

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

[www.centerusd.k12.ca.us](http://www.centerusd.k12.ca.us)

*Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.*

## **BOARD OF TRUSTEES REGULAR MEETING**

◆ District Board Room, Room 503  
Wilson C. Riles Middle School  
4747 PFE Road, Roseville, CA 95747

**Wednesday, October 16, 2013 - 6:00 p.m.**

### **STATUS**

- I. **CALL TO ORDER & ROLL CALL - 5:15 p.m.**
- II. **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
  - 1. Student Expulsions/Readmissions (G.C. §54962)
  - 2. Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)
- III. **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. **CLOSED SESSION - 5:15 p.m.**
- V. **OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. **FLAG SALUTE**
- VII. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. **ADOPTION OF AGENDA** Action
- IX. **STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
  - 1. Center High School - Kelsey Wooley
  - 2. McClellan High School - Ronnie Barnes
  - 3. Antelope View Charter School -
  - 4. Global Youth Charter School - Marianna Flores/Paloma Lopez

*Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]*

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the schedule meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

	<b>X. ORGANIZATION REPORTS</b> (3 minutes each)	Info
	1. CSEA - Cyndy Mitchell, President	
	2. CUTA - Heather Woods, President	
	<b>XI. STUDENT/STAFF RECOGNITIONS</b>	Info
	1. Staff Recognition - Scott Loehr and Mike Jordan	
<b>Business</b>	<b>XII. REPORTS/PRESENTATIONS</b> (8 minutes each)	Info
	1. Local Control Funding Formula/Local Control Account Plan - Jeanne Bess	
	<b>XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>	Public Comments Invited
	<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>	
	<b>XIV. BOARD / SUPERINTENDENT REPORTS</b> (10 minutes)	Info
	<b>XV. CONSENT AGENDA</b> (5 minutes)	Action
	<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>	
Governance	1. Approve Adoption of Minutes from September 16, 2013 Regular Meeting	
Personnel	2. Approve Classified Personnel Transactions	
↓	3. Approve Certificated Personnel Transactions	
↓	4. Approve Job Description: Relief Driver	
↓	5. Approve Memorandum of Understanding between CJUSD and CSEA Regarding Temporary Change in Article XI, Section B: Out of District Route Bidding	
↓	6. Approve Memorandum of Understanding between CJUSD and CSEA Regarding Classified Lay-offs/Reductions in Hours for the 2013/14 SY	
Spec. Ed.	7. Approve Professional Service Agreement: Supported Life Institute/CTEC	
↓	8. Approve Professional Service Agreement: Shannan Taylor, MFT	
↓	9. Ratify 2013/2014 Individual Service Agreements:	
	2013/14-149 Atkinson Youth Services	
	2013/14-150 American River	
	2013/14-151,152 Easter Seals	
	2013/14-153 Mary Gwaltney, PhD	
	2013/14-154 Guiding Hands	
	2013/14-155 Baby Steps	
↓	10. Approve 2013/2014 Master Contracts:	
	Atkinson Youth Services	
	Baby Steps	
Curr & Instr	11. Approve Surplus Books to be Recycled/Discarded	
↓	12. Approve Memorandum of Understanding between Sacramento Cal-SOAP Consortium and Center Joint Unified School District: 2013-2014-1	
↓	13. Approve Field Trip: CHS AVID to California State University Fresno	
↓	14. Approve Field Trip: FBLA Northern California Leadership Development Institute - CHS	
↓	15. Approve 6 <sup>th</sup> Grade Science Camp at Alliance Redwoods Education Center - Oak Hill	
Facilities & Op.	16. Approve Final Payment for the Wilson Riles Middle School Painting Project	
↓	17. Approve Final Payment for the Old Junior High and McClellan High Schools Painting Project	
↓	18. Approve Final Payment for the Center High School Painting Project	

- |          |     |   |
|----------|-----|---|
| ↓        | 19. | Approve Final Payment for the North Country and Oak Hill School Parking Lots Paving Repair Project    |
| ↓        | 20. | Approve Amendment No. 7 to Five Year Agreement with Child Development Centers                         |
| ↓        | 21. | Approve Amendment No. 8 to Five Year Agreement with Child Development Centers                         |
| ↓        | 22. | Approve Contract with Philip Service Corp. For Waste Disposal   |
| ↓        | 23. | Approve Agreement for Participation in the Center Joint Unified School District School-Age Child Care |
| Business | 24. | Approve Payroll Orders: July 2013 - September 2013  |
| ↓        | 25. | Approve Supplemental Agenda (Vendor Warrants): September 2013   |

**XVI. ADVANCE PLANNING**

Info

- a. *Future Meeting Dates:*
  - i. *Special Meeting: Wednesday, November 6, 2013 @ 5:30 p.m. - District Office Conference Room, Room 5, 8408 Watt Avenue, Antelope, CA 95843*
  - ii. *Regular Meeting: Wednesday, November 20, 2013 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

**XVII. CONTINUATION OF CLOSED SESSION (Item IV)**

Action

**XVIII. ADJOURNMENT**

Action

*Center Joint Unified School District*

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Superintendent's Office	Action Item <u>X</u>
To: Board of Trustees	Information Item _____
Date: October 16, 2013	# Attached Pages _____
From: Scott Loehr, Superintendent	
Principal/Administrator Initials: _____	

<b>SUBJECT: Staff Recognition</b>
<p>We would like to recognize Holland Myers for his contributions to Center High School and Center Joint Unified School District.</p>
<b>RECOMMENDATION:</b> information only



*Center Joint Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Business Office</b>	<b>Action Item</b> _____
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b> <u>  <b>X</b>  </u>
<b>Date:</b>	<b>October 16, 2013</b>	<b># Attached Pages</b> _____
<b>From:</b>	<b>Jeanne Bess, Director of Fiscal Services</b>	
<b>Principal/Administrator Initials:</b>	_____	

**SUBJECT: Local Control Funding Formula/Local Control Account Plan**

Jeanne Bess, Director of Fiscal Services, will update the Board on the newest information on the LCFF/LCAP.

**RECOMMENDATION: Discussion item only.**

# *Center Joint Unified School District*

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Superintendent's Office	<b>Action Item</b> <u>    X    </u>
<b>To:</b> Board of Trustees	<b>Information Item</b> <u>          </u>
<b>Date:</b> October 16, 2013	<b>#Attached Pages</b> <u>    6    </u>
<b>From:</b> Scott A. Loehr, Superintendent	
<b>Principal's Initials:</b> <u>          </u>	

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

September 18, 2013 Regular Meeting

**RECOMMENDATION:** The CJUSD Board of Trustees approve the presented minutes.

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

District Board Room, Room 503

Wilson C. Riles Middle School

4747 PFE Road, Roseville, CA 95747

Wednesday, September 18, 2013

### MINUTES

**OPEN SESSION - CALL TO ORDER** - President Wilson called the meeting to order at 5:15 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent  
Craig Deason, Assist. Supt., Operations & Facilities  
Jeanne Bess, Director of Fiscal Services  
David Grimes, Director of Personnel/Student Services

#### ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Student Expulsions/Readmissions (G.C. §54962)
2. Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)

#### PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

**CLOSED SESSION - 5:15 p.m.**

**OPEN SESSION - CALL TO ORDER – 6:03 p.m.**

**FLAG SALUTE** - led by Mr. Muldoon

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – the Board met in Closed Session and no action was taken. The following items had action taken during Open Session:

1. Student Expulsions/Readmissions (G.C. §54962)  
Student Readmission #10-11.09 - Recommendation approved.

**Motion:** Anderson  
**Second:** Hunt

**Ayes:** Anderson, Hunt, Pope, Wilson  
**Noes:** None  
**Abstain:** Kelley

**ADOPTION OF AGENDA** - There was a motion to approve the adoption of the agenda as presented.

**Motion:** Kelley  
**Second:** Hunt

**Vote:** General Consent

### **STUDENT BOARD REPRESENTATIVE REPORTS**

1. Center High School - Sarah Nicholai
  - football team has won all 3 games.
  - Homecoming is coming up. The themes for each grade are: Harry Potter-Seniors, Peter Pan-Juniors, Golden Book Series-Sophmores, Alice in Wonderland-Freshman.
  - the dance is October 5<sup>th</sup>, the Rally is October 4<sup>th</sup> after school, and area decorations will be the morning of the 4th.
  - 220 people ran at the Color Fun Run.
2. McClellan High School - Ronnie Barnes
  - MHS students and staff are thrilled by the latest API score; they increased their score by 112 points, and currently received 681.
  - they received an award in Excellence of Food Safety from the County of Sacramento for 2013; thanked Carrie Knutson for the incredible job she does.
  - 10 students earned perfect attendance during the first grading period and will be recognized at the first assembly tomorrow.
  - MHS began the new trimester 1B grading period this week; the 6 week grading period will conclude on November 1st.
  - the spirit day today was very successful.
3. Antelope View Charter School - there was no representative available to report.
4. Global Youth Charter School - Marianna Flores was not available to report.

### **ORGANIZATION REPORTS**

1. CSEA - Cyndy Mitchell, President, was not available to report.
2. CUTA - Heather Woods, President, noted that the year seems like we have been going for months and months. She is enjoying information she receives at the Rep Council. There are so many activities going on since school started. Dudley got their Comcast Day money and they received \$9,275. North Country will have a McDonalds Night on September 25<sup>th</sup> (Watt Avenue location). Spinelli is having Healthy Play at lunchtime; they are also doing a once a month Running Club. The high school enjoyed the Color Run. Riles Middle School's Autism class received a grant from Lowe's and the money will be used to start a garden there on the Riles campus. The CARE Program is helping them put the garden in as well. She also mentioned that things are going well with the Union and the District.

Trustee Wilson asked how much money North Country will be making. Mrs. Lord noted that they will be making 15% of all the proceeds that night.

Trustee Anderson asked which parent got the Comcast Day brought to our site. It was recommended that we should recognize the parent for this.

### **REPORTS/PRESENTATIONS**

**Williams Uniform Complaint Quarterly Reporting** - David Grimes, Director of Personnel & Student Services, reported that there were no items to report.

**COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA** - none

## **BOARD/SUPERINTENDENT REPORTS**

### **Mrs. Pope**

- Color Run was fun; there were 101 participants.
- Center Jam event has been postponed; we are looking at possibly holding it in June or July.

### **Mrs. Anderson**

- attended the Fun Run; complemented Delrae on the good job organizing this.

### **Mr. Hunt**

- had no report.

### **Mrs. Kelley**

- noted that she is proud and honored to work with a district that has administration that cares for their employees.

### **Mr. Loehr**

- echoed that Delrae did a nice job organizing the Color Run.
- noted that work with the Skillful Leader Book is continuing; Leadership is looking for and working on a vision statement for the district.
- visited all of the sites.
- noted that the Safety Committee will get info back to the Board.
- congratulated Mr. Wilson on his published book.

### **Mr. Wilson**

- noted that Mrs. Wilson was sick on the day of the Fun Run, otherwise she would have been there.
- discussed the topic of his book, which will be available at the end of this week.

## **CONSENT AGENDA**

1. Approved Adoption of Minutes from August 21, 2013 Regular Meeting
2. Approved Classified Personnel Transactions
3. Approved Certificated Personnel Transactions
4. Approved 2013/2014 Master Contracts:
  - Capitol Autism
5. Ratified 2013/2014 Individual Service Agreements:
  - 2013/14-124 JabberGym (corrected)
  - 2013/14-134 CTEC/Supported Life Institute
  - 2013/14-135-146 American River Speech
  - 2013/14-147 Guiding Hands
  - 2013/14-148 Capitol Autism
6. Ratified Professional Services Agreement: Baby Steps Therapy
7. Ratified 2013/14 Facility Staffing Agreement with Maxim Healthcare Services
8. Approved Donation: 3M Overhead Projector from AYSO Region 884, Regional Commissioner Travis Tucker
9. Approved Professional Services Agreement: Running School
10. Approved Field Trip: CHS Media Communications Students to San Francisco Bay Area
11. Approved 2013/14 PCOE California Common Core State Standards Professional Development Proposal
12. Approved 2013/14 SCOE Common Core State Standards Training at Center High School
13. Approved Common Core State Standards Spending Plan
14. Approved Renewal Agreement for Police Services Between Twin Rivers Unified School District and Center Joint Unified School District

**CONSENT AGENDA (continued)**

15. Approved Agreement for Maintenance/License Agreement with Discovery Education, Inc. For All Sites (excluding charters)
16. Approved Resolution #3/2013-14: Authorization to Increase Contract (Project #13-08) Amount Without Bid Due to Unforeseen Circumstances
17. Approved Payroll Orders: July 2013 - August 2013
18. Approved Supplemental Agenda (Vendor Warrants): August 2013

**Motion:** Kelley  
**Second:** Pope

**Vote:** General Consent

**INFORMATION ITEMS**

1. Conference: "Asilomar Math Conference" - J. Andrews, M. Allred, J. Slay & E. Haro (Riles)
2. Assembly: "Nightmare on Puberty Street" (Riles)
3. Conference: "National Association for the Education of Homeless Children and Youth" - A. Collier (Family Resource Center)

**BUSINESS ITEMS**

**A. APPROVED - Resolution #5/2013-14: Opposition of California American (CAL-AM) Water Company Proposed Rate Increase**

Trustee Pope asked if we have notified any other districts yet. Trustee Wilson said that we would not until we had approved it first. Trustee Pope thanked Mr. Wilson for all of his time on this matter. Trustee Kelley noted that it was very moving without being rude.

Marvin Stroud, community member, noted that the document was very well written. He thanked Mr. Wilson and the Board for bringing this to the community's attention. He suggested that the board consider adding somewhere in it that the PUC take a look at why the profits being laid out here are not excessive and how a further rate hike would improve the community.

Trustee Anderson noted that it looked great. Trustee Hunt suggested that we go along with what Mr. Stroud suggested. Trustee Kelley asked that we add to the next to the last paragraph, on the third line, after "publically demonstrate", the following: "the material benefits to the rate payers and school districts and that those benefits be made public, and".

There was a motion to adopt as amended.

**Motion:** Kelley  
**Second:** Hunt

**Vote:** General Consent

**PUBLIC HEARING:** Notification of Compliance With Education Code §60119 for Funds Received under Pupil Textbook and Instructional Materials Incentive Program.

President Wilson opened the public hearing at 6:25 p.m. Mr. Scott Loehr, Superintendent, noted that this was related to textbooks or instructional materials. Trustee Anderson asked if we have any reviews going on right now. Mr. Loehr noted that there are not any reviews going on right now, but that we are gearing up for math textbook review. There were no other public comments. The public hearing was closed at 6:26 p.m.

**BUSINESS ITEMS (continued)**

**B. APPROVED - Certification of Provision of Standards-Aligned Instructional Materials**

**Motion:** Anderson  
**Second:** Hunt

**Vote:** General Consent

**C. APPROVED - Resolution #4/2013-14: Statement of Assurances Instructional Materials Fund**

**Motion:** Kelley  
**Second:** Hunt

**Vote:** General Consent

**D. APPROVED - Technology Improvements Plan**

Scott Loehr noted that when the committee looked at this we decided that we don't want to settle for something less, so we want to pace this out to get what we want ultimately. It might take us a little longer to get what we want, but if funding changes then maybe we can get it sooner

Craig Deason, Assistant Superintendent of Operations and Facilities, discussed the infrastructure, commercial wifi district-wide, student devices, classroom environment, available funding, and the timeline.

Trustee Anderson asked what kind of inventory or tracking program we will have for all of this. Craig Deason noted that they already track equipment. Mr. Loehr noted that newer devices come with software that helps you track where a device is, and we also have an inventory system through our warehouse. Marv Lord noted that his department tracks equipment every year, just to see what needs to be replaced.

Trustee Kelley asked for Marv's take on the decision to go with owning the equipment rather than leasing or contracting the equipment and the concern that she has versus things becoming obsolete before we even get off the floor. Marv Lord noted that we looked at the leasing component, but we don't have a crystal ball on knowing what will be available. He noted that they are looking at filling all of the holes, then upgrading all of the old stuff, and then by the end of the 5 years we will have to start replacing the early on stuff or replacing stuff that has been stolen or broken. In leasing we would be locked into one vendor and one type of equipment that they want us to lease from. And if we don't have the funding we can not opt to not continue on this track and still have the capabilities that we are trying to have. We would be able to get 2 or 3 year warranties on equipment that we purchase.

Trustee Kelley asked what it means to have a contract, rather than lease or own. Mr. Deason noted that Sprint met with them and wanted to provide all of our devices for us. They wanted to come in and help us deliver the wifi component. They would provide us with their devices; we would be on a service plan and would be paying monthly for their devices.

Trustee Anderson asked that we talk to those that will be using the equipment and programs. Mr. Lord noted that we talked to the stake holders initially, then went back to them to confirm that this is what they want. We would like to have a uniform teaching platform, so if a teacher walks into another room they would know what to expect, how to use it.

**BUSINESS ITEMS (continued)**

Scott Loehr noted that when the wifi is in place, each user will have their own district logon and we can set parameters and filters. Trustee Pope asked Ms. Bess if we are buying hundreds of thousands of dollars of equipment will it be amortized? Ms. Bess said no but noted that it will be inventoried. She also noted that to have a lease in place shows up as a liability on our books, but to own can only be an asset to us. Mr. Loehr noted that this is a good first start.

There was a motion to implement the first phase.

**Motion:** Kelley  
**Second:** Pope

**Vote:** General Consent

**E. APPROVED - 2012/13 Unaudited Actuals Report**

This is the closing of the books, final tally of what we did last fiscal year as of June 30. The actual ending fund balance is \$371,000 more than what she had projected at budget adoption time. That is the tightest expenditure year that we have had in the 10 years that she has been here. Normally when you close out a year we've had anywhere between \$500,000 to over \$1,000,000 fall out at the end. As funding has become smaller and smaller and tighter and tighter, that has been going down. The positive way to look at is that we have \$371,000. That becomes onetime money which becomes part of our starting balance for this year. We still are overspending our revenues. We need to try harder not to over spend. She also pointed out that we did end with a positive cash balance. If we hadn't had the TRANS, we would not have ended with positive cash. At this time we do not have a TRAN and we are operating on our own cash. She will come back in the spring and probably ask for a TRAN. Ms. Bess did note that it is an overall good report. The auditors said the preliminarily report was good. Trustee Kelley asked if we are still owed from the deferrals for the 12/13 year. Ms. Bess noted that we received 95% of the deferrals in July and August. That money is still coming to us. It is already reflected as revenue. Trustee Kelley asked how many teachers did we add this year based on the class size reduction and why that didn't increase the benefits. Ms. Bess noted that the 13/14 Budget was based on the adoption that the Board did in June. A big portion of the increase in cost was based on the furlough days being eliminated and we planned on replacing the retirees. She also noted that she has not adjusted anything for the 13-14 year yet; this will appear on the first interim report. Trustee Kelley asked what else was in the Other OutGo. Ms. Bess noted that other than than food services there are also indirect costs for the charter school added into this.

**Motion:** Anderson  
**Second:** Kelley

**Vote:** General Consent

**F. APPROVED - Resolution #2/2013-14: Gann Limit Resolution**

Trustee Wilson asked Ms. Bess to explain what the GANN Limit is and why we are certifying it. Ms. Bess noted that it is the law to certify it and noted that it is the state's way of double checking to make sure that we are not projecting revenues that exceed what the state says we are going to get. She noted that 99% is pulled in from the state software. She noted that on the third page, at the top, you are looking for a zero dollar amount, otherwise we do not meet the GANN limit.

**Motion:** Kelley  
**Second:** Hunt

**Vote:** General Consent



**ADVANCE PLANNING**

- a. *Future Meeting Dates:*
  - i. *Regular Meeting: Wednesday, October 18, 2013 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

**ADJOURNMENT – 7:00 p.m.**

**Motion:** Kelley  
**Second:** Pope

**Ayes:** General Consent

Respectfully submitted,

---

Scott A. Loehr, Superintendent  
Secretary to the Board of Trustees

---

Jeremy Hunt, Clerk  
Board of Trustees

---

Adoption Date

AGENDA ITEM # XV-2

## Center Joint Unified School District

### AGENDA REQUEST FOR:


Dept./Site: Personnel Department

Date: October 16, 2013

Action Item X

To: Board of Trustees

Information Item     

From: David Grimes,   
Director of Personnel/Student Services

# Attached Pages 1

**SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS**

**NEW HIRE:** Mark Petersen Jr., IS/PH  
Miguel Rivero, IS/PH  
Tatiana Strilets, IS/PH  
Patrick Ynigues, IS/PH

**RESIGNATION:** Jessica Henry, Child Aide

**RECOMMENDATION:** Approve Classified Personnel Transactions as  
Submitted

**CONSENT AGENDA**

AGENDA ITEM # XV-2

Mark Petersen Jr., Miguel Rivero, Tatiana Strilets and Patrick Ynigues have been hired as IS/PH at North Country Elementary School effective September 16, 2013.

Jessica Henry has resigned from her position as Child Aide at Oak Hill Elementary School effective September 27, 2013.

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** **X**

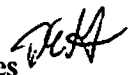
**Date:** October 16, 2013

**Information Item**

**To:** Board of Trustees

**# Attached Pages** **1**

**From:** David Grimes, Director of Personnel and Student Services



**Subject:** Certificated Personnel Transaction

**New Hire**

Brian Brown, Dudley Elementary School

**CONSENT AGENDA**


**Recommendation:** Approve Certificated Personnel Transaction as Submitted

### **New Hire**

Brian Brown has been hired as a Special Education Resource Teacher, Dudley Elementary School, effective September 16, 2013.

AGENDA ITEM # XV-4

***Center Unified School District***

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Personnel Office</b>	
<b>Date:</b>	<b>October 16, 2013</b>	<b>Action Item</b> <u><b>X</b></u>
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b>
<b>From:</b>	<b>David Grimes</b>  <b>Director of Personnel</b>	<b># Attached Pages</b>

**SUBJECT:                      JOB DESCRIPTION**

A tentative agreement was reached on September 25, 2013 between CJUSD and CSEA regarding new Relief Driver job description. This position is a new classification on salary schedule range "N".

**RECOMMENDATION:    APPROVE NEW JOB DESCRIPTION**

**CONSENT AGENDA**

AGENDA ITEM # XV-4

## **CENTER UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** Relief Bus Driver

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To operate a school bus or transportation vehicle over designated routes within an established time schedule; to transport students to and from school and on special event trips; enforcing rules, regulations, and laws to maintain safety during transport; input data and produce mileage reports, communicate with parents, staff and administrators regarding student needs; recommend routing schedule formats, and dispatch.

**SUPERVISOR:** Transportation Supervisor

### **TYPICAL DUTIES:**

1. Proficient to drive each and any school bus or transportation vehicle over designated routes in accordance with specified time schedules, assuring compliance with departure and arrival times, regulations and laws related to pupil transportation; transport students to and from school, special events, and field trips.
2. Assist in evaluating transportation routes and report road conditions.
3. Transport students to and from school; transport students and staff on field trips to various locations, sometimes choosing the best route and making departure and arrival time as scheduled including special event trips in urgent situations.
4. Directs students regarding safety for the purpose of enforcing rules, regulations, laws and safety; monitor and assure proper conduct and discipline on bus and at bus stops; report potentially dangerous situations to dispatch.
5. Informs school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow-up action and/or proper procedures.
6. Assists students and other passengers for the purpose of providing safe ingress and egress from buses including emergency situations, normal transport, and special needs; escort students across streets and stopping traffic when necessary.
7. On routes and field trips requiring the transportation of handicapped students to and from designated locations; lift, load and secure wheel chairs, assist in the loading and unloading of handicapped children as necessary; and provide appropriate care and assistance to handicapped passengers.
8. Attends training for the purpose of maintaining skills and meeting requirements for school bus certificate.
9. Cleans assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
10. Assist in the planning, organizing and implementing of student safety and pupil transportation vehicle evacuation drills.
11. Serve as a department resource regarding transportation services, respond to inquiries and provide accurate information.
12. May require to dispatch and utilize two-way radio to communicate instructions to bus drivers for routine and emergency problems.
13. Assist with the resolution of situations involving student discipline/behavior.
14. Maintain bus in safe operating condition through prescribed daily vehicle inspections, including: engine compartment and fluid and fuel levels; all gauges, indicators and warning devices; horns, driver's seat and seat belt; all

- doors, door emergency release and window functioning; all school bus seats, handrails, interior and exterior lighting systems; all glass and mirrors including adjustment, inspection of windshield wipers and washers; inspection of all tires; wheels and lug nuts; all required emergency equipment (i.e. fire extinguishers, first aid kit); instrument panel, odometer readings; hydraulic brake system; pedal movement; parking brake, air brake system and emergency stopping system.
15. Respond to public contacts regarding transportation issues and concerns.
  18. Report any mechanical malfunctions to appropriate personnel.
  19. Attend in-services and safety meetings as assigned.
  20. Complete daily transportation activity records.
  21. Complete monthly mileage reports.
  22. Utilize two-way radio base to bus, bus to bus and bus to base communications.
  23. Perform any other bus driver duties.
  24. Other related work as required.

## **EDUCATION AND EXPERIENCE**

### **(Licenses, Certifications, Bonding and/or Testing Required)**

High school diploma or equivalent

Previous experience preferred.

Successful completion of a California school bus driver-training program.

A valid California Class A or B commercial driver's license issued by the California State Department of Motor Vehicles with passenger and air brake endorsement.

Valid California Special Driver Certificate, if applicable to routes and field trips.

Possession of a School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of current DMV H6 Driver History readout.

Valid medical certificate and medical card.

Valid first aid certificate comparable to the Standard Red Cross First Aid Certificate. The first aid certificate is waived if the applicant has successfully completed the approved first aid test with the California Highway Patrol.

Applicants in this manner need not hold a valid certified Red Cross First Aid Certificate.

A copy of the State Department of Education Training Certificate (T-01). This document certifies that the applicant has displayed a level of competency necessary to drive a school bus safely and will be proof of current training hours necessary for a school bus driver.

Evidence of insurability

TB and drug test clearance

Criminal Justice fingerprint clearance

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Safe driving practices and techniques.

Safety and basic maintenance requirements of bus and other pupil transport equipment.

Provisions of the California Motor Vehicle Code and the California Education Code applicable to the operation of vehicles in transporting school children.



Policies and procedures of the Transportation Department.  
State and local regulations governing the operation of school transportation facilities.  
Basic office practices, procedures and equipment including computer software and applications desired but not required.

**Ability to:**

Operate school buses and other transportation equipment in a safe and efficient manner.  
Maintain appropriate licensing and certificates to operate a school bus.  
Maintain order and discipline among students on a school bus or other transportation equipment.  
Learn a designated bus route, bus stops, and district traffic hazards.  
Read and interpret maps.  
Operate a two-way radio to communicate.  
Communicate effectively both orally and in writing in a clear and concise manner.  
Evaluate schedules and meet deadlines.  
Plan and organize activities.  
Administer first aid.  
Understand and carry out oral and written instructions.  
Work independently.  
Make common sense decisions in potentially critical situations.  
Establish and maintain cooperative and effective working relationships with others.  
Work with discretion and in confidence with information.  
Assemble data and prepare clear and concise mileage reports.  
Coordinate and monitor bus routes.  
Analyze situations and adopt an effective course of action.  
Learn, interpret, apply and explain rules, regulations, laws, policies and procedures.  
Establish and maintain cooperative and effective working relationships.  
Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.  
Work additional hours.

**PHYSICAL CHARACTERISTICS**

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs.
7. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

AGENDA ITEM # XV-5

***Center Unified School District***

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Personnel Office	
<b>Date:</b> October 16, 2013	<b>Action Item</b> <u>  X  </u>
<b>To:</b> Board of Trustees	<b>Information Item</b>
<b>From:</b> David Grimes <i>DKA</i> Director of Personnel	<b># Attached Pages</b>

<b>SUBJECT:</b>	<b>MEMORANDUM OF UNDERSTANDING</b>
<p>A tentative agreement was reached on September 25, 2013 between CJUSD and CSEA regarding temporary change in Article XI, Section B: Out of District Route Bidding.</p>	
<b>RECOMMENDATION:</b>	<b>APPROVE MOU</b>

**CONSENT AGENDA**

AGENDA ITEM # XV-5

## APPENDIX R

MEMORANDUM OF UNDERSTANDING  
Between  
CENJER JOINT UNIFIED SCHOOL DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, LOCAL 610

This memorandum of understanding (MOU) confirms and clarifies the parties' mutual understanding and agreement regarding transportation for the School Year 2013-2014.

1. The District and CSEA agree to the following temporary change in Article XI, Section B: Out-of-Center District route bidding will occur in September and will follow that district's school year calendar.

FOR CSEA:

DATE: 9-25-13

BY: Cyndy Mitchell  
Cyndy Mitchell  
CSEA President, Chapter 610

FOR DISTRICT:


DATE: 25 SEP 2013

BY: David Grimes  
David Grimes  
Director of Personnel

*RG*

AGENDA ITEM # XV-6

***Center Unified School District***

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Personnel Office</b>	
<b>Date:</b>	<b>October 16, 2013</b>	<b>Action Item</b> <u>  X  </u>
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b>
<b>From:</b>	<b>David Grimes</b>  <b>Director of Personnel</b>	<b># Attached Pages</b>

**SUBJECT:                    MEMORANDUM OF UNDERSTANDING**

A tentative agreement was reached on September 4, 2013 between CJUSD and CSEA regarding classified lay-offs/reductions in hours for the 2013/14 SY.

**RECOMMENDATION:    APPROVE MOU**

AGENDA ITEM # XV-6

**CONSENT AGENDA**

APPENDIX \_\_\_\_

MEMORANDUM OF UNDERSTANDING  
Between  
CENTER JOINT UNIFIED SCHOOL DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, LOCAL 610

This Memorandum of Understanding confirms and clarifies the parties' mutual understanding and agreement regarding Classified Layoffs and Reduction of Hours for fiscal year 2013/2014, due to lack of Federal Sequestration Title 1 Funding.

The following positions are affected by Elimination and or Reduction of Hours as specified below:

Eliminated:

Instructional Specialist	.90 FTE
Office Assistant	.75FTE
Instructional Assistant	.1250 FTE
Bilingual Assistant/Spanish	.4375FTE

Reduced:

Office Assistant (from 191 to 180 days)	.40FTE
Parent Volunteer Coordinator (from 191 to 180 days)	.35FTE

1. The District shall not transfer or contract out bargaining unit work except as permitted by law and the parties' Collective Bargaining Agreement, Article 26. Hence, the District shall provide CSEA with prior notice and an opportunity to meet and negotiate regarding the transfer or contracting out of bargaining unit work.
2. The District shall not increase the current workload of remaining bargaining
3. If federal funding becomes available, the District and CSEA shall meet and negotiate the restoration of positions and or hours.
4. If there are any violations of this Memorandum of Understanding, CSEA may grieve according to the procedures as set forth the Collective Bargaining Agreement, Article 18.
5. This agreement does not constitute a precedent for any future layoffs and or reduction of hours.

For CSEA:

DATE: 9-4-13

BY: Cyndy Mitchell  
Cyndy Mitchell  
CSEA President, Chapter 610

For DISTRICT:

DATE: 9/4/13

BY: David Grimes  
David Grimes  
Director of Personnel

RP.

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: October 16, 2013

To: Board of Trustees

From: Scott A. Loehr  
Superintendent  
Initials: S.L.

Action Item X

Information Item

# Attached Pages

**SUBJECT:** PROFESSIONAL SERVICE AGREEMENT

**CONSULTANT'S NAME:** Supported Life Institute / CTEC

**COMPANY NAME** (if applicable)

**SERVICE(S) TO BE RENDERED:** Provide consultation with school team and family to assist in determining appropriate augmentative and alternative communication (AAC) devices and/or strategies for students in Center Joint Unified School District, during the 2013/2014 fiscal year.

**DATE(S) OF SERVICE:** 7/01/13 through 6/30/14

**PAYMENT PER HOUR:** \$129.00

**TOTAL AMOUNT OF CONTRACT:** \$ as needed

**FUNDING SOURCE:** 01-6500-0-5800-102-5750-1180-003-000

**RECOMMENDATION:** CJUSD Board of Trustees approve Professional Service Agreement with: Supported Life Institute / CTEC

CONSENT AGENDA



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 16th day of August 2013 by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

\*Contractor Name: Supported Life Institute /CTEC

Address: 2025 Hurley Way, Ste. 105 Sacramento, CA 95825

Phone: (916) 921-5639 Taxpayer ID#: 68-0261184

\*Full description of services to be provided:

Consultation with school team and family to assist in determining appropriate augmentative and alternative communication (AAC) devices and/or strategies for students.

\*Payment \$ 129.00 per hour. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

\*Beginning Date of Service: 8/19/13 \*Frequency of Service Dates: as needed

\*Ending Date of Service: 6/30/14

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (requires completion of W-4 & I-9 in Personnel Dept.

☒ Accounts Payable-1099 Generated (Requires completion of W-9 on pg. 2 of this form)

Total amount of this contract \$ open Budget # 01-6500-0-5800-102-5750-1180-003.000

Reason service cannot be provided by a District employee:

Specialized Services

Signature of CONTRACTOR \* Diana Jalil Date: \* 8/16/13

Signature of District employee requesting service: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Accounting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date Board of Trustees Approved \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Contracting Official: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE\*\*\*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above <b>Supported Life Institute</b>	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input checked="" type="checkbox"/> Exempt payee <b>501(c)(3)</b>	
	Address (number, street, and apt. or suite no.) <b>2025 Hurley Way, Ste 105</b> City, state, and ZIP code <b>Sacramento, CA 95825</b> List account number(s) here (optional)	
Requester's name and address (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
Employer identification number								
6	8	-	0	2	6	1	1	8
4								

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <b>Donna J. Miller</b>
-----------	---

Date ▶ **8/15/13**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



CTEC

# INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

## PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		X
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? Is the individual retired, returning to substitute, or train, etc.?		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.		X

If the answer to any of the above questions is "YES",

## STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

## PART II

	YES	NO
8. Must the required service be performed by this individual? Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval		X
9. Does the district have a continuing relationship with this individual? Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART H - continued

	YES	NO
11. Does the individual operate an <u>independent</u> trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	X	
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	X	

If either 11 or 12 are "NO", the individual is a district employee

**STOP HERE**

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	X	
14. Is this paid by the job or on a commission?	X	
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

## *Center Joint Unified School District*

### AGENDA REQUEST FOR:

Dept./Site: Special Education  
Date: October 16, 2013  
To: Board of Trustees  
From: Scott A. Loehr  
Superintendent  
Initials: S.L.  
Action Item X  
Information Item  
# Attached Pages

## CONSENT AGENDA

### SUBJECT: PROFESSIONAL SERVICE AGREEMENT

CONSULTANT'S NAME: Shannan Taylor, MFT  
COMPANY NAME (if applicable)  
SERVICE(S) TO BE RENDERED: Provide clinical supervision: practical application of engagement, assessment, treatment planning, treatment and evaluation strategies. Review of termination process. Case consultation and support. Coverage of DBT, CBT, motivational interviewing and Solution-focused therapies.  
DATE(S) OF SERVICE: 9/30/13 through 6/30/14 (weekly session)  
PAYMENT PER HOUR: \$50.00  
TOTAL AMOUNT OF CONTRACT: \$ 1,550.00  
FUNDING SOURCE: 01-6512-0-5800-102-5750-1180-003-000  
RECOMMENDATION: CJUSD Board of Trustees approve Professional Service Agreement with: Supported Life Institute / CTEC



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 23<sup>rd</sup> day of September, by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

\*Contractor Name: Shannan Taylor, MFT  
Address: 17093 Cobblestone Lane Nevada City, CA 95959  
Phone: 916 396-3377 Taxpayer ID#: [REDACTED]

\*Full description of services to be provided:  
Clinical Supervision: Practical application of engagement, assessment, treatment planning, treatment, and evaluation strategies. Review of termination process. Case consultation and support. Coverage of DBT, CBT, motivational interviewing & Solution-focused therapies

\*Payment \$ 50 per session. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

\*Beginning Date of Service: 9/30/13 \*Frequency of Service Dates: weekly  
\*Ending Date of Service: 6/30/14

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (requires completion of W-4 & I-9 in Personnel Dept.)  
☐ Accounts Payable-1099 Generated (Requires completion of W-9 on pg. 2 of this form)

Total amount of this contract \$ 1x/weekly Budget # \_\_\_\_\_

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR \* [Signature] Date: \* 9/30/13  
Signature of District employee requesting service: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Accounting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Board of Trustees Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Authorized Contracting Official: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE\*\*\*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>Shannan Taylor</b>	
Business name/disregarded entity name, if different from above _____	
Check appropriate box for federal tax classification (required): <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>17093 Cobblestone Lane</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Nevada City, CA 95959</b>	
List account number(s) here (optional) _____	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
[Redacted]								
Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <b>Shannan Taylor</b>	Date ▶ <b>9/30/13</b>
-----------	--	-----------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

# INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

## PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? <i>Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.</i>		X
2. Is the individual working as an employee prescribed by the Education Code? <i>Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.</i>		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? <i>Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.</i>		X

If the answer to any of the above questions is "YES",

## STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

## PART II

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART H - continued

	YES	NO
<p>11. Does the individual operate an <u>independent</u> trade or business that is available to the general public?</p> <p><i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i></p>	X	
<p>12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?</p> <p><i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i></p>	X	

If either 11 or 12 are "NO", the individual is a district employee

**STOP HERE**

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
<p>13. Does the individual provide all materials and support services necessary for the performance of this service?</p> <p><i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i></p>	X	
<p>14. Is this paid by the job or on a commission?</p>	X	
<p>15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?</p> <p><i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i></p>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: October 16, 2013

Action Item   X  

To: Board of Trustees

Information Item

From: Scott Loehr, Superintendent  
Initials: S.L.

