



# HUENEME ELEMENTARY SCHOOL DISTRICT

*"Inspiring and empowering every student to thrive every day."*

205 North Ventura Road

Port Hueneme, California 93041

(805) 488-3588

**Regular Meeting**

**Monday, April 26, 2021**

FY 2020-2021

## AGENDA OUTLINE

**CALL TO ORDER AND  
OPEN SESSION:** 6:00 P.M.

**Virtual Public Meeting via Teleconference**

**LOCATION:** 205 N. Ventura Road  
Port Hueneme, CA 93041

We welcome visitors to public meetings of the Governing Board and encourage suggestions and comments. *However, in order to minimize the spread of the COVID-19 virus, all meetings are closed to the public until further notice.*

**In Accordance with Governor Newsom's Executive Orders N-29-20 in regards to the COVID-19 Virus, members of the public will continue to have the right to observe the public meeting via [https://bit.ly/hesd\\_youtube](https://bit.ly/hesd_youtube).**

Pursuant to Education Code 35145.5, the Board cannot enter into formal discussion or make a decision on any matter not on the agenda. However, they may refer a topic to a later meeting or ask the Superintendent or staff to follow up.

Pursuant to Government Code 54954.1, any person with a disability who needs reasonable accommodations to participate may request assistance in advance of the meeting. Contact the Superintendent's secretary at the District Office, 205 North Ventura Road, Port Hueneme, California 93041 / Telephone: 805-488-3588, Ext. 9100.

**Public comments are welcome, and can be submitted in writing prior to the start of the meeting at [public.comment@hueneme.org](mailto:public.comment@hueneme.org), or provided in-person via live video. A summary of written public comments received will be given by the Superintendent either during the public comment, or just prior to discussing the item. The written public comment will also be made part of the minutes of the Board meeting. No public comment will be read in its entirety during the meeting. If you would like to make your comment in person, please submit your request to Cynthia Rojas, Executive Assistant to the Superintendent, at [crojas@hueneme.org](mailto:crojas@hueneme.org) and she will provide you a link to the meeting. Written public comments and requests to comment in person (virtually) will be accepted until 5:30 p.m. on April 26, 2021.**

All public comments received via the designated email address, referenced above, will be provided to the Board of Education at the time of public comment or at the time of consideration of an agenda item as requested by the speaker.

Documents for regular meetings customarily are available no later than the Thursday preceding a regularly scheduled Monday meeting. Meeting documents are also posted [in the Board area of the District website](#).

**1. 6:00 P.M. CALL TO ORDER AND FLAG SALUTE**

**2. ADOPTION OF THE REGULAR AGENDA**

*Pursuant to Government Code Section 54954.2, items may be added to the agenda if (1) an "emergency situation" exists as defined by Government Code 54956.5 (majority vote required); (2) the need to take action arose after posting of the agenda (two-thirds vote of the Board or a unanimous vote of those present if less than the full Board); or (3) an item from a posted meeting that occurred not more than five calendar days prior to the current meeting must be continued at this meeting in order for action to be taken.*

It is recommended that the Governing Board adopt the agenda, as submitted, or consider any request from an individual board member to revise the proposed agenda before adoption.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**3. COMMUNICATIONS**

*Education Code 54954.3 requires that every agenda for a regular meeting provide an opportunity for the public to directly address the Governing Board on any item of interest to the public before the Governing Board's consideration of the item.*

3.1 Oral Communications

- (1) General Speakers
- (2) Hueneme Education Association
- (3) California School Employees Association Chapter 273

3.2 Written Communications

**4. APPROVAL OF BOARD MINUTES**

*If there is more than one set of minutes presented, the Board may approve multiple sets of minutes in a single motion or vote on each set of minutes in separate motions.*

4.1 *It is recommended that the Governing Board approve the minutes of the regular meeting of March 8, 2021.*

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**5. ADOPTION OF THE CONSENT AGENDA**

*All matters on the Consent Agenda are considered by the Board to be routine and will be acted upon in a single motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request that specific items be discussed and/or removed from the Consent Agenda.*

Consideration to remove an item or transfer it from the Consent Agenda to the Action Agenda:

Item(s) Removed/Transferred: \_\_\_\_\_

Except for any item(s) removed upon majority agreement, it is recommended that the Governing Board use a single motion and vote regarding the following items on the Consent Agenda:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- 5.1 *Approval of Personnel Report*
- 5.2 Ratification of March 2021 Financial Reports:
  - (1) *Expenditures* (Commercial Payments and Payroll)
  - (2) *Purchase Orders and Checks*
  - (3) *Miscellaneous Income Report*
- 5.3 *Acceptance of Gifts to the District*
- 5.4 *Approval of Agreement for Actuarial Consulting Services*
- 5.5 *Ratify Agreement for Services with the Boys and Girls Club of Greater Oxnard and Port Hueneme (BGC) and the Hueneme Elementary School District for Child Care*
- 5.6 *Approval to Request Proposals for the Purchase of Bread and Bread Products for the 2021-22 School Year*
- 5.7 *Recommendation to Approve the Contract with RAAD, Inc., DBA Beauty-Kiss Carpets, to Replace Classroom Carpeting at Multiple Sites*
- 5.8 *Authorization to Publish Calls for Bids for HVAC (Heating, Ventilation, and Air Conditioning), Electrical, and Fire Alarm Upgrades at E.O. Green Junior High School, Hueneme Elementary School, and Sunkist Elementary School*

**6. HUMAN RESOURCES**

- 6.1 *Quarterly Report on Williams Uniform Complaints*

For information only. The Williams quarterly report under the Williams Lawsuit Settlement is attached. The District did not receive any complaints for the period of January 1, 2021, through March 31, 2021.

- 6.2 *Proposed Adoption of Tentative Agreements between the Hueneme Elementary School District and the Hueneme Education Association*

It is recommended that the Governing Board:

- 1) Adopt the Tentative Agreements between the Hueneme Elementary School District and the Hueneme Education Association; and
- 2) Authorize the Superintendent or designee to sign the Tentative Agreements on behalf of the Governing Board

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- 6.3 *Proposed Adoption of the 2021-22 and 2022-23 Teacher Work Year and Student Instructional Calendar*

It is recommended that the Governing Board approve the 2021-22 and 2022-23 Teacher Work Year and Student Instructional Calendars.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- 6.4 *Approve Salary Adjustment for Management and Confidential Employees*

It is recommended that the Governing Board:

- 1) approve a one percent salary increase for management and confidential employees retroactive to July 1, 2020.
- 2) approve a one-time, off-schedule bonus equivalent to 3.5% of the 2020-21 salary schedule for management and confidential employees.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**7. BUSINESS SERVICES**

7.1 *Disclosure of Proposed Collective Bargaining Agreement with Hueneme Education Association (HEA)*

For information only.

**8. OTHER BOARD BUSINESS**

8.1 *Adoption of Resolution B20-21-10 to Recognize and Celebrate District Teachers and Classified Employees*

It is recommended that the Governing Board adopt Resolution B20-21-10 for districtwide recognition and celebration of:

- (1) *Day of the Teacher* on Wednesday, May 12, 2021; and
- (2) *Classified School Employee Week* from May 16-22, 2021

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

8.2 *Discuss Location of Future Board Meetings*

For information only.

8.3 *Discuss Plans for Remainder of 2020-21 School Year, Summer Learning, and Fall Reopening*

For information only.

**9. POLICIES**

9.1 *Second Reading and Approval of Proposed Revisions to the District Policy Manual*

It is recommended that, after completing a second reading of the proposed policy revisions, the Governing Board approve all revisions as submitted and authorize immediate dissemination and implementation.

**Series 1000: Community Relations**

- BP 1312.3, Uniform Complaint Procedures

**Series 3000: Business and Noninstructional Operations**

- BP 3530, Risk Management/Insurance

**Series 4000: Personnel**

- BP 4119.11/4219.11/4319.11, Sexual Harassment
- BP 4119.25/4219.25/4319.25, Political Activities of Employees
- BP 4140/4240/4340, Bargaining Units
- BP 4157/4257/4357, Employee Safety

**Series 5000: Students**

- BP 5113.1, Chronic Absence and Truancy
- BP 5113.2, Work Permits
- BP 5141.31, Immunizations
- BP 5145.7, Sexual Harassment

**Series 6000: Instruction**

- BP 6161.1, Selection and Evaluation of Instructional Materials
- BP 6170.1, Transitional Kindergarten

**Series 9000: Board Bylaws**

- BP 9012, Board Member Electronic Communications
- BP 9320, Meetings and Notices
- E 9323.2, Actions by the Board

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**10. MONTHLY REPORTS & ADVANCED PLANNING**

- 10.1 Trustees
- 10.2 Superintendent
- 10.3 Suggested Future Agenda Items

**11. CLOSED SESSION**

- 11.1 COLLECTIVE BARGAINING: LABOR NEGOTIATIONS  
(Pursuant to Government Code 54957.6)
  - Dr. Carlos Dominguez, Deputy Superintendent
- 11.2 PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT  
(Pursuant to Government Code 54957)
  - Senior Director of Pupil Support Services

**12. ADJOURNMENT**

**UPCOMING MEETINGS**

- A regular meeting will be held at 6:00 P.M. on Monday, May 24, 2021, via virtual teleconference

**DISTRICT FRAUD HOTLINE**

Acts of fraud against the Hueneme Elementary School District are expensive. In addition, the actions of perpetrators of fraud often create a hostile and/or fearful environment for others. Anyone who witnesses a fraudulent act against the District is encouraged to report it, using the District’s Fraud Hotline. Reports may be called in to (805) 946-0171. All reports will be investigated. The reporter’s identity will be kept confidential and, in fact, any person who reports a fraudulent act may choose to remain anonymous. (Ref: Board Policy and Administrative Regulation 3400, rev. 08/13)

**HUENEME ELEMENTARY SCHOOL DISTRICT  
MINUTES OF A REGULAR MEETING OF THE GOVERNING BOARD**

**Monday, March 8, 2021, 6:00 P.M.**

***INTRODUCTORY INFORMATION***

In accordance with Brown Act rules governing regulatory bodies, the Hueneme Elementary School District (HESD) posts agendas for regularly scheduled meetings of the Governing Board a minimum of 72 hours in advance. Agendas for special meetings (i.e., meetings not on the regular schedule called for a specific purpose) are posted a minimum of 24 hours in advance. Agendas are available for the public to view at all hours of every day through glass at the front of the District Office or on the District website.

In order to minimize the spread of COVID-19 virus, and in accordance with Governor Newsom's Executive Orders N-29-20 in regards to the virus, this meeting was held virtually via Zoom teleconference. The public was able to view the meeting online at [https://bit.ly/hesd\\_youtube](https://bit.ly/hesd_youtube) and submit comments via email to [public.comment@hueneme.org](mailto:public.comment@hueneme.org) prior to the start of the meeting. The agenda and full meeting packet were posted and made available to the public on January 21<sup>st</sup>.

***ATTENDANCE***

**Trustees:** At the 6:00 P.M. Call to Order, all trustees were present: Board President, Siugen Constanza; Board Clerk, Bexy Gomez; and Members Darlene Bruno, Scott Swenson and Charles Weis, Ph.D.

**Administrators and Others:** Dr. Christine Walker (Superintendent); Dr. Carlos Dominguez (Deputy Superintendent); David Ragsdale (Assistant Superintendent-Technology & Strategic Operations); Patricia Marshall (Chief Business Official); and Cynthia Rojas, Executive Assistant to the Superintendent.

***CALL TO ORDER AND FLAG SALUTE – Item 1***

Ms. Constanza called the meeting to order at 6:00 P.M. and led the Pledge of Allegiance.

***ADOPTION OF THE REGULAR AGENDA – Item 2***

Motion 068: Trustee Weis motioned to adopt the agenda, as submitted. Trustee Bruno seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None    Absent: None    Abstain: None

***COMMUNICATIONS – Item 3***

**3.1 Oral Communications**

**(1) General Speakers**

Dr. Walker announced that there was one general speaker. Ms. Carla Marston, a teacher from Sunkist Elementary School, shared some concerns regarding the date that has been set for the district's reopening. Ms. Marston asked the Board to reconsider and not open on March 29<sup>th</sup>.

**(2) California School Employees Association Chapter**

Cinthya Perez, CSEA President, talked about the paraprofessional conference and the district's reopening.

**(3) Hueneme Education Association**

Alice Ramirez, HEA President, talked about the district's reopening, the mixed feelings that many members are experiencing, and some of the issues that may come up when school reopens.

3.2 Written Communications

Dr. Walker reported that she did not receive any written communications through public comments. However, she acknowledged that the Board did receive two letters from individuals.

***APPROVAL OF BOARD MINUTES – Item 4***

4.1 It is recommended that the Governing Board approve the minutes of the regular meeting of January 25, 2021.

Motion 069: Trustee Weis motioned to approve the minutes of the regular meeting of January 25, 2021. Trustee Gomez seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

4.2 It is recommended that the Governing Board approve the minutes of the special meeting of January 30, 2021.

Motion 070: Trustee Swenson motioned to approve the minutes of the special meeting of January 30, 2021. Trustee Bruno seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

4.3 It is recommended that the Governing Board approve the minutes of the regular meeting of March 1, 2021.

Motion 071: Trustee Bruno motioned to approve the minutes of the regular meeting of March 1, 2021. Trustee Swenson seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

***ADOPTION OF CONSENT AGENDA – Item 5***

Motion 072: Trustee Swenson motioned to adopt the Consent Agenda as submitted. Trustee Weis seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

The following reports were accepted and approved:

5.1 Approval of Personnel Report

5.2 Ratification of January 2021 Financial Reports:

- (1) Expenditures (Commercial Payments and Payroll)
- (2) Purchase Orders and Checks
- (3) Miscellaneous Income Report

5.3 Ratification of February 2021 Financial Reports:

- (1) Expenditures (Commercial Payments and Payroll)
- (2) Purchase Orders and Checks
- (3) Miscellaneous Income Report

5.4 Acceptance of Gifts to the District

5.5 Approval of the Lease Agreement between Hueneme Elementary School District and Child Development Resources of Ventura County, Inc. for the Purpose of the Hueneme Head Start Center Located at the Art Haycox Elementary School Site

5.6 Ratification of MOU with VCOE and HESD for Round 2 K-12 Strong Workforce Program (SWP) Funding

5.7 Accept a Proposal from Spectrum Enterprise for Direct Internet Access to Service that Qualifies Under the E-Rate Discount Program

5.8 Accept a Proposal from Spectrum Enterprise for Ethernet Private Line Service to Ventura County Office of Education that Qualifies under the E-Rate Discount Program

***OTHER BOARD BUSINESS – Item 6***

6.1 Approval of Timeline for Opening for In-Person Instruction (Presented by Dr. Walker)

Motion 073: Trustee Bruno motioned to approve the timeline for opening for in-person instruction as follows: March 29 – Transitional Kindergarten, Kindergarten, Grade 1, and Self-Contained Classrooms for Specialized Programs in Grades Preschool-5; April 5-16 – Spring Break; April 19 – Grades 2-8. Trustee Gomez seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

6.2 Approve COVID-19 Safety Plan (Presented by Dr. Walker)

Motion 074: Trustee Swenson motioned to approve the COVID-19 Safety Plan. Trustee Gomez seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
Noes: None Absent: None Abstain: None

***EDUCATIONAL SERVICES – Item 7***

7.1 Multi-Tiered System of Support (Presented by Mr. Castellano)

No action was required on this item. David Castellano, Senior Director of Student Support Services, talked about the Multi-Tiered System of Support (MTSS). He explained that Parkview Elementary School, Ansgar Larsen Elementary School, and Art Haycox Elementary School are part of the first cohort of schools that have been participating in developing their MTSS processes at their school sites, and he introduced the principals from each site to share some of the work that they have done. Ms. Cara Comstock, Principal of Hueneme Elementary School District  
Port Hueneme, California



Parkview, shared information about the school’s work with literacy. Ms. Julianne Pena, Principal at Art Haycox, discussed CHAMPS and positive behavior intervention and support (PBIS). Ms. Marisol Guillen, Principal of Ansgar Larsen, concluded by talking about social and emotional learning (SEL).

7.2 Approval of the 2021-2022 Comprehensive School Safety Plans (Presented by Ms. Aipa)

Motion 075: Trustee Weis motioned to approve the Comprehensive School Safety Plans, as submitted, and direct the Superintendent or designee to implement the approved plans. Trustee Swenson seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
 Noes: None Absent: None Abstain: None

***HUMAN RESOURCES – Item 8***

8.1 Public Hearing Regarding Initial (Sunshine) Bargaining Proposal for the 2020-21 Reopener Collective Bargaining Agreement Presented by the Hueneme Elementary School District (District) to California School Employees Association (CSEA) and its Hueneme Chapter #273 (Presented by Dr. Dominguez)

Public Hearing

At 7:33 P.M., Ms. Constanza opened a public hearing to receive input from the community regarding the 2020-21 Reopener Collective Bargaining Initial (Sunshine) Proposal submitted by the District to California School Employees Association (CSEA) and its Hueneme Chapter #273. No community input was offered and the public hearing closed at 7:34 P.M.

8.2 Approval of Initial (Sunshine) Bargaining Proposal for 2020-21 Reopener Collective Bargaining Agreement Presented by the Hueneme Elementary School District (District) to California School Employees Association (CSEA) and its Hueneme Chapter #273 (Presented by Dr. Dominguez)

Motion 076: Trustee Weis motioned to approve the Initial Bargaining Proposal presented by the Hueneme Elementary School District to California School Employees Association (CSEA) and its Hueneme Chapter #273 for the 2020-21 Reopener Collective Bargaining Agreement. Trustee Swenson seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
 Noes: None Absent: None Abstain: None

***BUSINESS SERVICES – Item 9***

9.1 Approve Certification based on the Second Period Interim Financial Report for the Period Ended January 31, 2021 and; Resolution B20-21-09: Revision of the 2020-21 Board Approved Budgets for the General Fund, Cafeteria Fund, Building Fund, Capital Facilities, and Bond Interest and Redemption Fund (Presented by Ms. Marshall)

Motion 077: Trustee Weis motioned to approve the certification of the District’s 2020-21 Second Period Interim Report and Resolution B20-21-09. Trustee Bruno seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
 Noes: None Absent: None Abstain: None

**POLICIES – Item 10**

10.1 Second Reading and Approval of Proposed Revisions to the District Policy Manual (Presented by Dr. Walker)

Motion 078: Trustee Swenson motioned to approve all policy revisions as submitted and authorize immediate dissemination and implementation. Trustee Weis seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
 Noes: None Absent: None Abstain: None

The following policies were approved after a second reading:

**Series 6000: Instruction**

- BP 6159, Individualized Education Program
- BP 6159.1, Procedural Safeguards and Complaints for Special Education
- BP 6159.2, Nonpublic Nonsectarian School and Agency Services for Special Education

10.2 Acceptance and First Reading of Proposed Revisions to the District Policy Manual (Presented by Dr. Walker)

Motion 079: Trustee Weis motioned to accept for a first reading proposed revisions to various board policies; and provide input for additional modifications that may be needed before a second reading and recommendation for approval at the next regular board meeting. Trustee Swenson seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza  
 Noes: None Absent: None Abstain: None

The following policies were accepted for a first reading:

**Series 1000: Community Relations**

- BP 1312.3, Uniform Complaint Procedures

**Series 3000: Business and Noninstructional Operations**

- BP 3530, Risk Management/Insurance

**Series 4000: Personnel**

- BP 4119.11/4219.11/4319.11, Sexual Harassment
- BP 4119.25/4219.25/4319.25, Political Activities of Employees
- BP 44140/4240/4340, Bargaining Units
- BP 4157/4257/4357, Employee Safety

**Series 5000: Students**

- BP 5113.1, Chronic Absence and Truancy
- BP 5113.2, Work Permits
- BP 5141.31, Immunizations
- BP 5145.7, Sexual Harassment

**Series 6000: Instruction**

- BP 6161.1, Selection and Evaluation of Instructional Materials
- BP 6170.1, Transitional Kindergarten

### **Series 9000: Board Bylaws**

- BB 9012, Board Member Electronic Communications
- BB 9320, Meetings and Notices
- E 9323.2, Actions by the Board

## ***OTHER BOARD BUSINESS – Item 11***

### 11.1 CSBA Delegate Assembly Election (Presented by Dr. Walker)

Motion 080: Trustee Weis motioned to nominate Jeri Mead and Matthew Almaraz to fill the two vacant seats in CSBA Subregion 11-B and authorize the Superintendent to sign and forward the official ballot to CSBA by Monday, March 15, 2021. Trustee Bruno seconded and the motion passed upon a roll call vote of 5 – 0.

