>Afternoon free for Optional Activities</p>	<p>DEPART FOR HOME OR EXTEND YOUR STAY</p> <p><i>Parents wanted to attend the show... how often the show we get to go to NYC?</i></p>	<p>Package includes</p> <ul style="list-style-type: none"> Broadway show ticket Broadway Stage PERFORMANCE Broadway Clinic™ Perform with Broadway™ CAST Lunch Harbor Cruise First Class Hotel Broadway Debut Full Time Tour Director 	
<p>Evening free for Optional Activities</p> <p>O/N NYC OR JERSEY</p>	<p>Evening free for Optional Activities</p> <p>O/N NYC OR JERSEY</p>	<p>Broadway Show Mary Poppins Performance With the cast</p> <p>O/N NYC OR JERSEY</p>	<p>Evening free for Optional Activities</p> <p>O/N NYC OR JERSEY</p>	<p>Evening free for Optional Activities</p> <p>O/N NYC OR JERSEY</p>	<p>Prices vary by date and location</p> <p>March 13-16, 2013 April 3-6, 2013 April 24-27, 2013</p>	

All the activities listed (unless specified as optional or appearing inside parentheses) are included in the package cost but the schedule may vary pending final confirmation by the Brightspark Events Operations Department. Detailed, final day-by-day itineraries (including hotel names and addresses) will be sent to the group when Brightspark Events receives final payment.

CENTRAL UNION HIGH SCHOOL DISTRICT

DATE: October 09, 2012
TO: Board of Trustees
FROM: C. Thomas Budde, Superintendent
SUBJECT: **REQUEST TO DECLARE PERSONAL PROPERTY SURPLUS
AND AUTHORIZATION TO SELL**

ACTION

BACKGROUND:

Pursuant to Education Code EC 17545, Article 14 Sale of Personal Property, The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. Public notice shall be posted in at least three public places in the district for not less than two weeks, or by publication for at least once a week for two weeks in a newspaper in the district and having general circulation. Please see attached list.

DISCUSSION/ALTERNATIVE/CONCERNS:

If the board, by a unanimous vote to those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of on order of any employee of the district empowered for that purpose by the board. (Ed Code 17546)

FINANCIAL IMPLICATIONS:

After sale of the personal property as surplus the funds will be placed back into the general fund as revenue.

ACTION REQUESTED:

The Superintendent recommends the Board to declare the personal property listed on the attached list as Surplus and authorize administration to dispose of as appropriate.

ACTION: **MOTION:** _____ **SECOND:** _____
 AYES: _____ **NOES:** _____
 ABSTENTIONS: _____

Surplus List for AutoShop Program

Ron Shane from Central is requesting the following car bodies to be surplus property.

All these vehicles have had the engines, transmissions, transaxle & rack and pinion removed and are non-usable

All these vehicles were donated to the automotive program by private individuals.

1998 Chevy Cavalier, 2001 Saturn, 1998 Kia, 2008 Chevy Avero & 2001 Dodge Shadow

To whom it may concern:

The items listed below need to be removed from LS6 due to being inoperable or outdated and unusable. Many of the items do not have district asset tracking tags on them, some items do.

(2) Viewsonic 20 CRT monitors – no asset tags

(1) Sharp 24" TV – no asset tag

(1) Sharp 22" TV and rolling cart – no asset tags

(1) CNC Milling machine from previous Tech Lab course – no asset tag

(1) Nec CRT Monitor – no asset tag

(1) HP Laserjet 5N printer – no asset tag

(1) HP Pavillion a376x computer tower – no asset tag

(25) Bankers boxes of outdated, non inventoried computer expansion cards, cd drives, floppy drives, ribbon cables, etc.

(1) HP psc 750 printer – no asset tag

The following items have asset tags

08524 – computer tower

002460 – computer tower

001213 – computer tower

000985 – computer tower

002118 – computer tower

CENTRAL UNION HIGH SCHOOL DISTRICT

DATE: October 9, 2012
TO: C. Thomas Budde, Superintendent
FROM: Merritt Merten, Accountant
SUBJECT: PRACTI-CAL MOU

ACTION

BACKGROUND:

Participants in the LEA Medi-Cal Billing Option (LBO) Program are required to annually certify, through the CRCS process, that the public funds expended to provide LBO Program services are eligible for federal financial participation. Therefore, continued enrollment in the LBO Program is contingent upon timely submission of the CRCS each fiscal year. Failure to meet this requirement may result in removal from the LBO Program. The attached MOU from Practi-Cal would allow them to complete a report called the CRCS (Cost Reimbursement and Comparison Schedule) Report.

DISCUSSION/ALTERNATIVE/CONCERNS:

This report is complex and takes significant staff hours to complete and has been determined that it would be cost effective to use Practi-Cal to complete this required report.