# Attached Pages

**SUBJECT:** 2013/2014 Individual Service Agreements

Please ratify the following Individual Service Agreements for special education students to receive services at nonpublic schools/agencies during the 2013/14 fiscal year.

2013/14-149	Atkinson Youth Services	\$25,840.00
2013/14-150	American River	\$ 1,912.50
2013/14-151, 152	Easter Seals	\$ 4,155.00
2013/14-153	Mary Gwaltney, PhD	\$ 2,425.00
2013/14-154	Guiding Hands	\$30,108.00
2013/14-155	Baby Steps	\$ 1,800.00

**RECOMMENDATION:** CJUSD Board of Trustees to ratify Individual Service Agreements for the 2013/2014 school year.

**CONSENT AGENDA**



## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

Dept./Site: Special Education

Date: October 16, 2013

Action Item   X  

To: Board of Trustees

Information Item

From: Scott Loehr, Superintendent

# Attached Pages

Initials: S.L.

**SUBJECT:** 2013/2014 Master Contracts

Please approve the following Master Contracts for special education students to receive services at nonpublic schools/agencies during the 2013/14 fiscal year.

Atkinson Youth Services  
Baby Steps

**RECOMMENDATION:** CJUSD Board of Trustees to approve Master Contracts for the 2013/2014 school year.

**CONSENT AGENDA**

SACRAMENTO COUNTY  
SELPA

*NONPUBLIC, NONSECTARIAN  
SCHOOL/AGENCY SERVICES*

*MASTER CONTRACT*

*2013-2014*

# MASTER CONTRACT

GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL AND AGENCY SERVICES

District Center Joint Unified School District

2013/14

Contract Year \_\_\_\_\_

\_\_\_\_\_ Nonpublic School

X

\_\_\_\_\_ Nonpublic Agency

**Type of Contract:**

X

Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

\_\_\_\_\_ Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

\_\_\_\_\_ Interim Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date: \_\_\_\_\_

***When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract.***

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**TABLE OF CONTENTS**

**I. GENERAL PROVISIONS**

1. MASTER CONTRACT	1
2. CERTIFICATION	1
3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS	2
4. TERM OF MASTER CONTRACT	2
5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION	2
6. INDIVIDUAL SERVICES AGREEMENT	3
7. DEFINITIONS	3

**II. ADMINISTRATION OF CONTRACT**

8. NOTICES	5
9. MAINTENANCE OF RECORDS	5
10. SEVERABILITY CLAUSE	6
11. SUCCESSORS IN INTEREST	6
12. VENUE AND GOVERNING LAW	6
13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES	6
14. TERMINATION	6
15. INSURANCE	6
16. INDEMNIFICATION AND HOLD HARMLESS	8
17. INDEPENDENT CONTRACTOR	8
18. SUBCONTRACTING	8
19. CONFLICTS OF INTEREST	9
20. NON-DISCRIMINATION	9

**III. EDUCATIONAL PROGRAM**

21. FREE AND APPROPRIATE PUBLIC EDUCATION	10
22. GENERAL PROGRAM OF INSTRUCTION	10
23. INSTRUCTIONAL MINUTES	11
24. CLASS SIZE	12
25. CALENDARS	12
26. DATA REPORTING	13
27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT	13
28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION	13
29. DISTRICT MANDATED ATTENDANCE AT MEETINGS	14
30. POSITIVE BEHAVIOR INTERVENTIONS	14
31. STUDENT DISCIPLINE	15
32. IEP TEAM MEETINGS	15

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

33. SURROGATE PARENTS	16
34. DUE PROCESS PROCEEDINGS	16
35. COMPLAINT PROCEDURES	16
36. LEA STUDENT PROGRESS REPORTS/REPORT CARD AND ASSESSMENTS	16
37. TRANSCRIPTS	17
38. LEA STUDENT CHANGE OF RESIDENCE	17
39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM	17
40. PARENT ACCESS	18
41. SERVICES AND SUPERVISION ON PUBLIC SCHOOL CAMPUSES	18
42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS	18
43. STATE MEAL MANDATE	19
44. MONITORING	19

**IV. PERSONNEL**

45. CLEARANCE REQUIREMENTS	20
46. STAFF QUALIFICATIONS	20
47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS	21
48. STAFF ABSENCE	21
49. STAFF PROFESSIONAL BEHAVIOR	21

**V. HEALTH AND SAFETY MANDATES**

50. HEALTH AND SAFETY	22
51. FACILITIES AND FACILITIES MODIFICATION	22
52. ADMINISTRATION OF MEDICATION	22
53. INCIDENT/ACCIDENT REPORTING	23
54. CHILD ABUSE REPORTING	23
55. SEXUAL HARASSMENT	23
56. REPORTING OF MISSING CHILDREN	23

**VI. FINANCIAL**

57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING AND BILLING PROCEDURES	23
58. RIGHT TO WITHHOLD PAYMENT	24
59. PAYMENT FROM OUTSIDE AGENCIES	25
60. PAYMENT FOR ABSENCES	26
61. INSPECTION AND AUDIT	27
62. RATE SCHEDULE	28
63. DEBARMENT CERTIFICATION EXHIBIT A: RATES	28

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**2013-2014**

**CONTRACT NUMBER:** \_\_\_\_\_

**LEA:** Atkinson Youth Services

**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:**

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
MASTER CONTRACT**

**AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS**

**1. MASTER CONTRACT**

This Master Contract is entered into this 1 day of July, 2013, between the Center Joint Unified School District (hereinafter referred to as "LEA" or "District") and Atkinson Youth Services (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 et seq. and Title 5 of the California Code of Regulations section 3000 et seq., AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any LEA student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of an LEA student, CONTRACTOR shall submit to LEA an Individual Services Agreement (hereinafter referred to as "ISA") and a Nonpublic Services Student Enrollment form as specified in the LEA Procedures. Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all services specified in the student's Individualized Education Plan (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of an LEA student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each LEA student served by CONTRACTOR.

Unless placement is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent.

**2. CERTIFICATIONS AND LICENSES**

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 et seq. and within the professional scope of practice of each providers license, certification and/or credential.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

In addition to meeting the certification requirements of the State of California, CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

A current copy of CONTRACTOR's licenses and nonpublic school/agency certifications, or a validly issued waiver of any such certification, must be provided to LEA on or before the date this Master Contract is executed by CONTRACTOR. CONTRACTOR must immediately (and under no circumstances longer than three (3) calendar days) notify LEA if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. If any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract, this Master Contract shall be null and void..

Total student enrollment shall be limited to capacity as stated on CDE certification. Total LEA student enrollment shall be limited to capacity as stated in Section 24 of the Master Contract.

**3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS**

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless CONTRACTOR and the LEA specifically agree, in writing, that a policy or policies, or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to the provision of special education and/or related services, facilities for individuals with exceptional needs, LEA student enrollment and transfer, LEA student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract, and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

**4. TERM OF MASTER CONTRACT**

The term of this Master Contract shall be from July 1, 2013 to June 30, 2013 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2013. In the event a Master Contract is not renegotiated by June 30<sup>th</sup>, an interim contract may be made available as mutually agreed upon for up to 90 days from July 1 of the new fiscal year. (Title 5 California Code of Regulations section 3062(d).) No

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

**5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION  
OR TERMINATION**

This Master Contract includes the LEA Procedures and each Individual Services Agreement which are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties. Notwithstanding the foregoing, the LEA may modify the LEA procedures from time to time without the consent of CONTRACTOR.

CONTRACTOR shall provide the LEA with all information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to the LEA, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to the LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by the LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety day period, all payments shall cease until such time as the new Master Contract is signed. (California Education Code section 56366(c)(1) and (2).) In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students at the discretion of the LEA.

**6. INDIVIDUAL SERVICES AGREEMENT**

This Master Contract shall include an ISA developed for each LEA student for whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for LEA students enrolled with the approval of the LEA pursuant to Education Code section 56366(a)(2)(A). An ISA can be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students.

Any and all changes to a LEA student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the LEA student's IEP. At any time during the term of this Master Contract, a LEA student's parent, CONTRACTOR, or LEA may request a review of a LEA student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a)(5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

otherwise or an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH. CONTRACTOR shall adhere to all the LEA requirements concerning changes in placement.

Disagreements between the LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c)(2).

**7. DEFINITIONS**

The following definitions shall apply for purposes of this contract:

- a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, employees.
- b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for nonpublic school/agencies. It is understood that a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for the Master Contract, unless otherwise specified in the Master Contract.
- c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).
- d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services, and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 3064 and 3065, or, in the absence of such requirements, the state-education-agency-approved or recognized requirements, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code. Nothing in this definition shall be construed as restricting the activities of services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations.
- e. The term "license" means a valid nonexpired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services, including but not limited to mental health and board and care services at a residential placement, or refer to themselves using a specified professional title. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

- f. Parent means a biological or adoptive parent unless the biological or adoptive parent does not have legal authority to make educational decisions for the child, a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare, a surrogate parent, a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2). Parent does not include the state or any political subdivision of government or the nonpublic school or agency under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).
- g. The term "days" means calendar days unless otherwise specified.
- h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a LEA student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term "Master Contract" also means "Agreement" and is referred to as such in this document.

**ADMINISTRATION OF CONTRACT**

**8. NOTICES**

All notices provided for by this Master Contract shall be in writing. Notices shall be mailed by first class mail deposited with the United States Postal Service or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to the LEA shall be addressed to the person and address as indicated on the signature page of the Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

**9. MAINTENANCE OF RECORDS**

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, staff time

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications by-laws; lists of current board of directors/trustees, if incorporated; documents evidencing financial expenditures; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain LEA student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each LEA student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, and date/time of access for each individual requesting or receiving information from the LEA student's record. Such log need record access to the LEA student's records by: (a) the LEA student's parent; (b) an individual to whom written consent has been executed by the LEA student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant parents access to student records, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward all records within five (5) business days to LEA. These shall include, but not limited to, current transcripts, IEP/ISPs, and reports.

**10. SEVERABILITY CLAUSE**

If any provision of this Master Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in effect.

**11. SUCCESSORS IN INTEREST**

This contract binds CONTRACTOR's successors and assignees.

**12. VENUE AND GOVERNING LAW**

The laws of the State of California shall govern the terms and conditions of this Master Contract with venue in the County where the LEA is located.

**13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES**

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The LEA shall provide the CONTRACTOR thirty (30) days notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

**14. TERMINATION**

This Master Contract or an Individual Service Agreement may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the Master Contract or ISA unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting. To

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

terminate the Master Contract, either party shall give twenty (20) days prior written notice to the other party (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to the LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract. CONTRACTOR or the LEA may also terminate an individual ISA for cause. To terminate the ISA, either party shall also give twenty (20) days prior written notice to the other.

**15. INSURANCE**

CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR'S fulfillment of any of its obligations under this Agreement or either party's use of the Work or any component or part thereof:

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

\$1,000,000 per occurrence  
\$ 100,000 fire damage  
\$ 5,000 medical expenses  
\$1,000,000 personal & adv. injury  
\$2,000,000 general aggregate  
\$2,000,000 products/completed operations aggregate

- B. **Business Auto Liability Insurance** for all owned scheduled, non-owned or hired automobiles with a \$1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as an approved service location by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- C. **Workers' Compensation and Employers Liability Insurance** in a form and amount covering CONTRACTOR'S full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the following limits:**

\$1,000,000 per occurrence  
\$1,000,000 general aggregate

- E. CONTRACTOR, upon execution of this Master Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the District's Board of Education as additional insured's premiums on all insurance policies shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

- F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the LEA. At its option, the LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.
- G. For any claims related to the services, the CONTRACTOR's insurance coverage shall be primary insurance as respects the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
- H. All Certificates of Insurance shall reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

If the LEA or CONTRACTOR determines that changes in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

**16. INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify and hold harmless LEA and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by CONTRACTOR or its directors, officers, agents, employees, volunteers or guests arising from CONTRACTOR's duties and obligations described in this Agreement or imposed by law.

To the fullest extent allowed by law, LEA shall defend, indemnify and hold harmless CONTRACTOR and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by LEA or its directors, officers, agents, employees, volunteers or guests arising from LEA's duties and obligations described in this Agreement or imposed by law.

**17. INDEPENDENT CONTRACTOR**

Nothing herein contained shall be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Agreement as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is held to be a partner, joint venturer, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes,

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

penalties and interest charges incurred by the LEA as a result of that holding. If CONTRACTOR is held to be a joint venturer, employer, or co-principal of the LEA, then the LEA shall indemnify and hold harmless the CONTRACTOR.

**18. SUBCONTRACTING**

CONTRACTOR shall not enter into any subcontracting relationship without first obtaining the written approval of the LEA. CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, unless written approval for any change is first obtained by the LEA. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including without limitation transportation) for any LEA student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA and the LEA/District Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance shall reference the LEA contract number, name of the school or agency submitting the certificate, indication if nonpublic school or nonpublic agency, and the location of the school or agency submitting the certificate. In addition, all sub-contractors must meet the requirements as contained in Section 45 (Clearance Requirements) and Section 46 (Staff Qualifications) of this Master Contract.

**19. CONFLICTS OF INTEREST**

CONTRACTOR shall provide to the LEA a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall avoid any relationship with the LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education Code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

Unless CONTRACTOR and the LEA otherwise agree in writing, the LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a LEA student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the LEA student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e. before or after the LEA student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the LEA student is performed or a report is prepared in the normal course of the services provided to the LEA student by CONTRACTOR. To avoid a conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the District may, in its discretion, not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may, in its discretion, not fund services through the evaluator whose IEE the District agrees to fund. When no other

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

appropriate assessor is available, the LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

When the CONTRACTOR is a nonpublic agency, the CONTRACTOR acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by the LEA if provided by an individual who was an employee of the LEA within the three hundred and sixty five (365) days prior to executing this Master Contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by the LEA.

**20. NON-DISCRIMINATION**

CONTRACTOR shall not unlawfully discriminate on the basis of race, religion, sex, national origin, age, sexual orientation, or disability in employment or operation of its programs.

**EDUCATIONAL PROGRAM**

**21. FREE AND APPROPRIATE PUBLIC EDUCATION**

LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each LEA student served by CONTRACTOR. CONTRACTOR shall provide to each LEA student special education and/or related services (including transition services) within the nonpublic school or nonpublic agency consistent with the LEA student's IEP and as specified in the ISA. If CONTRACTOR is a nonpublic school, CONTRACTOR shall not accept a LEA student if it cannot provide or ensure the provision of the services outlined in the student's IEP.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities for LEA students, as specified in the LEA student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the LEA student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the LEA student's enrollment under the terms of this Master Contract). CONTRACTOR may charge a LEA student's parent(s) for services and/or activities not necessary for the LEA student to receive a free appropriate public education after: (a) written notification to the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility as specified in the LEA Procedures.

Voluntary services and/or activities not necessary for the LEA student to receive a free appropriate public education shall not interfere with the LEA student's receipt of special education and/or related services as specified in the LEA student's IEP and ISA unless the LEA and CONTRACTOR agree otherwise in writing.

**22. GENERAL PROGRAM OF INSTRUCTION**

All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

When CONTRACTOR is a nonpublic school, CONTRACTOR's general program of instruction shall: (a) be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the LEA student's IEP and ISA. LEA students shall have access to: (a) State Board of Education (SBE) - adopted standards-based, core curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by a local education agency (LEA), that contracts with the nonpublic school: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling. CONTRACTOR's general program of instruction shall be described in writing and a copy provided to LEA prior to the effective date of this Master Contract.

When CONTRACTOR serves LEA students in grades nine through twelve inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to LEA students who have not successfully completed all of the LEA's graduation requirements, including, but not limited to, passing the California High School Exit Exam (CAHSEE) per state guidelines.

When CONTRACTOR is a nonpublic agency and/or related services provider, CONTRACTOR's general program of instruction and/or services shall be consistent with LEA and CDE guidelines and certification, and provided as specified in the LEA student's IEP and ISA. The nonpublic agency providing Behavior Intervention services shall develop a written treatment plan that specifies the nature of their nonpublic agency service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a contractor that is a licensed children's institution, all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI contractors shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to the LEA a written description of the services and location provided prior to the effective date of this Master Contract. Contractors providing Behavior Intervention services must have a trained Behavior Intervention Case Manager (BICM) or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall not provide transportation nor subcontract for transportation services.

**23. INSTRUCTIONAL MINUTES**

When CONTRACTOR is a nonpublic school, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to LEA students at like grade level, attending LEA schools and shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

For LEA students in grades pre-kindergarten through 12, unless otherwise specified in the LEA student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch, and passing time, shall be at least:

310 instructional minutes for LEA students in grades pre-kindergarten through five inclusive.

314 instructional minutes for LEA students in grades six through twelve inclusive.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to LEA students attending LEA schools in like grade levels unless otherwise specified in the LEA student's IEP.

When CONTRACTOR is a nonpublic agency and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.

**24. CLASS SIZE**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students unless CONTRACTOR and the LEA agree otherwise, in writing.

In the event a nonpublic school is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the California Department of Education Certification of that school, the nonpublic school shall develop a plan to assure appropriate coverage of students by first utilizing existing certificated staff. The nonpublic school and the LEA may agree to one 30 school day period per contract year where class size may be increased to assure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a nonpublic agency.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

**25. CALENDARS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the students' IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services if such are recommended by his/her IEP Team and the provision of such is specifically included in the ISA. Extended school year shall consist of 20 instructional days, unless otherwise agreed upon by the IEP Team convened by the LEA. Any days of extended school year in excess of 20 billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Student must have actually been in attendance during the regular school year and/or during extended school year and actually received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic school service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as the LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, may include Martin Luther King, Jr. Day, Cesar Chavez Day, President's Day, Memorial Day and Independence Day. With the approval of the LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by LEA.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic agency service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

**26. DATA REPORTING**

CONTRACTOR shall agree to provide to the LEA, all data related to students who are served by the CONTRACTOR. This shall include any and all data related to any section of this Master Contract. CONTRACTOR agrees to provide all the information in the format required by the LEA. It is understood that all nonpublic schools and nonpublic agencies shall utilize the Special Education Information System (SEIS) or comparable system approved by the LEA/SELPA for all IEP development and progress reporting. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access so that this information may be compiled.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including but not limited to invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR-provided forms at their discretion.

**27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT**

CONTRACTOR and the LEA shall both follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options (and/or dual enrollment options if available and appropriate) for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

CONTRACTOR shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services and goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommendations and/or activities to support the transition.

**28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION**

Where CONTRACTOR is a nonpublic school, CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools and each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR's qualified staff; CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA. Contractor shall report the test results to the CDE as required by Education Code section 56366(a)(8)(A).

Where CONTRACTOR is a nonpublic school, CONTRACTOR shall administer all statewide achievement tests and the California High School Exit Examination as mandated by the LEA and pursuant to the LEA, state and federal guidelines.

**29. SELPA MANDATED ATTENDANCE AT MEETINGS**

CONTRACTOR shall attend SELPA mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, and standardized testing. The LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings shall not constitute a billable service hour(s).

**30. POSITIVE BEHAVIOR INTERVENTIONS**

CONTRACTOR shall comply with the requirements of Title 5 of the California Code of Regulations sections 3001(c)-(f) and 3052(l)(1-8) regarding positive behavior interventions including, but not limited to: the completion of functional analysis assessments; the development, implementation, monitoring, supervision, modification, and evaluation of behavior intervention plans; and emergency interventions. It is understood that the LEA may require additional requirements for staff qualifications beyond what is required in Title 5 Regulation, 3064 and 3065. Such requirements will be provided in writing to the behavior intervention agency prior to entering into any contract for services. Failure to maintain adherence to staff qualification requirements shall constitute sufficient cause for contract termination. Behavior intervention agencies shall provide the LEA with all training protocols for behavior intervention staff employed by a nonpublic agency who do not possess a license, credential or recognized certification as part of their Master Contract application. Behavior intervention nonpublic agencies shall provide certification that all behavior aides who do not possess a license, credential or recognized certification have completed required training protocols within ten days of the start of providing behavior intervention services to a LEA student. Failure to do so shall constitute sufficient cause for termination.

CONTRACTOR shall designate an individual employed, contracted, and/or otherwise hired by CONTRACTOR as a "behavior intervention case manager" as that term is defined in Title 5 of the

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

California Code of Regulations section 3001(e). CONTRACTOR shall maintain a written policy in compliance with Title 5 of the California Code of Regulations section 3052(i) and (k) regarding emergency interventions and Behavioral Emergency Reports. Evidence of such training shall be submitted to the LEA at the beginning of the school year and within 6 days of any new hire. CONTRACTOR shall ensure that all of its staff members are trained annually in crisis intervention and emergency procedures as related to appropriate behavior management strategies.

CONTRACTOR shall not authorize, order, consent to, or pay for any of the following prohibited interventions, or any other intervention similar to or like the following: (a) any intervention that is designed to, or likely to, cause physical pain; (b) releasing noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the LEA student's face; (c) any intervention which denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities; (d) any intervention which is designed to subject, used to subject, or likely to subject the LEA student to verbal abuse, ridicule, or humiliation, or which can be expected to cause excessive emotional trauma; (e) restrictive interventions which employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used as a short term emergency intervention by CONTRACTOR's trained and qualified personnel as allowable by applicable law and regulations; (f) locked seclusion except as allowable by applicable law and regulations; (g) any intervention that precludes adequate supervision of individual; and (h) any intervention which deprives the LEA student of one or more of his or her senses, pursuant to California Code of Regulations 3052(l) (1-8).

**31. STUDENT DISCIPLINE**

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations.

When CONTRACTOR seeks to remove a LEA student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA and a manifestation IEP team meeting shall be scheduled. Written discipline reports shall include, but not be limited to: the LEA student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the LEA student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10<sup>th</sup>) day of suspension. CONTRACTOR shall notify and invite LEA representatives to the IEP team meeting where the manifestation determination will be made.

**32. IEP TEAM MEETINGS**

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the nonpublic school and/or by the nonpublic agency; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366(a)(2)(B)(i) and (ii).) If a LEA student is to be transferred from a nonpublic school setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, if appropriate, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Except as otherwise provided in the Master Contract, CONTRACTOR and the LEA shall participate in all IEP team meetings regarding LEA students

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

for whom ISAs have been or may be executed. At any time during the term of this Master Contract, a parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to the parent(s), the CONTRACTOR and the LEA. CONTRACTOR shall provide to the LEA any and all assessments (including testing protocols) and written assessment reports created by CONTRACTOR and any of its agents or subcontractors, upon request and/or pursuant to LEA policy and procedures.

It is understood that the CONTRACTOR shall utilize the Special Education Information System (SEIS) for all IEP planning and progress reporting. The SELPA shall provide training for any nonpublic school and nonpublic agency to assure access to SEIS. The nonpublic school and/or nonpublic agency shall maintain confidentiality of all IEP data on SEIS and shall protect the password requirements of the system. When a student disenrolls from the nonpublic school or stops receiving services from the nonpublic agency, such CONTRACTOR shall discontinue use of SEIS for that student.

Changes in any LEA student's educational program, including instruction, services, or instructional setting, provided under this Master Contract may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of considering a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise, or unless an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH.

**33. SURROGATE PARENTS**

CONTRACTOR shall comply with all LEA surrogate parent assignments.

**34. DUE PROCESS PROCEEDINGS**

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by the LEA. CONTRACTOR shall also fully participate in the investigation of any complaint filed with the State of California, the Office for Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include but in no way be limited to cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's ISP.

**35. COMPLAINT PROCEDURES**

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of LEA students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 et seq.; (2) Nondiscrimination policies pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policies pursuant to California Education Code 231.5(a)(b)(c); (4) Student Grievance Procedure pursuant to Title IX 106.8 (a)(d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act (HIPPA). CONTRACTOR shall include verification of these procedures to the LEA.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**36. LEA STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS**

Unless the LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA within 10 days of the LEA's request.

CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior support plans. The LEA may request copies of such data at any time within five years of the date of service. CONTRACTOR agrees to maintain the information for at least five years and also shall provide this data supporting progress within 5 business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other assessment of the LEA student one month prior to the LEA student's annual or triennial review IEP team meeting for the purpose of reporting the LEA student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within 5 business days of request.

CONTRACTOR is responsible for all assessment costs regarding the updating of goals and objectives, progress reporting and the development of present levels of performance. All assessments shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For nonpublic agency services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the LEA student's parent(s) or LEA for the provision of progress reports, report cards, and/or any assessments, interviews, or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

**37. TRANSCRIPTS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall prepare transcripts at the close of each semester, or upon LEA student transfer, for LEA students in grades nine through twelve inclusive. CONTRACTOR shall submit all transcripts on LEA approved forms to the LEA student's school of residence, for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of LEA students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**38. LEA STUDENT CHANGE OF RESIDENCE**

Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the LEA student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents. Within five (5) school days after CONTRACTOR becomes aware of a LEA student's change of residence, CONTRACTOR shall notify the LEA, in writing, of the LEA student's change of residence.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the LEA student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, the LEA shall not be responsible for the costs of services delivered after the LEA student's change of residence.

**39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM**

CONTRACTOR shall immediately report, by telephone, to the LEA Representative responsible for overseeing nonpublic schools and nonpublic agencies, and any other required representative from the California Department of Education, when a LEA student is withdrawn from school and/or services. CONTRACTOR shall confirm such telephone call on LEA approved forms and submit to the LEA and the Department of Education, if required, within five (5) business days of the withdrawal. CONTRACTOR shall assist LEA to verify and clear potential dropouts three times per year, as required by the 2001 Elementary and Secondary Education Act (No Child Left Behind; NCLB), as documentation of graduation rate is one of the indicators of Adequate Yearly Progress (AYP).

**40. PARENT ACCESS**

CONTRACTOR shall provide for reasonable parental access to LEA students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and LEA student living quarters. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR, if operating a program with a residential component, shall cooperate with a parent's reasonable request for LEA student visits in their home during, but not limited to, holidays and weekends. CONTRACTOR shall ensure that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA.

**41. SERVICES AND SUPERVISION AND PROFESSIONAL CONDUCT**

If CONTRACTOR provides services on a LEA public school campus, CONTRACTOR shall comply with Penal Code section 627.1 et seq., as well as all other LEA and campus-specific policies and procedures regarding visitors to/on school campuses. CONTRACTOR shall be responsible for the purchase and provision of the supplies and assessment tools necessary to implement the provision of CONTRACTOR services on LEA public school campuses.

It is understood that the public school credentialed classroom teacher is responsible for the educational program.

It is understood that all employees, subcontractors and volunteers of any certified nonpublic school or agency shall adhere to customary professional standards when providing services. All practices shall be within the scope of professional responsibility as defined in the professional code of conduct for each

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

profession. Reports regarding student progress shall be consistent with the provision of the Master Contract.

CONTRACTOR, if providing services in a student's home as specified in the ISP, shall assure that at least one parent of the child or an adult caregiver with written and signed authorization to make decisions in an emergency is present during the provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the nonpublic school/nonpublic agency service provider. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

**42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS**

If CONTRACTOR is a licensed children's institution, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code sections 56366(a)(2)(C) and 56366.9, Health and Safety Code section 1501.1(b), (AB1858, AB490 (Chapter 862, Statutes of 2003)) and the procedures set forth in the LEA Procedures. An LCI shall not require that a pupil be placed in its nonpublic school as a condition of being placed in its residential facility.

If CONTRACTOR is a nonpublic, nonsectarian school that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to the LEA, on a quarterly basis, a list of all LEA students, including those identified as eligible for special education. For those identified special education students, the list shall include: 1) special education eligibility at the time of enrollment and 2) the educational placement and services specified in each student's IEP at the time of enrollment.

Unless placement is made pursuant to a Office of Administrative Hearings order or a lawfully executed agreement between the LEA and parent, the LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent or another adult with educational decision-making rights.

**43. STATE MEAL MANDATE**

When CONTRACTOR is a nonpublic school, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49530, 49530.5 and 49550.

**44. MONITORING**

CONTRACTOR shall allow representatives from the LEA access to its facilities for the purpose of monitoring each LEA student's instructional program. LEA shall have access to observe each LEA student at work, observe the instructional setting, interview CONTRACTOR, and review each LEA student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

If CONTRACTOR is also an LCI, the SELPA shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall fully participate in the CDE On-Site and Self Review and if applicable, District Validation Review. This review will address programmatic aspects of the nonpublic school/agency, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall complete and submit a Nonpublic School/Agency Self-Review Assessment submitted as specified by the LEA.

CONTRACTOR understands that the LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a nonpublic school, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card in accordance with California Education Code Section 33126.

**PERSONNEL**

**45. CLEARANCE REQUIREMENTS**

CONTRACTOR shall comply with the requirements of California Education Code section 44237, 35021.1 and 35021.2 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for all of CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers who will have or likely may have direct contact with LEA students shall not come in contact with LEA students until both CDOJ and FBI clearance are ascertained. CONTRACTOR shall further certify in writing to the LEA that none of its employees, volunteers, or subcontractors who will have or likely may have any direct contact with LEA students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237(i) or (j). Clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

**46. STAFF QUALIFICATIONS**

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or provide related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold to render the service consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(y), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Only those nonpublic, nonsectarian schools or agencies located outside of California that employ staff who hold a current valid credential or license to render special education and related services as required by that state shall be eligible to be certified.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to Federal requirements and California Education Code sections 45340 et seq. and 45350 et seq. Specifically, all paraprofessionals, including, but not limited to instructional aides and teacher assistants, employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

**47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS**

CONTRACTOR shall submit to the LEA and SELPA a staff list, and copies of all current and required licenses, certifications, credentials, permits and/or other documents which entitle the holder to provide special education and/or related services by CONTRACTOR and all individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, certifications, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall notify the LEA in writing within thirty (30) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students as specified in the LEA Procedures. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, certifications, credentials, permits and/or other documents for CONTRACTOR and all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall immediately, and in no circumstances longer than three (3) calendar days, provide to the LEA updated information regarding the status of licenses, certifications, credentials, permits and/or other documents of any known changes.

**48. STAFF ABSENCE**

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage on the LEA substitute teacher log. Substitute teachers shall remain with their assigned class during all instructional time. The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided.

When CONTRACTOR is a nonpublic agency and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for his/her student. The LEA will not pay for services unless a qualified substitute

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and an authorized LEA representative.

**49. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME**

It is understood that all employees, subcontractors, and volunteers of any certified nonpublic school or nonpublic agency shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR. Reports regarding student progress shall be consistent with the provision of this Master Contract.

For services provided on a public school campus, sign in/out procedures shall be followed by nonpublic agency providers working in a public school classroom along with all other procedures for being on campus consistent with school and LEA policy. It is understood that the public school credentialed classroom teacher is responsible for the instructional program, and all nonpublic agency service providers shall work collaboratively with the classroom teacher, who shall remain in charge of the instructional program.

For services provided in a pupil's home as specified in the IEP, CONTRACTOR must assure that the parent or an LEA-approved responsible adult is present during the provision of services. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

**HEALTH AND SAFETY MANDATES**

**50. HEALTH AND SAFETY**

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 et seq., 49406, and Health and Safety Code section 3454(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to the LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with an LEA student.

CONTRACTOR shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

**51. FACILITIES AND FACILITIES MODIFICATIONS**

CONTRACTOR shall provide special education and/or related services to LEA students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a nonpublic school, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required to comply with applicable federal, state, and local laws, regulations, and ordinances.

**52. ADMINISTRATION OF MEDICATION**

Unless otherwise set forth in the student's ISP, CONTRACTOR shall comply with the requirements of California Education Code section 49423 when CONTRACTOR serves a LEA student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the LEA student with the administration of such medication after the LEA student's parent(s) provides to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the LEA student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to the LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each LEA student to whom medication is administered. Such written log shall specify the LEA student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for assuring appropriate staff training in the administration of such medication consistent with student's physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

**53. INCIDENT/ACCIDENT REPORTING**

CONTRACTOR shall submit within 24 hours by fax and mail, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

**54. CHILD ABUSE REPORTING**

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. To protect the privacy rights of all parties involved (i.e. reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

**55. SEXUAL HARASSMENT/DISCRIMINATION**

CONTRACTOR shall have a Sexual and Gender Identity Harassment Policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures.

**56. REPORTING OF MISSING CHILDREN**

CONTRACTOR assures the LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

**FINANCIAL**

**57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES**

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the children enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every child.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing, including requirements of electronic billing, as specified by the LEA Procedures. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the LEA student's IEP and ISA which are provided on billable days of attendance. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and in compliance with the LEA Procedures, and will be governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by the LEA during the effective period of this Master Contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to the LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on a LEA form with signatures in the manner prescribed by LEA in the LEA Procedures. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the ISP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of the nonpublic school/nonpublic agency administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this Master Contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and the name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this Master Contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this Master Contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by the LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31<sup>st</sup> after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six months after the close of the fiscal year unless approved by the LEA to resolve billing issues including rebilling issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than 12 months from the close of the fiscal year. If the billing or rebilling error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. SELPA will not pay mileage for NPA employee.

**58. RIGHT TO WITHHOLD PAYMENT**

The LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this Master Contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to LEA students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received, prior to school closure or contract termination, all documents concerning one or more LEA students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change or residence to another district, but fails to notify LEA with five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a LEA student. It is understood that no payments shall be made for any invoices that are not received by six months following the close of the prior fiscal year, for services provided in that year.

The amount which may be withheld by the LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a): the value of the service CONTRACTOR failed to perform; (b): the amount of overpayment; (c): the entire amount of the invoice for which satisfactory documentation has not been provided by CONTRACTOR (d): the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e): the proportionate amount of the invoice related to the applicable pupil for the time period from the date of the violation occurred and until the violation is cured; or (f): the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the LEA student.

If the LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for the LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for the LEA's withholding payment or submit a written request for extension of time to correct the deficiencies. Upon receipt of CONTRACTOR's written request showing good cause, the LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

not be withheld, CONTRACTOR shall send written notice to the LEA specifying the reason it believes payment should not be withheld. The LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason the LEA believes payment should not be made. If the LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: Disagreements between the LEA and CONTRACTOR concerning the Master Contract may be appealed to the County Superintendent of Schools or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code Section 56366(c)(2).

**59. PAYMENT FROM OUTSIDE AGENCIES**

CONTRACTOR shall notify the LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to LEA students. Upon request, CONTRACTOR shall provide to the LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to LEA students.

**60. PAYMENT FOR ABSENCES**

**NONPUBLIC SCHOOL STAFF ABSENCE**

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. The LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by LEA) substitute. The LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in LEA student's IEP or ISA.

**NONPUBLIC SCHOOL STUDENT ABSENCE**

If CONTRACTOR is a nonpublic school, no later than the tenth (10) cumulative day of the LEA student's unexcused absence, CONTRACTOR shall notify the LEA of such absence as specified in the LEA Procedures.

Criteria for a billable day for payment purposes is one day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. The LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. The LEA shall

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

not be responsible for payment of DIS or related services for days on which a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law, nor shall student be eligible for make-up services.

**NONPUBLIC AGENCY STAFF ABSENCE**

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this Agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. The LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and the LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

**NONPUBLIC AGENCY STUDENT ABSENCE**

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a LEA student no later than the fifth consecutive service day of the student's absence, as specified in the LEA Procedures. The LEA shall not be responsible for the payment of services when a student is absent.

**61. INSPECTION AND AUDIT**

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide the LEA access to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and rollbooks of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, social security numbers, dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by the LEA. CONTRACTOR shall make available to the LEA all budgetary information including operating budgets submitted by CONTRACTOR to the LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of the LEA or CONTRACTOR's offices (to be specified by the LEA) at all reasonable times and without charge. All records shall be provided to the LEA within five (5) working days of a written request from the LEA. CONTRACTOR shall, at no cost to the LEA, provide assistance for such examination or audit. The LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to the LEA upon request by the LEA.

If an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes the LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, the LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and the LEA otherwise agree in writing, CONTRACTOR shall pay to the LEA the full amount owed as result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to the LEA within thirty (30) days of receipt of the LEA's written notice demanding payment.

**62. RATE SCHEDULE**

The attached rate schedule (Exhibit A) limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for LEA students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the percentage of a 310-minute instructional day.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the   1<sup>st</sup>   day of July 2013 and terminates at 5:00 P.M. on June 30, 2014, unless sooner terminated as provide herein.