Ayes: Bruno, Gomez, Swenson, Weis, Constanza

Noes: None Absent: None Abstain: None

## ***MONTHLY REPORT & ADVANCED PLANNING – Item 12***

### 12.1 Trustees

Ms. Bruno stated that she had looked at each school site’s electronic newsletter and that they were all nicely done.

Ms. Gomez had nothing to report.

Mr. Swenson had nothing to report.

Dr. Weis shared that he attended the VCSBA Executive Board meeting on March 1<sup>st</sup>, and that the next meeting is scheduled for April 19<sup>th</sup>. Also, he attended a webinar meeting on March 4<sup>th</sup> on school reopening.

Ms. Constanza had nothing to report.

### 12.2 Superintendent

Dr. Walker shared that we are in the LCAP process right now and that the LCAP stakeholder committee has met once. She stated that the stakeholder survey has been completely redone and was shared with the Collaborative Leadership Team earlier today, and will be shared with the stakeholder committee later this week. Dr. Walker also mentioned that the district is working on an FAQ for staff and thanked both associations for putting forth questions. Lastly, she talked about the future of Board meetings and whether they will continue virtually or in person.

### 12.3 Suggested Future Agenda Items

There were no items suggested.

### 12.4 Quarterly Feedback on Meetings

Ms. Bruno and Ms. Constanza stated that the Board has done well with Zoom meetings, and Dr. Weis stated that Ms. Bruno and Ms. Constanza have done a good job running the meetings.

***CLOSED SESSION – Item 13***

At 7:56 P.M., all members of the Board convened in closed session with the Superintendent, Deputy Superintendent, and Assistant Superintendents to discuss labor negotiations.

***ADJOURNMENT – Item 14***

The Board reconvened in open session at 8:15 P.M and Ms. Constanza announced that no action was taken. There being no further regular business before the Governing Board, Ms. Constanza adjourned the meeting at 8:15 P.M.

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Christine Walker, Ed.D.  
Secretary to the Governing Board

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*Board member signatures appear on the following page.*

By our signatures given below on this 26th day of April, 2021, the Governing Board of the Hueneme Elementary School District approves the foregoing Minutes of the Regular Meeting of March 8, 2021.

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Siugen Constanza  
President, Board of Trustees

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Bexy I. Gomez  
Clerk, Board of Trustees

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Darlene A. Bruno  
Member, Board of Trustees

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Scott Swenson  
Member, Board of Trustees

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Charles Weis, Ph.D.  
Member, Board of Trustees

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HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVAL OF PERSONNEL REPORT

BOARD MEETING DATE: March 8, 2021

FROM: Melissa Rufai, Director of Personnel Services  
Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve personnel actions in employee categories that are listed below. Identification of specific employees affected by the actions will be shared confidentially with the Governing Board and certain members of management in advance of the meeting.

BACKGROUND

- (1) Certificated Services
  - Employment
  - Recommendation for Permanent Status
  - Resignation
  
- (2) Classified Services
  - Employment
  - Change of Classification, Location and/or Hours
  - Resignation
  - Retirement

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Employee's Name	Effective Date	Personnel Action
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**EMPLOYMENT: Certificated Services**

Soria, Carmen	01-26-21	Teacher, Temporary
Thomas, Douglas	02-01-21	Teacher, Speech, Probationary 0

**RECOMMENDATION FOR PERMANENT STATUS: Certificated Services**

Appleford, Kari	2021-22	Teacher, P.E., Blackstock Junior High School
Ardoin, Kelsey	2021-22	Teacher, Speech, Hathaway School
Cook, Rene	2021-22	Teacher, RSP, Haycox School
Garcia, Alyssa	2021-22	Teacher, RSP, Blackstock Junior High School
Loomis, Jene	2021-22	Teacher, Speech, Sunkist School
Martinez, Courtney	2021-22	Teacher, Science, Blackstock Junior High School
Mora, Michelle	2021-22	Teacher, RSP, Hueneme School
Palmer, Claudette	2021-22	Teacher, Pre-K, Hathaway School
Perez, Jessica	2021-22	Teacher, Language Arts/Newcomer, Blackstock Junior High School
Schachter, Jordan	2021-22	Teacher, Speech, E.O. Green Junior High/Parkview School
Serrata, Ana	2021-22	Teacher, Pre-K, Hathaway School
Vasko, Heather	2021-22	Teacher, SDC, Hueneme School

**RESIGNATION: Certificated Services**

Butler, Alyssa	Psychologist, Pupil Support Services, resigning
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Employee's Name	Effective Date	Personnel Action
<b>EMPLOYMENT: Classified Services</b>		
Calasin, Marissa	02-01-21	3.75-hr. Paraprofessional/Physically Handicapped, Blackstock Jr. High School, replacing Flor Gonzalez who transferred
Escovedo, Omar	02-22-21	3.75-hr. Paraprofessional, Haycox School, replacing Kathryn Magallanes who transferred
Huerta, Angel	02-22-21	3.0-hr. Paraprofessional/Physically Handicapped, Parkview School, new position
Mendoza, Uriel	02-22-21	2.50-hr. Paraprofessional/Physically Handicapped, Parkview School, new position
Murillo, Destiny	02-22-21	3.0-hr. Paraprofessional/Physically Handicapped, Parkview School, new position
Ochoa, Rafael	02-16-21	3.75-hr. Paraprofessional/Physically Handicapped, Sunkist School, replacing Daniel Ceja who transferred
Reyes, Itzel	02-16-21	3.50-hr. Paraprofessional/Special Education, Larsen School, replacing Heather Gilbert who resigned
Salazar Castanon, Ana	02-16-21	3.50-hr. Paraprofessional/Special Education, Blackstock Jr. High School, replacing Zane Gray who resigned
Villagran Alfaro, Ana Stephany	02-22-21	3.50-hr. Paraprofessional/Special Education, E.O. Green Jr. High School, new position

**CHANGE OF CLASSIFICATION, LOCATION AND/OR HOURS: Classified Services**

Alva, Rogelio	02-01-21	4.0-hr. Custodian, Hathaway School to 4.0-hr. Custodian, Sunkist School, replacing Guillermo Ruiz who resigned
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**HUENEME ELEMENTARY SCHOOL DISTRICT**

205 North Ventura Road, Port Hueneme, CA 93041

**PERSONNEL REPORT: March 8, 2021**

<b>Employee's Name</b>	<b>Effective Date</b>	<b>Personnel Action</b>
Garcia, Marisa	02-16-21	3.50-hr. Paraprofessional/Special Education, Hathaway Pre-K to 3.50-hr. Paraprofessional/Special Education, E.O. Green Jr. High School, replacing Roberto Barrera Sanchez who resigned
Ortiz, Alejandra	02-01-21	3.0-hr. Bilingual Paraprofessional, Haycox School to 3.75-hr. Bilingual Paraprofessional, Haycox School, replacing Fatima Fernandez who resigned
Pasillas Dawson, Susana	02-01-21	3.50-hr. Paraprofessional/Special Education (p.m.) to 3.50-hr. Paraprofessional/Special Education (a.m.) Parkview School, replacing Myrna Moreno who transferred.
Reynoso, Ursulo	01-04-21	4.0-hr. Custodian, Hueneme School to 8.0-hr. Custodian, E.O. Green Jr. High School, replacing Maria Perez who transferred
<b>RESIGNATION: Classified Services</b>		
Elmore, Teresa	02-26-21	3.20-hr. Campus Assistant, Bard School, resigning
<b>RETIREMENT: Classified Services</b>		
Imoto, Teresa	04-01-21	3.50-hr. Health Clerk, Hollywood Beach School, retiring

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFICATION OF EXPENDITURE REPORTS FOR  
JANUARY 2021

BOARD MEETING DATE: March 8, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify the attached Expenditure Reports for January 2021 as follows:

- (1) Commercial Payments
- (2) Payroll

## COMMERCIAL PAYMENT REGISTER

**January 2021**

<b>ISSUE DATE</b>	<b>CHECK NUMBERS</b>	<b>TOTAL AMOUNT</b>	<b>Unrestricted 010 FUND</b>	<b>Cafeteria 130 FUND</b>	<b>Measure T 215/216 FUND</b>	<b>Dev. Fees 250 FUND</b>	<b>Bond Int. 510 FUND</b>	<b>ASB/USB 951-952-953 FUND</b>	<b>Accrued Sales Taxes</b>
January 5, 2021	5002046815-5002046843	\$ 79,272.42	\$ 79,272.42						\$ 6.10
January 7, 2021	5002046844-5002046874	\$ 312,257.43	\$ 304,122.43	\$ 215.00	\$ 7,920.00				\$ 37.76
January 12, 2021	5002046875-5002046904	\$ 203,191.55	\$ 149,308.04	\$ 363.11	\$ 53,245.00			\$ 275.40	
January 14, 2021	5002046905-5002046948	\$ 99,393.31	\$ 34,522.29	\$ 63,555.29	\$ 1,315.73				\$ 77.39
January 19, 2021	5002046949-5002046967	\$ 45,041.92	\$ 33,579.83	\$ 22.09	\$ 11,440.00			\$ 11.05	\$ 11.05
January 21, 2021	5002046968-5002047004	\$ 570,809.73	\$ 578,809.73						\$ 125.38
January 22, 2021	5002047005-5002047005	\$ 560.82	\$ 560.82						
January 28, 2021	5002047006-5002047031	\$ 674,745.42	\$ 524,645.42		\$ 150,100.00				\$ 83.23
<b>TOTAL PAYMENTS</b>		<b>\$ 1,985,272.60</b>	<b>\$ 1,704,820.98</b>	<b>\$ 64,155.49</b>	<b>\$ 224,020.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286.45</b>	<b>\$ 340.91</b>

## PAYROLL SUMMARY - JAN 2021

ISSUE DATE	GROSS EARNINGS	FRINGE BENEFITS	TOTAL PAYROLL	010 FUND General	130 FUND Cafeteria
01/06/21	\$750.00	\$149.79	\$899.79	\$899.79	
01/09/21	\$787.54	\$78.52	\$866.06	\$866.06	
01/29/21	\$5,301,589.95	\$2,179,442.22	\$7,481,032.17	\$7,212,777.24	\$268,254.93
			\$0.00		
<b>Total</b>	<b>\$5,303,127.49</b>	<b>\$2,179,670.53</b>	<b>\$7,482,798.02</b>	<b>\$7,214,543.09</b>	<b>\$268,254.93</b>

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM:                   RATIFICATION OF PURCHASE ORDERS AND  
CHECKS FOR JANUARY 2021

BOARD MEETING DATE:               March 8, 2021

FROM:                                   Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify purchase orders and checks generated in January 2021.

BACKGROUND

The monthly purchase order listing is a summary of all purchase orders issued in one calendar month. It is provided to the Governing Board for ratification of district purchases. The purchase order numbering system is described below:

1.     B20-0000.....“B” series purchase orders are for “blanket” orders issued to vendors used on a monthly basis.
2.     H20-0000.....“H” series purchase orders are for “Hueneme Elementary School District” regularly issued orders.

For the period of January 1-31, 2021, purchase orders totaled \$ **9,473,494.02** and \$20,266.68 in change notices. The attached report reflects January 2021 totals by site:

00/01	District wide	18	Hathaway
02	Educational Services	18N	Neighborhood for Learning
03	Pupil Support Services	20	Haycox
04	Migrant Education	22	Hueneme
05	Educational Media Center	24	Larsen
08	Food Service	26	Parkview
09	Summer School	28	Sunkist
10	Bard	30	Williams
12	Beach	34	Print Shop
14	Blackstock	99	After School Program
16	E.O. Green	FOT	Facilities, Operations and Transportation

RATIFICATION OF PURCHASE ORDERS AND CHECKS FOR JANUARY 2021

March 8, 2021

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These numerical listings provide an internal system of checks and balances in the Business Office.

Reimbursement/direct pay orders are listed in the second part of the attached reports. Checks issued between January 1 and January 31, 2021 totaled **\$1,986,072.60**.

**Includes 01/01/2021 - 01/31/2021**

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B21-00211	Marc Purchin DBA Purchin Consulting	01	District/Professional Services	010-5800	20,000.00
B21-00212	The Digital SLP LLC	03	pss/Subscription	010-5800	750.00
B21-00213	Children's Therapy Network Inc	03	PSS/Services/Occupational Therapy	010-5100	92,000.00
				010-5800	25,000.00
H21-00399	Nasco	16	COVID-19	010-4300	2,920.60
H21-00839	Lakeshore Store #038	20	Haycox/WLR/Materials Supplies Instructional	010-4300	290.04
H21-00850	Savvas Learning Company LLC	90	Hune at Home / H.Guerrero	010-5800	284.78
H21-00851	Waisman Construction	01	DO/HVAC & Electrical Upgrades	216-6200	7,032,953.84
H21-00852	Amazon Capital Service	30	Williams/Wrkid/Room 13	010-4300	300.42
H21-00853	Amazon Capital Service	01	Bard/Wkld/Room 5	010-4300	472.46
H21-00855	Office Depot School Division	24	Larsen/ LCFF COVID/ Supplies	010-4300	189.24
H21-00856	Office Depot School Division	24	Larsen/ LCFF/ Supplies	010-4300	179.43
H21-00857	Office Solutions Busness	01	STORES	010-9320	4,199.76
H21-00858	Herff Jones Inc Photography Division	16	Green/ASB/Yearbook	952-4300	275.40
H21-00859	BDJtech	14	Blackstock/Theft & Vandalism	010-4300	991.98
				010-4400	5,111.15
				010-5800	890.00
H21-00860	Amazon Capital Service	20	Haycox/LCFF/Rm 40	010-4300	538.74
H21-00861	Amazon Capital Service	20	Haycox/WLRK/Rm 38	010-4300	319.78
H21-00862	Amazon Capital Service	20	Haycox/WLKR/Room 42	010-4300	247.04
H21-00863	Office Depot School Division	22	Hueneme/LCFF/Supply	010-4300	112.62
H21-00864	Lakeshore Store #038	20	Haycox/WLR/Insturctional Materials Supplies	010-4300	258.63
H21-00865	Full Source LLC	20	Haycox/GF/Materials Supplies Admin	010-4300	309.77
H21-00866	The Shopper Inc	16	Green/LCFF/supplies	010-4300	751.82
H21-00867	Lakeshore Store #038	26	Parkview/LCFF/Workload reduction	010-4300	423.09
H21-00868	Center for Teaching for Bilite racy	01	Ed. Serv./Title III/Registration	010-5200	700.00
H21-00870	Lifesigns	26	Parkview/Title 1/Service	010-5800	156.00
H21-00871	Amplified IT, LLC	00	technology/services	010-5800	7,200.00
H21-00872	Amplified IT, LLC	00	technology/membership	010-5300	1,250.00
H21-00873	Sunrise Physical Therapy Ser	01	District/Safety	010-5800	250.00
H21-00874	Tri County Office Furniture	22	PSS/ Furniture/room 26-27	010-4300	5,033.91
				010-4400	3,234.01
H21-00875	School Specialty	90	Deliver to Hueneme Rm 27 Amanda's order	010-4300	419.29
H21-00876	Office Depot School Division	02	Ed. Services/LCFF/Supplies	010-4300	68.90
H21-00877	Office Depot School Division	01	Stores	010-9320	4,949.19
H21-00878	Amazon Capital Service	18	Hathaway/WRKLD/A.Hoerer	010-4300	112.36
H21-00879	Thomson-West/Barclays	01	District/Supplies	010-4300	506.04

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes 01/01/2021 - 01/31/2021					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-00880	Quill Corporation	01	Stores	010-9320	4,195.58
H21-00881	MJP Technologies	01	District / Technology / Supplies	010-4300	1,239.75
H21-00882	Baltic Networks	01	District / Technology / Supplies	010-4400	992.70
H21-00883	MJP Technologies	01	District / Technology / Supplies	010-4300	7,340.63
H21-00884	Quill Corporation	90	Amanda/Karena supplies	010-4300	461.92
H21-00885	Amazon Capital Service	99	ASES /Supplies	010-4300	136.69
H21-00886	Office Depot School Division	26	parkview/LCFF/student supplies (Covid)	010-4300	149.21
H21-00887	Stamp Fulfillment Services Personalized Envelope Program	26	parkview/LCFF/ mailing supplies for covid	010-5900	666.25
H21-00888	Office Depot School Division	26	parkview/LCFF/ Classroom Supplies	010-4300	215.34
H21-00889	Really Good Stuff	22	Hueneme/LCFF/Supply	010-4300	338.63
H21-00890	Carrot-Top	20	Haycox/ LCFF/ Admin Matls Supplies	010-4300	113.62
H21-00891	Blick Art Materials	18	Hathaway/LCFF/supplies	010-4300	740.81
H21-00892	Staple Technology Solution	26	Parkview/Printer/Room K03	010-4300	334.17
H21-00893	Dual Language Education New Mexico	02	Ed. Services/Title III/Registration	010-5200	240.00
H21-00894	Dept of Industrial Relations	FOT	FOT/Service	010-5800	125.00
H21-00895	Dept of Industrial Relations	FOT	FOT/Service	010-5800	225.00
H21-00896	Quill Corporation	FOT	FOT/Supplies	010-4300	55.64
H21-00897	Advanced workplace Strategies	01	District /H.R. / Prof. Services	010-5800	143.00
H21-00898	Amazon Capital Service	01	Stores	010-9320	530.81
H21-00899	Quality Bidders	01	DO/Service	010-5800	5,000.00
				216-5800	5,000.00
H21-00900	State Water Resources Control Board, Div of Water Quality	01	District/Permit Fee 2021	010-5800	1,474.00
H21-00901	VCOE	03	2020/21 Special Education Excess Costs	010-7142	1,490,804.00
H21-00902	VCOE	00	2020-21 Triton Services	010-7142	93,317.00
H21-00903	Staples Advantage	01	District/Supplies	010-4300	134.58
H21-00904	NV5	01	DO/Service	216-6200	60,939.00
H21-00905	VCOE-SELPA	02	Ed. Services/NCPI/Registration	010-5200	30.00
H21-00906	Gold Coast Glass Inc	18	Hathaway/Vandalism	010-4300	251.80
H21-00907	Quill Corporation	10	Bard/Covid/Supplies	010-4300	6,082.03
H21-00908	General Binding Corp	34	Print Shop/Supplies	010-4300	553.14
H21-00909	Monroe Systems	01	District/supplies	010-4300	109.55
H21-00910	VCOE	01	2020/21 Special Ed./Transportation Excess Costs	010-7142	399,221.00
H21-00911	Amazon Capital Service	22	Hueneme/Workload Reduction/ Rm 13 & 15	010-4300	388.82
H21-00912	Medical Billing Technologies Inc	03	PSS	010-5800	500.00
H21-00913	Secury Inc	01	District / Technology / Prof. Services	010-5800	19,260.00

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ESCAPE ONLINE

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Includes 01/01/2021 - 01/31/2021					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-00914	Amazon Capital Service	18	Hathaway/LCFF/Alicia	010-4300	78.23
H21-00915	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia/Rm16	010-4200	197.19
H21-00916	Amazon Capital Service	14	Blackstock/Title 1/ Supplies Room 27	010-4300	21.25
H21-00917	Aswell Trophy	18	Hathaway/LCFF/Trophies	010-4300	33.77
H21-00918	MJP Technologies	14	Blackstock/Title 1/Earbuds	010-4300	3,153.75
H21-00919	Office Depot School Division	14	Blackstock/LCFF/Supplies	010-4300	72.06
H21-00920	VCOE-SELPA	02	Ed. Services/NCPI/Registration	010-5200	40.00
H21-00921	Crisis Prevention Institute	02	Ed. Services/NCPI Membership Fee	010-5300	150.00
H21-00922	Staples Advantage	34	Print Shop/Supplies	010-4300	36.95
H21-00923	Carrot-Top	22	Hueneme/GF/Supply	010-4300	56.31
H21-00924	CDW-G (Vernon Hills)	02	Ed. Services/LCFF/Tech. Supplies	010-4300	330.00
H21-00925	Ventura County Star	01	District / Technology / Prof Services	010-5800	281.52
H21-00926	Quill Corporation	FOT	FOT/Supplies	010-4300	172.12
H21-00927	Success By Design Inc.	22	Hueneme/ LCFF/ Supply	010-4300	704.66
H21-00928	Fence Factory Rentals	FOT	FOT/Rentals	010-5699	233.40
H21-00929	Lakeshore Store #038	22	Hueneme/Workload Reduction/Supply	010-4300	446.60
H21-00930	Discount School Supply	22	Hueneme/Workload Reduction/Supply	010-4300	23.91
H21-00931	Dept of Industrial Relations	FOT	FOT/Service	010-5800	250.00
H21-00932	FCG Enviromental	20	Haycox/Service	010-5800	685.00
H21-00933	Staples Technology Solution	01	District/HR/Color Printer	010-4400	1,007.03
H21-00934	Stamp Fulfillment Services Personalized Envelope Program	16	Postage	010-5900	1,307.45
H21-00935	Softchoice Corporation	01	District / Technology / Prof Services	010-5800	23,373.20
H21-00936	Activate Learning	02	Ed Services/Adoption Supplies	010-4100	483.00
H21-00937	CompuVision	01	District / Technology / Supplies / Prof Services	010-4300	54,978.48
				010-4400	12,625.10
				010-5800	39,456.75
H21-00938	School Services of California	01	DO/Registration	010-5200	550.00
H21-00939	Amazon Capital Service	90	H@H/Hueneme rm.27/WLR/Savala	010-4300	378.45
H21-00940	Amazon Capital Service	16	Art Contest Ms,Briggs	010-5800	412.60
H21-00941	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia, rm 11	010-4300	195.40
H21-00942	Amazon Capital Service	30	Williams/WKLD/Room 12	010-4300	433.74
H21-00943	Amazon Capital Service	99	ASES Green/Supplies	010-4300	127.63
H21-00944	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia,K1	010-4300	474.40