FINANCIAL IMPLICATIONS:

Hourly Rate \$95, Estimated Hours 6 – 10 (ie: at 10 hours cost would be \$950). We are allowed to use Special Ed money to pay for this expense.

ACTION REQUIRED:

The Superintendent requests the Board approve the MOU with Practi-Cal as presented.

ACTION: **MOTION:** _____ **SECOND:** _____
 AYES: _____ **NOES:** _____
 ABSTENTIONS: _____

A & I Advisors
3130-C Inland Empire Blvd
Ontario, CA 91764
Fax: 951-427-3525

Dear A & I Advisors:

Please consider this a Memorandum of Understanding between the below signed school district and A & I Advisors to provide preparation services related to the Department of Health Care Services 2010-2011 Cost and Reimbursement Comparison Schedule (CRCS).

The 2010-2011 CRCS Form is required to be submitted to CDHCS no later than the current deadline as established by CDHCS (November 30th, 2012). Submission of this report is mandatory for continued participation in the LEA program.

A & I Advisors' responsibilities will be to contact and request from the district the state required data and will process this data according to the California DHCS guidelines. A & I Advisors will charge a nominal fee to the district only for the hours spent on requesting, facilitating and processing this data in the state required format and completion of the report.

The District is responsible for providing timely and accurate financial and personnel data as requested by A & I Advisors to complete the form on the district's behalf. District shall account for all revenues and expenditures as required by the CRCS guidelines. The District will also provide a timely review, certification and submission of the CRCS report once completed.

A & I Advisors' fee will be billed as work is completed at a rate of \$95.00/hour. The estimated time to complete the form on behalf of the District is 6-10 hours.

Sincerely,

District Signature: _____ District: Central Union High School
Date: 10/09/2012 District Fiscal Contact Name: Merritt Merten
Phone Number: 760-336-4503

INFORMATION ITEMS

CENTRAL UNION HIGH SCHOOL DISTRICT

DATE: October 09, 2012
TO: Board of Trustees
FROM: C. Thomas Budde, Superintendent
SUBJECT: **FIRST READING OF THE PROPOSED REVISIONS TO BOARD POLICIES AND ADMINISTRATIVE REGULATIONS**

INFORMATION

BACKGROUND:

The following board policies and administrative regulations have been updated pursuant to CSBA, Education Code and/or Penal Code recommendations and mandated language changes.

Personnel – 4000 Series

- BP 4111(a) Recruitment and Selection - revised
- AR 4112.6(a) Personnel Files - (new regulation)
- AR 4112.9 All Personnel Employee Notifications - (delete current regulation)
- BP 4112.9(a) All Personnel Employee Notifications - (new policy)
- Exhibit 4112.9(a) All Personnel Employee Notifications - (new exhibit)
- AR 4117.11(a) Certificated Personnel Preretirement part Time Employment – (new regulation)
- BP 4119.21 Professional Standards – revised
- BP 4119.41 Employees with Infectious Disease – revised
- BP 4140 Bargaining Units – revised
- BP 4154 Health and Welfare Benefits – revised
- AR 4154 Health and Welfare Benefits – revised
- Exhibit 4319.21 Professional Standards – revised

DISCUSSION/ALTERNATIVES/CONCERNS

None.

FISCAL IMPACT:

There is no fiscal impact.

ACTION REQUESTED

No action is requested at this time.

ACTION: **MOTION:** _____ **SECOND:** _____
 AYES: _____ **NOES:** _____
 ABSTENTIONS: _____

Central Union HSD

CURRENT

Board Policy

Recruitment and Selection Personnel

BP 4111

The Board of Trustees desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Management, Supervisory and Confidential Personnel)

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

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

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

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

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Recruiting Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation or housing subsidies. (Education Code 44735)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects; minimum requirements
44735 Incentive grants for recruiting teachers for low-performing schools
44740-44741 Personnel Management Assistance Teams
44750-44754.5 Regional teacher recruitment centers
44830-44831 Employment of certificated persons
44858 Age or marital status in certificated positions
44859 Prohibition against certain rules and regulations re residency
45103-45138 Employment (classified employees)
49406 Examination for tuberculosis
52051 Academic Performance Index

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:
12940-12956 Discrimination prohibited; unlawful practices
UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens
1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

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

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

CalTeach: <http://www.calteach.org>

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

Policy
adopted: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

RECRUITMENT AND SELECTION

The Board of Trustees ~~Governing Board~~ is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficient running of district operations.