CONTRACTOR, ATKINSON YOUTH SERVICES

LEA, CENTER JOINT UNIFIED

\_\_\_\_\_  
Nonpublic School/Agency

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Notices to CONTRACTOR shall be addressed to:	Notices to LEA shall be addressed to:
Name	Name and Title Paula Robinson, Executive Assistant
Nonpublic School/Agency/Related Service Provider Atkinson Youth Services	LEA Center Joint Unified School District
Address PO Box 214096	Address 8408 Watt Avenue
City                      State                      Zip Sacramento, CA 95821	City                      State                      Zip Antelope, CA 95843
Phone 916-609-3228                      Fax	Phone                      Fax 916-338-6320                      916-338-6329
Email	Email probinson@centerusd.org

**Additional LEA Notification  
(Required if completed)**

Name and Title		
Address		
City	State	Zip
Phone	Fax	
Email		

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**EXHIBIT A: RATES**

**CONTRACTOR: Atkinson Youth Services  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER**

**2013-2014  
(CONTRACT YEAR)**

**Per CDE Certification, total enrollment may not exceed**

**If blank, the number shall be as determine by  
CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_  
Total LEA enrollment may not exceed \_\_\_\_\_

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Rate	Period Ending
<u>119.20</u>	<u>6/30/14</u>
_____	_____
_____	_____

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	<u>10.00</u>	<u>6/30/14</u>
	b. Transportation – One Way	_____	_____
	c. Transportation-Dual Enrollment	_____	_____
	d. Public Transportation	_____	_____
	e. Parent*	_____	_____
(2)	a. Educational Counseling – Individual	_____	_____
	b. Educational Counseling – Group of	_____	_____
	c. Counseling – Parent	_____	_____
(3)	a. Adapted Physical Education – Individual	_____	_____
	b. Adapted Physical Education – Group of _____	_____	_____
	c. Adapted Physical Education – Group of _____	_____	_____
(4)	a. Language and Speech Therapy – Individual	_____	_____
	b. Language and Speech Therapy – Group of 2	_____	_____
	c. Language and Speech Therapy – Group of 3	_____	_____
	d. Language and Speech Therapy – Per diem	_____	_____
	e. Language and Speech - Eval	_____	_____
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	_____	_____
	b. Additional Instructional Assistant – Group of 2	_____	_____
	c. Additional Instructional Assistant – Group of 3	_____	_____
(6)	Intensive Special Education Instruction**	_____	_____
(7)	a. Occupational Therapy – Individual	_____	_____
	b. Occupational Therapy – Group of 2	_____	_____
	c. Occupational Therapy – Group of 3	_____	_____
	d. Occupational Therapy – Group of 4 - 7	_____	_____
	e. Occupational Therapy - Consultation Rate	_____	_____
(9)	Physical Therapy	_____	_____
(10)	a. Behavior Intervention – BII	_____	_____
	b. Behavior Intervention – BID	_____	_____
	Provided by: _____	_____	_____
(11)	Nursing Services	_____	_____

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN, NONPUBLIC  
SCHOOL/AGENCY SERVICES  
2013-2014**

(12) Residential Board and Care

(13) Residential Mental Health Services

\*Parent transportation reimbursement rates are to be determined by the LEA.

\*\*By credentialed Special Education Teacher.

_____	_____
_____	_____
_____	_____

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2013 and terminates at 5:00 P.M. on June 30, 2014, unless sooner terminated as provide herein.

CONTRACTOR, ATKINSON YOUTH SERVICES

LEA, CENTER UNIFIED

\_\_\_\_\_  
Nonpublic School/Agency

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

SACRAMENTO COUNTY  
SELPA

*NONPUBLIC, NONSECTARIAN  
SCHOOL/AGENCY SERVICES*

*MASTER CONTRACT*

*2013-2014*

# MASTER CONTRACT

GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL AND AGENCY SERVICES

District Center Joint Unified School District

2013/14

Contract Year \_\_\_\_\_

\_\_\_\_\_ Nonpublic School

☒

\_\_\_\_\_ Nonpublic Agency

## **Type of Contract:**

☒ \_\_\_\_\_

Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

\_\_\_\_\_

Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

\_\_\_\_\_

Interim Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date: \_\_\_\_\_

***When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract.***



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**TABLE OF CONTENTS**

**I. GENERAL PROVISIONS**

1. MASTER CONTRACT	1
2. CERTIFICATION	1
3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS	2
4. TERM OF MASTER CONTRACT	2
5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION	2
6. INDIVIDUAL SERVICES AGREEMENT	3
7. DEFINITIONS	3

**II. ADMINISTRATION OF CONTRACT**

8. NOTICES	5
9. MAINTENANCE OF RECORDS	5
10. SEVERABILITY CLAUSE	6
11. SUCCESSORS IN INTEREST	6
12. VENUE AND GOVERNING LAW	6
13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES	6
14. TERMINATION	6
15. INSURANCE	6
16. INDEMNIFICATION AND HOLD HARMLESS	8
17. INDEPENDENT CONTRACTOR	8
18. SUBCONTRACTING	8
19. CONFLICTS OF INTEREST	9
20. NON-DISCRIMINATION	9

**III. EDUCATIONAL PROGRAM**

21. FREE AND APPROPRIATE PUBLIC EDUCATION	10
22. GENERAL PROGRAM OF INSTRUCTION	10
23. INSTRUCTIONAL MINUTES	11
24. CLASS SIZE	12
25. CALENDARS	12
26. DATA REPORTING	13
27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT	13
28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION	13
29. DISTRICT MANDATED ATTENDANCE AT MEETINGS	14
30. POSITIVE BEHAVIOR INTERVENTIONS	14
31. STUDENT DISCIPLINE	15
32. IEP TEAM MEETINGS	15

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

33. SURROGATE PARENTS	16
34. DUE PROCESS PROCEEDINGS	16
35. COMPLAINT PROCEDURES	16
36. LEA STUDENT PROGRESS REPORTS/REPORT CARD AND ASSESSMENTS	16
37. TRANSCRIPTS	17
38. LEA STUDENT CHANGE OF RESIDENCE	17
39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM	17
40. PARENT ACCESS	18
41. SERVICES AND SUPERVISION ON PUBLIC SCHOOL CAMPUSES	18
42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS	18
43. STATE MEAL MANDATE	19
44. MONITORING	19
 <b>IV. <u>PERSONNEL</u></b>	
45. CLEARANCE REQUIREMENTS	20
46. STAFF QUALIFICATIONS	20
47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS	21
48. STAFF ABSENCE	21
49. STAFF PROFESSIONAL BEHAVIOR	21
 <b>V. <u>HEALTH AND SAFETY MANDATES</u></b>	
50. HEALTH AND SAFETY	22
51. FACILITIES AND FACILITIES MODIFICATION	22
52. ADMINISTRATION OF MEDICATION	22
53. INCIDENT/ACCIDENT REPORTING	23
54. CHILD ABUSE REPORTING	23
55. SEXUAL HARASSMENT	23
56. REPORTING OF MISSING CHILDREN	23
 <b>VI. <u>FINANCIAL</u></b>	
57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING AND BILLING PROCEDURES	23
58. RIGHT TO WITHHOLD PAYMENT	24
59. PAYMENT FROM OUTSIDE AGENCIES	25
60. PAYMENT FOR ABSENCES	26
61. INSPECTION AND AUDIT	27
62. RATE SCHEDULE	28
63. DEBARMENT CERTIFICATION EXHIBIT A: RATES	28

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**2013-2014**

**CONTRACT NUMBER:** \_\_\_\_\_

**LEA:** Baby Steps Therapy

**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:**

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
MASTER CONTRACT**

**AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS**

**1. MASTER CONTRACT**

This Master Contract is entered into this 1 day of July, 2013, between the Center Joint Unified School District (hereinafter referred to as "LEA" or "District") and Baby Steps Therapy (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 et seq. and Title 5 of the California Code of Regulations section 3000 et seq., AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any LEA student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of an LEA student, CONTRACTOR shall submit to LEA an Individual Services Agreement (hereinafter referred to as "ISA") and a Nonpublic Services Student Enrollment form as specified in the LEA Procedures. Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all services specified in the student's Individualized Education Plan (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of an LEA student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each LEA student served by CONTRACTOR.

Unless placement is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent.

**2. CERTIFICATIONS AND LICENSES**

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 et seq. and within the professional scope of practice of each providers license, certification and/or credential.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

In addition to meeting the certification requirements of the State of California, CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

A current copy of CONTRACTOR's licenses and nonpublic school/agency certifications, or a validly issued waiver of any such certification, must be provided to LEA on or before the date this Master Contract is executed by CONTRACTOR. CONTRACTOR must immediately (and under no circumstances longer than three (3) calendar days) notify LEA if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. If any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract, this Master Contract shall be null and void..

Total student enrollment shall be limited to capacity as stated on CDE certification. Total LEA student enrollment shall be limited to capacity as stated in Section 24 of the Master Contract.

**3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS**

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless CONTRACTOR and the LEA specifically agree, in writing, that a policy or policies, or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to the provision of special education and/or related services, facilities for individuals with exceptional needs, LEA student enrollment and transfer, LEA student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract, and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

**4. TERM OF MASTER CONTRACT**

The term of this Master Contract shall be from July 1, 2013 to June 30, 2013 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2013. In the event a Master Contract is not renegotiated by June 30<sup>th</sup>, an interim contract may be made available as mutually agreed upon for up to 90 days from July 1 of the new fiscal year. (Title 5 California Code of Regulations section 3062(d).) No

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

**5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION  
OR TERMINATION**

This Master Contract includes the LEA Procedures and each Individual Services Agreement which are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties. Notwithstanding the foregoing, the LEA may modify the LEA procedures from time to time without the consent of CONTRACTOR.

CONTRACTOR shall provide the LEA with all information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to the LEA, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to the LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by the LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety day period, all payments shall cease until such time as the new Master Contract is signed. (California Education Code section 56366(c)(1) and (2).) In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students at the discretion of the LEA.

**6. INDIVIDUAL SERVICES AGREEMENT**

This Master Contract shall include an ISA developed for each LEA student for whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for LEA students enrolled with the approval of the LEA pursuant to Education Code section 56366(a)(2)(A). An ISA can be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students.

Any and all changes to a LEA student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the LEA student's IEP. At any time during the term of this Master Contract, a LEA student's parent, CONTRACTOR, or LEA may request a review of a LEA student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a)(5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

otherwise or an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH. CONTRACTOR shall adhere to all the LEA requirements concerning changes in placement.

Disagreements between the LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c)(2).

**7. DEFINITIONS**

The following definitions shall apply for purposes of this contract:

- a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, employees.
- b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for nonpublic school/agencies. It is understood that a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for the Master Contract, unless otherwise specified in the Master Contract.
- c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).
- d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services, and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 3064 and 3065, or, in the absence of such requirements, the state-education-agency-approved or recognized requirements, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code. Nothing in this definition shall be construed as restricting the activities of services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations.
- e. The term "license" means a valid nonexpired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services, including but not limited to mental health and board and care services at a residential placement, or refer to themselves using a specified professional title. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

- f. Parent means a biological or adoptive parent unless the biological or adoptive parent does not have legal authority to make educational decisions for the child, a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare, a surrogate parent, a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2). Parent does not include the state or any political subdivision of government or the nonpublic school or agency under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).
- g. The term "days" means calendar days unless otherwise specified.
- h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a LEA student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term "Master Contract" also means "Agreement" and is referred to as such in this document.

**ADMINISTRATION OF CONTRACT**

**8. NOTICES**

All notices provided for by this Master Contract shall be in writing. Notices shall be mailed by first class mail deposited with the United States Postal Service or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to the LEA shall be addressed to the person and address as indicated on the signature page of the Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

**9. MAINTENANCE OF RECORDS**

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, staff time

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications by-laws; lists of current board of directors/trustees, if incorporated; documents evidencing financial expenditures; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain LEA student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each LEA student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, and date/time of access for each individual requesting or receiving information from the LEA student's record. Such log need record access to the LEA student's records by: (a) the LEA student's parent; (b) an individual to whom written consent has been executed by the LEA student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant parents access to student records, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward all records within five (5) business days to LEA. These shall include, but not limited to, current transcripts, IEP/ISPs, and reports.

**10. SEVERABILITY CLAUSE**

If any provision of this Master Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in effect.

**11. SUCCESSORS IN INTEREST**

This contract binds CONTRACTOR's successors and assignees.

**12. VENUE AND GOVERNING LAW**

The laws of the State of California shall govern the terms and conditions of this Master Contract with venue in the County where the LEA is located.

**13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES**

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The LEA shall provide the CONTRACTOR thirty (30) days notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

**14. TERMINATION**

This Master Contract or an Individual Service Agreement may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the Master Contract or ISA unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting. To



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

terminate the Master Contract, either party shall give twenty (20) days prior written notice to the other party (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to the LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract. CONTRACTOR or the LEA may also terminate an individual ISA for cause. To terminate the ISA, either party shall also give twenty (20) days prior written notice to the other.

**15. INSURANCE**

CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR'S fulfillment of any of its obligations under this Agreement or either party's use of the Work or any component or part thereof:

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

\$1,000,000 per occurrence  
\$ 100,000 fire damage  
\$ 5,000 medical expenses  
\$1,000,000 personal & adv. injury  
\$2,000,000 general aggregate  
\$2,000,000 products/completed operations aggregate

- B. **Business Auto Liability Insurance** for all owned scheduled, non-owned or hired automobiles with a \$1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as an approved service location by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- C. **Workers' Compensation and Employers Liability Insurance** in a form and amount covering CONTRACTOR'S full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the following limits:**

\$1,000,000 per occurrence  
\$1,000,000 general aggregate

- E. CONTRACTOR, upon execution of this Master Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the District's Board of Education as additional insured's premiums on all insurance policies shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

- F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the LEA. At its option, the LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.
- G. For any claims related to the services, the CONTRACTOR's insurance coverage shall be primary insurance as respects the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
- H. All Certificates of Insurance shall reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

If the LEA or CONTRACTOR determines that changes in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

**16. INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify and hold harmless LEA and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by CONTRACTOR or its directors, officers, agents, employees, volunteers or guests arising from CONTRACTOR's duties and obligations described in this Agreement or imposed by law.

To the fullest extent allowed by law, LEA shall defend, indemnify and hold harmless CONTRACTOR and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by LEA or its directors, officers, agents, employees, volunteers or guests arising from LEA's duties and obligations described in this Agreement or imposed by law.

**17. INDEPENDENT CONTRACTOR**

Nothing herein contained shall be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Agreement as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is held to be a partner, joint venturer, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes,

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

penalties and interest charges incurred by the LEA as a result of that holding. If CONTRACTOR is held to be a joint venturer, employer, or co-principal of the LEA, then the LEA shall indemnify and hold harmless the CONTRACTOR.

**18. SUBCONTRACTING**

CONTRACTOR shall not enter into any subcontracting relationship without first obtaining the written approval of the LEA. CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, unless written approval for any change is first obtained by the LEA. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including without limitation transportation) for any LEA student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA and the LEA/District Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance shall reference the LEA contract number, name of the school or agency submitting the certificate, indication if nonpublic school or nonpublic agency, and the location of the school or agency submitting the certificate. In addition, all sub-contractors must meet the requirements as contained in Section 45 (Clearance Requirements) and Section 46 (Staff Qualifications) of this Master Contract.

**19. CONFLICTS OF INTEREST**

CONTRACTOR shall provide to the LEA a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall avoid any relationship with the LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education Code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

Unless CONTRACTOR and the LEA otherwise agree in writing, the LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a LEA student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the LEA student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e. before or after the LEA student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the LEA student is performed or a report is prepared in the normal course of the services provided to the LEA student by CONTRACTOR. To avoid a conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the District may, in its discretion, not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may, in its discretion, not fund services through the evaluator whose IEE the District agrees to fund. When no other

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

appropriate assessor is available, the LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

When the CONTRACTOR is a nonpublic agency, the CONTRACTOR acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by the LEA if provided by an individual who was an employee of the LEA within the three hundred and sixty five (365) days prior to executing this Master Contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by the LEA.

**20. NON-DISCRIMINATION**

CONTRACTOR shall not unlawfully discriminate on the basis of race, religion, sex, national origin, age, sexual orientation, or disability in employment or operation of its programs.

**EDUCATIONAL PROGRAM**

**21. FREE AND APPROPRIATE PUBLIC EDUCATION**

LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "TTP") of each LEA student served by CONTRACTOR. CONTRACTOR shall provide to each LEA student special education and/or related services (including transition services) within the nonpublic school or nonpublic agency consistent with the LEA student's IEP and as specified in the ISA. If CONTRACTOR is a nonpublic school, CONTRACTOR shall not accept a LEA student if it cannot provide or ensure the provision of the services outlined in the student's IEP.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities for LEA students, as specified in the LEA student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the LEA student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the LEA student's enrollment under the terms of this Master Contract). CONTRACTOR may charge a LEA student's parent(s) for services and/or activities not necessary for the LEA student to receive a free appropriate public education after: (a) written notification to the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility as specified in the LEA Procedures.

Voluntary services and/or activities not necessary for the LEA student to receive a free appropriate public education shall not interfere with the LEA student's receipt of special education and/or related services as specified in the LEA student's IEP and ISA unless the LEA and CONTRACTOR agree otherwise in writing.

**22. GENERAL PROGRAM OF INSTRUCTION**

All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

When CONTRACTOR is a nonpublic school, CONTRACTOR's general program of instruction shall: (a) be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the LEA student's IEP and ISA. LEA students shall have access to: (a) State Board of Education (SBE) - adopted standards-based, core curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by a local education agency (LEA), that contracts with the nonpublic school: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling. CONTRACTOR's general program of instruction shall be described in writing and a copy provided to LEA prior to the effective date of this Master Contract.

When CONTRACTOR serves LEA students in grades nine through twelve inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to LEA students who have not successfully completed all of the LEA's graduation requirements, including, but not limited to, passing the California High School Exit Exam (CAHSEE) per state guidelines.

When CONTRACTOR is a nonpublic agency and/or related services provider, CONTRACTOR's general program of instruction and/or services shall be consistent with LEA and CDE guidelines and certification, and provided as specified in the LEA student's IEP and ISA. The nonpublic agency providing Behavior Intervention services shall develop a written treatment plan that specifies the nature of their nonpublic agency service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a contractor that is a licensed children's institution, all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI contractors shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to the LEA a written description of the services and location provided prior to the effective date of this Master Contract. Contractors providing Behavior Intervention services must have a trained Behavior Intervention Case Manager (BICM) or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall not provide transportation nor subcontract for transportation services.

**23. INSTRUCTIONAL MINUTES**

When CONTRACTOR is a nonpublic school, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to LEA students at like grade level, attending LEA schools and shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

For LEA students in grades pre-kindergarten through 12, unless otherwise specified in the LEA student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch, and passing time, shall be at least:

310 instructional minutes for LEA students in grades pre-kindergarten through five inclusive.

314 instructional minutes for LEA students in grades six through twelve inclusive.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to LEA students attending LEA schools in like grade levels unless otherwise specified in the LEA student's IEP.

When CONTRACTOR is a nonpublic agency and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.

**24. CLASS SIZE**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students unless CONTRACTOR and the LEA agree otherwise, in writing.

In the event a nonpublic school is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the California Department of Education Certification of that school, the nonpublic school shall develop a plan to assure appropriate coverage of students by first utilizing existing certificated staff. The nonpublic school and the LEA may agree to one 30 school day period per contract year where class size may be increased to assure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a nonpublic agency.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

**25. CALENDARS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the students' IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services if such are recommended by his/her IEP Team and the provision of such is specifically included in the ISA. Extended school year shall consist of 20 instructional days, unless otherwise agreed upon by the IEP Team convened by the LEA. Any days of extended school year in excess of 20 billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Student must have actually been in attendance during the regular school year and/or during extended school year and actually received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic school service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as the LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, may include Martin Luther King, Jr. Day, Cesar Chavez Day, President's Day, Memorial Day and Independence Day. With the approval of the LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by LEA.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic agency service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

**26. DATA REPORTING**

CONTRACTOR shall agree to provide to the LEA, all data related to students who are served by the CONTRACTOR. This shall include any and all data related to any section of this Master Contract. CONTRACTOR agrees to provide all the information in the format required by the LEA. It is understood that all nonpublic schools and nonpublic agencies shall utilize the Special Education Information System (SEIS) or comparable system approved by the LEA/SELPA for all IEP development and progress reporting. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access so that this information may be compiled.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including but not limited to invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR-provided forms at their discretion.

**27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT**

CONTRACTOR and the LEA shall both follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options (and/or dual enrollment options if available and appropriate) for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

CONTRACTOR shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services and goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommendations and/or activities to support the transition.

**28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION**

Where CONTRACTOR is a nonpublic school, CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools and each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR's qualified staff; CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA. Contractor shall report the test results to the CDE as required by Education Code section 56366(a)(8)(A).

Where CONTRACTOR is a nonpublic school, CONTRACTOR shall administer all statewide achievement tests and the California High School Exit Examination as mandated by the LEA and pursuant to the LEA, state and federal guidelines.

**29. SELPA MANDATED ATTENDANCE AT MEETINGS**

CONTRACTOR shall attend SELPA mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, and standardized testing. The LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings shall not constitute a billable service hour(s).

**30. POSITIVE BEHAVIOR INTERVENTIONS**

CONTRACTOR shall comply with the requirements of Title 5 of the California Code of Regulations sections 3001(c)-(f) and 3052(l)(1-8) regarding positive behavior interventions including, but not limited to: the completion of functional analysis assessments; the development, implementation, monitoring, supervision, modification, and evaluation of behavior intervention plans; and emergency interventions. It is understood that the LEA may require additional requirements for staff qualifications beyond what is required in Title 5 Regulation, 3064 and 3065. Such requirements will be provided in writing to the behavior intervention agency prior to entering into any contract for services. Failure to maintain adherence to staff qualification requirements shall constitute sufficient cause for contract termination. Behavior intervention agencies shall provide the LEA with all training protocols for behavior intervention staff employed by a nonpublic agency who do not possess a license, credential or recognized certification as part of their Master Contract application. Behavior intervention nonpublic agencies shall provide certification that all behavior aides who do not possess a license, credential or recognized certification have completed required training protocols within ten days of the start of providing behavior intervention services to a LEA student. Failure to do so shall constitute sufficient cause for termination.

CONTRACTOR shall designate an individual employed, contracted, and/or otherwise hired by CONTRACTOR as a "behavior intervention case manager" as that term is defined in Title 5 of the



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

California Code of Regulations section 3001(e). CONTRACTOR shall maintain a written policy in compliance with Title 5 of the California Code of Regulations section 3052(i) and (k) regarding emergency interventions and Behavioral Emergency Reports. Evidence of such training shall be submitted to the LEA at the beginning of the school year and within 6 days of any new hire. CONTRACTOR shall ensure that all of its staff members are trained annually in crisis intervention and emergency procedures as related to appropriate behavior management strategies.

CONTRACTOR shall not authorize, order, consent to, or pay for any of the following prohibited interventions, or any other intervention similar to or like the following: (a) any intervention that is designed to, or likely to, cause physical pain; (b) releasing noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the LEA student's face; (c) any intervention which denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities; (d) any intervention which is designed to subject, used to subject, or likely to subject the LEA student to verbal abuse, ridicule, or humiliation, or which can be expected to cause excessive emotional trauma; (e) restrictive interventions which employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used as a short term emergency intervention by CONTRACTOR's trained and qualified personnel as allowable by applicable law and regulations; (f) locked seclusion except as allowable by applicable law and regulations; (g) any intervention that precludes adequate supervision of individual; and (h) any intervention which deprives the LEA student of one or more of his or her senses, pursuant to California Code of Regulations 3052(l) (1-8).

**31. STUDENT DISCIPLINE**

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations.

When CONTRACTOR seeks to remove a LEA student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA and a manifestation IEP team meeting shall be scheduled. Written discipline reports shall include, but not be limited to: the LEA student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the LEA student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10<sup>th</sup>) day of suspension. CONTRACTOR shall notify and invite LEA representatives to the IEP team meeting where the manifestation determination will be made.

**32. IEP TEAM MEETINGS**

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the nonpublic school and/or by the nonpublic agency; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366(a)(2)(B)(i) and (ii).) If a LEA student is to be transferred from a nonpublic school setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, if appropriate, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Except as otherwise provided in the Master Contract, CONTRACTOR and the LEA shall participate in all IEP team meetings regarding LEA students

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

for whom ISAs have been or may be executed. At any time during the term of this Master Contract, a parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to the parent(s), the CONTRACTOR and the LEA. CONTRACTOR shall provide to the LEA any and all assessments (including testing protocols) and written assessment reports created by CONTRACTOR and any of its agents or subcontractors, upon request and/or pursuant to LEA policy and procedures.

It is understood that the CONTRACTOR shall utilize the Special Education Information System (SEIS) for all IEP planning and progress reporting. The SELPA shall provide training for any nonpublic school and nonpublic agency to assure access to SEIS. The nonpublic school and/or nonpublic agency shall maintain confidentiality of all IEP data on SEIS and shall protect the password requirements of the system. When a student disenrolls from the nonpublic school or stops receiving services from the nonpublic agency, such CONTRACTOR shall discontinue use of SEIS for that student.

Changes in any LEA student's educational program, including instruction, services, or instructional setting, provided under this Master Contract may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of considering a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise, or unless an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH.

**33. SURROGATE PARENTS**

CONTRACTOR shall comply with all LEA surrogate parent assignments.

**34. DUE PROCESS PROCEEDINGS**

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by the LEA. CONTRACTOR shall also fully participate in the investigation of any complaint filed with the State of California, the Office for Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include but in no way be limited to cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's ISP.

**35. COMPLAINT PROCEDURES**

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of LEA students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 et seq.; (2) Nondiscrimination policies pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policies pursuant to California Education Code 231.5(a)(b)(c); (4) Student Grievance Procedure pursuant to Title IX 106.8 (a)(d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act (HIPPA). CONTRACTOR shall include verification of these procedures to the LEA.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**36. LEA STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS**

Unless the LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA within 10 days of the LEA's request.

CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior support plans. The LEA may request copies of such data at any time within five years of the date of service. CONTRACTOR agrees to maintain the information for at least five years and also shall provide this data supporting progress within 5 business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other assessment of the LEA student one month prior to the LEA student's annual or triennial review IEP team meeting for the purpose of reporting the LEA student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within 5 business days of request.

CONTRACTOR is responsible for all assessment costs regarding the updating of goals and objectives, progress reporting and the development of present levels of performance. All assessments shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For nonpublic agency services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the LEA student's parent(s) or LEA for the provision of progress reports, report cards, and/or any assessments, interviews, or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

**37. TRANSCRIPTS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall prepare transcripts at the close of each semester, or upon LEA student transfer, for LEA students in grades nine through twelve inclusive. CONTRACTOR shall submit all transcripts on LEA approved forms to the LEA student's school of residence, for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of LEA students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**38. LEA STUDENT CHANGE OF RESIDENCE**

Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the LEA student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents. Within five (5) school days after CONTRACTOR becomes aware of a LEA student's change of residence, CONTRACTOR shall notify the LEA, in writing, of the LEA student's change of residence.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the LEA student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, the LEA shall not be responsible for the costs of services delivered after the LEA student's change of residence.

**39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM**

CONTRACTOR shall immediately report, by telephone, to the LEA Representative responsible for overseeing nonpublic schools and nonpublic agencies, and any other required representative from the California Department of Education, when a LEA student is withdrawn from school and/or services. CONTRACTOR shall confirm such telephone call on LEA approved forms and submit to the LEA and the Department of Education, if required, within five (5) business days of the withdrawal. CONTRACTOR shall assist LEA to verify and clear potential dropouts three times per year, as required by the 2001 Elementary and Secondary Education Act (No Child Left Behind; NCLB), as documentation of graduation rate is one of the indicators of Adequate Yearly Progress (AYP).

**40. PARENT ACCESS**

CONTRACTOR shall provide for reasonable parental access to LEA students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and LEA student living quarters. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR, if operating a program with a residential component, shall cooperate with a parent's reasonable request for LEA student visits in their home during, but not limited to, holidays and weekends. CONTRACTOR shall ensure that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA.

**41. SERVICES AND SUPERVISION AND PROFESSIONAL CONDUCT**

If CONTRACTOR provides services on a LEA public school campus, CONTRACTOR shall comply with Penal Code section 627.1 et seq., as well as all other LEA and campus-specific policies and procedures regarding visitors to/on school campuses. CONTRACTOR shall be responsible for the purchase and provision of the supplies and assessment tools necessary to implement the provision of CONTRACTOR services on LEA public school campuses.

It is understood that the public school credentialed classroom teacher is responsible for the educational program.

It is understood that all employees, subcontractors and volunteers of any certified nonpublic school or agency shall adhere to customary professional standards when providing services. All practices shall be within the scope of professional responsibility as defined in the professional code of conduct for each

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

profession. Reports regarding student progress shall be consistent with the provision of the Master Contract.

CONTRACTOR, if providing services in a student's home as specified in the ISP, shall assure that at least one parent of the child or an adult caregiver with written and signed authorization to make decisions in an emergency is present during the provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the nonpublic school/nonpublic agency service provider. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

**42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS**

If CONTRACTOR is a licensed children's institution, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code sections 56366(a)(2)(C) and 56366.9, Health and Safety Code section 1501.1(b), (AB1858, AB490 (Chapter 862, Statutes of 2003)) and the procedures set forth in the LEA Procedures. An LCI shall not require that a pupil be placed in its nonpublic school as a condition of being placed in its residential facility.

If CONTRACTOR is a nonpublic, nonsectarian school that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to the LEA, on a quarterly basis, a list of all LEA students, including those identified as eligible for special education. For those identified special education students, the list shall include: 1) special education eligibility at the time of enrollment and 2) the educational placement and services specified in each student's IEP at the time of enrollment.

Unless placement is made pursuant to a Office of Administrative Hearings order or a lawfully executed agreement between the LEA and parent, the LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent or another adult with educational decision-making rights.

**43. STATE MEAL MANDATE**

When CONTRACTOR is a nonpublic school, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49530, 49530.5 and 49550.

**44. MONITORING**

CONTRACTOR shall allow representatives from the LEA access to its facilities for the purpose of monitoring each LEA student's instructional program. LEA shall have access to observe each LEA student at work, observe the instructional setting, interview CONTRACTOR, and review each LEA student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

If CONTRACTOR is also an LCI, the SELPA shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall fully participate in the CDE On-Site and Self Review and if applicable, District Validation Review. This review will address programmatic aspects of the nonpublic school/agency, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall complete and submit a Nonpublic School/Agency Self-Review Assessment submitted as specified by the LEA.

CONTRACTOR understands that the LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a nonpublic school, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card in accordance with California Education Code Section 33126.

**PERSONNEL**

**45. CLEARANCE REQUIREMENTS**

CONTRACTOR shall comply with the requirements of California Education Code section 44237, 35021.1 and 35021.2 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for all of CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers who will have or likely may have direct contact with LEA students shall not come in contact with LEA students until both CDOJ and FBI clearance are ascertained. CONTRACTOR shall further certify in writing to the LEA that none of its employees, volunteers, or subcontractors who will have or likely may have any direct contact with LEA students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237(i) or (j). Clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

**46. STAFF QUALIFICATIONS**

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or provide related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold to render the service consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(y), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Only those nonpublic, nonsectarian schools or agencies located outside of California that employ staff who hold a current valid credential or license to render special education and related services as required by that state shall be eligible to be certified.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to Federal requirements and California Education Code sections 45340 et seq. and 45350 et seq. Specifically, all paraprofessionals, including, but not limited to instructional aides and teacher assistants, employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

**47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS**

CONTRACTOR shall submit to the LEA and SELPA a staff list, and copies of all current and required licenses, certifications, credentials, permits and/or other documents which entitle the holder to provide special education and/or related services by CONTRACTOR and all individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, certifications, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall notify the LEA in writing within thirty (30) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students as specified in the LEA Procedures. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, certifications, credentials, permits and/or other documents for CONTRACTOR and all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall immediately, and in no circumstances longer than three (3) calendar days, provide to the LEA updated information regarding the status of licenses, certifications, credentials, permits and/or other documents of any known changes.

**48. STAFF ABSENCE**

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage on the LEA substitute teacher log. Substitute teachers shall remain with their assigned class during all instructional time. The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided.

When CONTRACTOR is a nonpublic agency and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for his/her student. The LEA will not pay for services unless a qualified substitute

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and an authorized LEA representative.

**49. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME**

It is understood that all employees, subcontractors, and volunteers of any certified nonpublic school or nonpublic agency shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR. Reports regarding student progress shall be consistent with the provision of this Master Contract.

For services provided on a public school campus, sign in/out procedures shall be followed by nonpublic agency providers working in a public school classroom along with all other procedures for being on campus consistent with school and LEA policy. It is understood that the public school credentialed classroom teacher is responsible for the instructional program, and all nonpublic agency service providers shall work collaboratively with the classroom teacher, who shall remain in charge of the instructional program.

For services provided in a pupil's home as specified in the IEP, CONTRACTOR must assure that the parent or an LEA-approved responsible adult is present during the provision of services. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

**HEALTH AND SAFETY MANDATES**

**50. HEALTH AND SAFETY**

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 et seq., 49406, and Health and Safety Code section 3454(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to the LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with an LEA student.

CONTRACTOR shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

**51. FACILITIES AND FACILITIES MODIFICATIONS**

CONTRACTOR shall provide special education and/or related services to LEA students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a nonpublic school, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required to comply with applicable federal, state, and local laws, regulations, and ordinances.

**52. ADMINISTRATION OF MEDICATION**

Unless otherwise set forth in the student's ISP, CONTRACTOR shall comply with the requirements of California Education Code section 49423 when CONTRACTOR serves a LEA student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the LEA student with the administration of such medication after the LEA student's parent(s) provides to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the LEA student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to the LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each LEA student to whom medication is administered. Such written log shall specify the LEA student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for assuring appropriate staff training in the administration of such medication consistent with student's physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

**53. INCIDENT/ACCIDENT REPORTING**

CONTRACTOR shall submit within 24 hours by fax and mail, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

**54. CHILD ABUSE REPORTING**

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. To protect the privacy rights of all parties involved (i.e. reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

**55. SEXUAL HARASSMENT/DISCRIMINATION**

CONTRACTOR shall have a Sexual and Gender Identity Harassment Policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures.

**56. REPORTING OF MISSING CHILDREN**

CONTRACTOR assures the LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

**FINANCIAL**

**57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES**

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the children enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every child.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing, including requirements of electronic billing, as specified by the LEA Procedures. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the LEA student's IEP and ISA which are provided on billable days of attendance. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and in compliance with the LEA Procedures, and will be governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by the LEA during the effective period of this Master Contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to the LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on a LEA form with signatures in the manner prescribed by LEA in the LEA Procedures. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the ISP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of the nonpublic school/nonpublic agency administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this Master Contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and the name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this Master Contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this Master Contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by the LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31<sup>st</sup> after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six months after the close of the fiscal year unless approved by the LEA to resolve billing issues including rebilling issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than 12 months from the close of the fiscal year. If the billing or rebilling error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. SELPA will not pay mileage for NPA employee.

**58. RIGHT TO WITHHOLD PAYMENT**

The LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this Master Contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to LEA students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received, prior to school closure or contract termination, all documents concerning one or more LEA students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change or residence to another district, but fails to notify LEA with five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a LEA student. It is understood that no payments shall be made for any invoices that are not received by six months following the close of the prior fiscal year, for services provided in that year.

The amount which may be withheld by the LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a): the value of the service CONTRACTOR failed to perform; (b): the amount of overpayment; (c): the entire amount of the invoice for which satisfactory documentation has not been provided by CONTRACTOR (d): the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e): the proportionate amount of the invoice related to the applicable pupil for the time period from the date of the violation occurred and until the violation is cured; or (f): the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the LEA student.

If the LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for the LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for the LEA's withholding payment or submit a written request for extension of time to correct the deficiencies. Upon receipt of CONTRACTOR's written request showing good cause, the LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

not be withheld, CONTRACTOR shall send written notice to the LEA specifying the reason it believes payment should not be withheld. The LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason the LEA believes payment should not be made. If the LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: Disagreements between the LEA and CONTRACTOR concerning the Master Contract may be appealed to the County Superintendent of Schools or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code Section 56366(c)(2).

**59. PAYMENT FROM OUTSIDE AGENCIES**

CONTRACTOR shall notify the LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to LEA students. Upon request, CONTRACTOR shall provide to the LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to LEA students.

**60. PAYMENT FOR ABSENCES**

**NONPUBLIC SCHOOL STAFF ABSENCE**

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. The LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by LEA) substitute. The LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in LEA student's IEP or ISA.

**NONPUBLIC SCHOOL STUDENT ABSENCE**

If CONTRACTOR is a nonpublic school, no later than the tenth (10) cumulative day of the LEA student's unexcused absence, CONTRACTOR shall notify the LEA of such absence as specified in the LEA Procedures.

Criteria for a billable day for payment purposes is one day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. The LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. The LEA shall

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

not be responsible for payment of DIS or related services for days on which a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law, nor shall student be eligible for make-up services.

**NONPUBLIC AGENCY STAFF ABSENCE**

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this Agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. The LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and the LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

**NONPUBLIC AGENCY STUDENT ABSENCE**

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a LEA student no later than the fifth consecutive service day of the student's absence, as specified in the LEA Procedures. The LEA shall not be responsible for the payment of services when a student is absent.