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ESCAPE ONLINE

Includes 01/01/2021 - 01/31/2021						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
H21-00945	Staples Advantage	08	Food Service/Supplies	130-4300	792.54	
H21-00946	School Nutrition Association	08	Food Service/SNA Membership Fees	130-5300	132.50	
H21-00947	Super Duper Publications	03	PSS/Supplies/M.McCaffrey	010-4300	143.55	
H21-00948	Pro-Ed	03	PSS/Language Development	010-4300	2,279.48	
H21-00949	Wps	03	PSS/S.Bird	010-4300	425.21	
H21-00950	Vista Ford	FOT	FOT/Supplies	010-4300	69.82	
H21-00951	School Services of California	01	DO/Registration	010-5200	1,380.00	
				010-5211	230.00	
H21-00952	Jeffery Thomas Davis DBA ABC P layground Safety	18	Hathaway/Service	216-6200	2,019.00	
H21-00953	Amazon Capital Service	18	Hathaway/LCFF/supplies	010-4300	130.43	
H21-00954	Scholastic	12	distance learning supplemental curriculum	010-4300	300.94	
H21-00955	Booklist	12	Mat'ls/supplies Library (LCFF Goal 1 #18)	010-5800	81.56	
H21-00956	Breakout EDU	12	Mat'ls/supplies LCFF goal 1 Action 12	010-5800	54.38	
H21-00958	Push Play PE	02	Ed Services/LCFF/License	010-5800	5,089.80	
H21-00959	Apple Inc	01	District / HR / Supplies	010-4400	2,260.91	
				010-5800	124.00	
H21-00960	Apple Inc	03	Pss/Service	010-4300	249.99	
<b>Total Number of POs</b>				<b>113</b>	<b>Total</b>	<b>9,473,494.02</b>

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B21-00005	21,000.00	010-5502	General Fund/Utilities-Water/Sewer	6,000.00
B21-00071	12,000.00	010-4300	General Fund/Materials and Supplies	4,000.00
H19-00592	180,400.00	216-6200	Measure B Building Fund/Buildings and Improvement	11,625.00
H21-00461	2,160.00	010-5211	General Fund/Superintendent - Travel & Conf	240.00
H21-00592	1,605.45	010-4300	General Fund/Materials and Supplies	3,000.00-
H21-00592	1,605.45	010-5800	General Fund/Professnl/Consult Serv & Opera	1,605.45
			<b>Total PO H21-00592</b>	<b>1,394.55-</b>
H21-00790	355.62	010-4300	General Fund/Materials and Supplies	247.27-
H21-00830	250.11	010-4300	General Fund/Materials and Supplies	43.50
			<b>Total PO Changes</b>	<b>20,266.68</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

## Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
4002096258	01/09/2021	John Colvin Jr. OR California State Disbursement	Cancelled		800.00 *
		Cancelled on 01/19/2021			
5002046815	01/05/2021	Amazon Capital Service	010-4300		92.40
5002046816	01/05/2021	CUE Inc	010-5200		1,106.00
5002046817	01/05/2021	CyberCopy Inc.	010-4300		789.43
5002046818	01/05/2021	City Of Oxnard/Treasurer Del Norte Regional Recycling	010-5501		41.69
5002046819	01/05/2021	Dell Marketing LP	010-4300		3,028.61
5002046820	01/05/2021	Dempsey Road Mutual Water Co	010-5502		2,320.00
5002046821	01/05/2021	Dex Imaging	010-4300		137.57
5002046822	01/05/2021	Diamond A Equipment	010-4300	100.75	
			Unpaid Tax	.93-	99.82
5002046823	01/05/2021	Dugmore & Duncan Of California	010-4300		315.19
5002046824	01/05/2021	Foundation Building Materials	010-4300	426.03	
			Unpaid Tax	3.92-	422.11
5002046825	01/05/2021	Harbor Freight Tools	010-4300	43.47	
			Unpaid Tax	.40-	43.07
5002046826	01/05/2021	LogMein Communications Inc.	010-5903		8,697.87
5002046827	01/05/2021	Kwang Sung Lee DBA K & S Lawnmower	010-5600	123.12	
			Unpaid Tax	.54-	122.58
5002046828	01/05/2021	Lakeshore Learning Materials	010-4300		97.65
5002046829	01/05/2021	MCI Comm Service	010-5903		35.13
5002046830	01/05/2021	Mobile Mini Inc	010-5699		317.68
5002046831	01/05/2021	Monroe Systems	010-4300		202.06
5002046832	01/05/2021	n2y LLC	010-5800		731.02
5002046833	01/05/2021	Office Depot	010-4300		567.91
5002046834	01/05/2021	Oriental Trading Co Inc	010-4300		190.27
5002046835	01/05/2021	ReadyRefresh by Nestle	010-4300		83.29
5002046836	01/05/2021	Savvas Learning Company LLC	010-4100		1,758.43
5002046837	01/05/2021	School Specialty Inc.	010-4300		283.53
5002046838	01/05/2021	So Ca Edison Co	010-5506		32,909.38
5002046839	01/05/2021	Staples Advantage	010-4300		420.66
5002046840	01/05/2021	Tri County Office Furniture	010-4300		1,386.62
5002046841	01/05/2021	Ventura County Auto Supply	010-4300	34.60	
			Unpaid Tax	.31-	34.29
5002046842	01/05/2021	Verizon Business	010-4300	2,283.02	
			010-5800	20,547.14	22,830.16
5002046843	01/05/2021	Western Exterminator	010-5500		208.00
5002046844	01/07/2021	Granado, Maria	010-5900		30.30
5002046845	01/07/2021	Delgado, Cynthia J	010-4300		389.62
5002046846	01/07/2021	Vega, Guadalupe V	010-5800		500.00
5002046847	01/07/2021	Miguel, Amanda F	010-4300		161.57
5002046848	01/07/2021	Gil, Reyna	010-4300		118.63
5002046849	01/07/2021	Daniel Fowler DBA Acorn Appliance Service	130-5600		215.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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## Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002046850	01/07/2021	Wilivaldo Izazaga DBA ALWI Pest Control	010-5500		1,200.00
5002046851	01/07/2021	Amazon Capital Service	010-4300	360.83	
			Unpaid Tax	.05-	360.78
5002046852	01/07/2021	American Express Attn Payment Processing	010-4300	456.02	
			010-5200	149.00	
			010-5300	102.00	
			010-5800	39.00	746.02
5002046853	01/07/2021	ARC Document Solutions LLC	010-4300	4,551.19	
			Unpaid Tax	10.94-	4,540.25
5002046854	01/07/2021	California Wood Recycling dba Agromin Hort. Products	010-5501		34.20
5002046855	01/07/2021	City of Oxnard ATTN City Corps	010-5100	204,867.66	
			010-5800	47,819.34	252,687.00
5002046856	01/07/2021	Crown Castle Fiber LLC	010-5903		1,226.39
5002046857	01/07/2021	Dex Imaging	010-4300	138.41	
			Unpaid Tax	1.19-	137.22
5002046858	01/07/2021	Frontier Communications	010-5903		1,736.75
5002046859	01/07/2021	Hose Man Inc	010-4300	41.00	
			Unpaid Tax	.38-	40.62
5002046860	01/07/2021	KENCO Construction Services	216-6200		7,920.00
5002046861	01/07/2021	Lifesigns Inc.	010-5800		156.00
5002046862	01/07/2021	Live Scan Ventura	010-5800		40.00
5002046863	01/07/2021	Nasco Modesto	010-4300		2,920.60
5002046864	01/07/2021	Positive Promotions	010-4300		386.20
5002046865	01/07/2021	Raymond Geddes & Company Inc	010-4300		172.26
5002046866	01/07/2021	Savvas Learning Company LLC	010-5800		284.78
5002046867	01/07/2021	Silvas Oil Company Inc	010-4300		1,762.74
5002046868	01/07/2021	Staples Technology Solution	010-4300		327.62
5002046869	01/07/2021	Staples Advantage	010-9320		4,315.22
5002046870	01/07/2021	Telcom Communications	010-4300	2,278.32	
			Unpaid Tax	20.95-	2,257.37
5002046871	01/07/2021	U.S. Bank Corporate Payment Systems	010-4300	1,752.36	
			010-5600	638.17	2,390.53
5002046872	01/07/2021	Uline	010-4300		118.97
5002046873	01/07/2021	VCOE	010-4300	2,358.85	
			010-5100	17,562.46	
			010-5200	520.00	
			010-5800	4,181.54	24,622.85
5002046874	01/07/2021	Ventura County Auto Suppy	010-4300	462.19	
			Unpaid Tax	4.25-	457.94
5002046875	01/12/2021	Amazon Capital Service	010-4200		46.84
5002046876	01/12/2021	Apple Inc	010-4300	12,974.25	
			010-4400	1,950.61	14,924.86
5002046877	01/12/2021	Assistance League School	010-5800		18,400.00
5002046878	01/12/2021	CDW-G (Chicago)	010-4300		197.79

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## Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002046879	01/12/2021	Center for Teaching for Biliiteracy	010-5200		700.00
5002046880	01/12/2021	City Of Oxnard	010-5502		299.85
5002046881	01/12/2021	City Of Pt Hueneme	010-5502		11,382.48
5002046882	01/12/2021	Harris Water Conditioning DBA Culligan of Ventura County	010-5699		37.00
5002046883	01/12/2021	Danmar Products	010-4300		142.00
5002046884	01/12/2021	DocuProducts	010-5800		1,399.78
5002046885	01/12/2021	Finish Line Paving Inc.	216-6200		9,510.00
5002046886	01/12/2021	Herff Jones Inc	952-4300		275.40
5002046887	01/12/2021	Mobile Mini Inc	010-5699		92.62
5002046888	01/12/2021	OfficeSupply.com	010-9320		2,240.25
5002046889	01/12/2021	Pioneer Healthcare Service	010-5100	7,408.00	
			010-5800	25,000.00	32,408.00
5002046890	01/12/2021	19six Architects	216-6200		43,735.00
5002046891	01/12/2021	Raymond Geddes & Company Inc	010-4300		534.34
5002046892	01/12/2021	ReadyRefresh by Nestle	010-4300		245.09
5002046893	01/12/2021	The Shopper Inc	010-4300		751.82
5002046894	01/12/2021	Sinclair Sanitary Supply Inc	010-9320		374.93
5002046895	01/12/2021	So Ca Edison Co	010-5506		133.23
5002046896	01/12/2021	So Ca Gas Company	010-5507		307.55
5002046897	01/12/2021	Staples Advantage	130-4300		363.11
5002046898	01/12/2021	STAR of CA,ERA Ed	010-5800		5,518.03
5002046899	01/12/2021	Sunrise Physical Therapy Ser	010-5800		250.00
5002046900	01/12/2021	The Martec Group	010-4300		16,513.71
5002046901	01/12/2021	The Stepping Stones Group	010-5100		19,838.09
5002046902	01/12/2021	Time Warner Cable	010-5903		1,089.78
5002046903	01/12/2021	Upstaging Inc.	010-4300		15,000.00
5002046904	01/12/2021	VCOE-SELPA	010-5800		6,480.00
5002046905	01/14/2021	Devlin, Clark	010-4300		21.70
5002046906	01/14/2021	Satterberg, David	010-4300		100.75
5002046907	01/14/2021	Carino, Joanna S	130-4300		73.50
5002046908	01/14/2021	Glover, Amanda J	010-4300		79.57
5002046909	01/14/2021	Bravo, Clemente	010-4300		87.11
5002046910	01/14/2021	A-1 Truck & Equipment	010-5600	2,002.28	
			Unpaid Tax	3.03-	1,999.25
5002046911	01/14/2021	Advantage Telecom	010-5903		114.06
5002046912	01/14/2021	Aizen Fire Protection	010-5600	1,923.60	
			Unpaid Tax	2.20-	1,921.40
5002046913	01/14/2021	Amazon Capital Service	010-4300	805.25	
			Unpaid Tax	7.41-	797.84
5002046914	01/14/2021	ARC Document Solutions LLC	010-4300	5,403.78	
			Unpaid Tax	49.69-	5,354.09
5002046915	01/14/2021	The Berry Man Inc	130-9321		55.55
5002046916	01/14/2021	Blick Art Materials	010-4300		22.71
5002046917	01/14/2021	Cal Coast Machinery	010-4300	7.46	
			Unpaid Tax	.07-	7.39
5002046918	01/14/2021	Coastal Pipco	010-4300	755.15	

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## Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
			Unpaid Tax	6.94-	748.21
5002046919	01/14/2021	CyberCopy Inc.	010-4300		75.00
5002046920	01/14/2021	Dept of Industrial Relations P ayment Proc. Ctr.	010-5800		350.00
5002046921	01/14/2021	Driftwood Dairy Inc.	130-9321		21,703.73
5002046922	01/14/2021	Dept. of General Service Office of Fiscal Service	216-6200		1,315.73
5002046923	01/14/2021	Dual Language Education New Mexico	010-5200		240.00
5002046924	01/14/2021	e3 Audiometrics	010-5600		485.00
5002046925	01/14/2021	Federal Express	010-5900		59.13
5002046926	01/14/2021	Frontier Communications	010-5903		1,037.56
5002046927	01/14/2021	Gold Star Foods Inc	130-5600	1,248.30	
			130-9321	23,292.88	24,541.18
5002046928	01/14/2021	Standard Plumbing Supply Co	010-4300	6.91	
			Unpaid Tax	.07-	6.84
5002046929	01/14/2021	Jordano's	130-9321		11,746.07
5002046930	01/14/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	184.42	
			Unpaid Tax	1.16-	183.26
5002046931	01/14/2021	Keenes Hardware	010-4300	171.29	
			Unpaid Tax	1.57-	169.72
5002046932	01/14/2021	Lakeshore Learning Materials	010-4300		365.16
5002046933	01/14/2021	McKinley Equipment Corporation	010-5600		125.00
5002046934	01/14/2021	MJP Technologies	010-4300		7,340.63
5002046935	01/14/2021	Mobile Mini Inc	010-5699		158.49
5002046936	01/14/2021	Nema Paulette Pierce	010-5800		5,500.00
5002046937	01/14/2021	Office Depot	010-4300		520.32
5002046938	01/14/2021	P & R Paper Supply Inc.	130-9329		5,435.26
5002046939	01/14/2021	Paradise Chevrolet	010-5600		160.00
5002046940	01/14/2021	Port Hueneme Marine Supply Co	010-4300	379.44	
			Unpaid Tax	3.49-	375.95
5002046941	01/14/2021	Quill Corporation	010-4300		355.62
5002046942	01/14/2021	School Services of California	010-5800		3,900.00
5002046943	01/14/2021	Silvas Oil Company Inc	010-4300		736.37
5002046944	01/14/2021	So Ca Gas Company	010-4300		20.86
5002046945	01/14/2021	Staples Technology Solution	010-4300		317.92
5002046946	01/14/2021	Ventura County Auto Suppy	010-4300	190.46	
			Unpaid Tax	1.76-	188.70
5002046947	01/14/2021	Camlox Industries DBA Western Graphix	010-5600		435.11
5002046948	01/14/2021	Granado, Rosa	010-4300		161.57
5002046949	01/19/2021	Amazon Capital Service	010-4200	86.50	
			010-4300	983.63	
			Unpaid Tax	9.86-	1,060.27
5002046950	01/19/2021	ARC Document Solutions LLC	010-4300		3,832.35
5002046951	01/19/2021	Advanced workplace Strategies	010-5800		143.00
5002046952	01/19/2021	Balfour Beatty	216-5800		11,440.00

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## Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002046953	01/19/2021	Casa Pacifica	010-5800		1,997.50
5002046954	01/19/2021	Channel Isl Beach Community Services District	010-5502		2,257.44
5002046955	01/19/2021	City Of Oxnard	010-5502		7,777.82
5002046956	01/19/2021	CMH Centers for Family Health	010-5800		980.00
5002046957	01/19/2021	Dex Imaging	010-4300	138.41	
			Unpaid Tax	1.19-	137.22
5002046958	01/19/2021	Office Depot	010-4300		1,515.35
5002046959	01/19/2021	PeeBee & Jay's	010-4300		92.95
5002046960	01/19/2021	ReadyRefresh by Nestle	130-4300		22.09
5002046961	01/19/2021	Really Good Stuff	010-4300		163.23
5002046962	01/19/2021	Scholastic (book Club)	010-4300		5,815.84
5002046963	01/19/2021	Seaside Therapy Inc.	010-5800		5,985.00
5002046964	01/19/2021	State Of California (DOJ) Dept of Justice Acctg Office	010-5800		96.00
5002046965	01/19/2021	State Water Resources Control	010-5800		1,474.00
5002046966	01/19/2021	Teachers Synergy LLC	010-4300		123.86
5002046967	01/19/2021	United Parcel Service	010-5900		128.00
5002046968	01/21/2021	Hernandez, Laura C	010-4200	106.53	
			010-4300	92.10	198.63
5002046969	01/21/2021	Granado, Maria	010-4300		204.19
5002046970	01/21/2021	Marsh, Kelly	010-4300	55.76	
			010-5800	69.00	124.76
5002046971	01/21/2021	Robertson, Jerilyn	010-5200		27.66
5002046972	01/21/2021	Garcia, Aurora	010-4300		192.15
5002046973	01/21/2021	Okinaga, Samsun K	010-4300		56.00
5002046974	01/21/2021	Hicklin, Denise B	010-5200		25.00
5002046975	01/21/2021	Filkins, Paul	010-4300		64.93
5002046976	01/21/2021	Strohman, Olivia K	010-5200		14.26
5002046977	01/21/2021	Nemtsov, Rachel	010-5800		69.00
5002046978	01/21/2021	Brumwell, Stevie	010-5800		69.00
5002046979	01/21/2021	Hernandez, Azucena	010-5900		6.40
5002046980	01/21/2021	Schachter, Jordan	010-5800		58.00
5002046981	01/21/2021	Beatty, Delora K	010-4300		777.51
5002046982	01/21/2021	Dalmatoff, Kimberly A	010-4300		150.66
5002046983	01/21/2021	Amazon Capital Service	010-4200	187.84	
			010-4300	334.46	
			Unpaid Tax	5.49-	516.81
5002046984	01/21/2021	Assistance League School	010-5100	5,475.00	
			010-5800	3,725.00	9,200.00
5002046985	01/21/2021	AT&T Mobility	010-5909		214.45
5002046986	01/21/2021	CA Dept of Tax & Fee Admin	010-5800		182.00
5002046987	01/21/2021	Casa Pacifica	010-5800		1,198.50
5002046988	01/21/2021	CDW-G (Chicago)	010-4300		638.47
5002046989	01/21/2021	Children's Therapy Network Inc	010-5800		5,673.75
5002046990	01/21/2021	City Of Oxnard	010-5502		12,216.48
5002046991	01/21/2021	Dex Imaging	010-4300		821.05