- (cf. 0100 - Goals for the School District)*
- (cf. 4000 - Concepts and Roles)*
- (cf. 4100 - Certificated Personnel)*
- (cf. 4200 - Classified Personnel)*
- (cf. 4300 - Administrative and Supervisory Personnel)*
- (cf. 9000 - Role of the Board)*

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

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 4030 - Nondiscrimination in Employment)*
- (cf. 4031 - Complaints Concerning Discrimination in Employment)*
- (cf. 4032 - Reasonable Accommodation)*
- (cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

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

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

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

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

- (cf. 4112 - Appointment and Conditions of Employment)*
- (cf. 4112.2 - Certification)*
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*
- (cf. 4212 - Appointment and Conditions of Employment)*
- (cf. 4312.1 - Contracts)*

RECRUITMENT AND SELECTION (continued)

~~Recruitment Incentives for Teachers~~

~~Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies. (Education Code 44735)~~

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 44066 Limitations on certification requirement
- 44259 Teaching credential; exception; designated subjects; minimum requirements
- 44735 Incentive grants for recruiting teachers for low-performing schools
- 44740-44741 Personnel management assistance teams
- 44750 Teacher recruitment resource center
- 44830-44831 Employment of certificated persons
- 44858 Age or marital status in certificated positions
- 44859 Prohibition against certain rules and regulations re residency
- 45103-45139 Employment (classified employees)
- 49406 Examination for tuberculosis
- 52051 Academic Performance Index

GOVERNMENT CODE

- 815.2 Liability of public entities and public employees
- 12900-12996 Fair Employment and Housing Act, including:
- 12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

- 1324a Unlawful employment of aliens
- 1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

- 2000d-2000d-7 Title VI, Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
- 2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.101-35.190 Americans with Disabilities Act

COURT DECISIONS

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

Management Resources:

WEB SITES

- California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
- Education Job Opportunities Information Network: <http://www.edjoin.org>
- Teach USA: <http://www.calteach.org>
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy
adopted:

CSBA MANUAL MAINTENANCE SERVICE
July 2012

All Personnel

NEW REGULATION

AR 4112.6(a)
4212.6
4312.6

PERSONNEL FILES

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

~~Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305 3306.5 and AR 3515.3 - District Police/Security Department.~~

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

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

(cf. 3580 - District Records)

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her file, he/she shall be informed that the signature only signifies that he/she has read the material and does not necessarily indicate that he/she agrees with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file.

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

PERSONNEL FILES (continued)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her own comments and have them attached to the derogatory statement. (Education Code 44031)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4112.9 - Employee Notifications)
(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

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

Individual Board of Trustee ~~Governing Board~~ members shall not be allowed to access personnel files, but the Board may request pertinent information from an employee's file in cases of personnel action.

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

PERSONNEL FILES (continued)

File Review by Employee

Any employee wishing to inspect his/her personnel record shall contact the Superintendent or designee.

With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Personnel records related to the employee's job performance or to any grievance concerning him/her shall be made available to the employee at reasonable intervals and at reasonable times. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall do one of the following: (Labor Code 1198.5)

1. Keep a copy of each employee's personnel records at the place where the employee reports to work
2. Make the employee's personnel records available at the place where the employee reports to work within a reasonable period of time following the employee's request
3. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

Central Union HSD
Administrative Regulation
Employee Notifications
Personnel

CURRENT

AR 4112.9

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse
(cf. 5141.4 - Child Abuse Reporting Procedures)
2. Oath or affirmation of allegiance required of public employees
(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
3. Hepatitis B vaccine declination
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
4. The district's school bus driver drug and alcohol testing policy, regulations and related information
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
5. Notice of release from position requiring an administrative or supervisory credential
(cf. 4313.2 - Promotion/Demotion/Reassignment)
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek
(cf. 4212 - Appointment and Conditions of Employment)
7. Information about certificated employee membership in the State Teachers' Retirement System

Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace

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

2. The district's nonsmoking policy

(cf. 3513.3 - Tobacco-Free Schools)

3. Prohibition of sexual harassment

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

4. The certificated employee's employment status and salary

(cf. 4112.1 - Contracts)

5. State disability insurance rights and benefits

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

6. Certificated employee evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

7. Requirements and information pertinent to emergency teaching or specialist permit applicants

(cf. 4112.2 - Certification)

8. Notice of layoff

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

(cf. 4317.3 - Personnel Reduction)

9. Derogatory information to be placed in personnel file

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

10. Exhaustion of classified employee's paid leave

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

11. Notice of charges related to disciplinary action

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

12. Notice of intention to dismiss

(cf. 4118 - Suspension/Disciplinary Action)