**61. INSPECTION AND AUDIT**

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide the LEA access to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and rollbooks of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, social security numbers, dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by the LEA. CONTRACTOR shall make available to the LEA all budgetary information including operating budgets submitted by CONTRACTOR to the LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of the LEA or CONTRACTOR's offices (to be specified by the LEA) at all reasonable times and without charge. All records shall be provided to the LEA within five (5) working days of a written request from the LEA. CONTRACTOR shall, at no cost to the LEA, provide assistance for such examination or audit. The LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to the LEA upon request by the LEA.

If an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes the LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, the LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and the LEA otherwise agree in writing, CONTRACTOR shall pay to the LEA the full amount owed as result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to the LEA within thirty (30) days of receipt of the LEA's written notice demanding payment.

**62. RATE SCHEDULE**

The attached rate schedule (Exhibit A) limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for LEA students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the percentage of a 310-minute instructional day.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the   1<sup>st</sup>   day of July 2013 and terminates at 5:00 P.M. on June 30, 2014, unless sooner terminated as provide herein.

CONTRACTOR, BABY STEPS THERAPY

LEA, CENTER JOINT UNIFIED

\_\_\_\_\_  
Nonpublic School/Agency

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
Scott A. Loehr, Superintendent  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

Notices to CONTRACTOR shall be addressed to:			Notices to LEA shall be addressed to:		
Name			Name and Title		
Nonpublic School/Agency/Related Service Provider			LEA		
Baby Steps Therapy			Center Joint Unified School District		
Address			Address		
6960 Destiny Drive, Ste 112			8408 Watt Avenue		
City	State	Zip	City	State	Zip
Rocklin, CA	95677		Antelope, CA	95843	
Phone 916-764-0119		Fax 916-414-0120	Phone 916-338-6320		Fax 916-338-6329
Email kim@babystepstherapy.com			Email probinson@centerusd.org		

**Additional LEA Notification  
(Required if completed)**

Name and Title

Address

City

State

Zip

Phone

Fax

Email



**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

**EXHIBIT A: RATES**

**CONTRACTOR: Baby Steps Therapy  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER** \_\_\_\_\_

**2013-2014  
(CONTRACT YEAR)**

**Per CDE Certification, total enrollment may not exceed \_\_\_\_\_** **If blank, the number shall be as determined by CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_  
Total LEA enrollment may not exceed \_\_\_\_\_

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Rate	Period Ending
_____	_____
_____	_____
_____	_____

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	_____	_____
	b. Transportation – One Way	_____	_____
	c. Transportation-Dual Enrollment	_____	_____
	d. Public Transportation	_____	_____
	e. Parent*	_____	_____
(2)	a. Educational Counseling – Individual	_____	_____
	b. Educational Counseling – Group of	_____	_____
	c. Counseling – Parent	_____	_____
(3)	a. Adapted Physical Education – Individual	_____	_____
	b. Adapted Physical Education – Group of _____	_____	_____
	c. Adapted Physical Education – Group of _____	_____	_____
(4)	a. Language and Speech Therapy – Individual	90.00	6/30/14
	b. Language and Speech Therapy – Group of 2	_____	_____
	c. Language and Speech Therapy – Group of 3	_____	_____
	d. Language and Speech Therapy – Per diem	_____	_____
	e. Language and Speech - Eval	_____	_____
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	_____	_____
	b. Additional Instructional Assistant – Group of 2	_____	_____
	c. Additional Instructional Assistant – Group of 3	_____	_____
(6)	Intensive Special Education Instruction**	_____	_____
(7)	a. Occupational Therapy – Individual	90.00	6/30/14
	b. Occupational Therapy – Group of 2 c.	_____	_____
	Occupational Therapy – Group of 3	_____	_____
	d. Occupational Therapy – Group of 4 - 7	_____	_____
	e. Occupational Therapy - Consultation Rate	_____	_____
(9)	Physical Therapy	_____	_____
(10)	a. Behavior Intervention – BII	_____	_____
	b. Behavior Intervention – BID	_____	_____
	Provided by: _____	_____	_____
(11)	Nursing Services	_____	_____

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN, NONPUBLIC  
SCHOOL/AGENCY SERVICES  
2013-2014**

- (12) Residential Board and Care
- (13) Residential Mental Health Services

_____	_____
_____	_____
_____	_____

\*Parent transportation reimbursement rates are to be determined by the LEA.  
\*\*By credentialed Special Education Teacher.

**DISTRICT MASTER CONTRACT GENERAL  
AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2013-2014**

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the   1<sup>st</sup>   day of July 2013 and terminates at 5:00 P.M. on June 30, 2014, unless sooner terminated as provide herein.

CONTRACTOR, BABY STEPS THERAPY

LEA, CENTER UNIFIED

\_\_\_\_\_  
Nonpublic School/Agency

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

## *Center Joint Unified School District*

### AGENDA REQUEST FOR:

Dept./Site: Instructional Services

Date: October 16, 2013

Action Item

To: Board of Trustees

Information Item   X  

From: Rebecca Lawson *RLL* # Attached Pages   1    
Coordinator of Curriculum & Instruction

### **SUBJECT: Surplus Books**

The following books are to be recycled and or disposed due to information no longer current:

Title: General Science  
ISBN# 0-7854-3647

Subject: SDC Science  
19 Books/2 Teacher/1wkbk/1CD

Title: General Science  
ISBN# 0-7854-2182

Subject: SDC Science  
13 Books/2 Teacher

Title: American Literature  
ISBN#0-8359-1381-3

Subject: SDC English 12  
13 Books

Title: World Literature  
ISBN#0-8358-3458-6

Subject: SDC English 11  
16 Books w Teacher Binder

Title: Health Guide to Wellness  
ISBN#0-02-651476-1

Subject: Health  
24 Books

Title: Glencoe Health  
ISBN#0-02-651562-8

Subject: Health  
33 Books

Title: Drive Right  
ISBN#013-068324-8

Subject: Drivers Ed  
40 Books

Title: Drive Right  
ISBN#0-673-22464-3

Subject: Drivers Ed  
40 Books

Title: Glencoe Health  
ISBN#0-02-651562-8

Subject: Health  
24 Books

Title: Glencoe Health  
ISBN#0-02-651563-6

Subject: Health  
2 Books

Title: Education in Ed Sexuality  
ISBN#0-02-651583-0

Subject: Health  
32 Books

Title: Life Skills Health  
ISBN#0-7854-1861-X

Subject: Health  
18 Books

**CONSENT AGENDA**

<b>Title: California Physical Science</b> <b>ISBN#0-03-055797-6</b>	<b>Subject: Science</b> <b>30 Books</b>
<b>Title: Science Plus Red</b> <b>ISBN#0-03-07-4961-1</b>	<b>Subject: Science</b> <b>8 Books</b>
<b>Title: Science Plus Blue</b> <b>ISBN#0-03-074963-8</b>	<b>Subject: Science</b> <b>12 Books</b>
<b>Title: Committee for Children</b> <b>No ISBN – K-5 Step Kits</b>	<b>Subject: Violence Prevention</b> <b>10 Kits</b>

**These books were offered to book buyer, Follett Educational Services.  
They are not interested in these books and materials.**

**RECOMMENDATION: The Center Joint Unified School District Board of  
Trustees approves the above listed books to be recycled/discarded.**

**AGENDA ITEM # XV - 11**

# Center Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: September 30, 2013

Action Item

To: Board of Trustees

Information Item x

From: Joyce Frisch, Principal

# Attached Pages 3

Principal's Initials: 

## SUBJECT:

Please approve MOU between Sacramento Cal-SOAP Consortium, a program of the Sacramento County Office of Ed, and the Center Joint Unified school District.

MOU is for tutoring services at Wilson C. Riles Middle School to support the AVID Program.

The MOU is in effect from the date of approval through June 30, 2014.

Title One funds used to support tutoring services.

CONSENT AGENDA



**Sacramento Cal-SOAP Consortium  
Memorandum of Understanding-2013-2014-1**

This Memorandum of Understanding (MOU) is between the Sacramento Cal-SOAP Consortium, referred to as "Cal-SOAP," a program of the Sacramento County Office of Education, referred to as "SCOE" and the Center Joint Unified School District, referred to as "District."

The purpose of this MOU is to detail the roles and responsibilities of Cal-SOAP, SCOE and the District in regards to delivering tutoring services at the following schools:

Wilson C. Riles Middle School and Center Joint Unified School District

This MOU is in effect from the date of approval through June 30, 2014.

**The Sacramento Cal-SOAP Consortium agrees to:**

1. Recruit, hire, and train tutors as available for Wilson C. Riles Middle School
2. Assign tutors to AVID classrooms identified by Wilson C. Riles Middle School representatives at an agreed upon schedule.
3. Review and approve tutor time sheets and pay tutor hours.
4. Invoice the District for reimbursement at the end of this contract as determined as June 30, 2014 for the amount indicated based on submitted timesheets.
5. Provide a representative to meet with school staff periodically to discuss Program effectiveness.
6. **Indemnity.** SCOE shall defend, indemnify, and hold harmless District, Wilson C. Riles Middle School, its officers, agents, subcontractors, and employees from and against any and all liability, loss, expense, attorneys' fees, claims, suit, demand or liability of any kind or character to any persons property arising from or relating to any negligence or SCOE, its officers, agents, or employees.

**Center Joint Unified School District in conjunction with Wilson C. Riles Middle School agrees to:**

1. Provide a primary contact person for all services provided under this agreement.
2. Provide classroom supervision of Cal-SOAP tutors and students.
3. Review tutor timesheets for accuracy and initial as appropriate.
4. Pay SCOE, the fiscal agent for Sacramento Cal-SOAP the invoiced amount up to \$ 6,452 including SCOE indirect service and salary and benefits for tutor services within 90 days of invoicing.

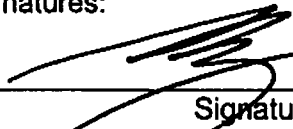

5. **Indemnity.** Center Joint Unified School District shall defend, indemnify, and hold harmless SCOE, its officers, agents, subcontractors, and employees from and against any and all liability, loss, expense, attorney's fees, claims, suit, demand or liability of any kind or character to any persons property arising from or relating to any negligence of Center Joint Unified School District, its officers, agents, or employees
6. Provide facility insurance and indemnification.

### **Parties to the Memorandum of Understanding**

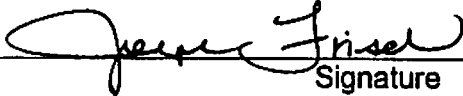
In consideration of the spirit and intent of this Memorandum of Understanding, the following signatories confirm their understanding of, and commitment to, the principles and objectives embodied herein.

Signatures:

**Sacramento Cal-SOAP Consortium**

 _____ Signature	 _____ Signature
Mark Vigario, SCOE Asst. Superintendent _____ Printed Name and Title	Monica Roberts, Project Director _____ Printed Name and Title

### **Center Joint Unified School District**

 _____ Signature
Joyce Frisch, Principal, Wilson C. Riles Middle School _____ Printed Name and Title
9-26-13 _____ Date



### Tutor Cost Estimate for Wilson Riles Middle School

**Cost per Tutor: 2 Tutors, 3 section, 57 days**  
**Services Dates: October 3, 2013 - May 22, 2014**

	Tutor Cost
Total Hours	342
Salary (\$14/hr)	\$ 4,788
Benefits (.1501)	\$ 718
Subtotal	\$ 5,506
9% CalSOAP Admin fee	\$ 496
8.18% SCOE indirect	\$ 450
TOTAL	\$ 6,452

[illegible]

**Sacramento Cal-SOAP Consortium  
September 18, 2013**

# Center Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: September 19, 2013

To: CUSD Board of Trustees

From: Mike Jordan

Principal's Initials MDJ

Action Item X

Information Item       

# Attached Pages 3

## SUBJECT: Center High School AVID to California State University Fresno

The AVID program is proposing a field trip to California State University Fresno on October 19<sup>th</sup>, 2013. We will take a tour of the campus, enjoy dinner at the Dog House Grill, and then head to Bulldog Stadium to attend the UNLV vs. Fresno St. football game. Students will get a visit to the campus, and a taste of college life.

The plan is to leave CHS at approximately 12:30 pm on a Charter Bus to Fresno. We should arrive between 3:30-4 pm. Our tour will begin at 4:10 pm and last about an hour. Our guide is currently attending the University. At the end of the tour we will go across the street to the Dog House Grill from approximately 5:15 – 6:30 pm. At 6:30 we will make our way back across campus to Bulldog Stadium. The game is scheduled to begin at 7 pm with an estimated end time of 10 pm. We will then leave the stadium, return directly to the bus, and depart for home. Estimated time of arrival will be between 1 and 1:30 am on Sunday, October 20<sup>th</sup>.

The students have and will continue to fund raise for their expenses, in addition to a generous donation made to the program. Chaperons attending currently are Danielle Stout and Richard Hayes.

Students allowed to attend the field trip will be limited to those on the attached list. It will be based on a first come, first served basis. The limit for students will be 45.

If there is any further information needed, please contact me at (916) 773-9207 home or (916) 339-4711 classroom.

Danielle Stout, AVID Coordinator - Center High School

**RECOMMENDATION:** Board approval for Center High School's AVID program to visit California State University Fresno.

**XV-13**

CONSENT AGENDA

# Center Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: September 16, 2013

Action Item XX

To: CUSD Board of Trustees

Information Item       

From: Mike Jordan

# Attached Pages 4

Principal's Initials MJ

## SUBJECT: Future Business Leaders of America (FBLA) Northern California Leadership Development Institute

Future Business Leaders of America Co-Advisers, Joe Gomes and Rose Mendoza, are requesting approval to take 9 members of our organization to the Northern California Leadership Development Institute. This leadership event will be held at the Marriot Hotel in Santa Clara, CA from October 25 through the 27<sup>th</sup>. The conference will be housed completely within the Marriot Hotel and Conference Center.

Students will be traveling in a van driven by one of our Advisers (Rose Mendoza) from Center High School to the Marriot on the afternoon of the 25<sup>th</sup>.

Funding for adviser expenses will be provided through the Carl Perkins fund. Our student leaders have been fundraising throughout the school year and will be using those funds to subsidize the cost of their travel. No district funds will be used for this trip.

The purpose of this trip is to hone the leadership skills of our officer team. Our officers will be attending and presenting at nine different leadership workshops throughout this weekend.

CONSENT AGENDA

The agenda and flyer for this event is attached.

Below is a partial list of attendees. We will finalize the list on Oct. 3<sup>rd</sup>.

Rose Mendoza

Alex Mendoza

Tomy Tran

Mary Lou Alcantara

Gabriel Baltazar

Melanie Wilson

Emily Phung

**RECOMMENDATION: Approve Center High School's FBLA to attend the Northern California Leadership Development Institute.**

October 2, 2013

Dear Guardian:

Your child is invited to represent Center High School's Future Business Leaders of America at this year's Leadership Development Institute. The conference will be held at the Hyatt Regency in Santa Clara, October 25-27.

We will be traveling in a van driven by one of our Advisers (Rose Mendoza) from Center High School on the afternoon of the 25<sup>th</sup>. We will be returning Sunday near noon. The cost of attendance will be subsidized by our club. We are asking for a \$100 non-refundable deposit to be turned into the ASB store by Oct. 4<sup>th</sup>. That money will cover the cost of the hotel, registration, travel expenses, and one meal. Your child will be responsible for their other meals (4 other meals).

In closing, in my opinion this is the most organized, well-chaperoned event of the FBLA year. An itinerary of the event has already been sent home with your son or daughter. I am excited that you have allowed your child to participate. If you have any questions, please call one of us at 338.6427 or 339-4780.

Sincerely,

Rose Mendoza and Joe Gomes  
Center High School FBLA Advisers

Parent Signature: \_\_\_\_\_

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Oak Hill Elementary

**Date:** 10/16/2013

**Action Item** XX

**To:** CJUSD Board of Trustees

**Information Item**

**From:** Dean Domach

**# Attached Pages**     

**Principal's Initials:**     PS    

**SUBJECT:** Science Camp at Alliance Redwoods Education Center  
– Oak Hill

Oak Hill 6<sup>th</sup> grade will be sending approximately 45 sixth grade students to attend science camp at Alliance Redwoods Education Center the week of February 3 – 7, 2014. The science camp at Alliance Redwoods aligns with the science standards set forth by the state for sixth grade. Two teachers will attend as well as parent volunteers. Student expenses for the trip will be the responsibility of their parents.

**RECOMMENDATION:** The Center Joint Unified School District Board of Trustee approve 45 sixth grade students to attend science camp at Alliance Redwoods.

**CONSENT AGENDA**

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** October 16, 2013

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 6

**Assist. Supt. Initials:** CD

**SUBJECT:** Final Payment for the Wilson Riles Middle  
School Painting Project

Per Section 21.07 of the Project Manual, the Facilities and Operations Department requests approval by the Board to submit for payment the final payment of \$2,553.32 to JPA Designs.

**RECOMMENDATION:** That the Board of Trustees approves final payment of the \$2,553.32 retention from the Wilson Riles Middle School Painting Project.

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

*C. Deason*  
07/24/13

## APPLICATION FOR PROGRESS PAYMENT

*Final Payment*

Bid Package # *13-05*

To: CAUSD

Contractor *SPA Designs*

School *Wilson Riles Middle School*

Budget Code

DSA App. No.

P.O. No.

Pay App No. *Final*

Period

### Payment Summary

1. Original contract sum

\$ 47,700

2. Net change orders

\$ 3,366.30

3. Contract sum to date (Through Change Order # *1*)

\$ 51,066.30

4. Total earned to date

\$ 51,066.30

5. Retainage

\$ 2,553.32

6. Work complete less retainage

\$ 48,512.98

7. Less previous payment(s)

\$ 48,512.98

8. Current payment due

\$ 2,553.32

9. Balance to finish contract (Net Retainage)

\$ 2,553.32

*[Signature]*  
Contractor's Signature

*07/24/13*  
Date

See Application for Payment Summary for details of how this was determined by the Chief Engineer, Inspector of  
Roads and Owners Representative

Back Up Complete



## Final Estimate

**From: Center Joint Unified School District**

**To: JPA Designs #13-05**

Original Bid Amount: \$ 47,700.00

Change Order: \$ 3,366.30

Final Estimate: \$ 51,066.30

Paid to Date: \$ 48,512.98


**Retainage: \$ 2,553.32**

**Retainage to be paid**

**35 – 60 days after**

**Notice of Completion is**

**Recorded \$ 2,553.32**

  
\_\_\_\_\_  
Craig Deason, Assistant Superintendent

9/25/13  
Date

TO: Center Unified School District

Owner: Center Unified School District

FROM: JPA Designs  
6720 Thistleloop ct Sacramento CA 95842

*Season*  
JUN 18 2013  
JPA

CONTRACT FOR:  
Wilson Riles Middle  
School

Project:  
Painting of  
Wilson Riles  
Middle School

### CONTRACTOR'S APPLICATION FOR PAYMENT

#### CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
	TOTAL	
Approved this Month		\$0.00
change orders/fencing for Wilson Riles full prime and prep	\$3,366.30	
TOTALS		
Net change by Change Orders	\$3,366.30	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: JPA Designs

*W. J. Jones*

BY:

DATE: 06/26/13

Owner/Managing Personal

APPLICATION NO. 001

Period To:06/26/13

Distribution to:

☒ OWNER☐ ARCHITECT☐ CONTRACTOR

N/A

Application is made for Payments as shown below, In connection with the Contract. Schedule of Values is attached.

1. ORIGINAL CONTRACT SUM.....	\$47,700.00
2. Net change by Change Orders.....	\$3,366.30
3. CONTRACT SUM TO DATE.....	\$51,066.30
4. TOTAL COMPLETE & STORED TO DATE.....	\$51,066.30
5. RETAINAGE:	
a. 5 % of Completed Work \$ (Column D + E on Schedule of Values Sheet)	\$2,553.32
b. 0 % of Stored Material \$ 0.00 (Column F on Schedule of Values Sheet)	\$ -
Total Retainage (Line 5a + 5b or Total in Column 1 of Schedule of Values Sheet).....	\$ -
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total).....	\$48,512.98
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	0
8. CURRENT PAYMENT DUE.....	\$48,512.98
9. BALANCE TO FINISH, PLUS RETAINAGE..... (Line 3 less Line 7- Line 8+ Line 5.b)	\$2,553.32

**CENTER JOINT UNIFIED SCHOOL DISTRICT**  
**UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT**

California Civil Code Section 3262 (d)(4)

The undersigned has been paid and has received a progress payment in the sum of \$ 2553.32  
for the labor, services, equipment, or material furnished to Center Joint School District  
(Your Customer)  
on the job of Wilson Ridge Middle School Printing  
(Owner)  
located at 6403 North Ave. Anaheim, CA 92813  
(Job Description)

and does hereby release any mechanics' lien, stop notice or bond right that the undersigned has on the above referenced job to the following extent: This release covers a progress payment for labor, services, equipment or materials furnished to JPA Design through 07/23/13 only and does not cover any retentions retained before or after the release date, extras furnished before the release date for which payment has not been received, extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanics lien, stop notice, or bond right shall not otherwise affect the contract rights including rights between parties to the contract based on rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment.

Dated 09/23/13

JPA Design  
(Company Name)

By

[Signature]  
(Signature)

CEO  
(Title)

**NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.**

SECTION 00-420 - GUARANTEE FORM

ARTICLE 1. GUARANTEE FORM

JPA

(Contractor's Name) hereby unconditionally guarantees that the Work performed at Wilson Riles Middle School Painting Project, Bid Package #13-05, pursuant to Section 00800, Special Provisions, Article 1, Scope of Work, has been done in accordance with the requirements of the contract therefore and further guarantees the Work of the contract to be and remain free of defects in Workmanship and materials for a period of two (2) years from and after the recordation of the Notice of Completion of the Project and all contract obligations by Contractor, including formal acceptance of the entire Project by District's Board, unless a longer guarantee period is called for by the Contract Documents, in which case the terms of the longer guarantee shall govern. Contractor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086 and Public Contract Code section 7107. Contractor specifically acknowledges and agrees completion shall mean Contractor's complete performance of all work required by the Contract Documents, amendments, change orders, PCO/Work Orders and punch lists, and District Board's formal acceptance of the entire project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Contractor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the contract or that may be defective in its Workmanship or materials within the guarantee period specified, without any expense whatsoever to the District, ordinary wear and tear and unusual abuse and neglect only excepted. The Contractor has provided a Performance bond, which will remain in full force and effect during the guarantee period.

The Contractor further agrees that within ten (10) calendar days after being notified in writing by the District of any Work not in accordance with the requirements of the contract or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event Contractor fails to so comply, Contractor does hereby authorize the District to proceed to have such Work done at the Contractor's expense and Contractor will pay the cost thereof upon demand. The District shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Contractor's refusal to pay the above costs.

the guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of the employees of the District, or its property or licensees, the District may undertake at the Contractor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Contractor not being in accordance with the requirements of this contract, or being defective, and to charge the same to the Contractor as specified in the preceding paragraph.

The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the District's rights to enforce all terms of the contract referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, the District's rights on such contract.

CONTRACTOR'S SIGNATURE

PRINT NAME

END OF SECTION

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** October 16, 2013

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 4

**Assist. Supt. Initials:** CD

**SUBJECT:** Final Payment for the Old Junior High and  
McClellan High Schools Painting Project

Per Section 21.07 of the Project Manual, the Facilities and Operations Department requests approval by the Board to submit for payment the final payment of \$3,235.00 to JPA Designs.

**RECOMMENDATION:** That the Board of Trustees approves final payment of the \$3,235.00 retention from the Old Junior High and McClellan High Schools Painting Project.

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

*C. Season*  
SEP 20 2013  
5:52 PM

Final Payment

## APPLICATION FOR PROGRESS PAYMENT

SA Package # 13-04

For CAUSD

Contractor JPA Designs

School Old Junior High and McAllen High School

Budget Code

OSA App. No

P.O. No.

Pay App No 6-111

Period

### Payment Summary

1. Original contract sum	\$64,700.00
2. Net change orders	\$0
3. Contract sum to date (Through Change Order #___)	\$64,700.00
4. Total earned to date	\$64,700.00
5. Retainage	\$3,235.00
6. Work complete less retainage	\$61,465.00
7. Less previous payments	\$61,465.00
8. Current payment due	\$3,235.00
9. Balance to finish contract (incl Retainage)	\$3,235.00

*[Signature]*  
Contractor's signature

09/13/13  
Date

See Application for Payment Summary for all contractors for use approved by the Civil Engineer, Inspector of Road and Owners Representative

Back Up Complete

## Final Estimate

**From: Center Joint Unified School District**

**To: JPA Designs #13-04**

Original Bid Amount: \$ 64,700.00

Change Order: \$ 0.00

Final Estimate: \$ 64,700.00

Paid to Date: \$ 61,465.00


**Retainage: \$ 3,235.00**


**Retainage to be paid**

**35 – 60 days after**

**Notice of Completion is**

**Recorded \$ 3,235.00**

  
\_\_\_\_\_  
Craig Deason, Assistant Superintendent

  
\_\_\_\_\_  
Date



CENTER JOINT UNIFIED SCHOOL DISTRICT

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

California Civil Code Section 3262 (d)(3)

Upon receipt by the undersigned of a check from Center Joint Unified School District  
(Maker of Check)

in the sum of \$ 3,235.00 payable to SEA Designs  
(Check Amount) (Payee of Check)

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanics lien, stop notice or bond right the undersigned has on the job of Center Joint Unified School District  
(Owner)

located at 8403 Wall Ave. Apache Hills, CA 91745  
(Job Description)

to the following extent: This release covers a progress payment for labor, services, equipment or material furnished to SEA Designs through July 31, 2013  
(Your Customer) (Date)

any and does not cover any retentions retained before or after the release date, extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanics lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based on a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services equipment, or material covered by this release if that furnished labor, services equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 09/23/13

SEA Designs  
(Company Name)

By: [Signature]  
(Signature)

CEO  
(Title)

SECTION 00420 - GUARANTEE FORM

ARTICLE 1 GUARANTEE FORM

JPA (Contractor's Name) hereby unconditionally guarantees that the Work performed at Old Junior High and McClellan High Schools Painting Project Bid Package # 13-04, pursuant to Section 00800, Special Provisions, Article 1, Scope of Work, has been done in accordance with the requirements of the contract therefore and further guarantees the Work of the contract to be and remain free of defects in Workmanship and materials for a period of two (2) years from and after the recordation of the Notice of Completion of the Project and all contract obligations by Contractor, including formal acceptance of the entire Project by District's Board, unless a longer guarantee period is called for by the Contract Documents, in which case the terms of the longer guarantee shall govern. Contractor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086 and Public Contract Code section 7107. Contractor specifically acknowledges and agrees completion shall mean Contractor's complete performance of all work required by the Contract Documents, amendments, change orders, PCO/Work Orders and punch lists, and District Board's formal acceptance of the entire project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Contractor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the contract or that may be defective in its Workmanship or materials within the guarantee period specified, without any expense whatsoever to the District, ordinary wear and tear and unusual abuse and neglect only excepted. The Contractor has provided a Performance bond, which will remain in full force and effect during the guarantee period.

The Contractor further agrees that within ten (10) calendar days after being notified in writing by the District of any Work not in accordance with the requirements of the contract or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event Contractor fails to so comply, Contractor does hereby authorize the District to proceed to have such Work done at the Contractor's expense and Contractor will pay the cost thereof upon demand. The District shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Contractor's refusal to pay the above costs.

The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of the employees of the District, or its property or licensees, the District may undertake at the Contractor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Contractor not being in accordance with the requirements of this contract, or being defective, and to charge the same to the Contractor as specified in the preceding paragraph.

The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the District's rights to enforce all terms of the contract referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, the District's rights on such contract.

CONTRACTOR'S SIGNATURE

PRINT NAME

END OF SECTION

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** October 16, 2013

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 4

**Assist. Supt. Initials:** CD

**SUBJECT:** Final Payment for the Center High School Painting Project

Per Section 21.07 of the Project Manual, the Facilities and Operations Department requests approval by the Board to submit for payment the final payment of \$2,655.00 to JPA Designs.

**RECOMMENDATION:** That the Board of Trustees approves final payment of the \$2,655.00 retention from the Center High School Painting Project.

**CONSENT AGENDA**

C. Deason  
SEP 12 2013  
44-68

CENTER JOINT UNIFIED SCHOOL DISTRICT

Final Payment

APPLICATION FOR PROGRESS PAYMENT

Set Package # 13-02

To: CJUSD

Contractor: SPA Designs

School: Center High School

Budget Code:

OSA App. No.

P.O. No.

Pay App No. Final

Period:

Payment  
Summary

1. Original contract sum:
2. Net change orders
3. Contract sum to date (Through Change Order #\_\_)
4. Total earned to date:
5. Retainage:
6. Work complete less retainage
7. Less previous payment(s)
8. Current payment due:
9. Balance to finish contract (incl Retainage)

\$ 59,370.00  
0  
\$ 59,370.00  
\$ 59,370.00  
\$ 2,655  
56,715.00  
56,715.00  
\$ 2,655.00  
\$ 2,655.00

Contractor's signature

Date

09/27/13

Use Application for Payment Summary for all contractors for examination by the Civil Engineer, Inspector of  
Roads and Owners Representative

Back Via Complete

## Final Estimate

**From: Center Joint Unified School District**

**To: JPA Designs #13-02**

Original Bid Amount: \$ 59,370.00

Change Order: \$ 0.00

Final Estimate: \$ 59,370.00

Paid to Date: \$ 56,715.00

**Retainage: \$ 2,655.00**

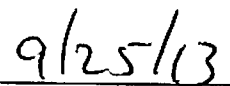
**Retainage to be paid**

**35 – 60 days after**

**Notice of Completion is**

**Recorded \$ 2,655.00**

  
\_\_\_\_\_  
Craig Deason, Assistant Superintendent

  
\_\_\_\_\_  
Date

**CENTER JOINT UNIFIED SCHOOL DISTRICT**  
**UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT**

California Civil Code Section 3262 (d)(4)

The undersigned has been paid and has received a progress payment in the sum of \$ 2,655.00  
for the labor, services, equipment, or material furnished to Center Joint Unified School District  
(Your Customer)  
on the job of Center High School Painting  
(Owner)  
located at 8408 Wirth Ave Antelope CA 95842  
(Job Description)

and does hereby release any mechanics' lien, stop notice or bond right that the undersigned has on the above referenced job to the following extent. This release covers a progress payment for labor, services, equipment or materials furnished to SPA Designs through 02/23/13 only and does not cover any retentions retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanics lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based on rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment.

Dated: 02/23/13

SPA Designs  
(Company Name)  
By: [Signature]  
(Signature)  
CEO  
(Title)

**"NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM."**

## ARTICLE 1 GUARANTEE FORM

The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the District's rights to enforce all terms of the contract referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, the District's rights on such contract.

PRINT NAME \_\_\_\_\_

**END OF SECTION**

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** October 16, 2013

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 2

**Assist. Supt. Initials:** CD

**SUBJECT:** Final Payment for the North Country and  
Oak Hill School Parking Lots Paving Repair Project

Per Section 21.07 of the Project Manual, the Facilities and Operations Department requests approval by the Board to submit for payment the final payment of \$20,330.80 to California Pavement Maintenance.

**RECOMMENDATION:** That the Board of Trustees approves final payment of the \$20,330.80 retention from the North Country and Oak Hill School Parking Lots Paving Repair Project.

CONSENT AGENDA



Final Invoice

To D.O.  
9.30.13

2013 TO PAY  
C. J. Lasso  
SEP 27 2013

CENTER JOINT UNIFIED SCHOOL DISTRICT

SEP 27 2013

APPLICATION FOR PROGRESS PAYMENT

Bid Package #: 13-07

To: CJUSD

Contractor: CALIFORNIA PAVEMENT MAINTENANCE

School:

Budget Code:

DSA App. No:

P.O. No.:

Pay App No.: 4-RETENTION FINAL

Period: 7/15/13

1. Original contract sum:
2. Net change orders:
3. Contract sum to date: (Through Change Order # 1)
4. Total earned to date:
5. Retainage:
6. Work complete less retainage:
7. Less previous payment(s):
8. Current payment due:
9. Balance to finish contract: (Incl Retainage)

Payment  
Summary

187,958.00

15,350.00

203,308.00

203,308.00

20,330.00

182,978.00

182,977.20

20,330.80

Contractor's signature

Date

See Application for Payment Summary for all contractors for concurrence by the Civil Engineer, Inspector of  
Record and Owners Representative.

Back Up Complete

## Final Estimate

From: Center Joint Unified School District

To: CPM #13-07

Original Bid Amount:	\$187,958.00	(\$25,000.00 Allowance)
Change Order:	<u>\$ 15,350.00</u>	
Final Estimate:	\$203,308.00	
Paid to Date:	<u>\$182,977.20</u>	
Retainage:	<u>\$ 20,330.80</u> ✓	

Retainage to be paid  
35 - 60 days after  
Notice of Completion is  
Recorded \$ 20,330.80

Craig Deason  
Craig Deason, Assistant Superintendent

8/29/13  
Date

# *Center Joint Unified School District*

## AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: October 16, 2013

Information Item     

From: Craig Deason, Assist. Supt.

# Attached Pages 1

Assist. Supt. Initials: CD

**SUBJECT: Amendment No. 7 to Five Year Agreement with  
Child Development Centers**

The District has a five year contract with Child Development Centers to provide day care for students at North Country (4 relocatables) and Arthur S. Dudley (2 relocatables) Elementary Schools. The proposed Amendment No. 7 to the original lease adds classroom M11 to the two relocatables at Dudley Elementary School. Furthermore, the rent at Dudley Elementary School will increase to \$1,725.00 plus \$348.00 for utilities monthly. The term of this amendment shall be for 8 months, commencing on November 1, 2013, and terminating June 30, 2014.

**Recommendation: That the Board of Trustees approves Amendment No. 7 to the five year lease agreement between Child Development Centers and Center Joint Unified School District for day care services.**

CONSENT AGENDA

**AMENDMENT NO. 7**  
Lease between Center Unified School District  
and  
Child Development Centers

Original lease effective January 1, 2000

Premises: Two (2) Relocatable classrooms at Arthur Dudley Elementary School

This Amendment No. 6 to the Lease between Center Unified School District and Child Development Centers changes the original lease by substituting the following provisions:

Revision to the Term of the lease (Section 1. Premises)

Replaced by:

"Subject to the terms and conditions hereinafter set forth, LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, two (2) relocatable classroom buildings and classroom M11 at Arthur Dudley Elementary School, 8000 Aztec Way, Antelope, in the County of Sacramento, State of California (hereinafter "the Premises")."

Revision to the Term of the lease (Section 2. Term)

Replaced by:

"The term of this lease shall be for eight (8) months, commencing on November 1, 2013 and terminating on June 30, 2014, unless earlier terminated in accordance with the provisions of this lease."

Revision to the utility payment (Section 4 Rent, A)

Replaced by:

"A. LESSEE shall pay to LESSOR as monthly rent without deduction, set off, prior notice, or demand, the sum of One Thousand Seven Hundred and Twenty Five Dollars (\$1,725.00) plus the sum of Three Hundred Forty Eight Dollars (\$348.00) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing November 2013, and continuing during the term."

All other terms of the lease are renewed as originally signed.

LESSOR:  
Center Unified School District

LESSEE:  
Child Development Centers

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Scott Loehr, Superintendent  
Name

\_\_\_\_\_  
Jason Gurahoo, CFO / MGR  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

9/29/2013

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** October 16, 2013

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 1

**Assist. Supt. Initials:** CD

**SUBJECT:** Amendment No. 8 to Five Year Agreement with  
Child Development Centers

The District has a five year contract with Child Development Centers to provide day care for students at North Country (4 relocatables) and Arthur S. Dudley (2 relocatables) Elementary Schools. The proposed Amendment No. 8 to the original lease reinstates two relocatables at Cyril Spinelli Elementary School. Furthermore, the rent at Spinelli Elementary School will be \$1,334.00 plus \$294.00 for utilities monthly. The term of this amendment shall be for 8 months, commencing on November 1, 2013, and terminating June 30, 2014.

**Recommendation:** That the Board of Trustees approves Amendment No. 8 to the five year lease agreement between Child Development Centers and Center Joint Unified School District for day care services.

**CONSENT AGENDA**

**AMENDMENT NO. 8 CAS**  
Lease between Center Unified School District  
and  
Child Development Centers

**REINSTATED** Original lease effective January 1, 2000

Premises: Three (3) Relocatable classrooms at Cyril Spinelli Elementary School

This Amendment No. <sup>8 CAS</sup> 8 to the Lease between Center Unified School District and Child Development Centers changes the original lease by substituting the following provisions:

Revision to the Term of the lease (Section 1. Premises)

Replaced by:

"Subject to the terms and conditions hereinafter set forth, LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, two (2) relocatable classroom buildings at Cyril Spinelli Elementary School, 3401 Scotland Drive, Antelope, in the County of Sacramento, State of California (hereinafter "the Premises")."

Revision to the Term of the lease (Section 2. Term)

Replaced by:

"The term of this lease shall be for eight (8) months, commencing on November 1, 2013 and terminating on June 30, 2014, unless earlier terminated in accordance with the provisions of this lease."

Revision to the utility payment (Section 4 Rent, A)

Replaced by:

"A. LESSEE shall pay to LESSOR as monthly rent without deduction, set off, prior notice, or demand, the sum of One Thousand Three Hundred Thirty Four Dollars (\$1,334.00) plus the sum of Two Hundred Ninety Four Dollars (\$294.00) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing November 2013, and continuing during the term."