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Checks Dated 01/01/2021 through 01/31/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002046992	01/21/2021	Frontier Communications	010-5903		316.97
5002046993	01/21/2021	Gold Coast Glass Inc	010-4300	251.80	
			Unpaid Tax	1.12-	250.68
5002046994	01/21/2021	LEGO Education	010-4300	12,916.56	
			Unpaid Tax	118.77-	12,797.79
5002046995	01/21/2021	Medical Billing Technologies	010-5800		500.00
5002046996	01/21/2021	Pioneer Healthcare Service	010-5100		12,768.00
5002046997	01/21/2021	Presentation Systems South	010-4300		1,830.87
5002046998	01/21/2021	ReadyRefresh by Nestle	010-4300		11.68
5002046999	01/21/2021	Seaside Therapy Inc.	010-5800		12,782.50
5002047000	01/21/2021	So Ca Gas Company	010-5507		7,913.70
5002047001	01/21/2021	US Postal Service Stamp Fulfillment Services	010-5900		666.25
5002047002	01/21/2021	STAR of CA,ERA Ed	010-5800		4,787.51
5002047003	01/21/2021	VCOE	010-5100	64,682.44	
			010-5800	22,653.55	
			010-7142	396,030.00	483,365.99
5002047004	01/21/2021	Verizon California	010-5900		118.13
5002047005	01/22/2021	Ventura County OCC Med Ctr	010-5800		560.82
5002047006	01/28/2021	AED Superstore	010-4300	3,122.74	
			Unpaid Tax	28.72-	3,094.02
5002047007	01/28/2021	Wilivaldo Izazaga DBA ALWI Pest Control	010-5500		1,200.00
5002047008	01/28/2021	Amazon Capital Service	010-4300	543.32	
			Unpaid Tax	5.03-	538.29
5002047009	01/28/2021	Amplified IT, LLC	010-5300	1,250.00	
			010-5800	7,200.00	8,450.00
5002047010	01/28/2021	CDW-G (Chicago)	010-4300	2,753.12	
			010-4400	7,118.23	9,871.35
5002047011	01/28/2021	Coastal Pipco	010-4300	213.53	
			Unpaid Tax	1.96-	211.57
5002047012	01/28/2021	Crisis Prevention Institute	010-5300		150.00
5002047013	01/28/2021	Dept of Industrial Relations P ayment Proc. Ctr.	010-5800		250.00
5002047014	01/28/2021	E.J.Harrison & Sons Inc.	010-5501		9,632.25
5002047015	01/28/2021	Harbor Freight Tools	010-4300	86.89	
			Unpaid Tax	.79-	86.10
5002047016	01/28/2021	Home Depot	010-4300	2,785.84	
			Unpaid Tax	31.29-	2,754.55
5002047017	01/28/2021	Chemsearchfe	010-4300		509.17
5002047018	01/28/2021	Oxnard Pipe & Supply	010-4300	608.17	
			Unpaid Tax	5.60-	602.57
5002047019	01/28/2021	Prime Masonry Materials	010-4300	510.36	
			Unpaid Tax	4.68-	505.68
5002047020	01/28/2021	Rabbit Publishers	010-5800		47.00
5002047021	01/28/2021	Really Good Stuff	010-4300		338.63
5002047022	01/28/2021	STAR of CA,ERA Ed	010-5800		4,549.69
5002047023	01/28/2021	Studies Weekly Inc.	010-4300		378.45

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**Checks Dated 01/01/2021 through 01/31/2021**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047024	01/28/2021	Superior Sanitary Supplies	010-4300		157.67
5002047025	01/28/2021	Tax Deferred Services	010-9533		168,150.76
5002047026	01/28/2021	Traffic Technologies	010-4300	66.75	
			Unpaid Tax	1.02-	65.73
5002047027	01/28/2021	Turf Star Inc	010-4300		4,295.00
5002047028	01/28/2021	VCOE	010-5800	108,546.78	
			010-7142	199,611.00	308,157.78
5002047029	01/28/2021	Ventura County Auto Supply	010-4300	445.30	
			Unpaid Tax	4.14-	441.16
5002047030	01/28/2021	Waisman Construction	216-6200		150,100.00
5002047031	01/28/2021	Western Exterminator	010-5500		208.00
<b>Total Number of Checks</b>			<b>218</b>		<b>1,986,072.60</b>

	Count	Amount
Cancel	1	800.00
Net Issue		1,985,272.60

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
010	General Fund	201	1,697,161.89
130	Cafeteria Fund	9	64,155.49
216	Measure B Building Fund	6	224,020.73
952	Green ASB Fund	1	275.40
Total Number of Checks		<b>217</b>	1,985,613.51
Less Unpaid Tax Liability			340.91-
<b>Net (Check Amount)</b>			<b>1,985,272.60</b>

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## HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: REPORT OF MISCELLANEOUS INCOME FOR  
JANUARY 2021

BOARD MEETING DATE: March 8, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENTRECOMMENDATION

For information only

BACKGROUND

The monthly miscellaneous income report is a summary of funds received in the district office and transmitted to the Ventura County Office of Education for deposit into the various funds of the district at the County Treasury.

The January report reflects the receipt of \$800,160.29 as follows:

	Description	Amount
	General Fund	\$272,420.55
	Cafeteria Fund	\$522,384.72
	Measure B Bldg. Fund	\$0
	Developer Fee Fund	\$5,355.02
	Student Funds	\$0
	Totals	\$800,160.29

COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000699	Posted	(000093) Ruth Ayala	1340	Check	01/01/21	695584839	AR21-00198	01	CR144799	OCT -DEC 2020	2.50
( 022204)	010- 9537-	- - - - -	-	-		2.50					
DP21-0000700	Posted	(000093) Ruth Ayala	1340	Check	01/01/21	695584839	AR21-00416	01	CR144799	JAN-MAR 2021 RUTH AYALA	266.00
( 022204)	010- 9537-	- - - - -	-	-		266.00					
DP21-0000701	Posted	(000198) Patricia Chaparro	1340	Check	01/01/21	13639	AR21-00373	01	CR144799	OCT - DEC 2020 PATRICIA C	266.00
( 022204)	010- 9537-	- - - - -	-	-		266.00					
DP21-0000702	Posted	(002603) Delores Walker	1340	Check	01/01/21	0041484284	AR21-00321	01	CR144799	OCT - DEC 2020 DELORES \	1,710.00
( 022204)	010- 9537-	- - - - -	-	-		1,710.00					
DP21-0000703	Posted	(711776) Sally Keevy	1340	Check	01/01/21	2636849774	AR21-00283	01	CR144799	OCT - DEC 2020 SALLY KEE	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000704	Posted	(000221) Jennifer Carr	1341	Check	01/01/21	2600	AR21-00408		CR144799	DEC 2020 JENNIFER CARR	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000705	Posted	(003446) Edward Jones	1340	Check	01/01/21	134	AR21-00417	01	CR144799	JAN-MAR 2021 EDWARD JO	5,406.00
( 022204)	010- 9537-	- - - - -	-	-		5,406.00					
DP21-0000706	Posted	(710570) Hilda Valenzuela	1340	Check	01/01/21	3443	AR21-00414		CR144799	JAN-MAR 2021 HILDA VALEI	238.00
( 022204)	010- 9537-	- - - - -	-	-		238.00					
DP21-0000707	Posted	(000175) Lydia Hernandez	1340	Check	01/01/21	147	AR21-00336	00	CR144799	OCT - DEC 2020 LYDIA HER	378.00
( 022204)	010- 9537-	- - - - -	-	-		378.00					
DP21-0000708	Posted	(711333) E.O. Green Jr High Schoo	1340	Check	01/01/21	1420038291			CR144799	DONATION - EDISON 11/19/	450.00
( 011144)	010- 8699- 0000- 0- 0000- 0000- 160- 000- D000- 0					450.00					
DP21-0000709	Posted	(000157) Becky Trujillo	1340	Check	01/01/21	944	AR21-00158		CR144799	JULY - SEPT 2020	9.00
( 022204)	010- 9537-	- - - - -	-	-		9.00					
DP21-0000710	Posted	(000157) Becky Trujillo	1340	Check	01/01/21	944	AR21-00418		CR144799	JAN -MAR 2021 BECKY TRU	204.00
( 022204)	010- 9537-	- - - - -	-	-		204.00					
DP21-0000712	Posted	(000221) Jennifer Carr	1341	Check	01/02/21	2600	AR21-00471		CR144799	JAN - MAR 2021 JENNIFER C	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000713	Posted	(000221) Jennifer Carr	1341	Check	01/02/21	2600	AR21-00471		CR144799	JAN - MAR 2021 JENNIFER C	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000714	Posted	(700575) Joseph Legacy	1342	Check	01/15/21	44707412	AR21-00517		CR144799	JAN - MAR 2021 JOSEPH LE	204.00
( 022204)	010- 9537-	- - - - -	-	-		204.00					
DP21-0000730	Posted	(000191) Nancy Jo Hendrickson	1343	Check	01/06/21	2638	AR21-00433		CR145728	JAN - MAR 2021 NANCY JO I	423.00
( 022204)	010- 9537-	- - - - -	-	-		423.00					

\* On Hold

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ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000731	Posted	(701220) Elaine B. Simmons	1343	Check	01/06/21	3074	AR21-00310	01	CR145728	OCT - DEC 2020 ELAINE SIM	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000732	Posted	(711335) Haycox Elementary Scho	1343	Check	01/06/21	0280102029			CR145728	PARTIAL REFUND H21-0053	291.45	
(043696)	010-5900-0709-0-0000-2700-200-400-9000-0					291.45						
DP21-0000733	Posted	(710525) Frances Hruska	1343	Check	01/06/21	254	AR21-00271	01	CR145728	OCT - DEC 2020	118.00	
(022204)	010-9537-	- - - - -	-	-		118.00						
DP21-0000734	Posted	(711524) Dennis Recker	1343	Check	01/06/21	3797	AR21-00594	01	CR145728	JAN - MAR 2021 DENNIS RE	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000735	Posted	(005463) Carlo Logan	1343	Check	01/06/21	8110	AR21-00290	01	CR145728	OCT - DEC 2020 CARLO LOC	65.00	
(022204)	010-9537-	- - - - -	-	-		65.00						
DP21-0000736	Posted	(005463) Carlo Logan	1343	Check	01/06/21	8110	AR21-00519	01	CR145728	JAN - MAR 2021 CARLO LOC	6.00	
(022204)	010-9537-	- - - - -	-	-		6.00						
DP21-0000737	Posted	(711605) Rosie Garcia	1343	Check	01/06/21	9588	AR21-00060	01	CR145728	JULY - SEPT 2020	15.00	
(022204)	010-9537-	- - - - -	-	-		15.00						
DP21-0000738	Posted	(700877) Evangeline Urias	1343	Check	01/06/21	2485	AR21-00356	01	CR145728	OCT - DEC 2020 EVANGELIN	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000739	Posted	(713338) Marsha Brumana	1343	Check	01/06/21	2198	AR21-00256		CR145728	OCT - DEC 2020 MARSHA BI	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000740	Posted	(004061) Deborah DeSmeth	1343	Check	01/06/21	184	AR21-00363	01	CR145728	OCT - DEC 2020 DEBORAH I	369.00	
(022204)	010-9537-	- - - - -	-	-		369.00						
DP21-0000741	Posted	(000093) Ruth Ayala	1343	Check	01/06/21	698014097	AR21-00416	01	CR145728	JAN-MAR 2021 RUTH AYALA	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						
DP21-0000742	Posted	(700326) Kern Co Supt of Schools	1343	Check	01/06/21	44708992	AR21-00415		CR145728	MAA REIMBURSEMENT 18/1	78,624.59	
(032274)	010-8290-0000-0-0000-0000-000-000-0200-0					78,624.59						
DP21-0000743	Posted	(701405) Ventura County Schools	1343	Check	01/06/21	32580			CR145728	W/C - S.PITONES 12/02/20-1	1,091.86	
(007267)	010-2200-8150-0-0000-8220-000-545-0000-0					1,091.86						
DP21-0000744	Posted	(701405) Ventura County Schools	1343	Check	01/06/21	32613			CR145728	W/C - R.GARCIA 12/01/20-12	1,539.30	
(026418)	010-2400-0709-0-0000-7550-000-512-0000-0					1,539.30						
DP21-0000745	Posted	(000216) Teresa Hernandez	1343	Check	01/06/21	1476	AR21-00390		CR145728	OCT - DEC 2020 TERESA HE	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000746	Posted	(710694) Cliff Morgan	1343	Check	01/06/21	1476	AR21-00297	01	CR145728	OCT - DEC 2020 CLIFF MOR	193.00	
(022204)	010-9537-	- - - - -	-	-		193.00						

\* On Hold

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COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000747	Posted	(710694) Cliff Morgan	1343	Check	01/06/21	1476	AR21-00096	01	CR145728	JULY - SEPT 2020	2.00
(022204)	010-9537-	- - - - -	-	-		2.00					
DP21-0000748	Posted	(712929) Lorenzo Ramirez	1343	Check	01/06/21	4797	AR21-00350		CR145728	OCT - DEC 2020 LORENZO F	276.00
(022204)	010-9537-	- - - - -	-	-		276.00					
DP21-0000749	Posted	(710606) Bernabe Simon	1343	Check	01/06/21	0009408726	AR21-00411	01	CR145728	JAN-MAR 2021 BERNABE SI	192.00
(022204)	010-9537-	- - - - -	-	-		192.00					
DP21-0000750	Posted	(700861) Kaye Zeitzmann	1343	Check	01/06/21	6253	AR21-00599	01	CR145728	JAN - MAR 2021 KAYE ZEITZ	186.00
(022204)	010-9537-	- - - - -	-	-		186.00					
DP21-0000751	Posted	(004899) Patrick Newton	1343	Check	01/06/21	0072762909	AR21-00561		CR145728	JAN - MAR 2021 PATRICK NI	994.00
(022204)	010-9537-	- - - - -	-	-		994.00					
DP21-0000752	Posted	(711597) Vi Escobedo	1343	Check	01/06/21	0072975974	AR21-00412	01	CR145728	JAN-MAR 2021 VIOLET ESCO	830.00
(022204)	010-9537-	- - - - -	-	-		830.00					
DP21-0000753	Posted	(702406) Ruben Rosario	1343	Check	01/06/21	698816474	AR21-00306	01	CR145728	OCT - DEC 2020 RUBEN RO	136.00
(022204)	010-9537-	- - - - -	-	-		136.00					
DP21-0000754	Posted	(702406) Ruben Rosario	1343	Check	01/06/21	698816474	AR21-00537	01	CR145728	JAN - MAR 2021 RUBEN RO	5.00
(022204)	010-9537-	- - - - -	-	-		5.00					
DP21-0000755	Posted	(700575) Joseph Legacy	1343	Check	01/06/21	0072497811	AR21-00517		CR145728	JAN - MAR 2021 JOSEPH LE	9.00
(022204)	010-9537-	- - - - -	-	-		9.00					
DP21-0000756	Posted	(700575) Joseph Legacy	1343	Check	01/06/21	0072497811	AR21-00601		CR145728	APR - JUN 2021 JOSEPH LE	204.00
(022204)	010-9537-	- - - - -	-	-		204.00					
DP21-0000757	Posted	(000186) Suzette Privitelli	1343	Check	01/06/21	0000996686	AR21-00446	01	CR145728	JAN - MAR 2021 SUZETTE P	54.00
(022204)	010-9537-	- - - - -	-	-		54.00					
DP21-0000758	Posted	(700520) Sandra Schiffrer	1343	Check	01/06/21	0073326468	AR21-00563	01	CR145728	JAN - MAR 2021 SANDRA SC	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000759	Posted	(003674) Linda Rosario	1343	Check	01/06/21	698816456	AR21-00536	01	CR145728	JAN - MAR 2021 LINDA ROS.	141.00
(022204)	010-9537-	- - - - -	-	-		141.00					
DP21-0000760	Posted	(000175) Lydia Hernandez	1343	Check	01/06/21	151	AR21-00062	00	CR145728	JULY - SEPT 2020	27.00
(022204)	010-9537-	- - - - -	-	-		27.00					
DP21-0000761	Posted	(000159) Betty Angulo	1343	Check	01/06/21	309	AR21-00564		CR145728	JAN - MAR 2021 BETTY ANC	195.00
(022204)	010-9537-	- - - - -	-	-		195.00					
DP21-0000762	Posted	(000190) Cindy Norvell	1343	Check	01/06/21	6048	AR21-00468		CR145728	JAN - MAR 2021 CINDY NOR	141.00
(022204)	010-9537-	- - - - -	-	-		141.00					

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COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000763	Posted	(005463) Carlo Logan	1343	Check	01/06/21	8115	AR21-00519	01	CR145728	JAN - MAR 2021 CARLO LOC	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000764	Posted	(710412) Linda Gonzales	1343	Check	01/06/21	2695	AR21-00575		CR145728	JAN - MAR 2021 LINDA GON	146.00	
(022204)	010-9537-	- - - - -	-	-		146.00						
DP21-0000765	Posted	(000167) Interface Children and Fa	1343	Check	01/06/21	27064	AR21-00190		CR145728	JAN 2021 Facility Usage - Hal	1,000.00	
(011131)	010-8650-0000-0-0000-0000-000-000-0000-0					1,000.00						
DP21-0000766	Posted	(712362) Continuing Development,	1343	Check	01/06/21	1130312	AR21-00189	01	CR145728	Pre-School Classroom Leases	300.00	
(011131)	010-8650-0000-0-0000-0000-000-000-0000-0					300.00						
DP21-0000767	Posted	(701405) Ventura County Schools	1343	Check	01/06/21	32856			CR145728	W/C - R.GARCIA 12/15/20-12	1,539.30	
(026418)	010-2400-0709-0-0000-7550-000-512-0000-0					1,539.30						
DP21-0000768	Posted	(000124) Eugene Williams	1344	Check	01/07/21	4221	AR21-00396		CR145728	JAN - MAR 2021 EUGENE W	1,000.00	
(022204)	010-9537-	- - - - -	-	-		1,000.00						
DP21-0000769	Posted	(000124) Eugene Williams	1344	Check	01/07/21	5702	AR21-00396		CR145728	JAN - MAR 2021 EUGENE W	512.00	
(022204)	010-9537-	- - - - -	-	-		512.00						
DP21-0000770	Posted	(712136) Regino Medina	1344	Check	01/07/21	4077	AR21-00486		CR145728	JAN - MAR 2021 REGINO ME	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000771	Posted	(711130) Claudine Medina	1344	Check	01/07/21	4076	AR21-00402	01	CR145728	JAN - MAR 2021 CLAUDINE I	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						
DP21-0000772	Posted	(712518) Susan Burres	1344	Check	01/07/21	1377	AR21-00331	01	CR145728	OCT - DEC 2020 SUSAN BUF	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000773	Posted	(703123) Rosanne Mesa	1344	Check	01/07/21	699089545	AR21-00465		CR145728	JAN - MAR 2021 ROSEANNE	321.50	
(022204)	010-9537-	- - - - -	-	-		321.50						
DP21-0000774	Posted	(713339) Dennis Held	1344	Check	01/07/21	4568	AR21-00507	00	CR145728	JAN - MAR 2021 DENNIS HE	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						
DP21-0000775	Posted	(712781) Alice Arroyo	1344	Check	01/07/21	0910519145	AR21-00403	01	CR145728	JAN-MAR 2021	1,802.00	
(022204)	010-9537-	- - - - -	-	-		1,802.00						
DP21-0000776	Posted	(711524) Dennis Recker	1344	Check	01/07/21	3800	AR21-00594	01	CR145728	JAN - MAR 2021 DENNIS RE	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000777	Posted	OSCAR SANDOVAL	1344	Check	01/07/21	2195			CR145728	DEV FEES - 112 VAN NUYS .	5,355.02	
(011703)	250-8681-9010-0-0000-0000-000-000-0000-0					5,355.02						
DP21-0000778	Posted	(005585) Patricia Humphries	1345	Check	01/14/21	3574	AR21-00511	01	CR145728	JAN - MAR 2021 PATRICIA H	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						