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

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

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

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

22455.5 STRS information to potential members

22515 Irrevocable election to join STRS

44031 Personnel file contents, inspection

44663 Evaluation and assessment; copy to certificated employee

44916 Written statement of employment status

44940.5-44941 Notification of suspension and intent to dismiss

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified

44955 Reduction in number of employees

45113 Notification of charges

45117 Notice of layoff

45169 Employee salary data

45192 Industrial and accident leave

45195 Additional leave

49079 Notification to teacher

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

PENAL CODE

11166.5 Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

2613 Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

80026.1 Information to applicants

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

Regulation:

approved: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT

El Centro, California

EMPLOYEE NOTIFICATIONS

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

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

(cf. 3580 - District Records)

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

*Legal Reference:*EDUCATION CODE

- 231.5 Sexual harassment policy
- 17612 Notification of pesticide use
- 22455.5 STRS information to potential members
- 22461 Postretirement compensation limitation
- 35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services
- 35171 Notice of regulations pertaining to certificated employee evaluations
- 37616 Notice of public hearing on year-round schedule
- 44031 Personnel file contents, inspection
- 44663-44664 Evaluation of certificated employees
- 44842 Reemployment notices, certificated employees
- 44896 Transfer of administrator or supervisor to teaching position
- 44916 Written statement of employment status
- 44929.21 Reelection or nonreelection of probationary employee after second year
- 44934 Notice of disciplinary action for cause
- 44938 Notice of unprofessional conduct and opportunity to correct
- 44940.5-44941 Notification of suspension and intent to dismiss
- 44948.3-44948.5 Dismissal of probationary employees
- 44949 Cause, notice and right to hearing
- 44951 Continuation in position unless notified, administrative or supervisory personnel
- 44954 Nonreelection of temporary employees
- 44955 Reduction in number of employees
- 45113 Notification of charges, classified employees
- 45117 Notice of layoff, classified employees
- 45169 Employee salary data, classified employees
- 45192 Industrial and accident leave
- 45195 Additional leave
- 46162 Notice of public hearing on block schedule

Legal Reference continued: (see next page)

EMPLOYEE NOTIFICATIONS (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)

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

GOVERNMENT CODE

1126 Incompatible activities of employees

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

12950 Sexual harassment

54957 Complaints against employees; right to open session

54963 Unauthorized disclosure of confidential information

HEALTH AND SAFETY CODE

104420 Tobacco-free schools

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

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

LABOR CODE

2800.2 Notification of availability of continuation health coverage

3550-3553 Notifications re: workers' compensation benefits

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

PENAL CODE

11165.7 Child Abuse and Neglect Reporting Act; notification requirement

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

UNEMPLOYMENT INSURANCE CODE

2613 Disability insurance; notice of rights and benefits

CODE OF REGULATIONS, TITLE 2

7288.0 Sexual harassment training, provision of district policy

CODE OF REGULATIONS, TITLE 5

4622 Uniform complaint procedures

80303 Reports of change in employment status, alleged misconduct

CODE OF REGULATIONS, TITLE 8

3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5193 California bloodborne pathogens standard

UNITED STATES CODE, TITLE 38

4344 Uniformed Services Employment and Reemployment Rights Act, notice requirement

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

All Personnel

PROPOSED EXHIBIT

E 4112.9(a)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	231.5, Government Code 12950, 2 CCR 7288.0	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees	17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	37616	AR 6112	Public hearing on year-round program
To all employees, prior to implementing block schedule	46162	AR 6112	Public hearing on block schedule
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of public employees
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees	Health and Safety 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, methods to prevent exposure
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			declining coverage
Upon employment or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
Annually to all employees	5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies, identity of coordinator
To all employees via employee handbook, or to each new employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	22461	AR 4117.14 4317.14	Postretirement compensation limitation
To certificated employees	35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation	44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district elects to issue reemployment notices to certificated employees	44842	AR 4112.1	Request to notify district of intent to remain in service for the following school year; copy of law
To certificated employees upon employment	44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment	44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause	44934	AR 4117.4 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct	44938	AR 4118	Notice of deficiency and opportunity to correct

E 4112.9(d)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	44940.5	AR 4118	Notice of intent to dismiss 30 days from notice
To probationary employees 30 days prior to dismissal, or not later than March 15 for second-year probationary employees	44948.3	AR 4117.4	Reasons for dismissal and opportunity to appeal
To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15	44948.5	AR 4117.4	Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when student engages in or is reasonably suspected of specified acts	49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct	5 CCR 80303	AR 4117.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	44940.5	AR 4218	Notice of intent to dismiss in 30 days

E 4112.9(e)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
When classified employee is subject to disciplinary action for cause, in nonmerit district	45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees, at least 45 days prior to layoff, or by April 29 if specially funded program is expiring	45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
Prior to placing derogatory information in personnel file	44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment

E 4112.9(f)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
Notice or training to employee with access to confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime at workplace	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for family care and medical leave	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Whether or not employee is eligible for FMLA leave, rights and obligations; consequences of failure to meet obligations

Exhibit version:

CSBA MANUAL MAINTENANCE SERVICE
 July 2012

PRERETIREMENT PART-TIME EMPLOYMENT

When the Board of Trustees ~~Governing Board~~ has adopted the reduced workload program, any certificated employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

Any such certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) may continue to receive the service credits and maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis, provided the following conditions exist: (Education Code 22713, 44922)

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

1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years shall be full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences from full-time employment for personal reasons shall not constitute a break in service. However, any period of time during which an employee is retired shall constitute a break in service and the employee shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction if he/she reinstates from retirement.

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

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The reduced workload shall be equal to at least one-half of the time the district requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment preceding the reduction in workload.

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.
8. For each school year that the employee's workload is reduced, the district and/or employee shall make any payment or contribution necessary for the employee's retention of a benefit to which he/she is entitled if employed full time, in the same manner as if the employee were employed full time.
9. The agreement may be revoked only by mutual consent of the employee and the district.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program paid (picked up) by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
 - b. Retiring from service under the defined benefit program
 - c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
 - d. Returning to full-time employment
10. The period of the reduced workload shall not exceed 10 years.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

22119.5 *Creditable service, definition*

22138.5 *Full-time, definition*

22713 *Part-time employment; reduction of workload from full-time; credit*

22903 *Payment of contributions by employer for tax deferred purposes*

44922 *Regulations; reduction to part-time employment*

44924 *Regulations; prohibition against waiver of benefits*

GOVERNMENT CODE

21110-21120 *Reduced workload, partial service retirement under PERS*

53201 *Health and welfare benefits: election by officers and employees*

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal.App.4th 398

United Teachers-Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App.4th 1510

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
November 2011

Central Union HSD

CURRENT

Board Policy

Professional Standards Personnel

BP 4119.21

The Board of Trustees expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 0000 - Vision)

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

Legal Reference:

CODE OF REGULATIONS, TITLE 5
80331-80338 Rules of conduct for professional educators

Management Resources:

CDE PUBLICATIONS
California Professional Standards for Educational Leaders, 2001
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Standards for School Leaders, 1996
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WEB SITES

CDE: <http://www.cde.ca.gov>

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

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

California School Leadership Academy: <http://www.csla.org>

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

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

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

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

Policy
adopted: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

PROFESSIONAL STANDARDS

The Board of Trustees ~~Governing Board~~ expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

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

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

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

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4158/4258/4358 - Employee Security)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

PROFESSIONAL STANDARDS (continued)

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

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

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

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

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

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

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

PROFESSIONAL STANDARDS (continued)

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

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

(cf. 4040 - Employee Use of Technology)

13. **Causing damage to or engaging in theft of property belonging to students, staff, or the district**

14. **Wearing inappropriate attire**

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

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

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

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

(cf. 4117.4 - Dismissal)
(cf. 4117.7 - Employment Status Reports)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

PROFESSIONAL STANDARDS (continued)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

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

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

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

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

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

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

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

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

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

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

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

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

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

Central Union HSD

CURRENT

Board Policy

Employees With Infectious Disease Personnel

BP 4119.41

The Board of Trustees encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition

3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

CODE OF REGULATIONS, TITLE 2

7293.5 et seq.

UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act

COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy

adopted: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

All Personnel

PROPOSED REVISION

BP 4119.41(a)

4219.41

4319.41

EMPLOYEES WITH INFECTIOUS DISEASE

The Board of Trustees ~~Governing Board~~ desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

An *infectious disease* is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A *communicable infectious disease*, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

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

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.31 - Immunizations)

EMPLOYEES WITH INFECTIOUS DISEASE (continued)

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

Nondiscrimination/Reasonable Accommodation

The district shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in AR 4032 - Reasonable Accommodation.

(cf. 4032 - Reasonable Accommodation)

Legal Reference: (see next page)

EMPLOYEES WITH INFECTIOUS DISEASE (continued)

Legal Reference:

EDUCATION CODE

44839 *Medical certificate; periodic medical examination*

44839.5 *Requirements for employment of retirant*

49406 *Examination for tuberculosis (employees)*

CIVIL CODE

56-56.37 *Confidentiality of medical information*

GOVERNMENT CODE

12900-12996 *Fair Employment and Housing Act*

HEALTH AND SAFETY CODE

120975-121020 *Mandated blood testing and confidentiality to protect public health*