All other terms of the lease are reinstated and renewed as originally signed.

LESSOR:  
Center Unified School District

LESSEE:  
Child Development Centers

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  
Scott Loehr, Superintendent

\_\_\_\_\_  
Name  
Jason Gurahoo, CFO / MGR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date  
7/29/2013

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item**   X  

**Date:** October 16, 2013

**Information Item**       

**From:** Craig Deason, Assist. Supt.

**# Attached Pages**   1  

**Assist. Supt. Initials:**   CD  

**SUBJECT:** Contract with Philip Services Corp.  
For Waste Disposal

Having gone to bid, the Facilities and Operations Department would like to enter into an agreement with PSC, the only bidder, to provide all labor, transportation, supplies, and disposal of inventoried waste resulting from the safety program conducted by School Safety Solutions, LLC.

**RECOMMENDATION:** That the Board of Trustees approves entering into an agreement with PSC to dispose of waste from the District.

CONSENT AGENDA



11855 White Rock Road  
Rancho Cordova, CA 95742  
(916) 351-0980  
(916) 351-1707

Phone  
Fax

## **Estimate/Authorization Form**

**Customer:** School Safety Solutions

**Address:** Center USD

8408 Watt ave.  
Antelope, CA. 95843

**From:** David Matthews

Project Manager  
Stacey Elfink, Customer Service Rep.

**Date:** 9/18/2013

**Contact:** Ron Mansfield

**Phone:** 888-756-0930 ext. 267

**Fax:** 888-756-1756

**Phone:** (916) 955-3914 Cell

**FAX:** (916) 351-1707

**E-Mail:** [David.matthews@pscnow.com](mailto:David.matthews@pscnow.com)

**Service:** Provide all Labor, Transportation, Supplies and Disposal for Center Unified School District for inventoried waste dated 7-25.

<u>Item No.</u>	<u>Administration</u>	<u>Price</u>	<u>Extended</u>
1	Profile fee	N/C	N/C
2	<u>Labor, Supplies, Transportation and Disposal for Center USD</u>		
	Disposal	\$15,865.00	\$16,215.00
	Supplies	\$ 3,276.00	\$ 3,476.00
	Truck	\$ 250.00	\$ 250.00
	Labor Project Manager	\$ 650.00	\$ 650.00
	Labor Technician	\$ 450.00	\$ 450.00
	Drum transportation	\$ 1,470.00	\$ 1,470.00
			\$22,511.00
	Energy and Insurance Surcharge	10.00%	\$ 2,251.10
			total \$24,762.10

In accordance with 40 CFR subsection 264.12 (b) and section IIB (2) of the RCRA Part B Permit;  
Notice to generator; 21st Century EMI has the appropriate permits to accept the above described waste

Signature Approval



*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item**   X  

**Date:** October 16, 2013

**Information Item**       

**From:** Craig Deason, Assist. Supt.

**# Attached Pages**   15  

**Assist. Supt. Initials:**   CD  

**SUBJECT:** Agreement for Participation in the  
Center Joint Unified School District School-Age Child Care

The District is requesting approval for a one year contract with Child Development Centers to provide day care for students at Arthur S. Dudley, Cyril Spinelli, and North Country Elementary Schools. The agreement is for July 1, 2013, through June 30, 2014.

**RECOMMENDATION:** That the Board of Trustees approves the one year agreement between Child Development Centers and Center Joint Unified School District for day care services.

**CONSENT AGENDA**

**AGREEMENT FOR PARTICIPATION IN THE  
CENTER UNIFIED SCHOOL DISTRICT  
SCHOOL-AGE CHILD CARE**

This agreement is entered into this first day of July, 2013 by and between the Center Unified School District, (hereinafter referred to as the "District") and Child Development Centers, a California nonprofit corporation, (hereinafter referred to as the "Child Care Provider").

**RECITALS**

1.1 District is a local education agency contracting with the state under agreements as described in General Child Care Funding Terms and Conditions.

1.2 Child Care Provider is a private agency, staffed, prepared, and capable of providing child care services as defined in Section 3 of this agreement.

1.3 District wishes to delegate operating responsibility to Child Care Provider for child care services authorized by contracts with the California Department of Education (hereinafter "State"), as the most cost-efficient means of providing these services at any of the following locations:

Bannon Creek School Age CDC  
2775 Millcreek Drive  
Sacramento, CA 95833

Arthur Dudley School Age CDC  
8000 Aztec Way  
Antelope, CA 95843

North Country School Age CDC  
3901 Little Rock Drive  
Antelope, CA 95843  
Cyril Spinelli Elementary School  
3401 Scotland Drive  
Antelope, CA 95843

**TERM**

2.1 This Agreement shall commence not earlier than July 1, 2013, and shall terminate, unless terminated earlier pursuant to the terms of this agreement, no later than June 30, 2014.

**SERVICES TO BE PROVIDED BY CHILD CARE PROVIDER**

3.1 Child Care Provider agrees to provide child care services as defined and outlined in the approved application, budget, and contracts between District and State. Services to be provided by Child Care Provider include, but are not limited to, academic support activities, creative arts activities, recreational activities, and daily interaction with parents as set forth in the District's application.

3.2 Child Care Provider agrees to provide adequate child days of certified enrollment (supported by at least 95% attendance) to earn a portion of the Maximum Reimbursable Amount (less District indirect charges) of the contract as described in Attachment A. Maximum Reimbursable Amount is subject to change based on contract amendments from the California Department of Education, Child Development Division.

3.3 Child Care Provider further agrees to earn subsidized parent fees or interest income by serving an appropriate number of additional subsidized children and incurring additional reimbursable costs equivalent to the amount of subsidized parent fees collected and/or interest income.

3.4 Child Care Provider shall maintain participation in the Child Care Food Program throughout the term of this Agreement.

3.5 Child Care Provider shall be responsible for hiring qualified staff and for maintaining required ratios in accordance with licensing and State requirements.

3.6 Child Care Provider shall be responsible for seeing that all sites used pursuant to this Agreement shall meet all necessary licensing requirements.

#### **ADMINISTRATION**

4.1 Child Care Provider shall administer the program in accordance with the rules, regulations, and policies of District and State, including those stated in the "general assurances" form submitted with District's contracts with State and attached hereto.

4.2 All activities authorized by this agreement to be performed by Child Care Provider shall be performed within the approved program policies, the approved budget, the contract funding, the terms and conditions, and appropriate Child Development Division, California Department of Education Directives, in accordance with the applications and contracts between District and State attached hereto.

4.3 Child Care Provider shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

4.4 Child Care Provider shall require that all Child Care Provider personnel who are authorized to sign checks be bonded in an amount which will cover the total amount under the control of the Child Care Provider at any one time. Child Care Provider shall provide to the District a certificate of insurance verifying the Child Care Provider fidelity bond coverage. Said certificate of insurance shall not be canceled without thirty days prior written notice to District.

## **REPORTS AND RECORDS**

5.1 Child Care Provider shall maintain and provide to District records for program review, evaluations, audit, and/or other purposes. Records maintained or provided pursuant to this section shall be made available to the agents of State upon request of District or State. Such records shall be maintained for a minimum of five (5) years.

5.2 Child Care Provider agrees to submit to the District such reports as required by State directives or by the District.

5.3 Child Care Provider shall report all expenditures in accordance with California School Accounting Manual Procedures.

5.4 Child Care provider shall provide an annual line-item budget by expenditure category for approval by State and District. All revenues and expenses shall be identified in separate accounts.

5.5 Child Care Provider will close its accounting and attendance records on the last day of each month for preparation of the required monthly statement. Monthly reports of enrollment, attendance, and expenditures shall be submitted to the District no later than the 16th day of each month.

5.6 Child Care Provider records shall be subject to the same audit and/or audit review requirements as imposed on District through its contracts with State. In any event, Child Care Provider shall provide to District an annual audit in accordance with State audit guidelines.

5.7 Child Care Provider shall be liable for any audit exception caused by or as a result of Child Care Provider's lack of performance as required by this Agreement.

5.8 Child Care Provider, in its discretion, may purchase necessary equipment or supplies to the extent such purchase may be reimbursed from State funds. Any unit of equipment purchased pursuant to this Agreement costing over \$7,500, and/or having a useful life expectancy of two years or more, shall have prior written authorization from District and State. Title to any equipment or supplies so purchased shall vest in Child Care Provider for the term of this Agreement. Insurance on all property purchased pursuant hereto shall be provided by Child Care Provider. Upon termination of this Agreement, title to all equipment and remaining supplies purchased pursuant hereto shall revert to District.

## **DISTRICT RESPONSIBILITIES**

6.1 District shall monitor, evaluate, and provide technical assistance to Child Care Provider regarding the conduct of activities delegated or required under this Agreement.

6.2 District shall compensate Child Care Provider monthly, based upon units of enrollment and attendance. Such compensation by the District to Child Care Provider shall be made only upon receipt of records certifying units of enrollment and attendance.

6.3 District agrees to reimburse Child Care Provider for authorized expenditures subject to receipt of funds from State.

6.4 District shall compensate Child Care Provider for travel and per diem expenses necessitated by this Agreement. Such travel and per diem expenses will be reimbursed only at rates not exceeding those amounts paid to the majority of the State Department of Education's represented employees computed in accordance with Department of Personnel Administration Regulations, Title 2 California Code of Regulations, Subchapter 1.

6.5 District agrees that it is solely responsible to the State for fulfillment of its contracts with the State and for compliance with all terms and conditions contained within, or attached to, the contracts for the current fiscal year.

## **INDEMNIFICATION**

7.1 Child Care Provider shall indemnify, defend, and save harmless the State of California, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, or any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the Child Care provider in the performance of this Agreement.

7.2 Child Care Provider shall agree to indemnify, defend, and save harmless the District, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by Child Care Provider in the performance of this Agreement.

7.3 Child Care provider will hold District harmless for any contract obligations entered into that cannot be met due to the non-receipt of funds.

## **INSURANCE**

8.1 Child Care Provider shall provide and maintain fidelity bond coverage as evidenced by a certificate of insurance as described under section 4.4.

8.2 Child Care Provider shall provide and shall maintain in force during the term of this contract, comprehensive bodily injury and property damage liability insurance with a combined single limit of \$1,000,000. Child Care Provider's policy or policies of liability insurance obtained pursuant to this Agreement shall name District and State as additional insureds under the terms of such policy or policies. No such policy may be canceled without 30 days prior written notice to the District.

8.3 Child Care Provider shall provide workers' compensation insurance, unemployment insurance, and disability insurance for all of its employees, as required by law.

8.4 Certificates for all types of insurance required under this Agreement shall be furnished to District within two weeks of the commencement date of this Agreement. All certificates provided pursuant to this section shall indicate the name of the carrier, the policy number, and the expiration date.

## **TERMINATION**

9.1 District may terminate this Agreement and be relieved of the payment of any consideration to the Child Care Provider upon failure by Child Care Provider to perform any of the terms of this Agreement including, but not limited to:

- a. Failure, for any reason, of Child Care Provider to fulfill in a timely and proper manner its obligations under this contract, including compliance with the approved program and attached conditions, and such statutes, executive orders, and State directives as may become generally applicable at any time;
- b. Submission by Child Care Provider to District of reports, accountings, records, or audits which are incorrect or incomplete in any material respect;
- c. Ineffective or improper use of funds provided under this contract.

9.2 In the event that this Agreement is terminated in whole or in part by District for any reason pursuant to section 9.1, 30 days written notice shall be provided to Child Care Provider.

9.3 Notwithstanding any other provision of this Agreement, District shall be authorized to terminate this Agreement without prior notice, written or oral, should the California Department of Education terminate its contract with the District or District, in its discretion, determines that an emergency condition exists.

9.4 Child Care Provider may terminate this Agreement by giving 90 days prior written notice to District, signifying the effective date thereof.

9.5 In the event that District is required to assign or transfer this contract pursuant to any section of this Agreement, District may require Child Care provider to insure that adequate arrangements have been made for the transfer of the delegated activities to another contractor or to District.

9.6 In the event of any termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by Child Care Provider under this contract shall be disposed of according to District and State directives.

9.7 In the event of termination pursuant to the terms of this Agreement, Child Care Provider shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of this Agreement.

9.8 Notwithstanding section 9.7 above, Child Care Provider shall not be relieved of liability to the District for damages sustained by District by virtue of any breach of the contract by Child Care Provider, and District may withhold any such reimbursement to Child Care Provider for the purpose of offset until such time as the exact amount of damages due to District from Child Care Provider is agreed upon or otherwise determined.

9.9 Upon termination of this Agreement for any reason, consideration paid to Child Care Provider, as provided in this Agreement, shall be full compensation for all of Child Care Provider's expenses incurred in the performance of this agreement.

## **NONDISCRIMINATION**

10.1 During the performance of this Agreement, the District, Child Care Provider, and its subcontractors shall not deny the Agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, or sex.

10.2 Child Care Provider and District shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5) and the regulations or standards adopted by the awarding State agency to implement such article.

10.3 Child Care Provider or District shall permit access by representatives of the Department of Fair Employment and Housing and the awarding State agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

10.4 District, Child Care Provider, and their subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

10.5 Child Care Provider shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

## **GENERAL CONDITIONS**

11.1 Child Care Provider, and the agents and employees of Child Care Provider, in the performance of this Agreement, are acting in an independent capacity and not as officers, employees, or agents of the State of California.

11.2 Child Care Provider, its agents and employees, in the performance of this Agreement, are acting in an independent capacity and not as agents or employees of District.

11.3 Child Care Provider, by signing this Agreement, swears under penalty of perjury that no more than one final unappealable finding of contempt of court has been issued by a federal court against Child Care Provider within the last two years because of failure to comply with an order of the National Labor Relations Board.

11.4 Pursuant to sections 11.1 and 11.2, the status of the Child Care Provider under this Agreement shall be, at all times during the term of this Agreement, that of an independent contractor and at no time shall Child Care Provider (or agents and/or employees of Child Care Provider) represent itself to be, officers, employees, or agents of the District or of the State of California.

11.5 No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by Child Care Provider and District excepting a change in reimbursement rate due to a COLA. No oral understanding or agreement not incorporated into this Agreement shall be binding on either party. Amendments to this Agreement may be subject to the approval of the State Department of Education.

11.6 In the event that a dispute arises over the terms, language, or interpretation of this Agreement, and such dispute is submitted to a court of competent jurisdiction, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to any other relief awarded by the court.

11.7 The rights and remedies granted in this Agreement in the event of default are cumulative and the exercise of those rights and remedies shall be without prejudice to the enforcement of any other violation or breach of this Agreement, and forbearance to enforce one or more of the provisions of this agreement should not be construed to be a waiver of that default or breach.

11.8 If any part of this Agreement is declared invalid for any reason, such declaration shall not affect the validity of the remainder of this Agreement. All other parts of the Agreement shall remain in effect as if the Agreement had been executed without the invalid part. Both parties hereby declare that they intend and desire that the remaining parts of the Agreement continue to be effective without any part or parts that have been declared invalid.

11.9 The captions of the sections of this Agreement are for reference only and are not to be construed in any way as a part of this Agreement.

11.10 This Agreement is not assignable by Child Care Provider, either in whole or in part, without prior written consent of the District and the State.

11.11 This Agreement is the complete and exclusive statement of the mutual understanding of the parties and that the subcontract supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the subcontract.

11.12 Time is the essence of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

DISTRICT

CHILD CARE PROVIDER

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_



**AGREEMENT FOR PARTICIPATION IN THE  
CENTER UNIFIED SCHOOL DISTRICT  
SCHOOL-AGE CHILD CARE**

This agreement is entered into this first day of July, 2013 by and between the Center Unified School District, (hereinafter referred to as the "District") and Child Development Centers, a California nonprofit corporation, (hereinafter referred to as the "Child Care Provider").

**RECITALS**

- 1.1 District is a local education agency contracting with the state under agreements as described in General Child Care Funding Terms and Conditions.
- 1.2 Child Care Provider is a private agency, staffed, prepared, and capable of providing child care services as defined in Section 3 of this agreement.
- 1.3 District wishes to delegate operating responsibility to Child Care Provider for child care services authorized by contracts with the California Department of Education (hereinafter "State"), as the most cost-efficient means of providing these services at any of the following locations:

Bannon Creek School Age CDC  
2775 Millcreek Drive  
Sacramento, CA 95833

North Country School Age CDC  
3901 Little Rock Drive  
Antelope, CA 95843

Arthur Dudley School Age CDC  
8000 Aztec Way  
Antelope, CA 95843

**TERM**

- 2.1 This Agreement shall commence not earlier than July 1, 2013, and shall terminate, unless terminated earlier pursuant to the terms of this agreement, no later than June 30, 2014.

**SERVICES TO BE PROVIDED BY CHILD CARE PROVIDER**

- 3.1 Child Care Provider agrees to provide child care services as defined and outlined in the approved application, budget, and contracts between District and State. Services to be provided by Child Care Provider include, but are not limited to, academic support activities, creative arts activities, recreational activities, and daily interaction with parents as set forth in the District's application.

3.2 Child Care Provider agrees to provide adequate child days of certified enrollment (supported by at least 95% attendance) to earn a portion of the Maximum Reimbursable Amount (less District indirect charges) of the contract as described in Attachment A. Maximum Reimbursable Amount is subject to change based on contract amendments from the California Department of Education, Child Development Division.

3.3 Child Care Provider further agrees to earn subsidized parent fees or interest income by serving an appropriate number of additional subsidized children and incurring additional reimbursable costs equivalent to the amount of subsidized parent fees collected and/or interest income.

3.4 Child Care Provider shall maintain participation in the Child Care Food Program throughout the term of this Agreement.

3.5 Child Care Provider shall be responsible for hiring qualified staff and for maintaining required ratios in accordance with licensing and State requirements.

3.6 Child Care Provider shall be responsible for seeing that all sites used pursuant to this Agreement shall meet all necessary licensing requirements.

#### ADMINISTRATION

4.1 Child Care Provider shall administer the program in accordance with the rules, regulations, and policies of District and State, including those stated in the "general assurances" form submitted with District's contracts with State and attached hereto.

4.2 All activities authorized by this agreement to be performed by Child Care Provider shall be performed within the approved program policies, the approved budget, the contract funding, the terms and conditions, and appropriate Child Development Division, California Department of Education Directives, in accordance with the applications and contracts between District and State attached hereto.

4.3 Child Care Provider shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

4.4 Child Care Provider shall require that all Child Care Provider personnel who are authorized to sign checks be bonded in an amount which will cover the total amount under the control of the Child Care Provider at any one time. Child Care Provider shall provide to the District a certificate of insurance verifying the Child Care Provider fidelity bond coverage. Said certificate of insurance shall not be canceled without thirty days prior written notice to District.

## **REPORTS AND RECORDS**

5.1 Child Care Provider shall maintain and provide to District records for program review, evaluations, audit, and/or other purposes. Records maintained or provided pursuant to this section shall be made available to the agents of State upon request of District or State. Such records shall be maintained for a minimum of five (5) years.

5.2 Child Care Provider agrees to submit to the District such reports as required by State directives or by the District.

5.3 Child Care Provider shall report all expenditures in accordance with California School Accounting Manual Procedures.

5.4 Child Care provider shall provide an annual line-item budget by expenditure category for approval by State and District. All revenues and expenses shall be identified in separate accounts.

5.5 Child Care Provider will close its accounting and attendance records on the last day of each month for preparation of the required monthly statement. Monthly reports of enrollment, attendance, and expenditures shall be submitted to the District no later than the 16th day of each month.

5.6 Child Care Provider records shall be subject to the same audit and/or audit review requirements as imposed on District through its contracts with State. In any event, Child Care Provider shall provide to District an annual audit in accordance with State audit guidelines.

5.7 Child Care Provider shall be liable for any audit exception caused by or as a result of Child Care Provider's lack of performance as required by this Agreement.

5.8 Child Care Provider, in its discretion, may purchase necessary equipment or supplies to the extent such purchase may be reimbursed from State funds. Any unit of equipment purchased pursuant to this Agreement costing over \$7,500, and/or having a useful life expectancy of two years or more, shall have prior written authorization from District and State. Title to any equipment or supplies so purchased shall vest in Child Care Provider for the term of this Agreement. Insurance on all property purchased pursuant hereto shall be provided by Child Care Provider. Upon termination of this Agreement, title to all equipment and remaining supplies purchased pursuant hereto shall revert to District.

## **DISTRICT RESPONSIBILITIES**

6.1 District shall monitor, evaluate, and provide technical assistance to Child Care Provider regarding the conduct of activities delegated or required under this Agreement.

6.2 District shall compensate Child Care Provider monthly, based upon units of enrollment and attendance. Such compensation by the District to Child Care Provider shall be made only upon receipt of records certifying units of enrollment and attendance.

6.3 District agrees to reimburse Child Care Provider for authorized expenditures subject to receipt of funds from State.

6.4 District shall compensate Child Care Provider for travel and per diem expenses necessitated by this Agreement. Such travel and per diem expenses will be reimbursed only at rates not exceeding those amounts paid to the majority of the State Department of Education's represented employees computed in accordance with Department of Personnel Administration Regulations, Title 2 California Code of Regulations, Subchapter 1.

6.5 District agrees that it is solely responsible to the State for fulfillment of its contracts with the State and for compliance with all terms and conditions contained within, or attached to, the contracts for the current fiscal year.

### INDEMNIFICATION

7.1 Child Care Provider shall indemnify, defend, and save harmless the State of California, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, or any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the Child Care provider in the performance of this Agreement.

7.2 Child Care Provider shall agree to indemnify, defend, and save harmless the District, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by Child Care Provider in the performance of this Agreement.

7.3 Child Care provider will hold District harmless for any contract obligations entered into that cannot be met due to the non-receipt of funds.

### INSURANCE

8.1 Child Care Provider shall provide and maintain fidelity bond coverage as evidenced by a certificate of insurance as described under section 4.4.

8.2 Child Care Provider shall provide and shall maintain in force during the term of this contract, comprehensive bodily injury and property damage liability insurance with a combined single limit of \$1,000,000. Child Care Provider's policy or policies of liability insurance obtained pursuant to this Agreement shall name District and State as additional insureds under the terms of such policy or policies. No such policy may be canceled without 30 days prior written notice to the District.

8.3 Child Care Provider shall provide workers' compensation insurance, unemployment insurance, and disability insurance for all of its employees, as required by law.

8.4 Certificates for all types of insurance required under this Agreement shall be furnished to District within two weeks of the commencement date of this Agreement. All certificates provided pursuant to this section shall indicate the name of the carrier, the policy number, and the expiration date.

## TERMINATION

9.1 District may terminate this Agreement and be relieved of the payment of any consideration to the Child Care Provider upon failure by Child Care Provider to perform any of the terms of this Agreement including, but not limited to:

- a. Failure, for any reason, of Child Care Provider to fulfill in a timely and proper manner its obligations under this contract, including compliance with the approved program and attached conditions, and such statutes, executive orders, and State directives as may become generally applicable at any time;
- b. Submission by Child Care Provider to District of reports, accountings, records, or audits which are incorrect or incomplete in any material respect;
- c. Ineffective or improper use of funds provided under this contract.

9.2 In the event that this Agreement is terminated in whole or in part by District for any reason pursuant to section 9.1, 30 days written notice shall be provided to Child Care Provider.

9.3 Notwithstanding any other provision of this Agreement, District shall be authorized to terminate this Agreement without prior notice, written or oral, should the California Department of Education terminate its contract with the District or District, in its discretion, determines that an emergency condition exists.

9.4 Child Care Provider may terminate this Agreement by giving 90 days prior written notice to District, signifying the effective date thereof.

9.5 In the event that District is required to assign or transfer this contract pursuant to any section of this Agreement, District may require Child Care provider to insure that adequate arrangements have been made for the transfer of the delegated activities to another contractor or to District.

9.6 In the event of any termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by Child Care Provider under this contract shall be disposed of according to District and State directives.

9.7 In the event of termination pursuant to the terms of this Agreement, Child Care Provider shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of this Agreement.

9.8 Notwithstanding section 9.7 above, Child Care Provider shall not be relieved of liability to the District for damages sustained by District by virtue of any breach of the contract by Child Care Provider, and District may withhold any such reimbursement to Child Care Provider for the purpose of offset until such time as the exact amount of damages due to District from Child Care Provider is agreed upon or otherwise determined.

9.9 Upon termination of this Agreement for any reason, consideration paid to Child Care Provider, as provided in this Agreement, shall be full compensation for all of Child Care Provider's expenses incurred in the performance of this agreement.

## NONDISCRIMINATION

10.1 During the performance of this Agreement, the District, Child Care Provider, and its subcontractors shall not deny the Agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, or sex.

10.2 Child Care Provider and District shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5) and the regulations or standards adopted by the awarding State agency to implement such article.

10.3 Child Care Provider or District shall permit access by representatives of the Department of Fair Employment and Housing and the awarding State agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

10.4 District, Child Care Provider, and their subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

10.5 Child Care Provider shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

## GENERAL CONDITIONS

11.1 Child Care Provider, and the agents and employees of Child Care Provider, in the performance of this Agreement, are acting in an independent capacity and not as officers, employees, or agents of the State of California.

11.2 Child Care Provider, its agents and employees, in the performance of this Agreement, are acting in an independent capacity and not as agents or employees of District.

11.3 Child Care Provider, by signing this Agreement, swears under penalty of perjury that no more than one final unappealable finding of contempt of court has been issued by a federal court against Child Care Provider within the last two years because of failure to comply with an order of the National Labor Relations Board.

11.4 Pursuant to sections 11.1 and 11.2, the status of the Child Care Provider under this Agreement shall be, at all times during the term of this Agreement, that of an independent contractor and at no time shall Child Care Provider (or agents and/or employees of Child Care Provider) represent itself to be, officers, employees, or agents of the District or of the State of California.

11.5 No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by Child Care Provider and District excepting a change in reimbursement rate due to a COLA. No oral understanding or agreement not incorporated into this Agreement shall be binding on either party. Amendments to this Agreement may be subject to the approval of the State Department of Education.

11.6 In the event that a dispute arises over the terms, language, or interpretation of this Agreement, and such dispute is submitted to a court of competent jurisdiction, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to any other relief awarded by the court.

11.7 The rights and remedies granted in this Agreement in the event of default are cumulative and the exercise of those rights and remedies shall be without prejudice to the enforcement of any other violation or breach of this Agreement, and forbearance to enforce one or more of the provisions of this agreement should not be construed to be a waiver of that default or breach.

11.8 If any part of this Agreement is declared invalid for any reason, such declaration shall not affect the validity of the remainder of this Agreement. All other parts of the Agreement shall remain in effect as if the Agreement had been executed without the invalid part. Both parties hereby declare that they intend and desire that the remaining parts of the Agreement continue to be effective without any part or parts that have been declared invalid.

11.9 The captions of the sections of this Agreement are for reference only and are not to be construed in any way as a part of this Agreement.

11.10 This Agreement is not assignable by Child Care Provider, either in whole or in part, without prior written consent of the District and the State.

11.11 This Agreement is the complete and exclusive statement of the mutual understanding of the parties and that the subcontract supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the subcontract.

11.12 Time is the essence of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

DISTRICT

By 

Title 

CHILD CARE PROVIDER

By   
JASON D. CLARK

Title Manager/CFO

**Attachment A**  
(UPDATED <sup>1</sup>)

**CENTER JOINT UNIFIED SCHOOL DISTRICT -- CHILD CARE AGREEMENT**

Name of Program	Term	*CDD Contract and Project Number	**MRA	Days of Operation	\$/Child per ***CDE	***CDE Minimum Goal	Notes
General Child Care	7/1/2013 to 6/30/2014	CCTR-3188 34-7397-00-3	\$561,709	250	\$34.38	16,338	Indirect: \$26,905.86 Net: \$534,803.14

Any and all contracts or grants that are ancillary to the above contract for services (e.g., Instructional Materials, School Age Resource, etc.), will be considered part of this Agreement and subject to its terms and conditions. Any and all amendments from CDE to the contract referenced above are considered part of this agreement.

<sup>1</sup> **UPDATED** with FY 2013-2014 contract values from the California Department of Education

\* CDD - California Department of Education, Child Development Division

\*\* MRA - Maximum Reimbursable Amount

\*\*\* CDE - Child Days of Enrollment (Adjusted for Full Time Equivalent)



# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 10/03/2013

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess

**# Attached Page** 1

**Principal's Initials:** \_\_\_\_\_

**SUBJECT:**

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT  
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll  
Orders for July 2013 through September 2013.

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the  
District Payroll Orders for July 2013 through September 2013.

CONSENT AGENDA

<b>DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2014</b>
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 899,102.04	50139.63		\$ 949,241.67	252
AUG	\$ 2,200,733.72	\$ 68,455.98		\$ 2,269,189.70	634
SEPT	\$ 2,215,854.45	\$ 119,769.89		\$ 2,335,624.34	681
OCT				\$ -	
NOV				\$ -	
DEC				\$ -	
2-Jan				\$ -	
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 5,315,690.21	\$ 238,365.50	\$ -	\$ 5,554,055.71	1567
-----------------	---------------	------	-----------------	------

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** October 2013

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess

**# Attached Pages** 64

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**

September 5, 2013, \$248,948.62, September 12, 2013, \$208,250.40,  
September 19, 2013, \$215,417.11, September 23, 2013, \$258,903.55,  
September 25, 2013, \$124,630.82.

The commercial warrant payments to vendors totals  
\$ 1,056,150.50.

**RECOMMENDATION:** That the CJUSD Board of Trustees approves the  
Supplemental Agenda – Vendor Warrants as  
presented

**CONSENT AGENDA**

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST

J3217 APY500 H.02.05 09/05/13 PAGE 0

---

Batch status: A All

From batch: 0018

To batch: 0018

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
Req Reference	Date		fd	reso	p	obje	sit	goal	func	rep	dep	T9MP		
011802/00	A-Z BUS SALES INC.													
63	PO-140055	09/06/2013	DI27978											
				1	01-7230-0-4300-112-0000-3600-007-000	NN P	19.61	19.61						
					TOTAL PAYMENT AMOUNT		19.61 *							
015797/00	ACE SUPPLY HARDWARE NORTH													
589	PO-140522	09/06/2013	93526/2											
				1	01-0000-0-4300-106-0000-8110-007-000	NN P	17.07	17.07						
589	PO-140522	09/06/2013	93564/2											
				1	01-0000-0-4300-106-0000-8110-007-000	NN P	14.17	14.17						
					TOTAL PAYMENT AMOUNT		31.24 *							
015722/00	ACSA FOUNDATION FOR EDUC.ADMIN													
663	PO-140584	09/06/2013	S. LOEHR											
				1	01-0000-0-5300-101-0000-7150-002-000	NN F	1,634.11	1,634.11						
					TOTAL PAYMENT AMOUNT		1,634.11 *							
013985/00	ALL DIESEL ELECTRIC INC.													
65	PO-140057	09/06/2013	8980											
				1	01-7230-0-4300-112-0000-3600-007-000	NN P	256.82	256.82						
					TOTAL PAYMENT AMOUNT		256.82 *							
018649/00	ASSOCIATION FOR SUPERVISION &													
667	PO-140588	09/06/2013	1426824											
				1	01-0000-0-5300-101-0000-7150-002-000	NN F	89.00	89.00						
					TOTAL PAYMENT AMOUNT		89.00 *							
010400/00	AT&T													
92	PO-140078	09/06/2013	8/23-9/22 248134-8100-8413											
				1	01-0000-0-5902-106-0000-8110-007-000	NN P	7.88	7.88						
					TOTAL PAYMENT AMOUNT		7.88 *							
017972/00	BABY STEPS THERAPY													
690	PO-140608	09/06/2013	12224											
				1	01-6500-0-5800-102-5750-1180-003-000	NN F	230.00	230.00						
					TOTAL PAYMENT AMOUNT		230.00 *							

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
014789/00	BISHO, VERNON						
652 PO-140576	09/06/2013	REIMB	1 01-7220-0-5800-472-1110-1000-014-000	NN F	219.89	219.89	219.89
			TOTAL PAYMENT AMOUNT	219.89 *			219.89
019075/00	BRIGHT FUTURES THERAPY						
552 PO-140489	09/06/2013	3081	1 01-6500-0-5800-102-5750-1180-003-000	NN P	3,200.00	3,200.00	3,200.00
			TOTAL PAYMENT AMOUNT	3,200.00 *			3,200.00
010066/00	CALIFORNIA SCHOOL BOARD ASSN						
665 PO-140586	09/06/2013	101082-14	1 01-0000-0-5300-120-0000-7110-001-000	NN F	6,974.00	6,974.00	6,974.00
			TOTAL PAYMENT AMOUNT	6,974.00 *			6,974.00
019184/00	CALIFORNIA SCHOOL BOARD ASSOC.						
664 PO-140585	09/06/2013	101082-14	1 01-0000-0-5800-120-0000-7110-001-000	NN F	2,250.00	2,250.00	2,250.00
			TOTAL PAYMENT AMOUNT	2,250.00 *			2,250.00
015892/00	CALIFORNIA STATE UNIVERSITY						
646 PO-140571	09/06/2013	ANDERSON SUMMERS	1 01-0000-0-5200-472-0000-2700-014-000	NN F	150.00	150.00	150.00
			TOTAL PAYMENT AMOUNT	150.00 *			150.00
021464/00	CMI EDUCATION INSTITUTE INC						
648 PO-140573	09/06/2013	MCNICHOLS	1 01-0000-0-5200-472-0000-2700-014-000	NN F	189.99	189.99	189.99
			TOTAL PAYMENT AMOUNT	189.99 *			189.99
016925/00	CREATIVE SPIRIT LLC						
628 PO-140553	09/06/2013	INV 8/22/13 OAK HILL	1 01-9601-0-5800-601-1110-1000-017-000	NN F	6,074.89	6,074.89	6,074.89
			TOTAL PAYMENT AMOUNT	6,074.89 *			6,074.89
021797/00	D3 SPORTS INC						
670 PO-140591	09/06/2013	INV 16061	1 01-7220-0-5800-472-1110-1000-014-000	NN F	1,628.80	1,628.80	1,628.80
			TOTAL PAYMENT AMOUNT	1,628.80 *			1,628.80

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
021794/00	EAGLE SOFTWARE INC							
647 PO-140572	09/06/2013	MCNICHOLS		1 01-0000-0-5200-472-0000-2700-014-000	NN F		425.00	425.00
671 PO-140592	09/06/2013	B SHIRO		1 01-0000-0-5200-472-0000-2700-014-000	NN F		475.00	475.00
TOTAL PAYMENT AMOUNT							900.00 *	900.00
021066/00	EPS							
519 PO-140464	09/06/2013	10736571		1 01-6500-0-4300-102-5770-1110-003-000	NN F		188.35	80.55
TOTAL PAYMENT AMOUNT							80.55 *	80.55
022089/00	FISHER SCIENTIFIC CO LLC							
285 PO-140260	09/06/2013	1424224		1 01-6300-0-4300-472-1110-1000-014-000	NN F		29.70	23.03
TOTAL PAYMENT AMOUNT							23.03 *	23.03
019523/00	FOLLETT EDUCATIONAL SERVICE							
428 PO-140388	09/06/2013	1505614A		1 01-0037-0-4100-103-1110-1000-003-000	NN F		1,065.65	1,060.65
TOTAL PAYMENT AMOUNT							1,060.65 *	1,060.65
022347/00	GIVE SOMETHING BACK							
480 PO-140432	09/06/2013	IN-0141904		1 01-0000-0-4300-472-9769-1000-014-000	NN P		154.11	154.11
480 PO-140432	09/06/2013	IN-0145022		1 01-0000-0-4300-472-9769-1000-014-000	NN F		7.85	7.88
572 PO-140509	09/06/2013	IN-0145024		1 01-6500-0-4300-102-5001-2700-003-000	NN F		371.06	371.02
579 PO-140514	09/06/2013	IN-0145023		1 01-6500-0-4300-102-5770-1110-003-000	NN F		91.42	91.42
TOTAL PAYMENT AMOUNT							624.43 *	624.43
014044/00	HAGEDORN, ROGER							
464 PO-140422	09/06/2013	8/24&8/25 MILEAGE		1 01-0000-0-5210-106-0000-8300-007-000	NN P		29.38	29.38
TOTAL PAYMENT AMOUNT							29.38 *	29.38
013988/00	HAJOCA CORPORATION							
15 PO-140015	09/06/2013	5007450622.001		1 01-8150-0-4300-106-0000-8110-007-000	NN P		485.20	485.20
TOTAL PAYMENT AMOUNT							485.20 *	485.20