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Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000779	Posted	(000151) Patricia Griffin	1345	Check	01/14/21	275	AR21-00505		CR145728	JAN - MAR 2021 PATRICIA G	192.00	
( 022204)	010- 9537-	- - - - -	-	-		192.00						
DP21-0000780	Posted	(000142) Carmen Salcedo	1345	Check	01/14/21	131	AR21-00469		CR145728	JAN - MAR 2021 CARMEN S/	423.00	
( 022204)	010- 9537-	- - - - -	-	-		423.00						
DP21-0000781	Posted	(002705) Allyson Solorzano	1345	Check	01/14/21	1607	AR20-00750		CR145728	APR - JUNE 2020	408.00	
( 026167)	010- 9200-	- - - - -	-	-		408.00						
( 022204)	010- 9537-	- - - - -	-	-		.00						
DP21-0000782	Posted	(713059) Victoria Martinez	1345	Check	01/14/21	1988	AR21-00588	01	CR145728	JAN - MAR 2021 VICTORIA M	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						
DP21-0000783	Posted	(000189) Rosa Garcia	1345	Check	01/14/21	7702	AR20-00766	01	CR145728	APR - JUNE 2020	204.00	
( 026167)	010- 9200-	- - - - -	-	-		204.00						
( 022204)	010- 9537-	- - - - -	-	-		.00						
DP21-0000784	Posted	(711333) E.O. Green Jr High Schor	1345	Check	01/14/21	1420039503			CR145728	DONATION - EDISON 12/28/	450.00	
( 011144)	010- 8699- 0000- 0- 0000- 0000- 160- 000- D000- 0					450.00						
DP21-0000785	Posted	(005349) Shirley Brown	1345	Check	01/14/21	0074017051	AR21-00035		CR145728	JULY - SEPT 2020	3.00	
( 022204)	010- 9537-	- - - - -	-	-		3.00						
DP21-0000786	Posted	(000181) Christina Mottar	1345	Check	01/14/21	0000996948	AR21-00440		CR145728	JAN - MAR 2021 CHRISTINA	423.00	
( 022204)	010- 9537-	- - - - -	-	-		423.00						
DP21-0000787	Posted	(710570) Hilda Valenzuela	1345	Check	01/14/21	0074065651	AR21-00414		CR145728	JAN-MAR 2021 HILDA VALEI	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						
DP21-0000788	Posted	(000162) Patricia Arriaga	1345	Check	01/14/21	3003	AR21-00566		CR145728	JAN - MAR 2021 PATRICIA A	266.00	
( 022204)	010- 9537-	- - - - -	-	-		266.00						
DP21-0000789	Posted	(000207) Susan Maria	1345	Check	01/14/21	3983	AR21-00437		CR145728	JAN - MAR 2021 SUSAN MAI	213.00	
( 022204)	010- 9537-	- - - - -	-	-		213.00						
DP21-0000790	Posted	(000159) Betty Angulo	1345	Check	01/14/21	311	AR21-00564		CR145728	JAN - MAR 2021 BETTY ANG	71.00	
( 022204)	010- 9537-	- - - - -	-	-		71.00						
DP21-0000791	Posted	(711776) Sally Keevy	1345	Check	01/14/21	2646463909	AR21-00512	01	CR145728	JAN - MAR 2021 SALLY KEE'	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						
DP21-0000792	Posted	(000177) Michele Laubacher	1345	Check	01/14/21	1161	AR21-00435	01	CR145728	JAN - MAR 2021 MICHELE L/	423.00	
( 022204)	010- 9537-	- - - - -	-	-		423.00						
DP21-0000793	Posted	(000172) Winnie Dean	1345	Check	01/14/21	183	AR21-00423		CR145728	JAN - MAR 2021 WINNIE DE/	213.00	
( 022204)	010- 9537-	- - - - -	-	-		213.00						

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Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000794	Posted	(711613) Sharon Meyer	1345	Check	01/14/21	1122	AR21-00526	01	CR145728	JAN - MAR 2021 SHARON M	71.00	
( 022204)	010- 9537-	- - - - -	-	-		71.00						
DP21-0000795	Posted	(000213) Linda Ramirez	1345	Check	01/14/21	5940	AR21-00448	01	CR145728	JAN - MAR 2021 LINDA RAM	213.00	
( 022204)	010- 9537-	- - - - -	-	-		213.00						
DP21-0000796	Posted	(000180) Diane Mortimer	1345	Check	01/14/21	5073	AR21-00439		CR145728	JAN - MAR 2021 DIANE MOR	213.00	
( 022204)	010- 9537-	- - - - -	-	-		213.00						
DP21-0000797	Posted	(000130) Dorothy Schwarze	1345	Check	01/14/21	7118	AR21-00451	01	CR145728	JAN - MAR 2021 DOROTHY S	423.00	
( 022204)	010- 9537-	- - - - -	-	-		423.00						
DP21-0000798	Posted	(000208) Matt Martineau	1345	Check	01/14/21	6051	AR21-00438		CR145728	JAN - MAR 2021 MATT MAR	213.00	
( 022204)	010- 9537-	- - - - -	-	-		213.00						
DP21-0000799	Posted	(701503) State Of California	1345	Check	01/14/21	65-906657	AR21-00602		CR145728	COVID 19 RATE INCREASE	287,571.00	
( 041700)	130- 8220- 5310- 0- 0000- 0000- 100- 000- 0000- 0					330.00						
( 041702)	130- 8220- 5310- 0- 0000- 0000- 140- 000- 0000- 0					61,156.50						
( 041703)	130- 8220- 5310- 0- 0000- 0000- 160- 000- 0000- 0					150.00						
( 041704)	130- 8220- 5310- 0- 0000- 0000- 180- 000- 0000- 0					720.00						
( 041705)	130- 8220- 5310- 0- 0000- 0000- 200- 000- 0000- 0					185,280.00						
( 041706)	130- 8220- 5310- 0- 0000- 0000- 220- 000- 0000- 0					33.00						
( 041707)	130- 8220- 5310- 0- 0000- 0000- 240- 000- 0000- 0					105.00						
( 041708)	130- 8220- 5310- 0- 0000- 0000- 260- 000- 0000- 0					39,328.50						
( 041709)	130- 8220- 5310- 0- 0000- 0000- 280- 000- 0000- 0					408.00						
( 041710)	130- 8220- 5310- 0- 0000- 0000- 300- 000- 0000- 0					60.00						
DP21-0000800	Posted	(701503) State Of California	1345	Check	01/14/21	65-907566	AR21-00419		CR145728	FED MEAL REIMB NOV 2020	216,894.80	
( 041700)	130- 8220- 5310- 0- 0000- 0000- 100- 000- 0000- 0					12,027.92						
( 041702)	130- 8220- 5310- 0- 0000- 0000- 140- 000- 0000- 0					40,814.90						
( 041703)	130- 8220- 5310- 0- 0000- 0000- 160- 000- 0000- 0					16,923.68						
( 041704)	130- 8220- 5310- 0- 0000- 0000- 180- 000- 0000- 0					21,377.28						
( 041705)	130- 8220- 5310- 0- 0000- 0000- 200- 000- 0000- 0					54,526.52						
( 041706)	130- 8220- 5310- 0- 0000- 0000- 220- 000- 0000- 0					8,431.80						
( 041707)	130- 8220- 5310- 0- 0000- 0000- 240- 000- 0000- 0					7,919.80						
( 041708)	130- 8220- 5310- 0- 0000- 0000- 260- 000- 0000- 0					26,539.94						
( 041709)	130- 8220- 5310- 0- 0000- 0000- 280- 000- 0000- 0					18,535.04						
( 041710)	130- 8220- 5310- 0- 0000- 0000- 300- 000- 0000- 0					9,797.92						

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Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 1/1/2021, Ending Receipt Date = 1/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

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COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000813	Posted	(702574) Barbara Smalley	1345	Check	01/14/21	3235	AR21-00541	01	CR145728	JAN - MAR 2021 BARBARA S	2,703.00
( 022204)	010- 9537-	- - - - -	-	-		2,703.00					
DP21-0000814	Posted	(000211) Mary Porter	1345	Check	01/14/21	3024	AR21-00444		CR145728	JAN - MAR 2021 MARY POR	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000815	Posted	(000144) Donald Pinedo	1345	Check	01/14/21	966	AR21-00473		CR145728	JAN - MAR 2021 DONALD PI	423.00
( 022204)	010- 9537-	- - - - -	-	-		423.00					
DP21-0000816	Posted	(700101) Jo Ann Borchard	1345	Check	01/14/21	4639	AR21-00479	01	CR145728	JAN - MAR 2021 JO ANN BO	639.00
( 022204)	010- 9537-	- - - - -	-	-		639.00					
DP21-0000817	Posted	(710574) Renee Callahan	1345	Check	01/14/21	12810	AR21-00484		CR145728	JAN - MAR 2021 RENEE CAL	186.00
( 022204)	010- 9537-	- - - - -	-	-		186.00					
DP21-0000818	Posted	(701535) Sandy Case	1345	Check	01/14/21	2043	AR21-00491	01	CR145728	JAN - MAR 2021 SANDY CAS	423.00
( 022204)	010- 9537-	- - - - -	-	-		423.00					
DP21-0000819	Posted	(005383) Shirley Anderson	1345	Check	01/14/21	2202	AR21-00475	01	CR145728	JAN - MAR 2021 SHIRLEY AI	186.00
( 022204)	010- 9537-	- - - - -	-	-		186.00					
DP21-0000820	Posted	(711754) U S Dept of Education	1345	Electronic F	01/14/21	12/30/20			CR145728	FED IMPACT AID	149,085.86
( 047424)	010- 8110- 0000- 0- 0000- 0000- 000- 7002- 0					149,085.86					
<b>Total for Hueneme Elementary School District</b>											<b>800,160.29</b>

**Fund-Object Recap**

010-2200	Classified Support Salaries	1,091.86
010-2400	Clerical and Office Salaries	3,078.60
010-5211	Superintendent - Travel & Conf	399.00
010-5900	Communications	291.45
010-8110	Maint & Operations (Public Law	149,085.86
010-8290	All Other Federal Revenue	83,037.78
010-8650	Leases and Rentals	1,300.00
010-8699	All Other Local Revenue	900.00
010-9200	Accounts Receivable	612.00
010-9537	Retiree Benefits Liability	32,624.00
<b>Fund 010 - General Fund</b>		<b>272,420.55</b>
130-8220	Child Nutrition Programs	504,465.80
130-8520	Child Nutrition Programs	17,918.92

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 1/1/2021, Ending Receipt Date = 1/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

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**COUNTY - County Account**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
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**Fund-Object Recap**

									<b>Fund 130 - Cafeteria Fund</b>		<b>522,384.72</b>
250-8681		Mitigation/Developer Fees									5,355.02
									<b>Fund 250 - Capital Facilities Fund</b>		<b>5,355.02</b>
									<b>Total for Hueneme Elementary School District</b>		<b>800,160.29</b>

**Org Recap****Hueneme Elementary School District**

C - Check	651,074.43
E - Electronic Funds Xfer	149,085.86
<b>Total Receipts</b>	<b>800,160.29</b>
<b>Report Total</b>	<b>800,160.29</b>

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 1/1/2021, Ending Receipt Date = 1/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

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HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFICATION OF EXPENDITURE REPORTS FOR  
FEBRUARY 2021

BOARD MEETING DATE: March 8, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify the attached Expenditure Reports for February 2021 as follows:

- (1) Commercial Payments
- (2) Payroll

COMMERCIAL PAYMENT REGISTER

**February 2021**

<b>ISSUE DATE</b>	<b>CHECK NUMBERS</b>	<b>TOTAL AMOUNT</b>	<b>Unrestricted 010 FUND</b>	<b>Cafeteria 130 FUND</b>	<b>Measure T 215/216 FUND</b>	<b>Dev. Fees 250 FUND</b>	<b>Bond Int. 510 FUND</b>	<b>ASB/USB 951-952-953 FUND</b>	<b>Accrued Sales Taxes</b>
February 1, 2021	5002047032-5002047062	\$ 115,124.75	\$ 114,992.25	\$ 132.50					\$ 15.76
February 2, 2021	5002047063-5002047072	\$ 33,062.54	\$ 25,805.25			\$ 7,257.29			\$ 67.35
February 4, 2021	5002047073-5002047100	\$ 66,636.27	\$ 52,236.27		\$ 14,400.00				\$ 17.27
February 8, 2021	5002047101-5002047113	\$ 570,618.57	\$ 570,563.57	\$ 55.00					\$ 80.29
February 9, 2021	5002047114-5002047132	\$ 125,368.37	\$ 44,978.95	\$ 55,348.42	\$ 25,041.00				
February 16, 2021	5002047133-5002047165	\$ 92,503.08	\$ 63,317.83		\$ 29,185.25				\$ 172.22
February 18, 2021	5002047166-5002047196	\$ 71,125.30	\$ 49,127.65	\$ 21,997.65					\$ 9.23
February 22, 2021	5002047197-5002047242	\$ 406,704.76	\$ 80,508.94	\$ 41.08	\$ 326,154.74				\$ 96.20
February 23, 2021	5002047243-5002047263	\$ 878,108.57	\$ 871,725.57		\$ 6,383.00				\$ 1,011.69
February 26, 2021	5002047264-5002047283	\$ 197,459.72	\$ 197,459.72						\$ 20.76
<b>TOTAL PAYMENTS</b>		<b>\$ 2,556,711.93</b>	<b>\$ 2,070,716.00</b>	<b>\$ 77,574.65</b>	<b>\$ 401,163.99</b>	<b>\$ 7,257.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,490.77</b>

## PAYROLL SUMMARY - FEB 2021

ISSUE DATE	GROSS EARNINGS	FRINGE BENEFITS	TOTAL PAYROLL	010 FUND General	130 FUND Cafeteria
02/06/21	\$2,146.40	\$214.00	\$2,360.40	\$2,360.40	\$0.00
02/26/21	\$5,328,372.93	\$2,184,477.47	\$7,512,850.40	\$7,243,309.92	\$269,540.48
			\$0.00		
			\$0.00		
			\$0.00		
<b>Total</b>	<b>\$5,330,519.33</b>	<b>\$2,184,691.47</b>	<b>\$7,515,210.80</b>	<b>\$7,245,670.32</b>	<b>\$269,540.48</b>

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM:                   RATIFICATION OF PURCHASE ORDERS AND  
CHECKS FOR FEBRUARY 2021

BOARD MEETING DATE:               March 8, 2021

FROM:                                   Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify purchase orders and checks generated in February 2021.

BACKGROUND

The monthly purchase order listing is a summary of all purchase orders issued in one calendar month. It is provided to the Governing Board for ratification of district purchases. The purchase order numbering system is described below:

1.     B21-0000.....“B” series purchase orders are for “blanket” orders issued to vendors used on a monthly basis.
2.     H21-0000.....“H” series purchase orders are for “Hueneme Elementary School District” regularly issued orders.

For the period of February 1-28, 2021, purchase orders totaled \$ **705,347.34** and \$258,236.06 in change notices. The attached report reflects February 2021 totals by site:

00/01	District wide	18	Hathaway
02	Educational Services	18N	Neighborhood for Learning
03	Pupil Support Services	20	Haycox
04	Migrant Education	22	Hueneme
05	Educational Media Center	24	Larsen
08	Food Service	26	Parkview
09	Summer School	28	Sunkist
10	Bard	30	Williams
12	Beach	34	Print Shop
14	Blackstock	99	After School Program
16	E.O. Green	FOT	Facilities, Operations and Transportation

RATIFICATION OF PURCHASE ORDERS AND CHECKS FOR FEBRUARY 2021

March 8, 2021

Page 2 of 2

These numerical listings provide an internal system of checks and balances in the Business Office.

Reimbursement/direct pay orders are listed in the second part of the attached reports. Checks issued between February 1 and February 28, 2021 totaled **\$2,556,711.93**.



Includes 02/01/2021 - 02/28/2021					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B21-00065	VCOE	02	Ed. Services/SOE	010-5800	69,120.00
B21-00214	Therapy Travelers	03	PSS/SL/SERVICES	010-5100	70,000.00
				010-5800	25,000.00
B21-00215	Ponzuric Learning Solution	03	PSS/Training	010-5800	1,200.00
B21-00216	VCOE	02	Ed. Services/LCFF/MHSP	010-5800	82,430.00
B21-00217	Soliant Health	03	PSS/Services/SL	010-5100	35,000.00
				010-5800	25,000.00
H21-00857	OfficeSupply.com	01	STORES	010-9320	4,199.76
H21-00957	Lakeshore Store #038	18	Hathaway/Wrkl d Reduction/supplies -K3	010-4300	478.34
H21-00961	Barnes & Noble Inc #2054 Account #6121495	90	Huen at Home/ Books	010-4200	1,289.78
H21-00962	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia, rm11	010-4300	67.31
H21-00963	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia, rm16	010-4300	38.11
H21-00964	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia, rm 13	010-4300	394.56
H21-00965	Amazon Capital Service	22	Hueneme/Workload Reduction/Supply/Rm 16 & 17	010-4400	869.99
H21-00966	Amazon Capital Service	16	Main Office - Counselor items	010-4300	89.13
H21-00967	Amazon Capital Service	20	Haycox/WKLD/RM 50	010-4300	480.61
H21-00968	Amazon Capital Service	22	Hueneme/Workload Reduction/Supply/Rm 16	010-4300	27.17
H21-00969	Barnes & Noble Inc #2054 Account #6121495	20	WLR/ Instructional Materials Supplies	010-4200	66.36
H21-00970	Lakeshore Store #038	20	WLR/ Instructional Materials Supplies	010-4300	185.59
H21-00971	Teachers Pay Teachers	20	WLR/ Instructional Materials and Supplies	010-4300	244.07
H21-00972	Office Depot School Division	20	LCFF/ Matls Supplies Admin	010-4300	782.93
H21-00973	Office Depot School Division	99	Haycox ASES	010-4300	92.38
H21-00974	Teachers Pay Teachers	18	Hathaway/Workload Reduction/Supplies	010-4300	27.59
H21-00975	Driveshaftpro	FOT	FOT/Service	010-5600	322.96
H21-00976	Scholastic	18	Hathaway/LCFF/Subscription	010-5800	18.15
H21-00977	Office Depot School Division	26	Parkview/LCFF/Office Supplies	010-4300	52.42
H21-00978	Office Depot School Division	99	ASES/ Supplies	010-4300	90.27
H21-00979	Lakeshore Store #038	18	Hathaway/Workload Reduction/Alicia, rm 12	010-4300	473.30
H21-00980	Scholastic Book Club Inc	18	Hathaway/Workload Reduction/Alicia, rm 17	010-4200	104.40
H21-00981	California Chamber of Commerce	01	District/Personnel/Supplies	010-4300	553.67
H21-00982	Lakeshore Store #038	24	Larsen/ LCFF / Supplies/ Goal 1 Action 10	010-4300	528.36
H21-00983	Amazon Capital Service	18	Hathaway/Workload Reduction/Alicia. rm 18	010-4200	88.75
				010-4300	233.03

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes 02/01/2021 - 02/28/2021						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
H21-00984	Amazon Capital Service	30	Workload Reduction order Rm.14 Vazquez	010-4300	432.80	
H21-00985	Amazon Capital Service	30	Workload Reduction Johnsen Rm.15	010-4300	503.27	
H21-00986	Lakeshore Store #038	06	Workload reduction order- Ana Gonzalez	010-4300	500.17	
H21-00987	PAR Inc	03	PSS/Protocols	010-4300	319.44	
H21-00988	VCOE	16	Ideas and Best Practices Symposium	010-5200	50.00	
H21-00989	Precision Environmental	10	Bard/Service	010-5600	22,199.58	
H21-00990	Amscope.com	30	Workload Reduction Order Mrs. Keelan Rm.18	010-4300	511.10	
H21-00991	Pro-Ed	03	PSS/Protocols	010-4300	1,762.84	
H21-00992	Super Duper Publications	03	PSS/SL/Materials	010-4300	195.75	
H21-00993	Apple Inc	03	Pss/Materials	010-4300	416.16	
H21-00994	Riverside Insights	03	PSS/Protocols	010-4300	6,955.34	
H21-00995	Curriculum Assoc Inc Attn: Cus tomer Service	03	PSS/Test Kits	010-4300	2,084.06	
H21-00996	Dual Language Education New Me xico	02	Ed. Services/Title III/Registration	010-5200	240.00	
H21-00997	VCOE-0727 Curriculum Instr.	02	Ed. Services/Title III/Registration	010-5200	1,395.00	
H21-00998	VCOE-0727 Curriculum Instr.	02	Ed. Services/Title III/Registration	010-5200	155.00	
H21-00999	VCOE-0727 Curriculum Instr.	02	Ed. Services/Title III/Registration	010-5200	80.00	
H21-01000	Western Psychological Services	03	PSS/Protocols	010-4300	14,221.74	
H21-01001	Psychological Corporation Orde r Service Center	03	PSS/Protocols/testing kit	010-4300	23,164.72	
H21-01002	CSNA	08	Food Service/ Membership Dues	130-5300	55.00	
H21-01003	Staples Advantage	02	Ed Sevice/Supplies	010-4300	29.79	
H21-01004	Apple Inc	01	District / Technology / Supplies	010-4400	1,725.10	
				010-5800	74.35	
H21-01005	Amazon Capital Service	22	Hueneme/Workload Reduction/Supply Rm 17	010-4300	41.33	
H21-01006	Amazon Capital Service	01	EO Green/Ergonomic/Safety	010-4300	279.88	
H21-01007	Success By Design Inc.	26	Parkview/LCFF/Classroom Materials	010-4300	1,183.20	
H21-01009	Office Depot School Division	01	District/Supplies	010-4300	88.16	
H21-01010	Staples Advantage	30	Williams/LCFF/Supplies	010-4300	311.63	
H21-01011	Staples Advantage	34	Print shop/Supplies	010-4300	41.96	
H21-01012	Tri County Office Furniture	16	EO Green/Ergonomic/Safety	010-4300	940.21	
H21-01013	Amazon Capital Service	30	williams/WLKD/Johnson	010-4300	296.85	
H21-01014	VCOE	14	Ed Services/CSI /MTSS	010-5800	19,602.00	
H21-01015	Amazon Capital Service	30	Jennifer Vazquez/Workload reduction order	010-4300	84.74	
H21-01016	Amazon Capital Service	90	H@H/HuenemeRm27/Castillo	010-4300	408.28	