CODE OF REGULATIONS, TITLE 2

7293.5-7294.2 *Discrimination based on disability*

CODE OF REGULATIONS, TITLE 5

5502-5504 *Medical certification*

CODE OF REGULATIONS, TITLE 17

2500 *Reportable diseases and conditions*

2508 *Reporting of communicable diseases; duty of schools*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

COURT DECISIONS

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

School Board of Nassau County, Florida v. Arline, (1987) 408 U.S. 273

Management Resources:

CSBA PUBLICATIONS

H1N1 Influenza (Swine Flu), Fact Sheet, April 2009

Pandemic Influenza, Fact Sheet, September 2007

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California HIV/AIDS Laws, 2009, January 2010

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with

Disabilities Act, October 2002

WEB SITES

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

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

California School Nurses Organization: <http://www.csno.org>

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

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

U.S. Department of Health and Human Services: <http://www.hhs.gov>

Central Union HSD

Board Policy

CURRENT

Bargaining Units

BP 4140
Personnel

The Board of Trustees recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative of their unit, and be represented by that organization in their employment relationship with the district.

The Board is committed to negotiating in good faith and respecting the rights of employees and employee organizations. As required by law, the Board shall negotiate only with the exclusive representative of each bargaining unit.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

Employees shall not be intimidated, restrained, coerced or discriminated against, either by the district or by employee organizations, because of their membership or nonmembership in an employee organization.

Legal Reference:
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act

Policy
adopted: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

BARGAINING UNITS

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

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

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

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

Formation of Bargaining Units

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

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

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

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

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

BARGAINING UNITS (continued)

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

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Payment of Dues or Service Fee

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

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

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

(cf. 3460 - Financial Reports and Accountability)

BARGAINING UNITS (continued)

The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)

(cf. 1340 - Access to District Records)

Legal Reference:**EDUCATION CODE**

- 45060-45061.5 Deduction of fees from salary or wage payment, certificated employees
- 45100.5 Senior management positions
- 45104.5 Abolishment of senior classified management positions
- 45108.5 Definitions of senior classified management employees
- 45108.7 Waiver of provisions of 45108.5
- 45168 Deduction of fees from salary or wage payment, classified employees
- 45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

- 3540.1 Definitions
- 3543.4 Management position; representation
- 3545 Appropriateness of unit; basis
- 6254.3 Disclosure of employee contact information to employee organization
- 6503.5 Joint powers agencies
- 53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

- 33015-33490 Recognition of exclusive representative; proceedings
- 33700-33710 Severance of established unit
- 34020 Petition to rescind organizational security arrangement
- 34055 Reinstatement of organizational security arrangement

COURT DECISIONS

County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192 Cal.App.4th 1409

Management Resources:**CSBA PUBLICATIONS**

Collective Bargaining DVD-ROM

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

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

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

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

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

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

Policy
adopted:

CSBA MANUAL MAINTENANCE SERVICE
November 2011

Central Union HSD

CURRENT

Board Policy

Health And Welfare Benefits
Personnel

BP 4154

The district shall provide health and welfare benefits for certificated and classified employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240 - Bargaining Units)

(cf. 4141/4241 - Collective Bargaining Agreement)

Employees who are not in bargaining units shall receive the same benefits as those specified in the appropriate collective bargaining agreement for employees of a similar employment status.

The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.

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

Retired Employees

Retired employees and other qualified persons may continue to participate in the district's group health and welfare benefit plan and dental care benefit plan in accordance with state and federal law. The Superintendent or designee shall advise employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes in accordance with law and administrative regulation.

The district contribution toward continuation health coverage for covered employees or qualified beneficiaries under this program shall be the same as for current employees participating in the group health plan.

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041 Deductions in salary payment as requested by employee

44042 Payroll deduction for collection of insurance premium

44986 Leave of absence for disability allowance applicant

45136 Benefits for classified

FAMILY CODE

297.5 Rights, protections and benefits under law

GOVERNMENT CODE

22750-22944 Public Employees' Medical and Hospital Care Act, especially:
22931 Application of education code provisions relating to inclusion of certain retirees in local health and welfare benefit plans

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.28 Cal-COBRA program, health insurance

1373.621 Continuation coverage, age 60 or older after five years with district

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.58 Cal-COBRA program, disability insurance

LABOR CODE

2120-2200 Health Insurance Act of 2003

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 26

4980B Failure to satisfy continuation coverage

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 45

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

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

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

Policy

adopted: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

HEALTH AND WELFARE BENEFITS

The district shall provide health and welfare benefits for employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4300 - Administrative and Supervisory Personnel)

Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.