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
018340/00	HARBOR FREIGHT TOOLS							
546 PO-140483	09/06/2013	TICKET 0250593		1	01-8150-0-4300-106-0000-8110-007-000	NN F	86.65	128.90
				TOTAL PAYMENT AMOUNT	128.90 *			128.90
017603/00	HUNT, CAROL							
661 PO-140582	09/06/2013	REIMB		1	01-0000-0-4300-120-0000-7110-001-000	NN F	9.57	9.57
				TOTAL PAYMENT AMOUNT	9.57 *			9.57
020306/00	JW PEPPER AND SON INC							
537 PO-140475	09/06/2013	13463689		1	01-6300-0-4300-371-1110-1000-012-000	NN F	126.72	127.27
				TOTAL PAYMENT AMOUNT	127.27 *			127.27
020606/00	KLATT, BEN							
678 PO-140599	09/06/2013	REIMB		1	01-0029-0-4300-472-1110-1000-014-000	NN F	801.16	801.16
				TOTAL PAYMENT AMOUNT	801.16 *			801.16
017830/00	MACEK, LESLIE							
655 PO-140579	09/06/2013	REIMB		1	01-6300-0-4300-240-1110-1000-011-000	NN F	80.60	80.60
				TOTAL PAYMENT AMOUNT	80.60 *			80.60
019545/00	MICHAEL WRIGHT							
653 PO-140577	09/06/2013	REIMB		1	01-0000-0-4300-472-1275-1000-014-000	NN F	28.16	28.16
				TOTAL PAYMENT AMOUNT	28.16 *			28.16
021692/00	MONOPRICE INC							
578 PO-140513	09/06/2013	8802005		1	01-0000-0-4300-472-0000-2700-014-000	NN F	49.67	42.55
				TOTAL PAYMENT AMOUNT	42.55 *			42.55
015787/00	O'REILLY AUTO PARTS							
79 PO-140068	09/06/2013	244176		1	01-7230-0-4300-112-0000-3600-007-000	NN P	129.58	129.58
79 PO-140068	09/06/2013	245454		1	01-7230-0-4300-112-0000-3600-007-000	NN P	14.03	14.03
79 PO-140068	09/06/2013	244447		1	01-7230-0-4300-112-0000-3600-007-000	NN P	28.06	28.06



81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 5  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
-----							
015787	(CONTINUED)						
79 PO-140068	09/06/2013	244174	1 01-7230-0-4300-112-0000-3600-007-000	NN F	101.45	129.58	
			TOTAL PAYMENT AMOUNT	301.25 *		301.25	
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
80 PO-140069	09/06/2013	180164031	1 01-7230-0-5600-112-0000-3600-007-000	NN P	53.66	53.66	
			TOTAL PAYMENT AMOUNT	53.66 *		53.66	
017657/00	RENAISSANCE LEARNING INC.						
507 PO-140452	09/06/2013	INV 402030	1 01-3010-0-5800-371-1110-1000-012-000	YN F	7,664.22	7,096.50	
601 PO-140531	09/06/2013	INV4025635	1 01-3010-0-5800-234-1110-1000-008-000	NN F	6,554.00	6,554.00	
			TOTAL PAYMENT AMOUNT	13,650.50 *		13,650.50	
			TOTAL USE TAX AMOUNT	567.72			
021808/00	ROSEVILLE CHAMBER OF COMMERCE						
666 PO-140587	09/06/2013	S LOEHR 128674	1 01-0000-0-5300-101-0000-7150-002-000	NN F	120.00	120.00	
			TOTAL PAYMENT AMOUNT	120.00 *		120.00	
022352/00	SACRAMENTO CNTY OFFICE OF EDUC						
618 PO-140567	09/06/2013	140242	1 01-0000-0-5200-101-0000-7150-002-000	NN F	200.00	200.00	
			TOTAL PAYMENT AMOUNT	200.00 *		200.00	
010008/00	SACRAMENTO COUNTY OFFICE OF ED						
494 PO-140445	09/06/2013	140286	2 01-0000-0-4300-101-0000-7150-002-000	NN F	76.00	76.00	
494 PO-140445	09/06/2013	140286	3 01-0000-0-4300-110-0000-7200-004-000	NN F	342.00	342.00	
494 PO-140445	09/06/2013	140286	1 01-0000-0-4300-120-0000-7110-001-000	NN F	152.00	152.00	
			TOTAL PAYMENT AMOUNT	570.00 *		570.00	
010270/00	SACRAMENTO FOR TRACTORS						
703 PO-140616	09/06/2013	9567	1 01-0000-0-4300-106-0000-8110-007-000	NN F	184.67	184.67	
			TOTAL PAYMENT AMOUNT	184.67 *		184.67	

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd	reso	p obje	sit goal	func rep dep T9MP
014786/00	SCHOOL SPECIALTY						
569 PO-140503	09/06/2013	208111154963	1	01-0000-0-4300-371-0000-2700-012-000	NN F	78.83	66.65
TOTAL PAYMENT AMOUNT						66.65 *	66.65
010373/00	SCHOOLS INSURANCE AUTHORITY						
638 PO-140569	09/06/2013	2014UST-KAM-04	1	01-7230-0-5800-112-0000-3600-007-000	NN F	150.00	150.00
TOTAL PAYMENT AMOUNT						150.00 *	150.00
017106/00	SIA/VISION SERVICE PLAN						
PV-141014	09/06/2013	SEPTEMBER SIA/VISION	01-0000-0-9552-000-0000-0000-000-000	NN			5,376.46
TOTAL PAYMENT AMOUNT						5,376.46 *	5,376.46
010263/00	SMUD						
107 PO-140092	09/06/2013	7000000347 AUG	1	01-0000-0-5530-106-0000-8110-007-000	NN P	119,478.01	119,478.01
TOTAL PAYMENT AMOUNT						119,478.01 *	119,478.01
020252/00	STAPLES ADVANTAGE						
376 PO-140341	09/06/2013	3206592423	1	01-6300-0-4300-472-1110-1000-014-000	NN P	66.28	66.28
376 PO-140341	09/06/2013	3206592422	1	01-6300-0-4300-472-1110-1000-014-000	NN P	288.15	288.15
376 PO-140341	09/06/2013	3207972795	1	01-6300-0-4300-472-1110-1000-014-000	NN F	20.69	20.69
376 PO-140341	09/06/2013	3207972795	2	01-6300-0-4400-472-1110-1000-014-000	NN P	224.51	224.51
376 PO-140341	09/06/2013	326922347	2	01-6300-0-4400-472-1110-1000-014-000	NN F	975.33	960.23
TOTAL PAYMENT AMOUNT						1,559.86 *	1,559.86
021702/00	STRAYER, ROBERT						
639 PO-140558	09/06/2013	REIMB	1	01-0000-0-4300-472-1251-1000-014-000	NN F	35.64	35.64
TOTAL PAYMENT AMOUNT						35.64 *	35.64
017756/00	TIGER DIRECT INC						
580 PO-140515	09/06/2013	J48907440102	1	01-0000-0-4300-472-0000-2700-014-000	YN P	28.63	28.63
580 PO-140515	09/06/2013	J48907440101	1	01-0000-0-4300-472-0000-2700-014-000	YN F	30.10	26.41
TOTAL PAYMENT AMOUNT						55.04 *	55.04
TOTAL USE TAX AMOUNT						4.40	

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 7  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
015891/00	VEX ROBOTICS INC							
585 PO-140518	09/06/2013	15074		1 01-0029-0-4300-472-1110-1000-014-000	YN F		659.05	611.56
				TOTAL PAYMENT AMOUNT				611.56
				TOTAL USE TAX AMOUNT				48.92
010495/00	VIRCO MANUFACTURING CORP.							
505 PO-140450	09/06/2013	91527166		1 01-0000-0-4300-106-0000-7530-007-000	NN F		3,658.77	3,658.77
				TOTAL PAYMENT AMOUNT				3,658.77
010116/00	WESTERN PSYCHOLOGICAL SERVICES							
608 PO-140536	09/06/2013	WPS-026152		1 01-6500-0-4300-102-5001-2700-003-000	NN F		116.92	117.61
				TOTAL PAYMENT AMOUNT				117.61
018567/00	WESTERN STATES GLASS							
42 PO-140038	09/06/2013	520856		1 01-8150-0-4300-106-0000-8110-007-000	NN P		846.88	846.88
				TOTAL PAYMENT AMOUNT				846.88
022348/00	WILSON, SHERRY							
691 PO-140564	09/06/2013	MED REIMB		1 01-7240-0-3404-112-5001-3600-000-000	NN F		50.00	50.00
				TOTAL PAYMENT AMOUNT				50.00
019497/00	WOODS, HEATHER							
676 PO-140597	09/06/2013	REIMB		1 01-0000-0-4300-472-0000-2700-014-000	NN F		15.84	15.84
				TOTAL PAYMENT AMOUNT				15.84
017313/00	XEROX CORPORATION							
1 PO-140001	09/06/2013	701670016		1 01-3010-0-5612-240-1110-1000-011-000	NN P		18.15	18.15
				TOTAL PAYMENT AMOUNT				18.15

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 01 GENERAL FUND

J3217 APY500 H.02.05 09/05/13 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso	p obje	sit goal func rep dep	T9MP	
020841/00	XEROX CORPORATION						
643 PO-140562	09/06/2013	068853412	1	01-0000-0-5600-472-0000-2700-014-000	NN P	21.93	21.93
643 PO-140562	09/06/2013	069428001	1	01-0000-0-5600-472-0000-2700-014-000	NN P	23.05	23.05
TOTAL PAYMENT AMOUNT						44.98 *	44.98
TOTAL FUND PAYMENT						174,543.21 **	
TOTAL USE TAX AMOUNT						621.04	174,543.21

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 09 CHARTER SCHOOLS

J3217 APY500 H.02.05 09/05/13 PAGE 9  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount
-----								
014067/00	ACCREDITING COMMISSION FOR							
625 PO-140551	09/06/2013	600156/3473973816		1	09-0000-0-5800-501-1110-1000-016-000	NN F	810.00	810.00
TOTAL PAYMENT AMOUNT							810.00 *	810.00
010669/00	ALHAMBRA & SIERRA SPRINGS							
482 PO-140433	09/06/2013	477909 082613		1	09-0700-0-4300-503-0000-2700-018-000	NN P	44.84	44.84
TOTAL PAYMENT AMOUNT							44.84 *	44.84
TOTAL FUND PAYMENT							854.84 **	854.84

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 13 CAFETERIA FUND

J3217 APY500 H.02.05 09/05/13 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
014156/00	COUNTY OF SACRAMENTO						
660 PO-140581	09/06/2013	AR0002175	1	13-5310-0-5800-108-0000-3700-007-000	NN P	533.00	533.00
TOTAL PAYMENT AMOUNT						533.00 *	533.00
011205/00	CULTURE SHOCK YOGURT						
562 PO-140499	09/06/2013	1528	1	13-5310-0-4700-108-0000-3700-007-000	NN P	252.00	252.00
TOTAL PAYMENT AMOUNT						252.00 *	252.00
011602/00	DANIELSEN CO., THE						
381 PO-140343	09/06/2013	18524/*19441	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
381 PO-140343	09/06/2013	19300	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
381 PO-140343	09/06/2013	17822	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
381 PO-140343	09/06/2013	17419	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
381 PO-140343	09/06/2013	18524/19441	1	13-5310-0-4700-108-0000-3700-007-000	NN P	3,206.03	3,206.03
381 PO-140343	09/06/2013	19300	1	13-5310-0-4700-108-0000-3700-007-000	NN P	4,730.46	4,730.46
381 PO-140343	09/06/2013	17822	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,168.16	2,168.16
381 PO-140343	09/06/2013	17419	1	13-5310-0-4700-108-0000-3700-007-000	NN P	11,324.74	11,324.74
TOTAL PAYMENT AMOUNT						21,461.39 *	21,461.39
011613/00	DITTO PRINT & COPY						
582 PO-140516	09/06/2013	4903	1	13-5310-0-5800-108-0000-3700-007-000	NN F	169.56	169.56
TOTAL PAYMENT AMOUNT						169.56 *	169.56
021080/00	ED JONES FOOD SERVICE INC						
384 PO-140346	09/06/2013	159791	1	13-5310-0-4700-108-0000-3700-007-000	NN P	7,588.34	7,588.34
TOTAL PAYMENT AMOUNT						7,588.34 *	7,588.34
022364/00	HEARTLAND PAYMENT SYSTEMS						
392 PO-140354	09/06/2013	MSB0000001954	1	13-5310-0-5300-108-0000-3700-007-000	NN P	9.45	9.45
TOTAL PAYMENT AMOUNT						9.45 *	9.45

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 13 CAFETERIA FUND

J3217 APY500 H.02.05 09/05/13 PAGE 11  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
014983/00	KAUR, RAVINDER						
631 PO-140568	09/06/2013	REFUND	1	13-5310-0-8634-000-0000-0000-000	NN F	18.25	18.25
TOTAL PAYMENT AMOUNT						18.25 *	18.25
016279/00	P&R PAPER SUPPLY						
395 PO-140357	09/06/2013	N67226-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	1,198.16	1,198.16
395 PO-140357	09/06/2013	N67947-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	820.17	820.17
395 PO-140357	09/06/2013	N67027-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	163.34	163.34
TOTAL PAYMENT AMOUNT						2,181.67 *	2,181.67
019993/00	PROPACIFIC FRESH						
385 PO-140347	09/06/2013	GLOBAL YOUTH	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,025.44	1,025.44
385 PO-140347	09/06/2013	CENTER HIGH	1	13-5310-0-4700-108-0000-3700-007-000	NN P	5,677.18	5,677.18
385 PO-140347	09/06/2013	NORTH COUNTRY	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,352.38	1,352.38
385 PO-140347	09/06/2013	OAK HILL	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,836.41	1,836.41
385 PO-140347	09/06/2013	SPINELLI	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,022.89	1,022.89
385 PO-140347	09/06/2013	DUDLEY	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,711.78	1,711.78
385 PO-140347	09/06/2013	WCR	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,810.57	1,810.57
TOTAL PAYMENT AMOUNT						14,436.65 *	14,436.65
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
387 PO-140349	09/06/2013	180164032	1	13-5310-0-5800-108-0000-3700-007-000	NN P	77.11	77.11
TOTAL PAYMENT AMOUNT						77.11 *	77.11
019713/00	SANABRIA, MARTHA						
658 PO-140580	09/06/2013	REFUND	1	13-5310-0-8634-000-0000-0000-000	NN F	57.75	57.75
TOTAL PAYMENT AMOUNT						57.75 *	57.75
017334/00	SEVEN UP BOTTLING CO. OF S.F.						
396 PO-140358	09/06/2013	2188718650	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,188.00	1,188.00
TOTAL PAYMENT AMOUNT						1,188.00 *	1,188.00

81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 13 CAFETERIA FUND

J3217 APY500 H.02.05 09/05/13 PAGE 12  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
016043/00		SHELTONS UNLIMITED MECHANICAL					
389 PO-140351	09/06/2013	13-09 NUTRI	1	13-5310-0-5600-108-0000-3700-007-000	NY P	1,575.00	1,575.00
TOTAL PAYMENT AMOUNT						1,575.00 *	1,575.00
011422/00		SYSCO OF SAN FRANCISCO					
383 PO-140345	09/06/2013	308271793	2	13-5310-0-4300-108-0000-3700-007-000	NN P	297.59	297.59
383 PO-140345	09/06/2013	30823780	2	13-5310-0-4300-108-0000-3700-007-000	NN P	192.78	192.78
383 PO-140345	09/06/2013	308062109/306290104/103/105	2	13-5310-0-4300-108-0000-3700-007-000	NN P	1,808.65	1,808.65
383 PO-140345	09/06/2013	308271793	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,322.36	2,322.36
383 PO-140345	09/06/2013	30820264	1	13-5310-0-4700-108-0000-3700-007-000	NN P	3,145.33	3,145.33
383 PO-140345	09/06/2013	308200781/308131702	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,333.51	1,333.51
383 PO-140345	09/06/2013	308170258	1	13-5310-0-4700-108-0000-3700-007-000	NN P	96.39	96.39
383 PO-140345	09/06/2013	308062109/306290104/103/105	1	13-5310-0-4700-108-0000-3700-007-000	NN P	6,373.61	6,373.61
383 PO-140345	09/06/2013	30820264	1	13-5310-0-4700-108-0000-3700-007-000	NN P	932.18	932.18
TOTAL PAYMENT AMOUNT						16,502.40 *	16,502.40
TOTAL FUND PAYMENT						66,050.57 **	66,050.57



81 CENTER UNIFIED SCHOOL DIST.  
090613

ACCOUNTS PAYABLE PRELIST  
BATCH: 0018 09/06/2013  
FUND : 14 DEFERRED MAINTENANCE FUND

J3217 APY500 H.02.05 09/05/13 PAGE 13  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount	
015199/00	SCOTT HEAVY MOVERS INC.							
633 PO-140555	09/06/2013	INV 8/29/13	1 14-0024-0-5800-106-9608-8110-007-000	NN F		7,500.00	7,500.00	
TOTAL PAYMENT AMOUNT						7,500.00 *	7,500.00	
TOTAL FUND PAYMENT						7,500.00 **	7,500.00	
TOTAL BATCH PAYMENT						248,948.62 ***	0.00	248,948.62
TOTAL USE TAX AMOUNT						621.04		
TOTAL DISTRICT PAYMENT						248,948.62 ****	0.00	248,948.62
TOTAL USE TAX AMOUNT						621.04		
TOTAL FOR ALL DISTRICTS:						248,948.62 ****	0.00	248,948.62
TOTAL USE TAX AMOUNT						621.04		

Number of warrants to be printed: 68, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST

J3483

APY500

H.02.05 09/12/13 PAGE

0

Batch status: A All

From batch: 0020

To batch: 0020

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func rep dep	T9MP		
011802/00	A-Z BUS SALES INC.						
63 PO-140055	09/13/2013	DI27999	1 01-7230-0-4300-112-0000-3600-007-000	NN P		26.25	26.25
63 PO-140055	09/13/2013	DI28012	1 01-7230-0-4300-112-0000-3600-007-000	NN P		725.08	725.08
TOTAL PAYMENT AMOUNT			751.33 *				751.33
015797/00	ACE SUPPLY HARDWARE NORTH						
589 PO-140522	09/13/2013	93355/2	1 01-0000-0-4300-106-0000-8110-007-000	NN P		6.87	6.87
589 PO-140522	09/13/2013	93641/2	1 01-0000-0-4300-106-0000-8110-007-000	NN P		19.56	19.56
TOTAL PAYMENT AMOUNT			26.43 *				26.43
010002/00	ALDAR ACADEMY						
547 PO-140484	09/13/2013	JULY 2013	1 01-6500-0-5800-102-5750-1180-003-000	NN P		2,696.48	2,696.48
547 PO-140484	09/13/2013	AUG 2013	1 01-6500-0-5800-102-5750-1180-003-000	NN P		425.76	425.76
TOTAL PAYMENT AMOUNT			3,122.24 *				3,122.24
010669/00	ALHAMBRA & SIERRA SPRINGS						
64 PO-140056	09/13/2013	4781257 082913	1 01-7230-0-4300-112-0000-3600-007-000	NN P		42.30	42.30
90 PO-140076	09/13/2013	4782453 082913	1 01-8150-0-4300-106-0000-8110-007-000	NN P		61.80	61.80
192 PO-140175	09/13/2013	4780818 090613	1 01-0000-0-4300-105-0000-7200-005-000	NN P		17.73	17.73
235 PO-140213	09/13/2013	4780794 082913	1 01-0000-0-4300-103-0000-7200-003-000	NN P		34.11	34.11
468 PO-140425	09/13/2013	4781839 082913	1 01-0000-0-4300-475-3200-2700-015-000	NN P		23.92	23.92
TOTAL PAYMENT AMOUNT			179.86 *				179.86
019311/00	ALIGNMENT SPECIALTIES						
88 PO-140074	09/13/2013	BAR #AB209506	1 01-7230-0-4300-112-0000-3600-007-000	NY P		126.00	126.00
TOTAL PAYMENT AMOUNT			126.00 *				126.00
011675/00	AT&T MESSAGING						
93 PO-140079	09/13/2013	6849798	1 01-0000-0-5902-106-0000-8110-007-000	NN P		720.00	720.00
TOTAL PAYMENT AMOUNT			720.00 *				720.00

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func rep dep T9MP			
018533/00	ATKINSON ANDELSON LOYA RUDD						
728 PO-140639	09/13/2013	434325	1 01-0000-0-5804-105-0000-7200-005-000	NE P	1,914.98	1,914.98	
TOTAL PAYMENT AMOUNT			1,914.98 *			1,914.98	
021604/00	ATLAS DISPOSAL INDUSTRIES						
94 PO-140080	09/13/2013	535536	1 01-0000-0-5550-106-0000-8110-007-000	NN P	168.06	168.06	
94 PO-140080	09/13/2013	535964	1 01-0000-0-5550-106-0000-8110-007-000	NN P	571.12	571.12	
94 PO-140080	09/13/2013	535970	1 01-0000-0-5550-106-0000-8110-007-000	NN P	500.78	500.78	
94 PO-140080	09/13/2013	535969	1 01-0000-0-5550-106-0000-8110-007-000	NN P	395.22	395.22	
94 PO-140080	09/13/2013	539704/5535968	1 01-0000-0-5550-106-0000-8110-007-000	NN P	242.43	242.43	
94 PO-140080	09/13/2013	535971	1 01-0000-0-5550-106-0000-8110-007-000	NN P	255.33	255.33	
94 PO-140080	09/13/2013	535965	1 01-0000-0-5550-106-0000-8110-007-000	NN P	1,265.03	1,265.03	
94 PO-140080	09/13/2013	535967	1 01-0000-0-5550-106-0000-8110-007-000	NN P	203.88	203.88	
94 PO-140080	09/13/2013	535966	1 01-0000-0-5550-106-0000-8110-007-000	NN P	595.45	595.45	
TOTAL PAYMENT AMOUNT			4,197.30 *			4,197.30	
017760/00	BACKFLOW TECHNOLOGIES LLC						
95 PO-140081	09/13/2013	13-6566	1 01-0000-0-5800-106-0000-8110-007-000	NN P	183.00	183.00	
TOTAL PAYMENT AMOUNT			183.00 *			183.00	
019313/00	BOYCE, JIMMY						
746 PO-140655	09/13/2013	REIMB	1 01-6300-0-4300-240-1110-1000-011-000	NN F	20.54	20.54	
TOTAL PAYMENT AMOUNT			20.54 *			20.54	
019075/00	BRIGHT FUTURES THERAPY						
552 PO-140489	09/13/2013	3087	1 01-6500-0-5800-102-5750-1180-003-000	NN P	14,960.00	14,960.00	
TOTAL PAYMENT AMOUNT			14,960.00 *			14,960.00	
018196/00	BULBMAN SACRAMENTO						
720 PO-140632	09/13/2013	157978	1 01-0000-0-4300-371-1110-1000-012-000	NN F	192.59	203.46	
TOTAL PAYMENT AMOUNT			203.46 *			203.46	

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
020305/00	CDW GOVERNMENT INC.						
640 PO-140559	09/13/2013	FN56710	1	01-0000-0-4300-472-1251-1000-014-000	NN F	330.43	330.42
688 PO-140606	09/13/2013	FM 95404	1	01-8150-0-4300-106-0000-8110-007-000	NN F	207.36	207.36
TOTAL PAYMENT AMOUNT						537.78 *	537.78
021175/00	CINTAS DOCUMENT MANAGEMENT						
495 PO-140440	09/13/2013	DG37063863	1	01-0000-0-5800-472-0000-2700-014-000	NN P	43.50	43.50
755 PO-140662	09/13/2013	DG37063547	1	01-0000-0-5800-111-0000-8200-007-000	NN F	156.00	156.00
TOTAL PAYMENT AMOUNT						199.50 *	199.50
015699/00	CLARK SECURITY PRODUCTS						
16 PO-140016	09/13/2013	22K-001110/22KCG2642	1	01-8150-0-4300-106-0000-8110-007-000	NN P	12.02	12.02
TOTAL PAYMENT AMOUNT						12.02 *	12.02
016320/00	COLLIER, ALYSON						
724 PO-140635	09/13/2013	REIMB	1	01-9601-0-4300-601-1110-1000-017-000	NN F	110.17	110.17
TOTAL PAYMENT AMOUNT						110.17 *	110.17
016731/00	COMMITTEE FOR CHILDREN						
607 PO-140547	09/13/2013	248878	1	01-9601-0-4300-601-1110-1000-017-000	NN F	124.20	115.00
TOTAL PAYMENT AMOUNT						115.00 *	115.00
015735/00	COUNTY OF SACRAMENTO						
101 PO-140086	09/13/2013	17875	1	01-0000-0-5800-106-0000-8110-007-000	NN P	75.00	75.00
TOTAL PAYMENT AMOUNT						75.00 *	75.00
021979/00	COUNTY OF SACRAMENTO						
762 PO-140669	09/13/2013	4TH QTR 12/13	1	01-0000-0-5800-100-0000-7200-005-000	NN P	1,764.35	1,764.35
TOTAL PAYMENT AMOUNT						1,764.35 *	1,764.35

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
014380/00	CREATIVE NOTEBOOK SOLUTIONS						
586 PO-140519	09/13/2013	2518	1	01-0029-0-4300-472-1110-1000-014-000	YN F	209.30	193.80
TOTAL PAYMENT AMOUNT						193.80 *	193.80
TOTAL USE TAX AMOUNT						15.50	
016925/00	CREATIVE SPIRIT LLC						
693 PO-140610	09/13/2013	09/5/13 SPINELLI	1	01-9601-0-4200-601-1110-1000-017-000	YN F	58.00	54.00
TOTAL PAYMENT AMOUNT						54.00 *	54.00
TOTAL USE TAX AMOUNT						4.32	
014858/00	DEASON, CRAIG						
716 PO-140628	09/13/2013	REIMB	1	01-8150-0-4300-106-0000-8110-007-000	NN F	35.78	35.78
TOTAL PAYMENT AMOUNT						35.78 *	35.78
017117/00	DISCOUNT TWO-WAY RADIO						
452 PO-140413	09/13/2013	S1150937	1	01-0000-0-4300-371-0000-2700-012-000	NN P	172.96	172.96
452 PO-140413	09/13/2013	S1150840	1	01-0000-0-4300-371-0000-2700-012-000	NN F	49.35	11.70
TOTAL PAYMENT AMOUNT						184.66 *	184.66
011613/00	DITTO PRINT & COPY						
715 PO-140627	09/13/2013	4905	1	01-8150-0-5600-106-0000-8110-007-000	NN F	64.80	64.80
TOTAL PAYMENT AMOUNT						64.80 *	64.80
016767/00	DV WAREHOUSE INC						
588 PO-140521	09/13/2013	95624	2	01-7220-0-4300-472-1110-1000-014-000	NN F	45.37	45.37
588 PO-140521	09/13/2013	95624	1	01-7220-0-4400-472-1110-1000-014-000	NN F	1,751.75	1,751.75
TOTAL PAYMENT AMOUNT						1,797.12 *	1,797.12
021794/00	EAGLE SOFTWARE INC						
741 PO-140653	09/13/2013	S HAYES	1	01-0000-0-5200-472-0000-2700-014-000	NN F	325.00	325.00
TOTAL PAYMENT AMOUNT						325.00 *	325.00

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST

BATCH: 0020 091313

FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 5

<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
010336/00	ECOTECH PEST MANAGEMENT INC			fd reso p obje	sit goal func rep dep	TSMP		
104 PO-140089	09/13/2013	3176		1 01-0000-0-5500-106-0000-8110-007-000	NN P		712.00	712.00
				TOTAL PAYMENT AMOUNT			712.00 *	712.00
022098/00	FERGUSON, BRIDGETTE							
768 PO-140674	09/13/2013	REIMB		1 01-7230-0-4300-112-0000-3600-007-000	NN F		8.63	8.63
				TOTAL PAYMENT AMOUNT			8.63 *	8.63
022347/00	GIVE SOMETHING BACK							
637 PO-140557	09/13/2013	IN-0147132		1 01-0000-0-4300-472-1251-1000-014-000	NN F		815.29	815.31
674 PO-140595	09/13/2013	IN-0149798		1 01-0000-0-4300-472-0000-2700-014-000	NN F		53.31	53.30
				TOTAL PAYMENT AMOUNT			868.61 *	868.61
017577/00	GOMES, JOE							
709 PO-140622	09/13/2013	FELA MILEAGE		1 01-3550-0-5210-472-1110-1000-014-000	NN F		46.56	46.56
				TOTAL PAYMENT AMOUNT			46.56 *	46.56
013988/00	HAJOCA CORPORATION							
15 PO-140015	09/13/2013	S007470058.001		1 01-8150-0-4300-106-0000-8110-007-000	NN P		162.66	162.66
				TOTAL PAYMENT AMOUNT			162.66 *	162.66
018340/00	HARBOR FREIGHT TOOLS							
730 PO-140641	09/13/2013	TICKET 0350143		1 01-0000-0-4300-106-0000-8110-007-000	NN P		126.45	126.45
				TOTAL PAYMENT AMOUNT			126.45 *	126.45
010992/00	HARBOR FREIGHT TOOLS USA INC							
541 PO-140479	09/13/2013	TICKET 0250594		1 01-0000-0-9320-000-0000-0000-000-000	NN P		496.18	496.18
				TOTAL PAYMENT AMOUNT			496.18 *	496.18

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd	reso	p obje	sit goal func rep dep T9MP	
010602/00	HI-LINE ELECTRICAL & MECH						
73 PO-140063	09/13/2013	10255911	1	01-7230-0-4300-112-0000-3600-007-000	NN P	874.24	874.24
73 PO-140063	09/13/2013	10255800	1	01-7230-0-4300-112-0000-3600-007-000	NN P	74.08	74.08
TOTAL PAYMENT AMOUNT						948.32 *	948.32
019047/00	HM RECEIVABLES CO LLC						
566 PO-140523	09/13/2013	949763876	1	01-0037-0-4100-103-1110-1000-003-000	NN F	2,164.26	2,164.26
TOTAL PAYMENT AMOUNT						2,164.26 *	2,164.26
010830/00	HOLT OF CALIFORNIA						
705 PO-140648	09/13/2013	W3989101	1	01-8150-0-4300-106-0000-8110-007-000	NN F	319.68	319.68
TOTAL PAYMENT AMOUNT						319.68 *	319.68
017002/00	HOME DEPOT CREDIT SERVICES						
22 PO-140021	09/13/2013	7012904	1	01-8150-0-4300-106-0000-8110-007-000	NN P	15.49	15.49
22 PO-140021	09/13/2013	7200962/7012831	1	01-8150-0-4300-106-0000-8110-007-000	NN P	132.96	132.96
TOTAL PAYMENT AMOUNT						148.45 *	148.45
021775/00	HOME DEPOT SUPPLY						
23 PO-140022	09/13/2013	9124588989	1	01-8150-0-4300-106-0000-8110-007-000	NN P	127.37	127.37
TOTAL PAYMENT AMOUNT						127.37 *	127.37
011341/00	HUNT & SONS INC						
74 PO-140064	09/13/2013	552565	1	01-7230-0-4308-112-0000-3600-007-000	NN P	26,291.23	26,291.23
TOTAL PAYMENT AMOUNT						26,291.23 *	26,291.23
016750/00	JUST SEND IT POSTAL CENTER						
319 PO-140290	09/13/2013	TRANS#298762	1	01-5630-0-5800-601-1220-1000-017-000	NN P	20.00	20.00
319 PO-140290	09/13/2013	298,880,300,878	1	01-5630-0-5800-601-1220-1000-017-000	NN P	150.00	150.00
TOTAL PAYMENT AMOUNT						170.00 *	170.00



81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 7  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
017726/00	LOS ANGELES FREIGHTLINER						
67 PO-140058	09/13/2013	BN46496/46566/46838	1	01-7230-0-4300-112-0000-3600-007-000	NN P	7.57	7.57
67 PO-140058	09/13/2013	NB13645	1	01-7230-0-4300-112-0000-3600-007-000	NN P	186.44	186.44
67 PO-140058	09/13/2013	NB13689	1	01-7230-0-4300-112-0000-3600-007-000	NN P	397.73	397.73
TOTAL PAYMENT AMOUNT						591.74 *	591.74
022406/00	MAXIM HEALTHCARE SERVICES INC						
536 PO-140473	09/13/2013	1825350262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	2,805.00	2,805.00
TOTAL PAYMENT AMOUNT						2,805.00 *	2,805.00
019059/00	MILLENNIUM TERMITE & PEST						
105 PO-140090	09/13/2013	8/1-8/31 TR 71099	1	01-0000-0-5500-106-0000-8110-007-000	NN P	91.00	91.00
105 PO-140090	09/13/2013	8/1-8/31 TR72628	1	01-0000-0-5500-106-0000-8110-007-000	NN P	116.00	116.00
TOTAL PAYMENT AMOUNT						207.00 *	207.00
021359/00	MPS						
761 PO-140668	09/13/2013	22281487	1	01-0000-0-4100-472-0000-2700-014-000	NN F	57.68	57.68
TOTAL PAYMENT AMOUNT						57.68 *	57.68
017315/00	NAPA AUTO PARTS - GENUINE AUTO						
77 PO-140066	09/13/2013	923231/922669/923707	1	01-7230-0-4300-112-0000-3600-007-000	NN P	7.66	7.66
77 PO-140066	09/13/2013	922483	1	01-7230-0-4300-112-0000-3600-007-000	NN P	54.63	54.63
77 PO-140066	09/13/2013	923230	1	01-7230-0-4300-112-0000-3600-007-000	NN P	32.53	32.53
77 PO-140066	09/13/2013	923252	1	01-7230-0-4300-112-0000-3600-007-000	NN P	65.06	65.06
77 PO-140066	09/13/2013	923523	1	01-7230-0-4300-112-0000-3600-007-000	NN P	38.11	38.11
77 PO-140066	09/13/2013	924526	1	01-7230-0-4300-112-0000-3600-007-000	NN P	16.50	16.50
TOTAL PAYMENT AMOUNT						214.49 *	214.49
015787/00	O'REILLY AUTO PARTS						
718 PO-140630	09/13/2013	245433	1	01-7240-0-4300-112-5001-3600-007-000	NN P	58.29	58.29
TOTAL PAYMENT AMOUNT						58.29 *	58.29

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd	reso	p obje	sit goal func rep dep T9MP	
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
CL-138066	09/13/2013	668768444001		01-6520-0-4300-472-5770-1110-003-000	NN	188.24	196.88
497 PO-140441	09/13/2013	661763933001	2	01-0000-0-4300-472-0000-2700-014-000	NN P	20.51	20.51
497 PO-140441	09/13/2013	661763932001	1	01-0000-0-4400-472-0000-2700-014-000	NN F	163.36	163.36
594 PO-140526	09/13/2013	672939029001	1	01-5630-0-4300-601-1220-1000-017-000	NN F	27.94	27.94
597 PO-140528	09/13/2013	672954235001	1	01-0000-0-4300-236-1110-1000-009-000	NN P	33.54	33.54
597 PO-140528	09/13/2013	672954234001	1	01-0000-0-4300-236-1110-1000-009-000	NN F	658.55	666.39
611 PO-140538	09/13/2013	672937178001	1	01-6500-0-4400-102-5001-2700-003-000	NN F	252.71	252.71
613 PO-140540	09/13/2013	672938654001	1	01-6500-0-4300-102-5770-1110-003-000	NN P	56.22	56.22
613 PO-140540	09/13/2013	672938654002	1	01-6500-0-4300-102-5770-1110-003-000	NN F	33.23	9.04
629 PO-140554	09/13/2013	673106478001	1	01-9601-0-4300-601-1110-1000-017-000	NN F	82.00	82.00
TOTAL PAYMENT AMOUNT						1,508.59 *	1,508.59
021139/00	PACIFIC COAST BREAKER LLC						
644 PO-140563	09/13/2013	PCB IN-22347	1	01-8150-0-4300-106-0000-8110-007-000	NN P	18.36	18.36
644 PO-140563	09/13/2013	PCB IN-22586	1	01-8150-0-4300-106-0000-8110-007-000	NN P	22.68	22.68
TOTAL PAYMENT AMOUNT						41.04 *	41.04
010254/00	PEARSON EDUCATION						
621 PO-140549	09/13/2013	4022701359	1	01-0037-0-4100-103-1110-1000-003-000	NN F	3,468.91	3,452.85
TOTAL PAYMENT AMOUNT						3,452.85 *	3,452.85
022555/00	PERSEUS ASSOCIATES LLC						
748 PO-140657	09/13/2013	1319	1	01-7240-0-5600-112-5001-3600-007-000	NN F	4,950.00	4,950.00
TOTAL PAYMENT AMOUNT						4,950.00 *	4,950.00
021993/00	PLACER COUNTY OFFICE OF EDUC						
731 PO-140642	09/13/2013	AR13-01132	1	01-0000-0-5300-100-0000-7200-005-000	NN F	3,839.00	3,839.00
TOTAL PAYMENT AMOUNT						3,839.00 *	3,839.00
020590/00	PLACER COUNTY TAX COLLECTOR						
751 PO-140659	09/13/2013	023-200-025-000	1	01-0000-0-5800-106-0000-8200-007-000	NN P	25.32	25.32
751 PO-140659	09/13/2013	023-200-033-000	1	01-0000-0-5800-106-0000-8200-007-000	NN P	25.32	25.32
751 PO-140659	09/13/2013	023-221-009-000	1	01-0000-0-5800-106-0000-8200-007-000	NN P	25.32	25.32
751 PO-140659	09/13/2013	023-221-010-000	1	01-0000-0-5800-106-0000-8200-007-000	NN P	25.32	25.32
751 PO-140659	09/13/2013	023-221-011-000	1	01-0000-0-5800-106-0000-8200-007-000	NN F	25.32	25.32