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ESCAPE ONLINE

Page 2 of 5

Includes 02/01/2021 - 02/28/2021

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-01017	Stamp Fulfillment Services Personalized Envelope Program	30	LCFF/Personalized Stamped envelopes	010-5900	661.77
H21-01018	Mail Manager Inc	90	Huene at Home/service	010-4300	686.70
H21-01019	Aswell Trophy	30	GF/Spelling Bee trophies and medals	010-4300	101.03
H21-01020	Beauty Kiss Carpet	FOT	FOT/Service	010-5600	3,598.10
H21-01021	CDW-G (Vernon Hills)	01	District / Technology / Supplies	010-4300	3,221.72
H21-01022	Amazon Capital Service	99	ASES/Supplies	010-4300	123.47
H21-01023	Amazon Capital Service	99	ASES Hathaway/Supplies	010-4300	93.06
H21-01024	Raymond Geddes & Company Inc	99	ASES/Supplies	010-4300	333.32
H21-01025	Amazon Capital Service	01	Amazon Prime District Membership Fee	010-5300	270.79
H21-01026	School Specialty	22	Hueneme/LCFF/Supply	010-4300	186.07
H21-01027	ARC Document Solutions LLC	06	Haycox/LCFF/ Matls Supplies Instructional	010-4300	1,060.25
H21-01028	Amazon Capital Service	14	Blackstock/LCFF/Office Tech Support	010-4300	32.61
H21-01029	Amazon Capital Service	99	ASES Haycox/Supplies	010-4300	443.10
H21-01030	Amazon Capital Service	99	ASES Blackstock	010-4300	146.49
H21-01031	Amazon Capital Service	20	Haycox/WKLD/C.McKim/RM 39	010-4300	535.90
H21-01032	Office Depot School Division	18	Hathaway/Workload Reduction/furniture	010-4300	282.71
H21-01033	VCOE-SELPA	02	Ed. Services/NCPI/Registration	010-5200	150.00
H21-01034	Monsido	01	District / Prof. Services / Districtwide	010-5800	2,220.00
H21-01035	Tri County Gate Council	38	Gate/ Participation	010-5300	75.00
H21-01036	Staples Advantage	34	Print shop/Supplies	010-4300	77.16
H21-01037	Amazon Capital Service	16	Workload Reduction-Robles	010-4300	234.89
H21-01038	Urban Graphics and Printing	01	District wide/Supplies	010-4300	478.52
H21-01039	Quill Corporation	FOT	FOT/Supplies	010-4300	179.25
H21-01040	Maad Graphics	14	Blackstock/GF/Student Recognition	010-4300	1,343.06
H21-01041	Staples Advantage	08	Food Service/ Supplies	130-4300	87.51
H21-01042	Amazon Capital Service	99	ASES Green/Supplies	010-4300	56.16
H21-01043	VCOE-SELPA	31	Haycox/LCFF/Travel Conf Admin	010-5200	40.00
H21-01044	Aswell Trophy	31	Haycox/LCFF/Instructional Materials/Supplies	010-4300	97.65
H21-01045	Document Tracking Services LLC	01	District/Professional Services	010-5800	1,313.41
H21-01046	County of Ventura/Elections Division	01	District/Professional Services/Elections	010-5800	1,025.12
H21-01047	CompuVision	00	District / Technology / Services	010-5800	855.74
H21-01048	BDJtech	01	District / Technology Services / Supplies	010-4300	435.00
				010-4400	8,428.13

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ESCAPE ONLINE

Page 3 of 5

Includes 02/01/2021 - 02/28/2021						
PO Number	Vendor Name	Site	Description	Fund Object	Account	Amount
H21-01049	Mail Manager Inc	14	Blackstock/LCFF/Report Card Mailing	010-5900		739.60
H21-01050	Sunrise Physical Therapy Ser	01	District/Safety	010-5800		1,000.00
H21-01051	San Diego County Office of Ed	12	Beach/GF/Registration	010-5200		99.00
H21-01052	Amazon Capital Service	14	Blackstock/GF/Promotion Certificates/Office	010-4300		549.93
H21-01053	Amazon Capital Service	18	Hathaway/Workload Reduction/rm 10	010-4200		472.40
H21-01054	Amazon Capital Service	30	LCFF/Supplies	010-4300		3,358.41
H21-01055	Amazon Capital Service	20	Haycox/LCFF/Materials Supplies Instructional	010-4300		695.21
H21-01056	Blick Art Materials	18	Hathaway/Workload Reduction/Supplies	010-4300		20.54
H21-01057	Nasco	18	Hathaway/Workload Reduction/supplies	010-4300		70.37
H21-01058	Mail Manager Inc	90	Q2 report cards for Jr.High	010-5900		565.26
H21-01059	School Specialty	20	Haycox/GF/Materials Supplies Instructional	010-4300		479.63
H21-01060	Mail Manager Inc	16	Green/Covid-19/Service	010-5900		682.56
H21-01061	Amazon Capital Service	18	Hathaway/Workload Reduction/ rm18	010-4200		159.70
H21-01062	Amazon Capital Service	99	ASES Blackstock/Supplies	010-4300		74.66
H21-01063	SyTech Solutions Inc	01	District/Prof Services/HR	010-5800		1,200.00
H21-01064	Castle Air Inc	FOT	FOT / Prof. Services	010-4400		151,280.00
				010-5800		62,220.00
H21-01065	Amazon Capital Service	24	Larsen/GF/Supplies	010-4300		71.73
H21-01066	Amazon Capital Service	24	Laren/LCFF/Supplies	010-4300		358.64
H21-01067	CA Dept of Tax & Fee Admin	00	Sales and Use Tax Return 2020	010-9552		19,291.36
				130-9552		850.58
				215-9552		.20
				216-9552		183.47
				250-9552		.86
				951-9552		200.83
				952-9552		58.86
				953-9552		49.84
H21-01068	Teachers Pay Teachers	16	Workload Reduction- Robles	010-4300		251.93
H21-01069	Dell Computer Corp	01	District/Technology/Supplies	010-4300		36.42
				010-4400		529.60
H21-01070	Dell Computer Corp	01	District / Technolgy / Supplies / D. Ragsdale	010-4300		81.00
H21-01071	Office Depot School Division	99	ASES Supplies	010-4300		72.62
H21-01072	Ground Penetrating Radar Syst.	30	Williams/Service	216-6200		2,150.00
H21-01073	VCOE	03	PSS/Services	010-5800		3,000.00
H21-01074	Center for Developing Kids	03	PSS/SERVICES	010-5800		3,000.00
H21-01075	Psychological Corporation Orde r Service Center	03	PSS/Supplies	010-4300		1,445.60

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

**Includes 02/01/2021 - 02/28/2021**

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
H21-01076	Super Duper Publications	03	PSS/SL/Materials	010-4300	369.75	
H21-01077	Riverside Insights	03	PSS/Protocols	010-4300	839.35	
H21-01078	Social Thinking	03	PSS/Special Ed/Supplies	010-4300	65.30	
<b>Total Number of POs</b>				<b>124</b>	<b>Total</b>	<b>705,347.34</b>

**PO Changes**

	New PO Amount	Fund/ Object	Description	Change Amount
B21-00058	9,000.00	010-4300	General Fund/Materials and Supplies	2,624.03
B21-00103	4,000.00	010-4300	General Fund/Materials and Supplies	3,700.00
B21-00172	708.76	010-4300	General Fund/Materials and Supplies	191.76
B21-00199	230,000.00	010-5100	General Fund/Subagreements Contracts	87,083.33
B21-00199	230,000.00	010-5800	General Fund/Professnl/Consult Serv & Opera	22,916.67
<b>Total PO B21-00199</b>				<b>110,000.00</b>
B21-00207	35,000.00	010-5800	General Fund/Professnl/Consult Serv & Opera	15,000.00
H19-00587	172,800.00	216-6200	Measure B Building Fund/Buildings and Improvement	60,150.00
H19-00589	169,050.00	216-6200	Measure B Building Fund/Buildings and Improvement	56,400.00
H19-00591	172,900.00	216-6200	Measure B Building Fund/Buildings and Improvement	60,250.00
H21-00043	1,392.48	010-4300	General Fund/Materials and Supplies	229.03-
H21-00404	22,228.64	010-4300	General Fund/Materials and Supplies	74,458.46
H21-00405	2,679.17	010-4300	General Fund/Materials and Supplies	52.74-
H21-00423	296.58	010-4300	General Fund/Materials and Supplies	77.76-
H21-00476	440.00	010-5200	General Fund/Travel and Conferences	100.00
H21-00639	15,253.31	010-4300	General Fund/Materials and Supplies	1,712.81
H21-00901	1,737,400.00	010-7142	General Fund/Other Tuition/Excess Costs to	126,105.00-
H21-00945	906.07	130-4300	Cafeteria Fund/Materials and Supplies	113.53
<b>Total PO Changes</b>				<b>258,236.06</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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## Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047032	02/01/2021	Airgas West	010-5699		58.72
5002047033	02/01/2021	All Phase Electric	010-4300		563.53
5002047034	02/01/2021	Asbury Environmental Services	010-5800		245.00
5002047035	02/01/2021	Aswell Trophy	010-4300	33.77	
			Unpaid Tax	.31-	33.46
5002047036	02/01/2021	Baltic Networks	010-4400	992.70	
			Unpaid Tax	13.48-	979.22
5002047037	02/01/2021	Blick Art Materials	010-4300		88.20
5002047038	02/01/2021	Castle Air Inc	010-5600		21,031.50
5002047039	02/01/2021	City Of Pt Hueneme	010-5502		4,623.45
5002047040	02/01/2021	CyberCopy Inc.	010-4300		75.00
5002047041	02/01/2021	Dugmore & Duncan Of California	010-4300		1,690.08
5002047042	02/01/2021	Fence Factory	010-4300		2,731.41
5002047043	02/01/2021	Fence Factory Rentals	010-5699		233.40
5002047044	02/01/2021	Hose Man Inc	010-4300	97.86	
			Unpaid Tax	.90-	96.96
5002047045	02/01/2021	Intermountain Lock & Security	010-4300		90.96
5002047046	02/01/2021	Kelly Paper Store	010-4300		1,557.45
5002047047	02/01/2021	Lakeshore Learning Materials	010-4300		681.72
5002047048	02/01/2021	Markerboard People	010-4300		1,675.50
5002047049	02/01/2021	MCI Comm Service	010-5903		38.46
5002047050	02/01/2021	MJP Technologies	010-4300		1,239.75
5002047051	02/01/2021	Mobile Mini Inc	010-5699		413.66
5002047052	02/01/2021	Paradise Chevrolet	010-4300	46.70	
			Unpaid Tax	.43-	46.27
5002047053	02/01/2021	School Nutrition Association	130-5300		132.50
5002047054	02/01/2021	So Ca Edison Co	010-5506		32,365.13
5002047055	02/01/2021	So Ca Gas Company	010-5507		1,930.02
5002047056	02/01/2021	US Postal Service Stamp Fulfillment Services	010-5900		1,307.45
5002047057	02/01/2021	Staples Technology Solution	010-4300		334.17
5002047058	02/01/2021	Starfall Education	010-4300		248.16
5002047059	02/01/2021	The Stepping Stones Group	010-5100		15,409.00
5002047060	02/01/2021	Turf Star Inc	010-5600		815.30
5002047061	02/01/2021	Verizon California	010-4300	2,432.01	
			010-5800	21,888.13	24,320.14
5002047062	02/01/2021	Vista Ford	010-4300	69.82	
			Unpaid Tax	.64-	69.18
5002047063	02/02/2021	Carrot-Top	010-4300		113.62
5002047064	02/02/2021	City Of Pt Hueneme	010-5502		9,118.57
5002047065	02/02/2021	LogMein Communications Inc.	010-5903		8,630.35
5002047066	02/02/2021	Laguna Clay Company	010-4300		529.71
5002047067	02/02/2021	Markerboard People	010-4300		4,752.00
5002047068	02/02/2021	Office Depot	010-4300		1,178.64
5002047069	02/02/2021	So Ca Edison Co	010-5506		134.61
5002047070	02/02/2021	Staples Advantage	010-4300	384.69	
			010-9320	113.06	497.75

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 02/01/2021 through 02/28/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047071	02/02/2021	Tax Deferred Services	010-9533		850.00
5002047072	02/02/2021	Virco Mfg Corp	250-4300	7,324.64	
			Unpaid Tax	67.35-	7,257.29
5002047073	02/04/2021	Granado, Maria	010-4200		379.20
5002047074	02/04/2021	Herrera, Manuel	010-5800		388.24
5002047075	02/04/2021	Amazon Capital Service	010-9320		530.70
5002047076	02/04/2021	American Express Attn Payment Processing	010-4200	618.80	
			010-4300	185.54	804.34
5002047077	02/04/2021	California Chamber of Commerce	010-4300		553.67
5002047078	02/04/2021	Coastal Pipco	010-4300	477.41	
			Unpaid Tax	4.39-	473.02
5002047079	02/04/2021	Crown Castle Fiber LLC	010-5903		1,226.39
5002047080	02/04/2021	Daniels Tire Service	010-5600	659.97	
			Unpaid Tax	5.03-	654.94
5002047081	02/04/2021	Driveshaftpro	010-5600	322.96	
			Unpaid Tax	1.29-	321.67
5002047082	02/04/2021	Frontier Communications	010-5903		1,779.40
5002047083	02/04/2021	GHS Garcia Hernandez Sawhney	010-5815		2,162.50
5002047084	02/04/2021	Jenny Ponzuric DBA Jij Consulting	Cancelled		62.50 *
Cancelled on 02/18/2021					
5002047085	02/04/2021	Kwang Sung Lee DBA K & S Lawnmower	010-5600	83.37	
			Unpaid Tax	.21-	83.16
5002047086	02/04/2021	KENCO Construction Services	216-6200		14,400.00
5002047087	02/04/2021	Lakeshore Learning Materials	010-4300		446.60
5002047088	02/04/2021	Live Scan Ventura	010-5800		120.00
5002047089	02/04/2021	Marc Purchin DBA Purchin Consulting	010-5800		3,600.00
5002047090	02/04/2021	Medco School First Aid	010-9320		856.41
5002047091	02/04/2021	MJP Technologies	010-4300		9,440.00
5002047092	02/04/2021	Monroe Systems	010-4300		95.30
5002047093	02/04/2021	PeeBee & Jay's	010-4300	81.78	
			Unpaid Tax	3.49-	78.29
5002047094	02/04/2021	Schaeffer Mfg Co. Dept. 3518	010-4300	387.61	
			Unpaid Tax	2.16-	385.45
5002047095	02/04/2021	School Specialty Inc.	010-4300	2,304.99	
			010-9320	6,530.17	8,835.16
5002047096	02/04/2021	Therapy Travelers	010-5800		18,106.48
5002047097	02/04/2021	Thomson-West/Barclays West Payment Center	010-4300		478.61
5002047098	02/04/2021	Uline	010-4300		44.77
5002047099	02/04/2021	Ventura County Auto Suppy	010-4300	48.65	
			Unpaid Tax	.70-	47.95
5002047100	02/04/2021	Ventura County Star	010-5800		281.52
5002047101	02/08/2021	Veronica Gonzalez	010-8699		55.00
5002047102	02/08/2021	Amazon Capital Service	010-4300	1,533.79	
			Unpaid Tax	11.00-	1,522.79
5002047103	02/08/2021	AramSCO Inc.	010-4300		1,712.82

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

## Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047104	02/08/2021	Breakout EDU	010-5800		53.63
5002047105	02/08/2021	Channel Isl Beach Community Services District	010-5502		818.38
5002047106	02/08/2021	City Of Pt Hueneme	010-5502		279.44
5002047107	02/08/2021	CSNA	130-5300		55.00
5002047108	02/08/2021	Hueneme School District	010-5800		921.28
5002047109	02/08/2021	Pioneer Healthcare Service	010-5100		25,016.00
5002047110	02/08/2021	Push Play PE	010-5800		5,089.80
5002047111	02/08/2021	ReadyRefresh by Nestle	010-4300		468.10
5002047112	02/08/2021	VCOE	010-5100	43,579.29	
			010-5800	20,818.46	
			010-7142	396,030.00	460,427.75
5002047113	02/08/2021	Voyager Sopris Learning	010-4300	74,267.87	
			Unpaid Tax	69.29-	74,198.58
5002047114	02/09/2021	Advantage Telecom	010-5903		112.90
5002047115	02/09/2021	American Express Attn Payment Processing	010-5211	125.00	
			010-5218	125.00	
			010-5800	156.00	406.00
5002047116	02/09/2021	Balfour Beatty	216-5800		14,080.00
5002047117	02/09/2021	The Berry Man Inc	130-9321		46.35
5002047118	02/09/2021	Booklist	010-5800		75.00
5002047119	02/09/2021	Harris Water Conditioning DBA Culligan of Ventura County	010-5699		37.00
5002047120	02/09/2021	Driftwood Dairy Inc.	130-9321		19,167.60
5002047121	02/09/2021	Dual Language Education New Mexico	010-5200		240.00
5002047122	02/09/2021	FCG Enviromental	216-6200		10,961.00
5002047123	02/09/2021	Federal Express	010-5900		45.30
5002047124	02/09/2021	Jordano's	130-9321		29,490.50
5002047125	02/09/2021	OfficeSupply.com	010-9320		4,199.76
5002047126	02/09/2021	P & R Paper Supply Inc.	130-9329		6,643.97
5002047127	02/09/2021	Quill Corporation	010-4300		55.64
5002047128	02/09/2021	Securly Inc	010-5800		19,260.00
5002047129	02/09/2021	Staples Advantage	010-4300		311.63
5002047130	02/09/2021	State Of California (DOJ) Dept of Justice Acctg Office	010-5800		192.00
5002047131	02/09/2021	VCOE	010-5200	440.00	
			010-5800	19,602.00	20,042.00
5002047132	02/09/2021	Verizon Business	010-5903		1.72
5002047133	02/16/2021	Jimenez, Luis	010-4300		250.00
5002047134	02/16/2021	Shallenberger, Monica	010-4300	301.35	
			010-5900	22.00	323.35
5002047135	02/16/2021	Luna, Evangelina A	010-4300		479.95
5002047136	02/16/2021	Quezada, Gilbert	010-4300		215.45
5002047137	02/16/2021	Miguel, Amanda F	010-4300		93.68
5002047138	02/16/2021	Nemtsov, Rachel	010-4300		100.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047139	02/16/2021	A-Z Bus Sales	010-4300		192.15
5002047140	02/16/2021	Jeffery Thomas Davis DBA ABC Playground Safety	216-6200		2,019.00
5002047141	02/16/2021	Ahern Rental	010-5699		345.23
5002047142	02/16/2021	All Phase Electric	010-4300		351.46
5002047143	02/16/2021	Amazon Capital Service	010-4200	88.75	
			010-4300	2,769.01	
			010-4400	869.99	
			010-5300	270.79	
			Unpaid Tax	24.88-	3,973.66
5002047144	02/16/2021	Apple Inc	010-4300		249.99
5002047145	02/16/2021	ARC Document Solutions LLC	010-4300	14,132.61	
			Unpaid Tax	129.96-	14,002.65
5002047146	02/16/2021	Casa Pacifica	010-5800		1,997.50
5002047147	02/16/2021	Castle Air Inc	010-5600		3,865.00
5002047148	02/16/2021	City Of Oxnard	010-5502		2,537.67
5002047149	02/16/2021	Coastal Pipco	010-4300	523.97	
			Unpaid Tax	4.82-	519.15
5002047150	02/16/2021	Daniels Tire Service	010-5600	717.90	
			Unpaid Tax	4.95-	712.95
5002047151	02/16/2021	Dunn-Edwards Corp	010-4300		14.34
5002047152	02/16/2021	Elemental Hardware Inc.	010-5100		25,500.00
5002047153	02/16/2021	Foundation Building Materials	010-4300	668.42	
			Unpaid Tax	6.15-	662.27
5002047154	02/16/2021	Frontier Communications	010-5903		616.00
5002047155	02/16/2021	General Binding Corp ACCO Brands USA LLC	010-4300		181.05
5002047156	02/16/2021	Grainger	010-4300	48.87	
			Unpaid Tax	.45-	48.42
5002047157	02/16/2021	Kelly Paper Store	010-4300		877.93
5002047158	02/16/2021	Lifesigns Inc.	010-5800		156.00
5002047159	02/16/2021	Lito Galang DBA Lito's Auto Repair	010-5600	324.37	
			Unpaid Tax	1.01-	323.36
5002047160	02/16/2021	Mail Manager Inc	010-4300		686.70
5002047161	02/16/2021	PeeBee & Jay's	010-4300		98.81
5002047162	02/16/2021	19six Architects	216-6200		27,166.25
5002047163	02/16/2021	School Specialty Inc.	010-4300		907.61
5002047164	02/16/2021	Silvas Oil Company Inc	010-4300		1,193.09
5002047165	02/16/2021	U.S. Bank Corporate Payment Systems	010-4300		1,842.41
5002047166	02/18/2021	Assistance League School	010-5100		9,200.00
5002047167	02/18/2021	AT&T Mobility	010-5909		250.29
5002047168	02/18/2021	CMH Centers for Family Health	010-5800		880.00
5002047169	02/18/2021	Dex Imaging	010-4300		1,572.61
5002047170	02/18/2021	E.J.Harrison & Sons Inc.	010-5501		9,632.25
5002047171	02/18/2021	Frontier Communications	010-5903		316.97
5002047172	02/18/2021	Gold Star Foods Inc	130-5600	5.70	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 02/01/2021 through 02/28/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047172	02/18/2021	Gold Star Foods Inc	130-9321	21,991.95	21,997.65
5002047173	02/18/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	255.74	
			Unpaid Tax	2.36-	253.38
5002047174	02/18/2021	Medco School First Aid	010-9320		1,360.46
5002047175	02/18/2021	Mobile Mini Inc	010-5699		471.92
5002047176	02/18/2021	Monsido	010-5800		2,220.00
5002047177	02/18/2021	Office Depot	010-4300	190.67	
			010-9320	821.43	1,012.10
5002047178	02/18/2021	Pacificom	010-5600		90.00
5002047179	02/18/2021	Paradise Chevrolet	010-4300	274.96	
			Unpaid Tax	2.53-	272.43
5002047180	02/18/2021	Ponzuric Learning Solution	010-5800		62.50
5002047181	02/18/2021	Port Hueneme Marine Supply Co	010-4300	472.34	
			Unpaid Tax	4.34-	468.00
5002047182	02/18/2021	Pro-Ed	010-4300		2,159.75
5002047183	02/18/2021	Quinn Company	010-5600		250.88
5002047184	02/18/2021	Saviers Smog	010-5600		42.75
5002047185	02/18/2021	School Services of California	010-5200	1,680.00	
			010-5211	480.00	2,160.00
5002047186	02/18/2021	School Specialty Inc.	010-4300	40.06	
			010-9320	2,531.70	2,571.76
5002047187	02/18/2021	Sinclair Sanitary Supply Inc	010-4300		183.14
5002047188	02/18/2021	So Ca Gas Company	010-4300	22.48	
			010-5507	3,879.69	3,902.17
5002047189	02/18/2021	US Postal Service Stamp Fulfillment Services	010-5900		661.77
5002047190	02/18/2021	Staples Advantage	010-4300		36.95
5002047191	02/18/2021	Teachers Synergy LLC	010-4300		27.59
5002047192	02/18/2021	Time Warner Cable	010-5903		1,089.78
5002047193	02/18/2021	United Parcel Service	010-5900		132.00
5002047194	02/18/2021	Urban Graphics and Printing	010-4300		478.52
5002047195	02/18/2021	VCOE	010-5800		6,480.00
5002047196	02/18/2021	Vortex Industries Inc File 1095	010-5600		887.68
5002047197	02/22/2021	Mills, Michelle	010-4300		38.59
5002047198	02/22/2021	Epstein, Joy	010-5200		149.00
5002047199	02/22/2021	Granado, Maria	010-4300	199.89	
			010-5900	165.00	364.89
5002047200	02/22/2021	Marsh, Kelly	010-5800		69.00
5002047201	02/22/2021	Robles, Celia	010-5200		11.31
5002047202	02/22/2021	Dorsey-Jennings, Karen	010-4300		42.60
5002047203	02/22/2021	Fernandez, Mary	010-5200		22.04
5002047204	02/22/2021	Molina, Grant	010-5200		350.00
5002047205	02/22/2021	Magallanes, Kathryn	010-4300		36.56
5002047206	02/22/2021	Gonzalez, Denise	010-4300		480.00
5002047207	02/22/2021	Martinez, Sandra M	010-4300		32.37
5002047208	02/22/2021	Gisonno, Nichola	010-4300		135.01