(cf. 4121 - Temporary/Substitute Personnel)

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

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

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

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

Continuation of Coverage

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

HEALTH AND WELFARE BENEFITS (continued)

To receive continuation coverage, covered employees and their qualified beneficiaries shall pay the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

Legal Reference:

EDUCATION CODE

- 7000-7008 Health and welfare benefits, retired certificated employees
- 17566 Self-insurance fund
- 35208 Liability insurance
- 35214 Liability insurance (self-insurance)
- 44041-44042 Payroll deductions for collection of premiums
- 44986 Leave of absence, state disability benefits
- 45136 Benefits for classified employees

CIVIL CODE

- 56.10-56.16 Disclosure of information by medical providers
- 56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

- 297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

- 12940 Discrimination in employment
- 22750-22944 Public Employees' Medical and Hospital Care Act
- 53200-53210 Group insurance

HEALTH AND SAFETY CODE

- 1366.20-1366.29 Cal-COBRA program, health insurance
- 1367.08 Disclosure of fees and commissions paid related to health care service plan
- 1373 Health services plan, coverage for dependent children who are full-time students
- 1373.621 Continuation coverage, age 60 or older after five years with district
- 1374.58 Coverage for registered domestic partners, health service plans and health insurers

INSURANCE CODE

- 10116.5 Continuation coverage, age 60 or older after five years with district
- 10128.50-10128.59 Cal-COBRA program, disability insurance
- 10277-10278 Group and individual health insurance, coverage for dependent children
- 10604.5 Annual disclosure of fees and commissions paid
- 12670-12692.5 Conversion coverage

LABOR CODE

- 2800.2 Notification of conversion and continuation coverage
- 4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

- 2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

- 7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

- 105 Self-insured medical reimbursement plan; definition of highly compensated individual
- 4980B COBRA continuation coverage

UNITED STATES CODE, TITLE 29

- 1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

- 300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals
- 1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

HEALTH AND WELFARE BENEFITS (continued)

Legal Reference continued:

54.4980B-1-54.4980B-10 COBRA continuation coverage
1.105-11 Self-insured medical reimbursement plan
CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

INTERNAL REVENUE SERVICE NOTICES

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

WEB SITES

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

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

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

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

<http://www.cms.gov>

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

Central Union HSD
Administrative Regulation
Health And Welfare Benefits
Personnel

CURRENT

AR 4154

Retired Certificated Employees

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

A retired certificated employee or surviving spouse shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. In addition, the Superintendent or designee shall annually select a one-month period during which former employees or their spouses may elect to enroll in the health or dental plan or change their enrollment from one plan to another. (Education Code 7000)

If a retired certificated employee or surviving spouse fails to enroll during the initial enrollment period, further opportunity to do so may be denied. A person who has previously received but then voluntarily terminated coverage also may be excluded from obtaining further coverage. (Education Code 7000)

Continuation of Coverage

Qualified district employees, their spouses and/or their dependent children shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (26 USC 4980B; Health and Safety Code 1366.23; Insurance Code 10128.53)

1. The death of a covered employee
2. The termination other than by reason of the employee's gross misconduct or reduction in hours of the covered employees employment

(cf. 4117.4 - Dismissal)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

The Superintendent or designee shall notify the plan administrator when a qualifying event has occurred, except that a qualified beneficiary or covered employee shall notify the plan administrator regarding a change in dependent child status, or a divorce or legal separation, within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B)

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

Continuation coverage shall apply as provided by law and by the district's insurance.

Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy or nonoccupational illness or injury. (Unemployment Insurance Code 2613)

(cf. 4161 - Leaves)

(cf. 4161.1/4261.1 - Personal Illness/Injury Leave)

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

(cf. 4261.1 - Personal Illness and Injury Leave)

(cf. 4361 - Leaves)

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

Regulation
approved: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

HEALTH AND WELFARE BENEFITS

Retired Certificated Employees

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

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

COBRA/Cal-COBRA Continuation Coverage

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

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

(cf. 4117.4 - Dismissal)

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

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

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

HEALTH AND WELFARE BENEFITS (continued)

(Districts with 20 or more employees)

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

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

Disability Insurance

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

~~(cf. 4157.1/4257.1/4357.1—Work Related Injuries)~~

~~(cf. 4161/4261/4361—Leaves)~~

~~(cf. 4161.1/4361.1—Personal Illness/Injury Leave)~~

~~(cf. 4161.8/4261.8/4361.8—Family Care and Medical Leave)~~

~~(cf. 4261.1—Personal Illness and Injury Leave)~~

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

Central Union HSD

CURRENT

Exhibit

Professional Standards
Personnel

E 4319.21

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Preamble

The administrator(s) at a school site have numerous responsibilities that ultimately lead to the improvement of the performance of all students in the school. By acquiring the skills, attitudes and behaviors as outlined in the following Professional Standards for School Leaders, students have the best opportunity to achieve the mission and vision of the district and to meet the expectations of high standards for student learning.