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 9  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type fd reso p obje	ABA num sit goal func	Account num rep dep T9MP	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT					126.60 *		126.60	
014069/00 PLATT ELECTRIC SUPPLY								
32 PO-140029	09/13/2013	5539961/5634096		1 01-8150-0-4300-106-0000-8110-007-000	NN P		6.43	6.43
32 PO-140029	09/13/2013	5634073		1 01-8150-0-4300-106-0000-8110-007-000	NN P		40.62	40.62
TOTAL PAYMENT AMOUNT					47.05 *		47.05	
018535/00 POINT QUEST EDUCATION INC								
561 PO-140498	09/13/2013	JULY2013		1 01-6500-0-5800-102-5750-1180-003-000	NN P		1,457.70	1,457.70
561 PO-140498	09/13/2013	AUG2013		1 01-6500-0-5800-102-5750-1180-003-000	NN P		1,020.39	1,020.39
TOTAL PAYMENT AMOUNT					2,478.09 *		2,478.09	
022525/00 POST-IT LLC								
760 PO-140667	09/13/2013	JULY 2013		1 01-0000-0-5800-110-0000-7200-004-000	NN P		140.00	140.00
TOTAL PAYMENT AMOUNT					140.00 *		140.00	
017245/00 PRECISION DATA PRODUCTS INC.								
641 PO-140560	09/13/2013	30286		1 01-0000-0-4300-472-1251-1000-014-000	NN F		115.51	115.96
TOTAL PAYMENT AMOUNT					115.96 *		115.96	
021194/00 PRUDENTIAL OVERALL SUPPLY INC								
80 PO-140069	09/13/2013	180164682		1 01-7230-0-5600-112-0000-3600-007-000	NN P		53.66	53.66
TOTAL PAYMENT AMOUNT					53.66 *		53.66	
014960/00 ROBERSON, RENDA								
701 PO-140620	09/13/2013	AUG MILEAGE		1 01-5630-0-5800-601-1220-1000-017-000	NN F		101.93	101.93
TOTAL PAYMENT AMOUNT					101.93 *		101.93	
021597/00 RYDIN DECAL								
574 PO-140502	09/13/2013	288131		1 01-0000-0-5800-472-0000-2700-014-000	YN F		122.60	109.59
TOTAL PAYMENT AMOUNT					109.59 *		109.59	
TOTAL USE TAX AMOUNT					8.77			

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP			
010552/00	SAC VAL JANITORIAL							
484 PO-140434	09/13/2013	10051402/10052115	1	01-0000-0-9320-000-0000-0000-000-000	NN P	7,646.17	7,646.17	
484 PO-140434	09/13/2013	10049965	1	01-0000-0-9320-000-0000-0000-000-000	NN P	1,008.84	1,008.84	
484 PO-140434	09/13/2013	10049738	1	01-0000-0-9320-000-0000-0000-000-000	NN P	242.35	242.35	
TOTAL PAYMENT AMOUNT						8,897.36 *	8,897.36	
022398/00	SACRAMENTO COUNTY OFFICE OF ED							
732 PO-140643	09/13/2013	140109	1	01-6500-0-7130-102-5770-9200-003-000	NN F	8,500.00	8,500.00	
TOTAL PAYMENT AMOUNT						8,500.00 *	8,500.00	
020981/00	SAVE MART SUPERMARKETS							
743 PO-140646	09/13/2013	10.98	1	01-0000-0-4300-101-0000-7150-002-000	NN P	10.98	10.98	
TOTAL PAYMENT AMOUNT						10.98 *	10.98	
022449/00	SCHLOEGL-KAM, CHERYL A.							
766 PO-140672	09/13/2013	REIMB	2	01-6500-0-4300-102-5001-2700-003-000	NN F	115.13	117.88	
766 PO-140672	09/13/2013	REIMB	1	01-6500-0-4400-102-5001-2700-003-000	NN F	214.92	214.92	
TOTAL PAYMENT AMOUNT						332.80 *	332.80	
016887/00	SCHOOL SAFETY SOLUTIONS LLC							
429 PO-140389	09/13/2013	1374	1	01-8150-0-5800-106-0000-8110-007-000	NN P	3,042.50	3,042.50	
TOTAL PAYMENT AMOUNT						3,042.50 *	3,042.50	
011500/00	SIA / DELTA DENTAL							
PV-141015	09/13/2013	SIA/DELTA DENTAL SEPTEMBER	01-0000-0-9552-000-0000-0000-000-000	NN		46,028.56	46,028.56	
TOTAL PAYMENT AMOUNT						46,028.56 *	46,028.56	
018070/00	SIGNS ON TIME							
769 PO-140677	09/13/2013	579050	1	01-8150-0-5600-106-0000-8110-007-000	NN F	1,798.91	1,798.91	
TOTAL PAYMENT AMOUNT						1,798.91 *	1,798.91	

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 11  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
019771/00		SOCIAL THINKING					
407 PO-140368	09/13/2013	65442	1 01-6500-0-4200-102-5750-1110-003-000	NN F		156.94	146.30
TOTAL PAYMENT AMOUNT							146.30
020252/00		STAPLES ADVANTAGE					
498 PO-140442	09/13/2013	3207067612	1 01-0000-0-4300-472-0000-2700-014-000	NN F		141.02	141.67
598 PO-140529	09/13/2013	3207972796	1 01-3010-0-4300-371-1110-1000-012-000	NN P		1,991.27	1,991.27
598 PO-140529	09/13/2013	3208016126	1 01-3010-0-4300-371-1110-1000-012-000	NN F		190.79	190.79
687 PO-140605	09/13/2013	3209030403	1 01-6300-0-4300-371-1110-1000-012-000	NN F		96.27	96.27
702 PO-140615	09/13/2013	3209030404	1 01-0000-0-4300-371-0000-2700-012-000	NN F		271.70	270.44
TOTAL PAYMENT AMOUNT						2,690.44	2,690.44
021813/00		SUREWEST					
111 PO-140096	09/13/2013	9/1-9/30604457-0001	1 01-0000-0-5902-106-0000-8110-007-000	NN P		1,407.21	1,407.21
TOTAL PAYMENT AMOUNT						1,407.21	1,407.21
020075/00		TATYANA SILCHUK					
765 PO-140671	09/13/2013	JUNE-JULY MILEAGE	1 01-6500-0-5800-102-5770-3600-003-000	NN P		244.90	244.90
765 PO-140671	09/13/2013	AUG MILEAGE	1 01-6500-0-5800-102-5770-3600-003-000	NN P		54.42	54.42
TOTAL PAYMENT AMOUNT						299.32	299.32
010503/00		TEXTBOOK WAREHOUSE					
533 PO-140472	09/13/2013	S10245050	1 01-0037-0-4100-103-1110-1000-003-000	YN F		53.95	49.85
TOTAL PAYMENT AMOUNT						49.85	49.85
TOTAL USE TAX AMOUNT						3.99	
014079/00		THYSSENKRUPP ELEVATOR CORP					
112 PO-140097	09/13/2013	1090136161	1 01-0000-0-5600-106-0000-8110-007-000	NN P		381.00	381.00
TOTAL PAYMENT AMOUNT						381.00	381.00
010519/00		TIM'S BAND INSTRUMENT SERVICE					
727 PO-140638	09/13/2013	M130993	1 01-0000-0-5600-472-1262-1000-014-000	NN F		325.00	325.00
727 PO-140638	09/13/2013	M130993	2 01-6300-0-5600-472-1110-1000-014-000	NN F		888.34	888.34
TOTAL PAYMENT AMOUNT						1,213.34	1,213.34

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 01 GENERAL FUND

J3483 APY500 H.02.05 09/12/13 PAGE 12  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type fd reso p obje	ABA num sit goal func	Account num rep dep T9MP	Liq Amt	Net Amount
021841/00	TOGO'S/BASKIN-ROBBINS							
742 PO-140645	09/13/2013	384602		1 01-0000-0-4300-101-0000-7150-002-000	NN F		44.99	44.99
TOTAL PAYMENT AMOUNT							44.99 *	44.99
018233/00	TOM'S HOUSE OF HYDRAULICS							
729 PO-140640	09/13/2013	67300		1 01-7230-0-4300-112-0000-3600-007-000	NN F		389.83	389.83
TOTAL PAYMENT AMOUNT							389.83 *	389.83
010116/00	WESTERN PSYCHOLOGICAL SERVICES							
669 PO-140590	09/13/2013	WPS-026849		1 01-6500-0-4300-102-5001-3120-003-000	NN F		39.48	40.86
TOTAL PAYMENT AMOUNT							40.86 *	40.86
018567/00	WESTERN STATES GLASS							
42 PO-140038	09/13/2013	522652		1 01-8150-0-4300-106-0000-8110-007-000	NN P		32.83	32.83
42 PO-140038	09/13/2013	524014		1 01-8150-0-4300-106-0000-8110-007-000	NN P		256.21	256.21
TOTAL PAYMENT AMOUNT							289.04 *	289.04
017313/00	XEROX CORPORATION							
750 PO-140658	09/13/2013	701656022		1 01-0000-0-5800-115-9790-8200-007-000	NN P		190.64	190.64
TOTAL PAYMENT AMOUNT							190.64 *	190.64
020841/00	XEROX CORPORATION							
643 PO-140562	09/13/2013	069931412		1 01-0000-0-5600-472-0000-2700-014-000	NN P		23.05	23.05
TOTAL PAYMENT AMOUNT							23.05 *	23.05
TOTAL FUND PAYMENT							161,140.06 **	161,140.06
TOTAL USE TAX AMOUNT							32.58	

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 09 CHARTER SCHOOLS

J3483 APY500 H.02.05 09/12/13 PAGE 13  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func rep dep T9MP			
017657/00		RENAISSANCE LEARNING INC.					
627 PO-140552	09/13/2013	INV4027070	1	09-0000-0-5800-501-1110-1000-016-000	NN F	559.60	559.60
627 PO-140552	09/13/2013	INV4027070	2	09-0700-0-5800-503-1110-1000-018-000	NN F	839.40	839.40
TOTAL PAYMENT AMOUNT						1,399.00 *	1,399.00
TOTAL FUND PAYMENT						1,399.00 **	1,399.00

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 11 ADULT EDUCATION FUND

J3483 APY500 H.02.05 09/12/13 PAGE 14  
<< Open >>


Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func rep dep	T9MP		
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
594 PO-140526	09/13/2013	672939029001	2	11-0028-0-4300-601-4130-1000-017-000	NN F	27.94	27.94
TOTAL PAYMENT AMOUNT						27.94 *	27.94
020981/00	SAVE MART SUPERMARKETS						
543 PO-140480	09/13/2013	2581483	1	11-0028-0-4300-601-4130-1000-017-000	NN P	102.00	102.00
TOTAL PAYMENT AMOUNT						102.00 *	102.00
021816/00	STAYTON, PATRICIA E.						
735 PO-140649	09/13/2013	REIMB	1	11-0028-0-4300-601-4130-1000-017-000	NN F	123.60	123.60
735 PO-140649	09/13/2013	REIMB	2	11-0028-0-5800-601-4130-1000-017-000	NN F	46.00	46.00
749 PO-140675	09/13/2013	REIMB	1	11-0028-0-4300-601-4130-1000-017-000	NN F	243.97	243.97
TOTAL PAYMENT AMOUNT						413.57 *	413.57
TOTAL FUND PAYMENT						543.51 **	543.51



81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 13 CAFETERIA FUND

J3483 APY500 H.02.05 09/12/13 PAGE 15  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount	
-----								
019834/00	BERKELEY FARMS INC							
386 PO-140348	09/13/2013	AUG CHS 325800	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,205.52	2,205.52	
386 PO-140348	09/13/2013	325920 DUDLEY AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,945.95	1,945.95	
386 PO-140348	09/13/2013	325860 GLOBAL AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	86.49	86.49	
386 PO-140348	09/13/2013	325980 NO CO AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,654.47	1,654.47	
386 PO-140348	09/13/2013	325890 OAK HILL AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,459.49	1,459.49	
386 PO-140348	09/13/2013	325950 SPINELLI AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	995.32	995.32	
386 PO-140348	09/13/2013	326010 WCR AUG	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,838.23	1,838.23	
TOTAL PAYMENT AMOUNT						10,185.47 *	10,185.47	
021175/00	CINTAS DOCUMENT MANAGEMENT							
755 PO-140662	09/13/2013	DG37063547	2	13-5310-0-5800-108-0000-3700-007-000	NN F	60.00	60.00	
TOTAL PAYMENT AMOUNT						60.00 *	60.00	
011255/00	EARTHGRAINS BAKING CO INC							
563 PO-140500	09/13/2013	25545 6401894-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	5.30	5.30	
563 PO-140500	09/13/2013	25665 6401890-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	301.28	301.28	
563 PO-140500	09/13/2013	25665 6401891-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	495.23	495.23	
563 PO-140500	09/13/2013	25665 6401893-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	261.69	261.69	
563 PO-140500	09/13/2013	25665 6401894-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	176.80	176.80	
563 PO-140500	09/13/2013	25665 6419052-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	166.56	166.56	
563 PO-140500	09/13/2013	25665 6419639-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	307.89	307.89	
563 PO-140500	09/13/2013	25665 6419664-0300-04	1	13-5310-0-4700-108-0000-3700-007-000	NN P	57.73	57.73	
TOTAL PAYMENT AMOUNT						1,772.48 *	1,772.48	
021080/00	ED JONES FOOD SERVICE INC 							
384 PO-140346	09/13/2013	160045	1	13-5310-0-4700-108-0000-3700-007-000	NN P	6,705.60	6,705.60	
TOTAL PAYMENT AMOUNT						6,705.60 *	6,705.60	
017730/00	HARRIS COMPUTER SYSTEMS							
397 PO-140359	09/13/2013	MN0001852	1	13-5310-0-5800-108-0000-3700-007-000	NN P	10,758.50	10,758.50	
TOTAL PAYMENT AMOUNT						10,758.50 *	10,758.50	

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 13 CAFETERIA FUND

J3483 APY500 H.02.05 09/12/13 PAGE 16  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
010230/00		MOTHER LODE SNA #45					
726 PO-140637	09/13/2013	CJUSD L KASEY	1 13-5310-0-5200-108-0000-3700-007-000	NN F		160.00	160.00
TOTAL PAYMENT AMOUNT						160.00 *	160.00
019502/00		ORR, MARY					
738 PO-140617	09/13/2013	E/R REIMB	1 13-5310-0-3404-236-0000-3700-000-000	NN F		50.00	50.00
TOTAL PAYMENT AMOUNT						50.00 *	50.00
016169/00		TROUNG, DOUGLAS					
763 PO-140670	09/13/2013	REFUND	1 13-5310-0-8634-000-0000-0000-000-000	NN F		17.45	17.45
TOTAL PAYMENT AMOUNT						17.45 *	17.45
TOTAL FUND PAYMENT						29,709.50 **	29,709.50

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 14 DEFERRED MAINTENANCE FUND

J3483 APY500 H.02.05 09/12/13 PAGE 17  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description		fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount	
017681/00		GEARY PACIFIC SUPPLY							
757	PO-140664	09/13/2013	2718523	1	14-0024-0-4400-106-9607-8110-007-000	NN F	3,534.53	3,534.53	
				TOTAL PAYMENT AMOUNT			3,534.53 *	3,534.53	
				TOTAL FUND	PAYMENT		3,534.53 **	3,534.53	

81 CENTER UNIFIED SCHOOL DIST.  
091313 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091313  
FUND : 21 BUILDING FUND

J3483 APY500 H.02.05 09/12/13 PAGE 18  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount
017549/00	ALL PHASE CONSTRUCTION INC						
PO-131887	09/13/2013	BID PAKG #13-06	2 21-0000-0-6100-240-9609-8500-007-825	NN P		11,923.80	11,923.80
		TOTAL PAYMENT AMOUNT				11,923.80 *	11,923.80
		TOTAL FUND	PAYMENT			11,923.80 **	11,923.80
		TOTAL BATCH PAYMENT		208,250.40 ***	0.00		208,250.40
		TOTAL USE TAX AMOUNT		32.58			
		TOTAL DISTRICT PAYMENT		208,250.40 ****	0.00		208,250.40
		TOTAL USE TAX AMOUNT		32.58			
		TOTAL FOR ALL DISTRICTS:		208,250.40 ****	0.00		208,250.40
		TOTAL USE TAX AMOUNT		32.58			

Number of warrants to be printed: 93, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST

J3796 APY500 H.02.05 09/19/13 PAGE 0

---

Batch status: A All

From batch: 0022

To batch: 0022

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd	reso	p obje	sit goal func rep dep T9MP	
011802/00	A-Z BUS SALES INC.						
63	PO-140055	09/20/2013	DI28055	1	01-7230-0-4300-112-0000-3600-007-000	NN P	20.20
							20.20
							20.20
015797/00	ACE SUPPLY HARDWARE NORTH						
589	PO-140522	09/20/2013	92972/2	1	01-0000-0-4300-106-0000-8110-007-000	NN P	5.56
589	PO-140522	09/20/2013	93667/2	1	01-0000-0-4300-106-0000-8110-007-000	NN P	27.50
589	PO-140522	09/20/2013	93713/2	1	01-0000-0-4300-106-0000-8110-007-000	NN P	15.65
589	PO-140522	09/20/2013	93768/2	1	01-0000-0-4300-106-0000-8110-007-000	NN P	17.94
589	PO-140522	09/20/2013	93775/2	1	01-0000-0-4300-106-0000-8110-007-000	NN P	11.15
							77.80
018251/00	ACTIVE NETWORK INC						
298	PO-140271	09/20/2013	1007188	1	01-0000-0-5800-472-0000-2700-014-000	NN F	249.00
							249.00
							249.00
013985/00	ALL DIESEL ELECTRIC INC.						
65	PO-140057	09/20/2013	9006	1	01-7230-0-4300-112-0000-3600-007-000	NN P	560.95
							560.95
							560.95
017493/00	APPLE EDUCATION						
692	PO-140609	09/20/2013	4251934875	1	01-6500-0-4400-102-5001-2700-003-000	NN F	758.16
							757.92
							757.92
010442/00	BAR HEIN						
46	PO-140041	09/20/2013	424488	1	01-0000-0-4300-106-0000-8110-007-000	NN P	460.76
							460.76
							460.76
016846/00	CALHOUN, ROGER						
756	PO-140663	09/20/2013	MILEAGE JAN-AUG	1	01-0000-0-5210-472-0000-2700-014-000	NN P	54.97
							54.97
							54.97

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
010575/00	CAPITOL CLUTCH & BRAKE INC.						
69 PO-140060	09/20/2013	1267608	1	01-7230-0-4300-112-0000-3600-007-000	NN P	620.01	620.01
TOTAL PAYMENT AMOUNT						620.01 *	620.01
016082/00	CARMAZZI GLOBAL SOLUTIONS						
835 PO-140735	09/20/2013	13-9367	1	01-0000-0-5800-103-0000-7200-003-000	NN F	130.00	130.00
TOTAL PAYMENT AMOUNT						130.00 *	130.00
020305/00	CDW GOVERNMENT INC.						
642 PO-140561	09/20/2013	PQ04128	1	01-0000-0-4300-472-1251-1000-014-000	NN F	22.03	22.03
694 PO-140611	09/20/2013	FP25469	1	01-6500-0-4300-102-5750-1110-003-000	NN F	36.84	36.84
TOTAL PAYMENT AMOUNT						58.87 *	58.87
010407/00	CENTER UNIFIED REVOLVING FUND						
803 PO-140693	09/20/2013	JESUIT HS/4097	1	01-0000-0-5800-472-1263-4200-014-000	NN F	180.00	180.00
806 PO-140694	09/20/2013	4098/EAGLE SOFTWARE	1	01-0000-0-5200-472-0000-2700-014-000	NN F	50.00	50.00
TOTAL PAYMENT AMOUNT						230.00 *	230.00
019920/00	CHERRY ISLAND GOLF COURSE						
801 PO-140712	09/20/2013	ACCNT 9504 CHS GIRLS	1	01-0000-0-5800-472-1263-4200-014-000	NN F	500.00	500.00
802 PO-140713	09/20/2013	ACCNT 100000423 GIRLS RANGE	1	01-0000-0-5800-472-1263-4200-014-000	NN F	250.00	250.00
TOTAL PAYMENT AMOUNT						750.00 *	750.00
017386/00	CORDOVA HIGH SCHOOL						
800 PO-140711	09/20/2013	4/14-16 CHS	1	01-0000-0-5800-472-1263-4200-014-000	NN F	350.00	350.00
TOTAL PAYMENT AMOUNT						350.00 *	350.00
010236/00	CREATIVE BUS SALES						
71 PO-140062	09/20/2013	8003799	1	01-7230-0-4300-112-0000-3600-007-000	NN P	123.43	123.43
TOTAL PAYMENT AMOUNT						123.43 *	123.43

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
016925/00	CREATIVE SPIRIT LLC						
609 PO-140548	09/20/2013	9/5 CENTER USD	1	01-9601-0-4200-601-1110-1000-017-000	NN F	928.00	928.00
TOTAL PAYMENT AMOUNT						928.00 *	928.00
010583/00	DEL PASO PIPE & STEEL CO.						
17 PO-140017	09/20/2013	353651	1	01-8150-0-4300-106-0000-8110-007-000	NN P	349.59	349.59
TOTAL PAYMENT AMOUNT						349.59 *	349.59
017540/00	DISNEY EDUCATIONAL PRODUCTIONS						
467 PO-140424	09/20/2013	DET478797	1	01-6300-0-4300-371-1110-1000-012-000	NN F	240.78	226.59
TOTAL PAYMENT AMOUNT						226.59 *	226.59
011613/00	DITTO PRINT & COPY						
822 PO-140724	09/20/2013	4911	1	01-0000-0-5800-238-0000-2700-010-000	NN F	382.32	382.32
TOTAL PAYMENT AMOUNT						382.32 *	382.32
014003/00	DIVISION OF THE STATE						
771 PO-140678	09/20/2013	02-59031	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
772 PO-140679	09/20/2013	02-50982	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
773 PO-140680	09/20/2013	02-58166	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
774 PO-140681	09/20/2013	02-59223	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
775 PO-140682	09/20/2013	02-63136	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
776 PO-140686	09/20/2013	02-50645	1	01-0000-0-5800-106-0000-8200-007-000	NN F	500.00	500.00
TOTAL PAYMENT AMOUNT						3,000.00 *	3,000.00
018277/00	EASTER SEAL SOCIETY OF CA. INC						
555 PO-140492	09/20/2013	JUNE 2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	283.50	283.50
555 PO-140492	09/20/2013	JULY 2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	945.00	945.00
TOTAL PAYMENT AMOUNT						1,228.50 *	1,228.50
010590/00	ELECTRONIX EXPRESS						
435 PO-140394	09/20/2013	425218	1	01-0029-0-4300-472-1110-1000-014-000	YN P	193.68	193.68
435 PO-140394	09/20/2013	427425	1	01-0029-0-4300-472-1110-1000-014-000	YN P	600.97	544.70
TOTAL PAYMENT AMOUNT						738.38 *	738.38
TOTAL USE TAX AMOUNT						59.07	



81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 4  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type fd reso p obje	ABA num sit goal func	Account num rep dep T9MP	Liq Amt	Net Amount
010592/00	EWING IRRIGATION PRODUCTS							
61 PO-140053	09/20/2013	6993511		1 01-0000-0-4300-106-0000-8110-007-000	NN P		229.37	229.37
TOTAL PAYMENT AMOUNT							229.37 *	229.37
022347/00	GIVE SOMETHING BACK							
708 PO-140621	09/20/2013	IN-0150360		1 01-0000-0-4300-103-0000-3160-003-911	NN F		145.75	145.74
710 PO-140623	09/20/2013	IN-0150361		1 01-0000-0-4300-472-0000-2700-014-000	NN F		45.34	45.32
740 PO-140652	09/20/2013	IN -0152652		1 01-0000-0-4300-472-9769-1000-014-000	NN P		22.93	22.93
740 PO-140652	09/20/2013	IN-0152124		1 01-0000-0-4300-472-9769-1000-014-000	NN F		101.64	101.65
TOTAL PAYMENT AMOUNT							315.64 *	315.64
017577/00	GOMES, JOE							
796 PO-140707	09/20/2013	REIMB		1 01-3550-0-5210-472-1110-1000-014-000	NN F		85.09	85.09
TOTAL PAYMENT AMOUNT							85.09 *	85.09
011219/00	HILLYARD/SACRAMENTO							
781 PO-140687	09/20/2013	600841030		1 01-0000-0-9320-000-0000-0000-000-000	NN F		425.95	425.95
TOTAL PAYMENT AMOUNT							425.95 *	425.95
010830/00	HOLT OF CALIFORNIA							
704 PO-140695	09/20/2013	PS050138747		1 01-8150-0-4300-106-0000-8110-007-000	NN F		674.63	674.63
706 PO-140696	09/20/2013	PS050138746		1 01-8150-0-4300-106-0000-8110-007-000	NN F		643.84	643.84
TOTAL PAYMENT AMOUNT							1,318.47 *	1,318.47
017002/00	HOME DEPOT CREDIT SERVICES							
22 PO-140021	09/20/2013	9022649		1 01-8150-0-4300-106-0000-8110-007-000	NN P		105.46	105.46
TOTAL PAYMENT AMOUNT							105.46 *	105.46
014507/00	HORIZON DISTRIBUTORS							
56 PO-140049	09/20/2013	2A060029		1 01-0000-0-4300-106-0000-8110-007-000	NN P		1,343.66	1,343.66
56 PO-140049	09/20/2013	2A060080		1 01-0000-0-4300-106-0000-8110-007-000	NN P		65.58	65.58
56 PO-140049	09/20/2013	2A060941		1 01-0000-0-4300-106-0000-8110-007-000	NN P		664.03	664.03
TOTAL PAYMENT AMOUNT							2,073.27 *	2,073.27

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 5  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
017937/00	JACK SCOTT TOURNAMENT						
798 PO-140709	09/20/2013	11/29-12/1 CHS	1	01-0000-0-5800-472-1263-4200-014-000	NN F	50.00	50.00
TOTAL PAYMENT AMOUNT						50.00 *	50.00
022346/00	LIVINGSTON, BARBARA						
827 PO-140730	09/20/2013	REIMB MILEAGE	1	01-6500-0-5211-102-5001-2700-003-000	NN F	22.04	22.04
TOTAL PAYMENT AMOUNT						22.04 *	22.04
017726/00	LOS ANGELES FREIGHTLINER						
67 PO-140058	09/20/2013	BN46884/BN47357	1	01-7230-0-4300-112-0000-3600-007-000	NN P	307.34	307.34
67 PO-140058	09/20/2013	BN46883/BN47117	1	01-7230-0-4300-112-0000-3600-007-000	NN F	208.91	870.93
809 PO-140718	09/20/2013	BN47121	1	01-7240-0-4300-112-5001-3600-007-000	NN P	600.18	600.18
TOTAL PAYMENT AMOUNT						1,778.45 *	1,778.45
019158/00	MEDCO SUPPLY INC						
699 PO-140614	09/20/2013	41721344	1	01-0000-0-4300-472-1801-1000-014-000	NN F	1,775.83	1,797.25
TOTAL PAYMENT AMOUNT						1,797.25 *	1,797.25
020461/00	MITCHELL, CYNDY						
707 PO-140685	09/20/2013	REIMB	1	01-7230-0-5600-112-0000-3600-007-000	NN F	13.56	13.56
TOTAL PAYMENT AMOUNT						13.56 *	13.56
015957/00	MYERS, HOLLAND						
789 PO-140691	09/20/2013	REIMB	1	01-0029-0-5211-472-1110-1000-014-000	NN F	557.61	557.61
TOTAL PAYMENT AMOUNT						557.61 *	557.61
015787/00	O'REILLY AUTO PARTS						
718 PO-140630	09/20/2013	246269	1	01-7240-0-4300-112-5001-3600-007-000	NN P	11.23	11.23
718 PO-140630	09/20/2013	246603	1	01-7240-0-4300-112-5001-3600-007-000	NN P	65.38	65.38
718 PO-140630	09/20/2013	245612	1	01-7240-0-4300-112-5001-3600-007-000	NN P	33.88	33.88
TOTAL PAYMENT AMOUNT						110.49 *	110.49

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP						Liq Amt	Net Amount
-----												
017576/00	OFFICE DEPOT/BUS.SERVICES DIV											
214	PO-140196	09/20/2013	668308230001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P				1.16	1.16
214	PO-140196	09/20/2013	668308232001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P				15.22	15.22
214	PO-140196	09/20/2013	668308231001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P				6.36	6.36
214	PO-140196	09/20/2013	668308229001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F				247.78	245.85
219	PO-140201	09/20/2013	668305412001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P				3.33	3.33
219	PO-140201	09/20/2013	668305411001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F				295.18	294.69
220	PO-140202	09/20/2013	668303674001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F				288.52	252.58
222	PO-140203	09/20/2013	668302691001/572972360001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P				239.62	239.62
222	PO-140203	09/20/2013	608302692001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F				57.84	4.36
251	PO-140224	09/20/2013	668497001	1	01-6500-0-4300-102-5770-1110-003-000	NN	F				783.33	667.73
252	PO-140225	09/20/2013	668494207001	1	01-6500-0-4300-102-5770-1110-003-000	NN	F				201.27	179.71
254	PO-140227	09/20/2013	668496185001	1	01-6300-0-4300-234-1110-1000-008-000	NN	P				111.11	111.11
254	PO-140227	09/20/2013	668496181001	1	01-6300-0-4300-234-1110-1000-008-000	NN	F				4,026.69	3,883.06
257	PO-140229	09/20/2013	668497939001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				9.24	9.24
257	PO-140229	09/20/2013	6684979400001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				9.34	9.34
257	PO-140229	09/20/2013	568801439001/668497938001	1	01-0000-0-4300-234-1110-1000-008-000	NN	F				4,759.36	3,760.75
228	PO-140232	09/20/2013	665369424001/CM573100760001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F				291.71	252.52
240	PO-140236	09/20/2013	573209020001/668660497001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F				602.09	484.77
243	PO-140239	09/20/2013	587979263001/668644636001	1	01-6300-0-4300-238-1110-1000-010-000	NN	P				788.47	788.47
243	PO-140239	09/20/2013	587979534001/668644638001	1	01-6300-0-4300-238-1110-1000-010-000	NN	P				8.36	8.36
243	PO-140239	09/20/2013	668644637001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F				26.40	9.53
325	PO-140295	09/20/2013	669182058001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F				104.30	93.52
371	PO-140333	09/20/2013	670307639001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				0.66	0.66
371	PO-140333	09/20/2013	670307638001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				13.50	13.50
371	PO-140333	09/20/2013	670307639001	1	01-0000-0-4300-234-1110-1000-008-000	NN	F				321.58	329.89
523	PO-140467	09/20/2013	671189319001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F				220.29	220.29
680	PO-140601	09/20/2013	674787102001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				9.24	9.24
680	PO-140601	09/20/2013	674787096001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P				396.35	396.35
680	PO-140601	09/20/2013	674787096002	1	01-0000-0-4300-234-1110-1000-008-000	NN	F				10.93	10.79
686	PO-140618	09/20/2013	675161528001	1	01-0000-0-4300-371-1110-1000-012-000	NN	P				149.29	149.29
686	PO-140618	09/20/2013	675161528002	1	01-0000-0-4300-371-1110-1000-012-000	NN	F				39.09	38.23
TOTAL PAYMENT AMOUNT				12,489.52 *								
												12,489.52

021050/00 PACHECO, SHAWNA

825 PO-140728	09/20/2013	REIMB	2 01-3410-0-4300-472-1110-1000-003-000	NN F	24.53	24.53
825 PO-140728	09/20/2013	REIMB	1 01-6520-0-5210-472-5770-1110-003-000	NN F	102.83	102.83
TOTAL PAYMENT AMOUNT			127.36 *			127.36

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 7  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type fd reso p obje	ABA num sit goal func	Account num rep dep T9MP	Liq Amt	Net Amount
014069/00	PLATT ELECTRIC SUPPLY							
32 PO-140029	09/20/2013	5696507		1 01-8150-0-4300-106-0000-8110-007-000 NN P			49.30	49.30
				TOTAL PAYMENT AMOUNT	49.30 *			49.30
017245/00	PRECISION DATA PRODUCTS INC.							
654 PO-140578	09/20/2013	30316		1 01-0000-0-4300-472-1224-1000-014-000 NN F			219.61	220.51
				TOTAL PAYMENT AMOUNT	220.51 *			220.51
016973/00	PROJECT LEAD THE WAY							
119 PO-140105	09/20/2013	025401		1 01-0029-0-4400-472-1110-1000-014-000 NN F			442.80	442.80
				TOTAL PAYMENT AMOUNT	442.80 *			442.80
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
80 PO-140069	09/20/2013	180165303		1 01-7230-0-5600-112-0000-3600-007-000 NN P			53.66	53.66
				TOTAL PAYMENT AMOUNT	53.66 *			53.66
018847/00	PYRAMID EDUCATIONAL CONSULTANT							
417 PO-140377	09/20/2013	00077181		1 01-6500-0-4300-102-5750-1110-003-000 YN F			333.18	317.63
				TOTAL PAYMENT AMOUNT	317.63 *			317.63
				TOTAL USE TAX AMOUNT	25.41			
016341/00	R&S ARCHITECTURAL PRODUCTS							
782 PO-140688	09/20/2013	116300		1 01-8150-0-5600-106-0000-8110-007-000 NN F			187.00	187.00
				TOTAL PAYMENT AMOUNT	187.00 *			187.00
018529/00	RISO PRODUCTS OF SACRAMENTO							
679 PO-140600	09/20/2013	113816		1 01-0000-0-4300-234-1110-1000-008-000 NN F			297.39	303.46
				TOTAL PAYMENT AMOUNT	303.46 *			303.46

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
010627/00		RIVERVIEW INTERNATIONAL TRUCKS					
719 PO-140631	09/20/2013	807217	1	01-7240-0-4300-112-5001-3600-007-000	NN P	135.43	135.43
719 PO-140631	09/20/2013	806739	1	01-7240-0-4300-112-5001-3600-007-000	NN P	16.25	16.25
719 PO-140631	09/20/2013	807389	1	01-7240-0-4300-112-5001-3600-007-000	NN P	75.51	75.51
TOTAL PAYMENT AMOUNT						227.19 *	227.19
011661/00		ROSEMONT HIGH SCHOOL					
830 PO-140733	09/20/2013	CHS 12/5-7	1	01-0000-0-5800-472-1263-4200-014-000	NN F	275.00	275.00
TOTAL PAYMENT AMOUNT						275.00 *	275.00
010552/00		SAC VAL JANITORIAL					
484 PO-140434	09/20/2013	10052242	1	01-0000-0-9320-000-0000-0000-000-000	NN P	1,908.27	1,908.27
TOTAL PAYMENT AMOUNT						1,908.27 *	1,908.27
013973/00		SAMBA SAFETY					
85 PO-140103	09/20/2013	INV00047298	1	01-7230-0-4300-112-0000-3600-007-000	NN P	54.21	54.21
TOTAL PAYMENT AMOUNT						54.21 *	54.21
020315/00		SCHOLASTIC INC					
535 PO-140546	09/20/2013	7315554	1	01-7405-0-4200-103-0000-2130-003-000	NN F	2,922.04	2,938.16
TOTAL PAYMENT AMOUNT						2,938.16 *	2,938.16
016887/00		SCHOOL SAFETY SOLUTIONS LLC					
429 PO-140389	09/20/2013	1382	1	01-8150-0-5800-106-0000-8110-007-000	NN P	780.00	780.00
429 PO-140389	09/20/2013	1376	1	01-8150-0-5800-106-0000-8110-007-000	NN P	3,000.00	3,000.00
TOTAL PAYMENT AMOUNT						3,780.00 *	3,780.00
014786/00		SCHOOL SPECIALTY					
442 PO-140399	09/20/2013	308101704972	1	01-0000-0-4300-103-0000-2420-003-000	NN F	90.92	65.17
596 PO-140527	09/20/2013	208111232164	1	01-0000-0-4300-236-1110-1000-009-000	NN P	41.56	41.56
596 PO-140527	09/20/2013	208111271640	1	01-0000-0-4300-236-1110-1000-009-000	NN F	23.11	23.11
TOTAL PAYMENT AMOUNT						129.84 *	129.84

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 9  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
010263/00	SMUD							
107	PO-140092	09/20/2013	7000000347	JULY REISSUE	1 01-0000-0-5530-106-0000-8110-007-000	NN P	60,246.12	60,246.12
				TOTAL PAYMENT AMOUNT	60,246.12 *			60,246.12
020252/00	STAPLES ADVANTAGE							
577	PO-140512	09/20/2013	3207597029		1 01-0000-0-4300-472-0000-2700-014-000	NN F	83.40	55.92
				TOTAL PAYMENT AMOUNT	55.92 *			55.92
010519/00	TIM'S BAND INSTRUMENT SERVICE							
712	PO-140625	09/20/2013	134983		1 01-0037-0-4200-103-1110-1000-003-000	NN F	420.03	420.00
				TOTAL PAYMENT AMOUNT	420.00 *			420.00
011190/00	UNIVERSAL SPECIALTIES INC							
39	PO-140035	09/20/2013	61081		1 01-8150-0-4300-106-0000-8110-007-000	NN P	173.20	173.20
39	PO-140035	09/20/2013	61110		1 01-8150-0-4300-106-0000-8110-007-000	NN F	826.80	1,025.40
				TOTAL PAYMENT AMOUNT	1,198.60 *			1,198.60
021143/00	US AIR CONDITIONING							
40	PO-140036	09/20/2013	8936878/465120		1 01-8150-0-4300-106-0000-8110-007-000	NN P	345.11	345.11
				TOTAL PAYMENT AMOUNT	345.11 *			345.11
014542/00	VISTA DEL LAGO ATHLETIC							
799	PO-140710	09/20/2013	12/12-14	CHS	1 01-0000-0-5800-472-1263-4200-014-000	NN F	950.00	950.00
				TOTAL PAYMENT AMOUNT	950.00 *			950.00
016889/00	WATER RITE PRODUCTS INC.							
41	PO-140037	09/20/2013	539596		1 01-8150-0-4300-106-0000-8110-007-000	NN P	269.68	269.68
				TOTAL PAYMENT AMOUNT	269.68 *			269.68