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047209	02/22/2021	Gonzales, Robert P	010-4300		81.07
5002047210	02/22/2021	Miguel, Amanda F	010-4300		12.64
5002047211	02/22/2021	Fernandez, Cecilia	010-4300		17.50
5002047212	02/22/2021	Rains, Tait	010-4300		109.64
5002047213	02/22/2021	Airgas West	010-5699		58.72
5002047214	02/22/2021	American Express Attn Payment Processing	010-4300	1,406.79	
			010-5200	275.00	
			010-5300	39.00	
			010-5800	65.00	1,785.79
5002047215	02/22/2021	ARC Document Solutions LLC	010-4300	4,583.81	
			Unpaid Tax	47.96-	4,535.85
5002047216	02/22/2021	Aswell Trophy	010-4300	101.03	
			Unpaid Tax	.93-	100.10
5002047217	02/22/2021	Children's Therapy Network Inc	010-5100	1,692.50	
			010-5800	19,326.25	21,018.75
5002047218	02/22/2021	City Of Oxnard	010-5502		8,159.88
5002047219	02/22/2021	Coastal Pipco	010-4300	363.86	
			Unpaid Tax	2.48-	361.38
5002047220	02/22/2021	Cty of Ventura/Elections Div	010-5800		1,025.12
5002047221	02/22/2021	Diamond A Equipment	010-4300	365.43	
			Unpaid Tax	3.36-	362.07
5002047222	02/22/2021	Document Tracking Services LLC	010-5800		1,313.41
5002047223	02/22/2021	Dunn-Edwards Corp	010-4300	149.80	
			Unpaid Tax	1.38-	148.42
5002047224	02/22/2021	Intermountain Lock & Security	010-4300		59.78
5002047225	02/22/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	281.76	
			010-5600	130.79	
			010-6400	1,400.74	
			Unpaid Tax	16.26-	1,797.03
5002047226	02/22/2021	Lakeshore Learning Materials	010-4300	973.47	
			Unpaid Tax	8.43-	965.04
5002047227	02/22/2021	Office Depot	010-4300		782.93
5002047228	02/22/2021	Paradise Chevrolet	010-4300	95.77	
			Unpaid Tax	.88-	94.89
5002047229	02/22/2021	NCS Pearson, Inc.	010-4300	2,679.17	
			Unpaid Tax	7.61-	2,671.56
5002047230	02/22/2021	Colbi Technologies	010-5800	5,000.00	
			216-5800	5,000.00	10,000.00
5002047231	02/22/2021	ReadyRefresh by Nestle	010-4300	41.48	
			130-4300	41.08	82.56
5002047232	02/22/2021	Saviors Smog	010-5600		52.75
5002047233	02/22/2021	Scholastic (book Club)	010-5800		1,682.91
5002047234	02/22/2021	School Specialty Inc.	010-4300		103.39
5002047235	02/22/2021	Softchoice Corporation	010-5800		23,373.20
5002047236	02/22/2021	Staples Technology Solution	010-4400		998.78
5002047237	02/22/2021	Sunrise Physical Therapy Ser	010-5800		1,000.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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## Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047238	02/22/2021	Superior Sanitary Supplies	010-4300		244.56
5002047239	02/22/2021	Traffic Technologies	010-4300	654.68	
			Unpaid Tax	6.02-	648.66
5002047240	02/22/2021	Tri County Gate Council	010-5300		75.00
5002047241	02/22/2021	Ventura County Auto Supply	010-4300	96.16	
			Unpaid Tax	.89-	95.27
5002047242	02/22/2021	Waisman Construction	216-6200		321,154.74
5002047243	02/23/2021	Burke, Maria	010-5900		42.55
5002047244	02/23/2021	Gomez, Maricela	010-4300		18.00
5002047245	02/23/2021	Granado, Maria	010-4300	482.72	
			010-5900	330.00	812.72
5002047246	02/23/2021	Cekosky, Lalena	010-5200		30.00
5002047247	02/23/2021	Delgado, Cynthia J	010-4200	138.16	
			010-4300	198.39	336.55
5002047248	02/23/2021	Guillen, Marisol	010-4300		37.98
5002047249	02/23/2021	Fullmer, Angie	010-4300		121.24
5002047250	02/23/2021	Ayala II, Jesus	010-4300		96.96
5002047251	02/23/2021	Stella, Meghann A	010-4300		34.20
5002047252	02/23/2021	Budroe, Katelyn E	010-5200		32.35
5002047253	02/23/2021	Activate Learning	010-4100	826,455.35	
			Unpaid Tax	927.69-	825,527.66
5002047254	02/23/2021	All Phase Electric	010-4300		827.37
5002047255	02/23/2021	Blick Art Materials	010-4300		911.77
5002047256	02/23/2021	Dempsey Road Mutual Water Co	010-5502		2,320.00
5002047257	02/23/2021	FCG Enviromental	216-6200		6,383.00
5002047258	02/23/2021	Mail Manager Inc	010-5900		682.56
5002047259	02/23/2021	NCS Pearson, Inc.	010-4300	23,546.29	
			Unpaid Tax	84.00-	23,462.29
5002047260	02/23/2021	School Health Corporation	010-9320		1,613.56
5002047261	02/23/2021	Shred-It USA	010-5800		73.93
5002047262	02/23/2021	So Ca Gas Company	010-5507		5,303.26
5002047263	02/23/2021	Tri County Office Furniture	010-4300	6,466.82	
			010-4400	2,973.80	9,440.62
5002047264	02/25/2021	Russell, Katherine E	010-4300		382.49
5002047265	02/25/2021	Granado, Maria	010-4300		119.19
5002047266	02/25/2021	Maya, Lizeth	010-4300		107.74
5002047267	02/25/2021	Amazon Capital Service	010-4200	171.13	
			010-4300	2,071.89	
			010-5800	297.41	
			Unpaid Tax	19.86-	2,520.57
5002047268	02/25/2021	American Express Attn Payment Processing	010-4300		234.43
5002047269	02/25/2021	Apple Inc	010-4300		416.16
5002047270	02/25/2021	Aswell Trophy	010-4300	97.65	
			Unpaid Tax	.90-	96.75
5002047271	02/25/2021	Evangelina Levine DBA Eden Embroidered Uniforms	010-5800		541.95

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ESCAPE ONLINE

Page 7 of 8

**Checks Dated 02/01/2021 through 02/28/2021**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047272	02/25/2021	Headset Advisor	010-4300		297.48
5002047273	02/25/2021	JoyLabz LLC	010-4300		256.70
5002047274	02/25/2021	Notable	010-5800		2,400.00
5002047275	02/25/2021	Kelly Paper Store	010-4300		36.20
5002047276	02/25/2021	Mail Manager Inc	010-5900		565.26
5002047277	02/25/2021	Nearpod Inc. Stifei Bank	010-5800		5,448.00
5002047278	02/25/2021	Quill Corporation	010-9320		1,426.25
5002047279	02/25/2021	Scholastic (book Club)	010-4200		28.55
5002047280	02/25/2021	So Ca Gas Company	010-5507		2,319.86
5002047281	02/25/2021	Staples Advantage	010-9320		6,568.88
5002047282	02/25/2021	SyTech Solutions Inc	010-5800		1,200.00
5002047283	02/25/2021	Tax Deferred Services	010-9533	171,643.26	
			010-9539	850.00	172,493.26
<b>Total Number of Checks</b>			<b>252</b>		<b>2,556,711.93</b>

	Count	Amount
Cancel	1	62.50
Net Issue		2,556,649.43

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
010	General Fund	236	2,072,076.92
130	Cafeteria Fund	8	77,574.65
216	Measure B Building Fund	8	401,163.99
250	Capital Facilities Fund	1	7,324.64
Total Number of Checks		<b>251</b>	2,558,140.20
Less Unpaid Tax Liability			1,490.77-
<b>Net (Check Amount)</b>			<b>2,556,649.43</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

## HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: REPORT OF MISCELLANEOUS INCOME FOR  
FEBRUARY 2021

BOARD MEETING DATE: March 8, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENTRECOMMENDATION

For information only

BACKGROUND

The monthly miscellaneous income report is a summary of funds received in the district office and transmitted to the Ventura County Office of Education for deposit into the various funds of the district at the County Treasury.

The February report reflects the receipt of \$320,868.49 as follows:

	Description	Amount
	General Fund	\$305,063.07
	Cafeteria Fund	\$1,856.64
	Measure B Bldg. Fund	\$0
	Developer Fee Fund	\$12,198.78
	Student Funds	\$1,750.00
	Totals	\$320,868.49

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000821	Posted	(000201) Carol Boerrigter	1346	Check	02/01/21	1887	AR21-00422	01	CR146109	JAN - MAR 2021 CAROL BOE	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000822	Posted	(711577) Marlene Blanchard	1346	Check	02/01/21	217	AR21-00478	01	CR146109	JAN - MAR 2021 MARLENE E	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000823	Posted	(712642) Olivia Owens	1346	Check	02/01/21	2513	AR21-00590	01	CR146109	JAN - MAR 2021 OLIVIA OWE	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000824	Posted	(702193) Julia Garvey	1346	Check	02/01/21	5878	AR21-00501		CR146109	JAN - MAR 2021 JULIA GARV	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000825	Posted	(712664) Nancy Bernier	1346	Check	02/01/21	2023	AR21-00568	01	CR146109	JAN - MAR 2021 NANCY BEF	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000826	Posted	(711605) Rosie Garcia	1346	Check	02/01/21	9618	AR21-00573	01	CR146109	JAN - MAR 2021 ROSIE GAR	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000827	Posted	(000127) Mary Ellen Alvarado	1346	Check	02/01/21	6646	AR21-00474	01	CR146109	JAN - MAR 2021 MARY ALVA	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000828	Posted	(000120) Annalyn Parvin	1346	Check	02/01/21	11094	AR21-00562	01	CR146109	JAN - MAR 2021 ANNALYN F	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000829	Posted	(000129) Marian Meier	1346	Check	02/01/21	2282	AR21-00523	01	CR146109	JAN - MAR 2021 MARIAN ME	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000830	Posted	(003951) Mary Alice Waldo	1346	Check	02/01/21	7914	AR21-00549		CR146109	JAN - MAR 2021 MARY ALIC	1,533.00	
(022204)	010-9537-	- - - - -	-	-		1,533.00						
DP21-0000831	Posted	(000140) Jose Gonzalez	1346	Check	02/01/21	3598	AR21-00461	01	CR146109	JAN - MAR 2021 JOSE GONZ	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000832	Posted	(000099) Pamela Ross	1346	Check	02/01/21	3020	AR21-00449		CR146109	JAN - MAR 2021 PAMELA RC	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000833	Posted	(000150) Susan Engelmann	1346	Check	02/01/21	7747	AR21-00428	01	CR146109	JAN - MAR 2021 SUSAN ENC	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000834	Posted	(000184) Darlinda Wanderer	1346	Check	02/01/21	1168	AR21-00470	01	CR146109	JAN - MAR 2021 DARLINDA W	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000835	Posted	(700323) Linda Nahrstedt	1346	Check	02/01/21	968	AR21-00530		CR146109	JAN - MAR 2021 LINDA NAHI	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000836	Posted	(000095) Sylvia Gonzalez-Juarez	1346	Check	02/01/21	5093	AR21-00502	01	CR146109	JAN - MAR 2021 SYLVIA GOI	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000837	Posted	(701841) Bruce Fraser	1346	Check	02/01/21	17646	AR21-00498	01	CR146109	JAN - MAR 2021 BRUCE FRASER	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000838	Posted	(702336) Sharon Fraser	1346	Check	02/01/21	17646	AR21-00499	01	CR146109	JAN - MAR 2021 SHARON FRASER	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000839	Posted	(004727) Barbara Kendall-Wood	1346	Check	02/01/21	3477	AR21-00513		CR146109	JAN - MAR 2021 BARBARA KENDALL	1,533.00	
(022204)	010-9537-	- - - - -	-	-		1,533.00						
DP21-0000840	Posted	(004675) Cynthia Carpenter	1346	Check	02/01/21	5070	AR21-00555	01	CR146109	JAN - MAR 2021 CYNTHIA CARPENTER	54.00	
(022204)	010-9537-	- - - - -	-	-		54.00						
DP21-0000841	Posted	(003144) Ross Carpenter	1346	Check	02/01/21	5070	AR21-00571	01	CR146109	JAN - MAR 2021 ROSS CARPENTER	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000842	Posted	(711624) Carol Gottlieb	1346	Check	02/01/21	9765	AR21-00504	01	CR146109	JAN - MAR 2021 CAROL GOTTLIEB	54.00	
(022204)	010-9537-	- - - - -	-	-		54.00						
DP21-0000843	Posted	(700632) Barbara Pontinen	1346	Check	02/01/21	4839	AR21-00532	01	CR146109	JAN - MAR 2021 BARBARA PONTINEN	186.00	
(022204)	010-9537-	- - - - -	-	-		186.00						
DP21-0000844	Posted	(005567) Carolyn Zimring	1346	Check	02/01/21	2600	AR21-00554		CR146109	JAN - MAR 2021 CAROLYN ZIMRING	1,533.00	
(022204)	010-9537-	- - - - -	-	-		1,533.00						
DP21-0000845	Posted	(000199) Jane Mesrobian	1346	Check	02/01/21	7501	AR21-00524		CR146109	JAN - MAR 2021 JANE MESROBIAN	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000846	Posted	(000214) Cynthia Sanchez	1346	Check	02/01/21	1015	AR21-00450		CR146109	JAN - MAR 2021 CYNTHIA SANCHEZ	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000847	Posted	(000169) Martin Johnson	1346	Check	02/01/21	184	AR21-00464	01	CR146109	JAN - MAR 2021 MARTIN JOHNSON	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000848	Posted	(000158) David VanKeersbilck	1346	Check	02/01/21	246	AR21-00548	01	CR146109	JAN - MAR 2021 DAVID VAN KEERSBILCK	4,776.00	
(022204)	010-9537-	- - - - -	-	-		4,776.00						
DP21-0000849	Posted	(000200) Donald Baughn	1346	Check	02/01/21	355	AR21-00421		CR146109	JAN - MAR 2021 DONALD BAUGHN	576.00	
(022204)	010-9537-	- - - - -	-	-		576.00						
DP21-0000850	Posted	(703144) Linda Lowe	1346	Check	02/01/21	6098	AR21-00520	01	CR146109	JAN - MAR 2021 LINDA LOWE	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000851	Posted	(701556) Jean McDermott	1346	Check	02/01/21	6271	AR21-00522		CR146109	JAN - MAR 2021 JEAN MCDERMOTT	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000852	Posted	(703358) Donna Montgomery	1346	Check	02/01/21	9103	AR21-00528		CR146109	JAN - MAR 2021 DONNA MONTGOMERY	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						