Standards

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
3. Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
5. Modeling a personal code of ethics and developing professional leadership capacity
6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

Source: California Professional Standards for Educational Leaders, 2001

Exhibit
version: July 12, 2005

CENTRAL UNION HIGH SCHOOL DISTRICT
El Centro, California

PROFESSIONAL STANDARDS

REVISED EXHIBIT

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool.

A school administrator is an educational leader who promotes the success of all students by:

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.
3. Use the influence of diversity to improve teaching and learning.
4. Identify and address any barriers to accomplishing the vision.
5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.
6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.

Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.
2. Promote equity, fairness, and respect among all members of the school community.
3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.

PROFESSIONAL STANDARDS (continued)

4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
6. Create an accountability system grounded in standards-based teaching and learning.
7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
2. Utilize effective and nurturing practices in establishing student behavior management systems.
3. Establish school structures and processes that support student learning.
4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.
5. Align fiscal, human, and material resources to support the learning of all subgroups of students.
6. Monitor and evaluate the program and staff.
7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.

Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources

1. Recognize and respect the goals and aspirations of diverse family and community groups.
2. Treat diverse community stakeholder groups with fairness and respect.

PROFESSIONAL STANDARDS (continued)

3. Incorporate information about family and community expectations into school decision-making and activities.
4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
5. Communicate information about the school on a regular and predictable basis through a variety of media.
6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.

Standard 5: Modeling a personal code of ethics and developing professional leadership capacity

1. Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.
2. Protect the rights and confidentiality of students and staff.
3. Use the influence of office to enhance the educational program, not personal gain.
4. Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.
5. Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.
6. Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
7. Reflect on personal leadership practices and recognize their impact and influence on the performance of others.
8. Engage in professional and personal development.
9. Encourage and inspire others to higher levels of performance, commitment, and motivation.
10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

PROFESSIONAL STANDARDS (continued)

Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

1. Work with the Board of Trustees ~~Governing Board~~ and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.
3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
4. Generate support for the school by two-way communications with key decision-makers in the school community.
5. Collect and report accurate records of school performance.
6. View oneself as a leader of a team and also as a member of a larger team.
7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.

Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.

CENTRAL UNION HIGH SCHOOL DISTRICT

DATE: October 9, 2012
TO: C. Thomas Budde, Superintendent
FROM: Merritt Merten, Accountant
SUBJECT: MONTHLY BUDGET REPORT AND CASH FLOW REPORT

INFORMATIONAL

BACKGROUND:

The attached reports are in response to the boards request for monthly budget information.

DISCUSSION/ALTERNATIVE/CONCERNS:

None

FINANCIAL IMPLICATIONS:

None

ACTION:

None

**Central Union High School District
Estimated Cash Flow 2012-2013**

(cash balanced as of 09/30/2012)

	balanced July	balanced August	balanced September	estimated October	estimated November	estimated December
Beginning Balance						
\$2,655,766.91						
Monthly Total Revenue	\$706,638.09	\$712,714.62	\$2,431,438.18	\$1,200,826.16	\$1,713,128.86	\$3,256,411.91
Prior Year	\$4,261,083.48	\$3,554,303.01	\$333,318.56	\$81,612.22	\$81,612.22	\$81,612.22
Compensation	(\$657,659.54)	(\$2,243,448.06)	(\$2,305,339.88)	(\$2,364,279.60)	(\$2,491,082.81)	(\$604,457.69)
General Disbursement	(\$241,792.34)	(\$447,896.25)	(\$417,586.14)	(\$426,803.24)	(\$205,288.98)	(\$392,196.70)
Cash Balance	\$6,724,036.60	\$8,299,709.92	\$8,341,540.64	\$6,832,896.18	\$5,931,265.47	\$8,272,635.21

	estimated January	estimated February	estimated March	estimated April	estimated May	estimated June
Monthly Total Revenue	\$3,301,887.64	\$711,277.42	\$891,875.12	\$3,099,417.29	\$1,011,309.96	\$628,122.34
Prior Year	\$81,612.22	\$81,612.22	\$81,612.22	\$81,612.22	\$81,612.22	\$81,612.24
Compensation	(\$3,922,154.77)	(\$2,438,795.29)	(\$2,438,795.29)	(\$2,438,795.29)	(\$2,438,795.29)	(\$2,324,478.88)
General Disbursement	(\$381,148.15)	(\$381,148.15)	(\$392,196.70)	(\$381,148.15)	(\$381,148.15)	(\$421,659.50)
Cash Balance	\$7,352,832.15	\$5,325,778.35	\$3,468,273.70	\$3,829,359.77	\$2,102,338.51	\$65,934.71