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 01 GENERAL FUND

J3796 APY500 H.02.05 09/19/13 PAGE 10  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount
-----								
018567/00	WESTERN STATES GLASS							
42	PO-140038	09/20/2013	526828	1	01-8150-0-4300-106-0000-8110-007-000	NN P	39.25	39.25
				TOTAL PAYMENT AMOUNT		39.25 *		39.25
017313/00	XEROX CORPORATION							
490	PO-140438	09/20/2013	300137526	1	01-0000-0-5800-115-9790-8200-007-000	NN P	34,477.81	34,477.81
490	PO-140438	09/20/2013	300137446	1	01-0000-0-5800-115-9790-8200-007-000	NN P	510.31	510.31
833	PO-140734	09/20/2013	300137526	1	01-3010-0-5612-371-1110-1000-012-000	NN P	50.00	50.00
836	PO-140736	09/20/2013	300137526	1	01-7220-0-5612-472-1110-1000-014-000	NN P	100.00	100.00
837	PO-140737	09/20/2013	300137526	1	01-0000-0-5612-472-9769-1000-014-000	NN P	25.00	25.00
838	PO-140738	09/20/2013	300137526	1	01-0000-0-5612-115-9780-8200-007-000	NN P	25.00	25.00
839	PO-140739	09/20/2013	300137526	1	01-3550-0-5612-472-1110-1000-014-000	NN P	100.00	100.00
841	PO-140741	09/20/2013	300137526	1	01-6500-0-5612-102-5001-2700-003-000	NN P	25.00	25.00
842	PO-140742	09/20/2013	300137526	1	01-0000-0-5612-371-0000-2700-012-000	NN P	25.00	25.00
				TOTAL PAYMENT AMOUNT		35,338.12 *		35,338.12
020841/00	XEROX CORPORATION							
643	PO-140562	09/20/2013	068383905	1	01-0000-0-5600-472-0000-2700-014-000	NN P	20.96	20.96
				TOTAL PAYMENT AMOUNT		20.96 *		20.96
TOTAL FUND PAYMENT				142,567.61 **				142,567.61
TOTAL USE TAX AMOUNT				84.48				

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 09 CHARTER SCHOOLS

J3796 APY500 H.02.05 09/19/13 PAGE 11  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description		fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount	
017313/00		XEROX CORPORATION							
843 PO-140745	09/20/2013	300137526		1	09-1100-0-5612-501-1110-1000-016-000	NN P	100.00	100.00	
844 PO-140746	09/20/2013	300137526		1	09-1100-0-5612-501-0000-2700-016-000	NN P	20.00	20.00	
844 PO-140746	09/20/2013	300137526		2	09-1100-0-5612-501-1110-1000-016-000	NN P	80.00	80.00	
845 PO-140747	09/20/2013	300139526		1	09-0700-0-5612-503-0000-8110-018-000	NN P	100.00	100.00	
				TOTAL PAYMENT AMOUNT		300.00 *		300.00	
				TOTAL FUND	PAYMENT	300.00 **		300.00	



81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 11 ADULT EDUCATION FUND  
J3796 APY500 H.02.05 09/19/13 PAGE 12  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	fd reso p obje sit goal func rep dep T9MP	Liq Amt	Net Amount
016320/00	COLLIER, ALYSON								
786 PO-140699	09/20/2013	SURV.MONK REIMB		1	11-0028-0-5800-601-4130-1000-017-000	NN F	200.00 *	200.00	200.00
TOTAL PAYMENT AMOUNT									200.00
017313/00	XEROX CORPORATION								
846 PO-140748	09/20/2013	300137526		1	11-0030-0-5612-601-4130-1000-017-000	NN P	25.00 *	25.00	25.00
TOTAL PAYMENT AMOUNT									25.00
TOTAL FUND PAYMENT								225.00 **	225.00

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 13 CAFETERIA FUND  
J3786 APY500 H.02.05 09/19/13 PAGE 13  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	fd reso p obje	sit goal func rep	dep T9MP	Liq Amt	Net Amount	
020788/00	BUSH, DIANE											
804 PO-140716	09/20/2013	REFUND		1	13-5310-0-8634-000-0000-0000-0000	NN F				27.50	27.50	
TOTAL PAYMENT AMOUNT										27.50 *	27.50	
020922/00	LARSON, LEONARD											
779 PO-140697	09/20/2013	REFUND		1	13-5310-0-8634-000-0000-0000-0000	NN F				50.57	50.57	
TOTAL PAYMENT AMOUNT										50.57 *	50.57	
TOTAL FUND										PAYMENT	78.07 **	78.07

BATCH: 0022 09/20/2013

FUND : 14 DEFERRED MAINTENANCE FUND

Vendor/Addr Remit name  
 Req Reference Date Description

013988/00 HAJOCA CORPORATION

758 PO-140665 09/20/2013 S007464538

017002/00 HOME DEPOT CREDIT SERVICES

778 PO-140684 09/20/2013 2028878

778 PO-140684 09/20/2013 2593613

Tax ID num Deposit type ABA num Account num  
 fd reso p obje sit goal func rep dep T9MP

1 14-0024-0-4300-106-9606-8110-007-000 NN F

TOTAL PAYMENT AMOUNT

401.00 \*

401.00  
 401.00

1 14-0024-0-4300-106-9608-8110-007-000 NN P  
 1 14-0024-0-4300-106-9608-8110-007-000 NN P

TOTAL PAYMENT AMOUNT

146.71 \*

125.00  
 21.71  
 146.71

TOTAL FUND PAYMENT

547.71 \*\*

547.71

81 CENTER UNIFIED SCHOOL DIST.  
09/20/2013 FINAL

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09/20/2013  
FUND : 21 BUILDING FUND

J3796 APY500 H.02.05 09/19/13 PAGE 15  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount	
017549/00	ALL PHASE CONSTRUCTION INC							
PO-131894	09/20/2013	BID PKG 13-8 9/18/13	2	21-0000-0-6100-472-9609-8500-007-828	NN P	10,260.98	10,260.98	
PO-131894	09/20/2013	BID PKG 13-8 9/18/13	3	21-0000-0-6100-472-9609-8500-007-828	NN F	60,070.24	60,070.24	
TOTAL PAYMENT AMOUNT						70,331.22 *	70,331.22	
010146/00	MID-SIERRA TOWING & REPAIR							
818 PO-140722	09/20/2013	68791	1	21-0000-0-6100-472-9609-8500-007-828	NN P	562.50	562.50	
818 PO-140722	09/20/2013	68798	1	21-0000-0-6100-472-9609-8500-007-828	NN F	250.00	250.00	
TOTAL PAYMENT AMOUNT						812.50 *	812.50	
019350/00	WALLACE-KUHL & ASSOCIATES INC							
PO-131725	09/20/2013	201301750	1	21-0000-0-6100-472-9609-8500-007-828	NN F	1,902.50	555.00	
TOTAL PAYMENT AMOUNT						555.00 *	555.00	
TOTAL FUND PAYMENT						71,698.72 **	71,698.72	
TOTAL BATCH PAYMENT						215,417.11 ***	0.00	215,417.11
TOTAL USE TAX AMOUNT						84.48		
TOTAL DISTRICT PAYMENT						215,417.11 ****	0.00	215,417.11
TOTAL USE TAX AMOUNT						84.48		
TOTAL FOR ALL DISTRICTS:						215,417.11 ****	0.00	215,417.11
TOTAL USE TAX AMOUNT						84.48		

Number of warrants to be printed: 71, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
09242013

ACCOUNTS PAYABLE PRELIST

J3963 APY500 H.02.05 09/23/13 PAGE 0

-----  
Batch status: A All

From batch: 0024

To batch: 0024

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
09242013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0024 09242013  
FUND : 01 GENERAL FUND

J3963 APY500 H.02.05 09/23/13 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	fd	reso	p obje	sit	goal	func
			rep	dep	T9MP	Liq Amt	Net Amount	
015718/00		CUSTOM BENEFIT ADMINISTRATORS						
	PV-141018	09/24/2013 CBA SEPTEMBER		01-0000-0-9552-000-0000-0000-000-000	NN		2,613.12	
		TOTAL PAYMENT AMOUNT			2,613.12 *		2,613.12	
010355/00		KAISER FOUNDATION HEALTH PLAN						
	PV-141017	09/24/2013 KAISER OCTOBER		01-0000-0-9552-000-0000-0000-000-000	NN		154,338.40	
		TOTAL PAYMENT AMOUNT			154,338.40 *		154,338.40	
022221/00		WESTERN HEALTH ADVANTAGE						
	PV-141016	09/24/2013 WHA OCTOBER		01-0000-0-9552-000-0000-0000-000-000	NN		101,952.03	
		TOTAL PAYMENT AMOUNT			101,952.03 *		101,952.03	
		TOTAL FUND PAYMENT			258,903.55 **		258,903.55	
		TOTAL BATCH PAYMENT			258,903.55 ***	0.00	258,903.55	
		TOTAL DISTRICT PAYMENT			258,903.55 ****	0.00	258,903.55	
		TOTAL FOR ALL DISTRICTS:			258,903.55 ****	0.00	258,903.55	

Number of warrants to be printed: 3, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
017755/00	1000BULBS.COM							
449 PO-140405	09/26/2013	F16162		1 01-0000-0-4300-236-1110-1000-009-000	YN F		116.94	118.21
				TOTAL PAYMENT AMOUNT		118.21 *		118.21
				TOTAL USE TAX AMOUNT		9.46		
019405/00	1ST SOURCE BUSINESS PRODUCTS							
868 PO-140757	09/26/2013	1744		1 01-0000-0-5800-472-1110-1000-014-000	NN F		1,607.85	1,607.85
				TOTAL PAYMENT AMOUNT		1,607.85 *		1,607.85
016872/00	AC SUPPLY							
794 PO-140705	09/26/2013	377579		1 01-0029-0-4300-472-1110-1000-014-000	YN F		63.14	59.35
				TOTAL PAYMENT AMOUNT		59.35 *		59.35
				TOTAL USE TAX AMOUNT		4.75		
015797/00	ACE SUPPLY HARDWARE NORTH							
589 PO-140522	09/26/2013	93813/2		1 01-0000-0-4300-106-0000-8110-007-000	NN P		36.39	36.39
				TOTAL PAYMENT AMOUNT		36.39 *		36.39
019433/00	ADI							
12 PO-140013	09/26/2013	E7014-000/YPRH3301		1 01-8150-0-4300-106-0000-8110-007-000	NN P		355.84	355.84
				TOTAL PAYMENT AMOUNT		355.84 *		355.84
014090/00	ALEKS CORPORATION							
689 PO-140607	09/26/2013	IN000000025070		1 01-6300-0-4300-472-1110-1000-014-000	YN F		3,213.00	2,975.00
				TOTAL PAYMENT AMOUNT		2,975.00 *		2,975.00
				TOTAL USE TAX AMOUNT		238.00		
013985/00	ALL DIESEL ELECTRIC INC.							
65 PO-140057	09/26/2013	9016		1 01-7230-0-4300-112-0000-3600-007-000	NN P		309.23	309.23
				TOTAL PAYMENT AMOUNT		309.23 *		309.23

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
019769/00	AMERICAN EXPRESS						
571 PO-140505	09/26/2013	0-03000	1	01-0000-0-4300-106-0000-8110-007-000	NN F	117.11	117.11
TOTAL PAYMENT AMOUNT						117.11 *	117.11
017075/00	AMERICAN RIVER SPEECH INC.						
548 PO-140485	09/26/2013	9/10/13	1	01-6500-0-5800-102-5750-1180-003-000	NN P	467.50	467.50
548 PO-140485	09/26/2013	9/6/13	1	01-6500-0-5800-102-5750-1180-003-000	NN P	3,642.25	3,642.25
TOTAL PAYMENT AMOUNT						4,109.75 *	4,109.75
018533/00	ATKINSON ANDELSON LOYA RUDD						
728 PO-140639	09/26/2013	436701	1	01-0000-0-5804-105-0000-7200-005-000	NE P	13,850.13	13,850.13
TOTAL PAYMENT AMOUNT						13,850.13 *	13,850.13
017479/00	AUDIO LINK SERVICE						
711 PO-140624	09/26/2013	950123	1	01-6500-0-4400-102-5001-2700-003-000	YN F	179.34	158.88
TOTAL PAYMENT AMOUNT						158.88 *	158.88
TOTAL USE TAX AMOUNT						12.71	
021669/00	BAIONI, RON						
874 PO-140766	09/26/2013	REIMB	1	01-3010-0-4300-371-1110-1000-012-000	NN F	44.96	44.96
TOTAL PAYMENT AMOUNT						44.96 *	44.96
022277/00	BETTER PRESENTATION SYSTEMS						
291 PO-140267	09/26/2013	2925	1	01-3010-0-4300-240-1110-1000-011-000	NN F	729.83	729.83
291 PO-140267	09/26/2013	2925	2	01-3010-0-4400-240-1110-1000-011-000	NN P	1,726.92	1,726.92
TOTAL PAYMENT AMOUNT						2,456.75 *	2,456.75
016518/00	CAMBIUM LEARNING INC						
650 PO-140574	09/26/2013	RI1172305	1	01-3010-0-4200-240-1110-1000-011-000	NN F	931.97	919.93
TOTAL PAYMENT AMOUNT						919.93 *	919.93



81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd	reso	p obje	sit goal func rep dep T9MP	
021678/00	CAPITOL ACADEMY						
554 PO-140491	09/26/2013	JULY 2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	4,947.40	4,947.40
554 PO-140491	09/26/2013	AUGUST 2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	4,435.60	4,435.60
TOTAL PAYMENT AMOUNT						9,383.00 *	9,383.00
021036/00	CCHAT CENTER						
553 PO-140490	09/26/2013	CENTER-13	1	01-6500-0-5800-102-5750-1180-003-000	NN P	496.68	496.68
553 PO-140490	09/26/2013	CENESY2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,614.21	1,614.21
TOTAL PAYMENT AMOUNT						2,110.89 *	2,110.89
020305/00	CDW GOVERNMENT INC.						
368 PO-140330	09/26/2013	DV82572	1	01-0000-0-4400-472-0000-2700-014-000	NN F	102.63	102.63
675 PO-140596	09/26/2013	FP62429	1	01-0000-0-4300-472-0000-2700-014-000	NN P	29.98	29.98
675 PO-140596	09/26/2013	FS55834	1	01-0000-0-4300-472-0000-2700-014-000	NN F	8.00	8.00
767 PO-140673	09/26/2013	FR63139	1	01-0000-0-4300-371-0000-2700-012-000	NN F	42.03	41.88
783 PO-140689	09/26/2013	1021295	1	01-0000-0-4300-115-0000-7700-007-000	NN F	48.09	48.09
785 PO-140690	09/26/2013	FT57166	1	01-0000-0-4300-472-0000-2700-014-000	NN F	59.55	59.55
TOTAL PAYMENT AMOUNT						290.13 *	290.13
017383/00	CMC-ASILOMAR						
873 PO-140765	09/26/2013	12/6-8ANDREWS ALRED SLAY HARO	1	01-7405-0-5200-371-0000-2140-012-000	NN F	760.00	760.00
TOTAL PAYMENT AMOUNT						760.00 *	760.00
011085/00	COLLEGE BOARD PUBLICATIONS						
233 PO-140211	09/26/2013	EI47286967	1	01-0037-0-4100-103-1110-1000-003-000	NN F	1,297.68	798.34
TOTAL PAYMENT AMOUNT						798.34 *	798.34
014524/00	CONTINENTAL ATHLETIC						
446 PO-140410	09/26/2013	0073541-IN	1	01-0472-0-5800-472-1801-4200-014-000	NN F	8,111.33	8,112.23
TOTAL PAYMENT AMOUNT						8,112.23 *	8,112.23

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
016761/00	CPM EDUCATIONAL PROGRAM						
189 PO-140172	09/26/2013	1302550-IN	1 01-0037-0-4100-103-1110-1000-003-000	NN P	5,836.80	5,836.80	
TOTAL PAYMENT AMOUNT			5,836.80 *			5,836.80	
018277/00	EASTER SEAL SOCIETY OF CA. INC						
555 PO-140492	09/26/2013	AUG-13	1 01-6500-0-5800-102-5750-1180-003-000	NN P	1,323.00	1,323.00	
TOTAL PAYMENT AMOUNT			1,323.00 *			1,323.00	
020517/00	EDUCATIONAL DATA SYSTEMS						
634 PO-140556	09/26/2013	091313043	1 01-0000-0-5800-103-0000-3160-003-911	YN F	560.09	554.88	
TOTAL PAYMENT AMOUNT			554.88 *			554.88	
TOTAL USE TAX AMOUNT			44.39				
015512/00	EMPLOYMENT DEVELOPMENT DEPT.						
866 PO-140760	09/26/2013	942-1902-9/1790658624	1 01-0000-0-9557-000-0000-0000-000-000	NN F	1,543.34	1,543.34	
TOTAL PAYMENT AMOUNT			1,543.34 *			1,543.34	
010592/00	EWING IRRIGATION PRODUCTS						
61 PO-140053	09/26/2013	6917303/RET/7005521	1 01-0000-0-4300-106-0000-8110-007-000	NN P	198.85	198.85	
TOTAL PAYMENT AMOUNT			198.85 *			198.85	
022347/00	GIVE SOMETHING BACK						
312 PO-140282	09/26/2013	IN-0135181	1 01-6500-0-4300-102-5770-1110-003-000	NN F	257.41	155.48	
745 PO-140654	09/26/2013	IN-0152126	1 01-6500-0-4300-102-5750-1110-003-000	NN F	234.28	234.28	
814 PO-140721	09/26/2013	IN-0154198	1 01-0000-0-4300-475-3200-1000-015-000	NN F	90.69	87.64	
TOTAL PAYMENT AMOUNT			477.40 *			477.40	
010191/00	GRAINGER W.W. INC.						
881 PO-140768	09/26/2013	9244865409/8736/7591	1 01-7240-0-4300-112-5001-3600-007-000	NN F	1,104.85	1,104.85	
TOTAL PAYMENT AMOUNT			1,104.85 *			1,104.85	

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 5  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
017718/00		GUIDING HANDS INC.					
557 PO-140494	09/26/2013	1367	1	01-6500-0-5800-102-5750-1180-003-000	NN P	6,796.44	6,796.44
			TOTAL PAYMENT AMOUNT			6,796.44 *	6,796.44
020258/00		HANDWRITING WITHOUT TEARS					
520 PO-140465	09/26/2013	785182-1	1	01-6500-0-4300-102-5770-1110-003-000	NN F	107.81	107.09
855 PO-140752	09/26/2013	797645-1	1	01-6500-0-5200-102-5001-2700-003-000	NN F	215.00	215.00
			TOTAL PAYMENT AMOUNT			322.09 *	322.09
017002/00		HOME DEPOT CREDIT SERVICES					
22 PO-140021	09/26/2013	4280539	1	01-8150-0-4300-106-0000-8110-007-000	NN P	181.39	181.39
22 PO-140021	09/26/2013	1016455	1	01-8150-0-4300-106-0000-8110-007-000	NN P	33.04	33.04
			TOTAL PAYMENT AMOUNT			214.43 *	214.43
010728/00		JOHNSTONE SUPPLY OF SACRAMENTO					
26 PO-140025	09/26/2013	27-S1875518	1	01-8150-0-4300-106-0000-8110-007-000	NN P	60.80	60.80
			TOTAL PAYMENT AMOUNT			60.80 *	60.80
021874/00		KIDWELL, TAMBRA					
883 PO-140773	09/26/2013	TRIP#25	1	01-7230-0-5600-112-0000-3600-007-000	NN P	5.75	5.75
883 PO-140773	09/26/2013	TRIP#28	1	01-7230-0-5600-112-0000-3600-007-000	NN F	12.99	12.99
			TOTAL PAYMENT AMOUNT			18.74 *	18.74
016338/00		KORNEY BOARD AIDS					
790 PO-140702	09/26/2013	133738	1	01-0000-0-4300-472-1286-1000-014-000	YN F	226.48	209.70
			TOTAL PAYMENT AMOUNT			209.70 *	209.70
			TOTAL USE TAX AMOUNT			16.78	
017267/00		LASER AGE					
890 PO-140777	09/26/2013	442769	1	01-0000-0-5800-115-0000-7700-007-000	NN P	345.62	345.62
890 PO-140777	09/26/2013	442771	1	01-0000-0-5800-115-0000-7700-007-000	NN F	324.02	324.02
			TOTAL PAYMENT AMOUNT			669.64 *	669.64

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 6  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type fd reso p obje	ABA num sit goal func	Account num rep dep T9MP	Liq Amt	Net Amount
016620/00	LAZEL							
391 PO-140353	09/26/2013	1152009		1 01-6500-0-5800-102-5770-1110-003-000 NN P			89.95	89.95
TOTAL PAYMENT AMOUNT							89.95 *	89.95
022230/00	MANAGED HEALTH NETWORK							
49 PO-140044	09/26/2013	3200051152		1 01-0000-0-3401-100-1110-1000-000-000 NN P			1,197.90	1,197.90
TOTAL PAYMENT AMOUNT							1,197.90 *	1,197.90
022406/00	MAXIM HEALTHCARE SERVICES INC							
536 PO-140473	09/26/2013	1854800262		1 01-0000-0-5800-102-0000-3140-003-000 NN P			4,060.00	4,060.00
TOTAL PAYMENT AMOUNT							4,060.00 *	4,060.00
019246/00	MAYER-JOHNSON LLC							
182 PO-140163	09/26/2013	4174-MJI-90010		1 01-6500-0-4300-102-5750-1110-003-000 NN F			119.66	100.00
TOTAL PAYMENT AMOUNT							100.00 *	100.00
020461/00	MITCHELL, CYNDY							
884 PO-140769	09/26/2013	REIMB		1 01-7230-0-5600-112-0000-3600-007-000 NN F			15.94	15.94
TOTAL PAYMENT AMOUNT							15.94 *	15.94
021692/00	MONOPRICE INC							
777 PO-140683	09/26/2013	8919613		1 01-0000-0-4300-371-0000-2700-012-000 NN F			21.20	19.96
TOTAL PAYMENT AMOUNT							19.96 *	19.96
020836/00	NATIONAL GEOGRAPHIC BEE							
502 PO-140770	09/26/2013	SPINELLI/K.WILSON		1 01-0000-0-5300-240-0000-2700-011-000 NN F			100.00	100.00
TOTAL PAYMENT AMOUNT							100.00 *	100.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
672 PO-140593	09/26/2013	675237696001		1 01-0000-0-5800-472-0000-2700-014-000 NN F			48.59	42.11
677 PO-140598	09/26/2013	674785507001		1 01-0000-0-4300-472-0000-2700-014-000 NN F			240.51	270.50
725 PO-140636	09/26/2013	675162537001		1 01-0000-0-4300-238-1110-1000-010-000 NN P			7.56	7.56

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 7  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
017576 (CONTINUED)							
725 PO-140636	09/26/2013	675162535001	1	01-0000-0-4300-238-1110-1000-010-000	NN P	3.15	3.15
725 PO-140636	09/26/2013	675162536001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	65.31	65.31
808 PO-140717	09/26/2013	677087021001	1	01-0000-0-4300-240-0000-2700-011-000	NN F	64.70	64.69
808 PO-140717	09/26/2013	677087021001	2	01-6300-0-4300-240-1110-1000-011-000	NN F	45.28	45.28
824 PO-140725	09/26/2013	677086109001	1	01-0000-0-4300-238-1110-1000-010-000	NN P	31.90	31.90
824 PO-140725	09/26/2013	677086108001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	44.25	44.25
TOTAL PAYMENT AMOUNT						574.75 *	574.75
015073/00 PHONAK							
698 PO-140613	09/26/2013	5197612859	1	01-6500-0-4300-102-5750-1110-003-000	NN F	164.18	164.18
TOTAL PAYMENT AMOUNT						164.18 *	164.18
020169/00 PITZNER, JOSEPH							
550 PO-140487	09/26/2013	SEPT MILEAGE	1	01-0000-0-5210-106-0000-8300-007-000	NN P	11.30	11.30
TOTAL PAYMENT AMOUNT						11.30 *	11.30
021167/00 PLACER COUNTY OFFICE OF EDUC							
754 PO-140692	09/26/2013	AR14-00102 9/18/13	1	01-7405-0-5200-103-0000-2130-003-000	NN P	1,125.00	1,125.00
TOTAL PAYMENT AMOUNT						1,125.00 *	1,125.00
011345/00 PLACER LEARNING CENTER							
560 PO-140497	09/26/2013	JULY 2013	1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,900.20	2,900.20
TOTAL PAYMENT AMOUNT						2,900.20 *	2,900.20
014069/00 PLATT ELECTRIC SUPPLY							
32 PO-140029	09/26/2013	5702527	1	01-8150-0-4300-106-0000-8110-007-000	NN P	58.32	58.32
32 PO-140029	09/26/2013	5745935	1	01-8150-0-4300-106-0000-8110-007-000	NN P	38.51	38.51
32 PO-140029	09/26/2013	5721982	1	01-8150-0-4300-106-0000-8110-007-000	NN P	233.28	233.28
32 PO-140029	09/26/2013	5726524	1	01-8150-0-4300-106-0000-8110-007-000	NN P	257.69	257.69
TOTAL PAYMENT AMOUNT						587.80 *	587.80

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
80 PO-140069	09/26/2013	180165831	1 01-7230-0-5600-112-0000-3600-007-000	NN P		53.66	53.66
TOTAL PAYMENT AMOUNT						53.66 *	53.66
018847/00	PYRAMID EDUCATIONAL CONSULTANT						
262 PO-140266	09/26/2013	00076467	1 01-6500-0-4300-102-5770-1110-003-000	YN F		2,785.86	2,579.50
TOTAL PAYMENT AMOUNT						2,579.50 *	2,579.50
TOTAL USE TAX AMOUNT						206.36	
011099/00	QUALITY LOGO PRODUCTS INC						
CL-138081	09/26/2013	122328	01-6520-0-5800-472-5770-1110-003-000	NN		1,547.84	1,481.16
TOTAL PAYMENT AMOUNT						1,481.16 *	1,481.16
014960/00	ROBERSON, RENDA						
811 PO-140749	09/26/2013	MILEAGE 9/3-9/16	1 01-5630-0-5800-601-1220-1000-017-000	NN F		127.58	127.58
TOTAL PAYMENT AMOUNT						127.58 *	127.58
010552/00	SAC VAL JANITORIAL						
484 PO-140434	09/26/2013	10053475	1 01-0000-0-9320-000-0000-0000-000-000	NN P		3,006.72	3,006.72
484 PO-140434	09/26/2013	10053279	1 01-0000-0-9320-000-0000-0000-000-000	NN P		1,503.36	1,503.36
TOTAL PAYMENT AMOUNT						4,510.08 *	4,510.08
016503/00	SACRAMENTO CO SCHOOL BOARDS						
858 PO-140755	09/26/2013	LOEHR	1 01-0000-0-4300-101-0000-7150-002-000	NN F		25.00	25.00
858 PO-140755	09/26/2013	KELLEY POPE	2 01-0000-0-4300-120-0000-7110-001-000	NN F		50.00	50.00
TOTAL PAYMENT AMOUNT						75.00 *	75.00
018912/00	SAFETY-KLEEN CORPORATION						
84 PO-140073	09/26/2013	61621073	1 01-7230-0-5800-112-0000-3600-007-000	NN P		621.69	621.69
TOTAL PAYMENT AMOUNT						621.69 *	621.69

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 9  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			fd reso p obje	sit goal func	rep dep T9MP		
021672/00	SASHA							
854 PO-140751	09/26/2013	T.WALL BUTLER 10/18		1	01-6500-0-5200-102-5001-2700-003-000	NN F	129.00	129.00
TOTAL PAYMENT AMOUNT							129.00 *	129.00
014080/00	SCHOOL HEALTH CORPORATION							
522 PO-140466	09/26/2013	2718532-00		1	01-6500-0-4400-102-5001-2700-003-000	NN F	247.31	246.16
TOTAL PAYMENT AMOUNT							246.16 *	246.16
016887/00	SCHOOL SAFETY SOLUTIONS LLC							
429 PO-140389	09/26/2013	1386		1	01-8150-0-5800-106-0000-8110-007-000	NN P	240.00	240.00
TOTAL PAYMENT AMOUNT							240.00 *	240.00
015650/00	SCHOOL SAVERS							
683 PO-140602	09/26/2013	58886		1	01-0037-0-4300-103-1110-1000-003-000	NN F	12,414.38	12,408.38
TOTAL PAYMENT AMOUNT							12,408.38 *	12,408.38
010373/00	SCHOOLS INSURANCE AUTHORITY							
638 PO-140569	09/26/2013	2014UST-KAM.06		1	01-7230-0-5800-112-0000-3600-007-000	NN P	150.00	150.00
TOTAL PAYMENT AMOUNT							150.00 *	150.00
014558/00	SPURR							
108 PO-140093	09/26/2013	53317		1	01-0000-0-5520-106-0000-8110-007-000	NN P	913.06	913.06
TOTAL PAYMENT AMOUNT							913.06 *	913.06
015576/00	STOPSIGNSANDMORE							
475 PO-140428	09/26/2013	ORD#27528		1	01-8150-0-4300-106-0000-8110-007-000	NN F	193.97	189.65
TOTAL PAYMENT AMOUNT							189.65 *	189.65
021888/00	SUPERIOR PRINTING INC.							
623 PO-140544	09/26/2013	2034779		1	01-0000-0-5800-105-0000-7200-005-000	NN P	1,460.54	1,460.54
623 PO-140544	09/26/2013	2034790		1	01-0000-0-5800-105-0000-7200-005-000	NN F	529.68	664.38
TOTAL PAYMENT AMOUNT							2,124.92 *	2,124.92

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 01 GENERAL FUND

J4082 APY500 H.02.05 09/25/13 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
-----							
021813/00	SUREWEST						
110 PO-140095	09/26/2013	604800-00019	9/15-10/14	1 01-0000-0-5902-106-0000-8110-007-000	NN P	935.26	935.26
TOTAL PAYMENT AMOUNT						935.26 *	935.26
010519/00	TIM'S MUSIC						
610 PO-140537	09/26/2013	140186		1 01-0037-0-4200-103-1110-1000-003-000	NN F	183.49	183.49
TOTAL PAYMENT AMOUNT						183.49 *	183.49
015191/00	WACHOB, CYNTHIA						
870 PO-140771	09/26/2013	JULY MILEAGE		1 01-6500-0-5210-102-5060-2110-003-000	NN P	31.64	31.64
870 PO-140771	09/26/2013	AUG MILEAGE		1 01-6500-0-5210-102-5060-2110-003-000	NN F	114.70	114.70
TOTAL PAYMENT AMOUNT						146.34 *	146.34
018567/00	WESTERN STATES GLASS						
42 PO-140038	09/26/2013	530456		1 01-8150-0-4300-106-0000-8110-007-000	NN P	154.80	154.80
42 PO-140038	09/26/2013	532036		1 01-8150-0-4300-106-0000-8110-007-000	NN P	159.52	159.52
TOTAL PAYMENT AMOUNT						314.32 *	314.32
016089/00	WOODCRAFTER.COM						
739 PO-140651	09/26/2013	52308		1 01-0029-0-4300-472-1110-1000-014-000	NN F	124.14	120.05
TOTAL PAYMENT AMOUNT						120.05 *	120.05
TOTAL FUND PAYMENT						106,401.21 **	106,401.21
TOTAL USE TAX AMOUNT						532.45	



81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 11 ADULT EDUCATION FUND

J4082 APY500 H.02.05 09/25/13 PAGE 11  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		fd reso p obje	sit goal func	rep dep T9MP	Liq Amt	Net Amount
-----								
019504/00		B & H PHOTO-VIDEO						
700 PO-140619	09/26/2013	75084909		1	11-0028-0-4300-601-4130-1000-017-000	YN F	279.72	259.00
722 PO-140633	09/26/2013	75085430		1	11-0028-0-4400-601-4130-1000-017-000	YN F	378.42	350.39
722 PO-140633	09/26/2013	75085430		2	11-0028-0-5800-601-4130-1000-017-000	YN F	31.99	31.99
TOTAL PAYMENT AMOUNT							641.38 *	641.38
TOTAL USE TAX AMOUNT							51.31	
TOTAL FUND PAYMENT							641.38 **	641.38
TOTAL USE TAX AMOUNT							51.31	

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 13 CAFETERIA FUND

J4082 APY500 H.02.05 09/25/13 PAGE 12  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
020098/00	BIG TRAY						
388 PO-140350	09/26/2013	742153	1	13-5310-0-4400-108-0000-3700-007-000	NN P	197.25	197.25
388 PO-140350	09/25/2013	742154	1	13-5310-0-4400-108-0000-3700-007-000	NN P	3,066.57	3,066.57
TOTAL PAYMENT AMOUNT				3,263.82 *			3,263.82
020305/00	CDW GOVERNMENT INC.						
238 PO-140216	09/26/2013	FR25544	1	13-5310-0-4400-108-0000-3700-007-000	NN P	929.72	929.72
238 PO-140216	09/26/2013	DS09986	1	13-5310-0-4400-108-0000-3700-007-000	NN F	279.52	262.98
TOTAL PAYMENT AMOUNT				1,192.70 *			1,192.70
011205/00	CULTURE SHOCK YOGURT						
562 PO-140499	09/26/2013	1558	1	13-5310-0-4700-108-0000-3700-007-000	NN P	252.00	252.00
562 PO-140499	09/26/2013	1570	1	13-5310-0-4700-108-0000-3700-007-000	NN P	168.00	168.00
TOTAL PAYMENT AMOUNT				420.00 *			420.00
021080/00	ED JONES FOOD SERVICE INC						
384 PO-140346	09/26/2013	160427	1	13-5310-0-4700-108-0000-3700-007-000	NN P	4,416.35	4,416.35
384 PO-140346	09/26/2013	160687	1	13-5310-0-4700-108-0000-3700-007-000	NN P	5,246.63	5,246.63
TOTAL PAYMENT AMOUNT				9,662.98 *			9,662.98
017730/00	HARRIS COMPUTER SYSTEMS						
397 PO-140359	09/26/2013	MN0001857	1	13-5310-0-5800-108-0000-3700-007-000	NN P	249.26	249.26
TOTAL PAYMENT AMOUNT				249.26 *			249.26
022364/00	HEARTLAND PAYMENT SYSTEMS						
392 PO-140354	09/26/2013	MSB0000002014	1	13-5310-0-5300-108-0000-3700-007-000	NN P	371.25	371.25
TOTAL PAYMENT AMOUNT				371.25 *			371.25
016279/00	P&R PAPER SUPPLY						
395 PO-140357	09/26/2013	N69516-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	2,087.01	2,087.01
TOTAL PAYMENT AMOUNT				2,087.01 *			2,087.01

81 CENTER UNIFIED SCHOOL DIST.  
09252013

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 09262013  
FUND : 13 CAFETERIA FUND

J4082 APY500 H.02.05 09/25/13 PAGE 13  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	fd reso p obje	sit goal func	rep dep T9MP		
021194/00		PRUDENTIAL OVERALL SUPPLY INC					
387 PO-140349	09/26/2013	18159737	1	13-5310-0-5800-108-0000-3700-007-000	NN P	73.52	73.52
387 PO-140349	09/26/2013	180165304	1	13-5310-0-5800-108-0000-3700-007-000	NN P	77.11	77.11
387 PO-140349	09/26/2013	180164683	1	13-5310-0-5800-108-0000-3700-007-000	NN P	77.11	77.11
387 PO-140349	09/26/2013	180165832	1	13-5310-0-5800-108-0000-3700-007-000	NN P	77.11	77.11
TOTAL PAYMENT AMOUNT						304.85 *	304.85
021111/00		ULINE					
851 PO-140750	09/26/2013	53477575	1	13-5310-0-4300-108-0000-3700-007-000	NN F	36.36	36.36
TOTAL PAYMENT AMOUNT						36.36 *	36.36
TOTAL FUND PAYMENT						17,588.23 **	17,588.23
TOTAL BATCH PAYMENT						124,630.82 ***	124,630.82
TOTAL USE TAX AMOUNT						583.76	
TOTAL DISTRICT PAYMENT						124,630.82 ****	124,630.82
TOTAL USE TAX AMOUNT						583.76	
TOTAL FOR ALL DISTRICTS:						124,630.82 ****	124,630.82
TOTAL USE TAX AMOUNT						583.76	

Number of warrants to be printed: 77, not counting voids due to stub overflows.