\* On Hold

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ESCAPE ONLINE



COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000853	Posted	(000217) Anna Hernandez	1346	Check	02/01/21	3427	AR21-00487		CR146109	JAN - MAR 2020 ANNA HERNANDEZ	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000854	Posted	(000217) Anna Hernandez	1346	Check	02/01/21	3426	AR21-00490		CR146109	SUPPL OCT - DEC 2020 ANNA HERNANDEZ	183.00
(022204)	010-9537-	- - - - -	-	-		183.00					
DP21-0000855	Posted	(000028) Richard Calzada	1346	Check	02/01/21	2633	AR21-00485		CR146109	JAN - MAR 2021 RICHARD CALZADA	186.00
(022204)	010-9537-	- - - - -	-	-		186.00					
DP21-0000856	Posted	(000192) Nancy Nguyen	1346	Check	02/01/21	6055	AR21-00442		CR146109	JAN - MAR 2021 NANCY NGUYEN	576.00
(022204)	010-9537-	- - - - -	-	-		576.00					
DP21-0000857	Posted	(713652) MERITO Foundation, Inc.	1346	Check	02/01/21	1113	AR20-00793		CR146109	SUNKIST ELEMENTARY 02/01/21	250.00
(052733)	010-8699-0000-0-0000-0000-280-000-D006-0					.00					
(012582)	010-9200-0000-0-	- - - - -	-	-		250.00					
DP21-0000858	Posted	(701564) Lorraine Bowles	1346	Check	02/01/21	30202	AR21-00480		CR146109	JAN - MAR 2021 LORRAINE BOWLES	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000859	Posted	(700099) Leann Wren	1346	Check	02/01/21	9389	AR21-00551	01	CR146109	JAN - MAR 2021 LEANN WREN	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000860	Posted	(000096) Lauren Gonzalez	1346	Check	02/01/21	6596	AR21-00503		CR146109	JAN - MAR 2021 LAUREN GONZALEZ	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000861	Posted	(000134) Susan Parsons	1346	Check	02/01/21	568	AR21-00472		CR146109	JAN - MAR 2021 SUSAN PARSONS	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000862	Posted	(701405) Ventura County Schools	1346	Check	02/01/21	33315			CR146109	W/C - R.GARCIA 12/29/20-01	1,539.30
(026418)	010-2400-0709-0-0000-7550-000-512-0000-0					1,539.30					
DP21-0000863	Posted	(712162) University of LaVerne	1346	Check	02/01/21	11045637			CR146109	MASTER TEACHER STIPEND	900.00
(011136)	010-8699-0000-0-0000-0000-000-000-0000-0					900.00					
DP21-0000864	Posted	(701405) Ventura County Schools	1346	Check	02/01/21	5097806017	AR20-00820		CR146109	2019-20 SAFETY CREDITS 8	9,945.26
(011139)	010-8699-0000-0-0000-0000-000-000-0660-0					.00					
(047580)	010-8699-0000-0-0000-0000-000-000-0664-0					.00					
(012582)	010-9200-0000-0-	- - - - -	-	-		9,945.26					
DP21-0000865	Posted	(000198) Patricia Chaparro	1347	Check	02/02/21	13657	AR21-00574	01	CR146109	JAN - MAR 2021 PATRICIA CHAPARRO	408.00
(022204)	010-9537-	- - - - -	-	-		408.00					
DP21-0000866	Posted	(000152) Judy Hale	1347	Check	02/02/21	4402	AR21-00432		CR146109	JAN - MAR 2021 JUDY HALE	27.00
(022204)	010-9537-	- - - - -	-	-		27.00					
DP21-0000867	Posted	(710368) Jan Comstock	1347	Check	02/02/21	3738	AR21-00494	01	CR146109	JAN - MAR 2021 JANET COMSTOCK	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000868	Posted	(710414) Donna Jimenez	1347	Check	02/02/21	17334	AR21-00580	01	CR146109	JAN - MAR 2021 DONNA JIM	576.00
(022204)	010-9537-	- - - - -	-	-		576.00					
DP21-0000869	Posted	(711623) Carol Yung	1347	Check	02/02/21	7791	AR21-00553	01	CR146109	JAN - MAR 2021 CAROL YUN	186.00
(022204)	010-9537-	- - - - -	-	-		186.00					
DP21-0000870	Posted	(004264) Corine Otero Reeber	1347	Check	02/02/21	1674	AR21-00535	01	CR146109	JAN - MAR 2021 CORINE OT	2,703.00
(022204)	010-9537-	- - - - -	-	-		2,703.00					
DP21-0000871	Posted	(000183) Irma Villanueva	1347	Check	02/02/21	2006746134	AR21-00456	01	CR146109	JAN - MAR 2021 IRMA VILLA	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000872	Posted	(000173) Rita Henry	1347	Check	02/02/21	6106	AR21-00508	00	CR146109	JAN - MAR 2021 RITA HENR'	2,703.00
(022204)	010-9537-	- - - - -	-	-		2,703.00					
DP21-0000873	Posted	(000171) Sophia Cormack	1347	Check	02/02/21	8037	AR21-00495		CR146109	JAN - MAR 2021 SOPHIA CO	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000874	Posted	(703357) Linda Cody	1347	Check	02/02/21	13969	AR21-00493		CR146109	JAN - MAR 2021 LINDA COC	5,130.00
(022204)	010-9537-	- - - - -	-	-		5,130.00					
DP21-0000875	Posted	(701588) Linda Bell	1347	Check	02/02/21	3601	AR21-00477		CR146109	JAN - MAR 2021 LINDA BELL	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000876	Posted	(713674) Nora Kenny	1347	Check	02/02/21	1764	AR21-00515		CR146109	JAN - MAR 2021 NORA KENI	2,703.00
(022204)	010-9537-	- - - - -	-	-		2,703.00					
DP21-0000877	Posted	(000179) Estela Macias	1347	Check	02/02/21	577	AR21-00436		CR146109	JAN - MAR 2021 ESTELA MA	576.00
(022204)	010-9537-	- - - - -	-	-		576.00					
DP21-0000878	Posted	(712183) Rick Uelmen	1347	Check	02/02/21	6087	AR21-00546	01	CR146109	JAN - MAR 2021 RICK UELM	2,703.00
(022204)	010-9537-	- - - - -	-	-		2,703.00					
DP21-0000879	Posted	(711594) Elna Ranson	1347	Check	02/02/21	5223	AR21-00593	01	CR146109	JAN - MAR 2021 ELNA RANS	142.00
(022204)	010-9537-	- - - - -	-	-		142.00					
DP21-0000880	Posted	(000153) Arlene Modell	1347	Check	02/02/21	2327	AR21-00527		CR146109	JAN - MAR 2021 ARLENE MC	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000881	Posted	(000106) ACSA	1347	Check	02/02/21	2983003022			CR146109	REFUND DUES - D.FRIEDM/	67.33
(022206)	010-9539-	- - - - -	-	-		67.33					
DP21-0000882	Posted	(711331) Beach Elementary Schoo	1347	Check	02/02/21	2649899			CR146109	DONATION - KROGER 12-22	44.28
(011142)	010-8699-0000-0-0000-0000-120-000-D000-0					44.28					
DP21-0000883	Posted	(711331) Beach Elementary Schoo	1347	Check	02/02/21	8954			CR146109	50% REFUND H20-00020 PA	5,906.25
(036296)	010-8699-0000-0-0000-0000-120-000-9970-0					5,906.25					

\* On Hold

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ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000884	Posted	(000156) Marcia Saklad	1348	Check	02/03/21	6014	AR21-00538	01	cr146827	JAN - MAR 2021 MARCIA SA	576.00	
(022204)	010-9537-	- - - - -	-	-		576.00						
DP21-0000885	Posted	(000154) Nicolas Montanez	1348	Check	02/03/21	931	AR21-00467		cr146827	JAN - MAR 2021 NICOLAS M	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000886	Posted	(004717) Marilyn Holyoak	1348	Check	02/03/21	1024	AR21-00509		cr146827	JAN - MAR 2021 MARILYN H	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000887	Posted	(000098) Deborah Owens	1348	Check	02/03/21	2339	AR21-00531		cr146827	JAN - MAR 2021 DEBORAH (	186.00	
(022204)	010-9537-	- - - - -	-	-		186.00						
DP21-0000888	Posted	(000091) Cheryl Davidson-Fitzgera	1348	Check	02/03/21	700994512	AR21-00556		cr146827	JAN - MAR 2021 CHERYL DA	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000889	Posted	(000126) Gloria Valdez	1348	Check	02/03/21	134004393	AR21-00317	01	cr146827	OCT - DEC 2020 GLORIA VA	240.00	
(022204)	010-9537-	- - - - -	-	-		240.00						
DP21-0000890	Posted	(711611) Darlyne Schott	1348	Check	02/03/21	2581	AR21-00539	01	cr146827	JAN - MAR 2021 DARLYNE S	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000891	Posted	(712850) Indalicio Pascua	1348	Check	02/03/21	2835	AR21-00591	00	cr146827	JAN - MAR 2021 INDALICIO I	54.00	
(022204)	010-9537-	- - - - -	-	-		54.00						
DP21-0000892	Posted	(711617) Dolores Stallings	1348	Check	02/03/21	8077	AR21-00597	01	cr146827	JAN - MAR 2021 DOLORES S	771.00	
(022204)	010-9537-	- - - - -	-	-		771.00						
DP21-0000893	Posted	(710446) Donna Buckmaster	1348	Check	02/03/21	134043656	AR21-00569		cr146827	JAN - MAR 2021 DONNA BU	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000894	Posted	(711604) Richard Froyen	1348	Check	02/03/21	5055	AR21-00558	01	cr146827	JAN - MAR 2021 RICHARD F	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000895	Posted	(004488) Gloria Froyen	1348	Check	02/03/21	5056	AR21-00500	01	cr146827	JAN - MAR 2021 GLORIA FR	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000896	Posted	(000223) Maria Cisneros	1348	Check	02/03/21	1877	AR21-00488	01	cr146827	JAN - MAR 2021 MARIA CISM	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000897	Posted	(000223) Maria Cisneros	1348	Check	02/03/21	1877	AR21-00489	01	cr146827	OCT - DEC 2020 MARIA CISM	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000898	Posted	(700877) Evangeline Urias	1348	Check	02/03/21	2499	AR21-00086	01	cr146827	JULY - SEPT 2020	1.00	
(022204)	010-9537-	- - - - -	-	-		1.00						
DP21-0000899	Posted	(700877) Evangeline Urias	1348	Check	02/03/21	2499	AR21-00598	01	cr146827	JAN - MAR 2021 EVANGELIN	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						

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ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000900	Posted	(003845) Geraldine Troutman	1348	Check	02/03/21	9140	AR21-00545	01	cr146827	JAN - MAR 2021 GERALDINE	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000901	Posted	(711733) Allen Krahenbuhl	1348	Check	02/03/21	3960	AR21-00582		cr146827	JAN - MAR 2021 ALLEN KRA	2,490.00	
(022204)	010-9537-	- - - - -	-	-		2,490.00						
DP21-0000902	Posted	(710358) Maria Zeledon	1348	Check	02/03/21	5487	AR21-00600	01	cr146827	JAN - MAR 2021 MARIA ZELI	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000903	Posted	(002897) Lynn Arnold	1348	Check	02/03/21	4724	AR21-00476		cr146827	JAN - MAR 2021 LYNN ARNC	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000904	Posted	(713797) Rosanna Kissinger	1348	Check	02/03/21	1825	AR21-00581		cr146827	JAN - MAR 2021 ROSANNA K	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000905	Posted	(000203) Pamela Gibson	1348	Check	02/03/21	4152	AR21-00431	01	cr146827	JAN - MAR 2021 PAMELA GI	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000906	Posted	PULLEN FAMILY ADM TRUST	1348	Check	02/03/21	1013			cr146827	DEV FEES - 3930 OCEAN DF	10,201.00	
(011703)	250-8681-9010-0-0000-0000-000-0000-0					10,201.00						
DP21-0000907	Posted	(000139) Val Donaire	1348	Check	02/03/21	3940	AR21-00424	01	cr146827	JAN - MAR 2021 VAL DONAI	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000908	Posted	(000182) Carol Short	1348	Check	02/03/21	2248	AR21-00452		cr146827	JAN - MAR 2021 CAROL SHC	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000909	Posted	(711609) Franziska Jeffreys	1348	Check	02/03/21	1665	AR21-00579	01	cr146827	JAN - MAR 2021 FRANZISKA	369.00	
(022204)	010-9537-	- - - - -	-	-		369.00						
DP21-0000910	Posted	(000147) Linda Apodaca	1348	Check	02/03/21	5279	AR21-00565		cr146827	JAN - MAR 2021 LINDA APOI	54.00	
(022204)	010-9537-	- - - - -	-	-		54.00						
DP21-0000911	Posted	(711673) Nancy Howison	1348	Check	02/03/21	8029	AR21-00510	01	cr146827	JAN - MAR 2021 NANCY HOI	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000912	Posted	(701795) Clinicas Del Camino Real	1348	Check	02/03/21	110513	AR20-00818	01	cr146827	Facility Use - HAYCOX 02/29/	1,356.00	
(011131)	010-8650-0000-0-0000-0000-000-0000-0					.00						
(012582)	010-9200-0000-0-					1,356.00						
DP21-0000913	Posted	(000176) Lorice Lambert	1348	Check	02/03/21	6466	AR21-00583		cr146827	JAN - MAR 2021 LORICE LAI	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000914	Posted	(710570) Hilda Valenzuela	1348	Check	02/03/21	3447	AR21-00414		cr146827	JAN-MAR 2021 HILDA VALEI	21.00	
(022204)	010-9537-	- - - - -	-	-		21.00						
DP21-0000915	Posted	(700575) Joseph Legacy	1348	Check	02/03/21	0077856644	AR21-00601		cr146827	APR - JUN 2021 JOSEPH LEI	9.00	
(022204)	010-9537-	- - - - -	-	-		9.00						

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COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000916	Posted	(000146) Lori Anaya	1348	Check	02/03/21	0001984659	AR21-00420		cr146827	JAN - MAR 2021 LORI ANAY,	213.00
(022204)	010-9537-	- - - - -	-	-		213.00					
DP21-0000917	Posted	(701625) Dennis Powers	1348	Check	02/03/21	1923	AR21-00534		cr146827	JAN - MAR 2021 DENNIS PO	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000918	Posted	(713338) Marsha Brumana	1348	Check	02/03/21	2203	AR21-00483		cr146827	JAN - MAR 2021 MARSHA BF	141.00
(022204)	010-9537-	- - - - -	-	-		141.00					
DP21-0000919	Posted	(710417) Francisco Rodriguez	1348	Check	02/03/21	868	AR21-00595		cr146827	JAN - MAR 2021 FRANCISCC	576.00
(022204)	010-9537-	- - - - -	-	-		576.00					
DP21-0000920	Posted	(711906) Bard Elementary PTA	1348	Check	02/03/21	5056			cr146827	DONATION - TABLES AND F	3,703.25
(011141)	010-8699-0000-0-0000-0000-100-000-D000-0					3,703.25					
DP21-0000921	Posted	(711763) E.O. Green ASB	1348	Electronic Fi	02/03/21	1162-1410			cr146827	ASB TSFR - OCT, NOV, DEC	1,500.00
(053108)	952-8639-0984-0-0000-0000-160-000-0000-0					1,500.00					
DP21-0000922	Posted	(000216) Teresa Hernandez	1350	Check	02/04/21	1478	AR21-00463		cr146827	JAN - MAR 2021 TERESA HE	71.00
(022204)	010-9537-	- - - - -	-	-		71.00					
DP21-0000923	Posted	(003901) Linda Krahenbuhl	1350	Check	02/04/21	3992	AR21-00516	01	cr146827	JAN - MAR 2021 LINDA KRAI	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000924	Posted	(005194) Kath Wurts	1350	Check	02/04/21	2282	AR21-00552	01	cr146827	JAN - MAR 2021 KATH WUR'	771.00
(022204)	010-9537-	- - - - -	-	-		771.00					
DP21-0000925	Posted	(711572) Barbara Baldwin	1350	Check	02/04/21	5525	AR21-00606	01	cr146827	JAN - MAR 2021 BARBARA E	798.00
(022204)	010-9537-	- - - - -	-	-		798.00					
DP21-0000926	Posted	(000215) Mariana Soto	1350	Check	02/04/21	1294	AR21-00453		cr146827	JAN - MAR 2021 MARIANA S	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000927	Posted	(711524) Dennis Recker	1350	Check	02/04/21	3808	AR21-00594	01	cr146827	JAN - MAR 2021 DENNIS RE	141.00
(022204)	010-9537-	- - - - -	-	-		141.00					
DP21-0000928	Posted	(004839) Cheryl Engel	1350	Check	02/04/21	9470	AR21-00497	01	cr146827	JAN - MAR 2021 CHERYL EN	423.00
(022204)	010-9537-	- - - - -	-	-		423.00					
DP21-0000929	Posted	(000162) Patricia Arriaga	1350	Check	02/04/21	3017	AR21-00566		cr146827	JAN - MAR 2021 PATRICIA A	266.00
(022204)	010-9537-	- - - - -	-	-		266.00					
DP21-0000930	Posted	(710606) Bernabe Simon	1350	Check	02/04/21	9400072	AR21-00411	01	cr146827	JAN-MAR 2021 BERNABE SI	192.00
(022204)	010-9537-	- - - - -	-	-		192.00					
DP21-0000931	Posted	(701541) Diane Franz	1350	Check	02/04/21	151	AR21-00213		cr146827	OCT - DEC 2020 DIANE FRA	276.00
(022204)	010-9537-	- - - - -	-	-		276.00					

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Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000932	Posted	(713059) Victoria Martinez	1350	Check	02/04/21	1995	AR21-00588	01	cr146827	JAN - MAR 2021 VICTORIA M	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000933	Posted	(712929) Lorenzo Ramirez	1350	Check	02/04/21	4809	AR21-00350		cr146827	OCT - DEC 2020 LORENZO F	246.00	
(022204)	010-9537-	- - - - -	-	-		246.00						
DP21-0000934	Posted	(712929) Lorenzo Ramirez	1350	Check	02/04/21	4809	AR21-00592		cr146827	JAN - MAR 2021 LORENZO F	21.00	
(022204)	010-9537-	- - - - -	-	-		21.00						
DP21-0000935	Posted	(000121) Magdalena Landeros	1350	Check	02/04/21	167	AR21-00560		cr146827	JAN - MAR 2021 MAGDALEN	4,200.00	
(022204)	010-9537-	- - - - -	-	-		4,200.00						
DP21-0000936	Posted	(710694) Cliff Morgan	1350	Check	02/04/21	1483	AR21-00529	01	cr146827	JAN - MAR 2021 CLIFF MOR	2.00	
(022204)	010-9537-	- - - - -	-	-		2.00						
DP21-0000937	Posted	(710694) Cliff Morgan	1350	Check	02/04/21	1482	AR21-00529	01	cr146827	JAN - MAR 2021 CLIFF MOR	195.00	
(022204)	010-9537-	- - - - -	-	-		195.00						
DP21-0000938	Posted	(000149) Carmelita Eckhart	1350	Check	02/04/21	4006	AR21-00496	01	cr146827	JAN - MAR 2021 CARMELITA	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						
DP21-0000939	Posted	(710525) Frances Hruska	1350	Check	02/04/21	257	AR21-00577	01	cr146827	JAN - MAR 2021 FRANCES F	186.00	
(022204)	010-9537-	- - - - -	-	-		186.00						
DP21-0000940	Posted	(711021) Maria Chian Clifton	1350	Check	02/04/21	1452	AR21-00492		cr146827	JAN - MAR 2021 MARIA CHI/	27.00	
(022204)	010-9537-	- - - - -	-	-		27.00						
DP21-0000941	Posted	(000204) Marta Hopkins	1350	Check	02/04/21	7169	AR21-00434		cr146827	JAN - MAR 2021 MARTA HOI	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000942	Posted	(000175) Lydia Hernandez	1350	Check	02/04/21	157	AR21-00576	00	cr146827	JAN - MAR 2021 LYDIA HERI	387.00	
(022204)	010-9537-	- - - - -	-	-		387.00						
DP21-0000943	Posted	(712362) Continuing Development,	1350	Check	02/04/21	1130827	AR21-00189	01	cr146827	Pre-School Classroom Leases	300.00	
(011131)	010-8650-0000-0-0000-000-000-0000-0					300.00						
DP21-0000944	Posted	DIAMOND ASSETS LLC	1351	Check	02/04/21	28780			cr146827	SALE - OBSOLETE TECH BII	209,964.50	
(051238)	010-8699-0000-0-0000-0000-000-000-SURP-0					209,964.50						
DP21-0000945	Posted	(711409) American Express TRS C	1350	Check	02/04/21	0001580700			cr146827	REISSUE UCP CK INV# UCP	583.75	
(022206)	010-9539-	- - - - -	-	-		583.75						
DP21-0000946	Posted	(712260) County of Ventura/Restitu	1350	Check	02/04/21	1002001373			cr146827	RESTITUTION - CASE 20130	9.00	
(011136)	010-8699-0000-0-0000-0000-000-000-0000-0					9.00						
DP21-0000947	Posted	(701405) Ventura County Schools	1350	Check	02/04/21	33821			cr146827	W/C - R.GARCIA 01/12/21-01	769.65	
(026418)	010-2400-0709-0-0000-7550-000-512-0000-0					769.65						

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Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000948	Posted	NOVA SURGICAL INSTITUTE INC	1350	Check	02/04/21	3928			cr146827	DEV FEES - 1500 OCEAN DF	1,997.78
( 011703)	250- 8681- 9010- 0- 0000- 0000- 000- 000- 0000- 0					1,997.78					
DP21-0000949	Posted	(003674) Linda Rosario	1350	Check	02/04/21	702885166	AR21-00536	01	cr146827	JAN - MAR 2021 LINDA ROS.	141.00
( 022204)	010- 9537- - - - - - - - - -					141.00					
DP21-0000950	Posted	(702406) Ruben Rosario	1350	Check	02/04/21	702885173	AR21-00537	01	cr146827	JAN - MAR 2021 RUBEN RO:	141.00
( 022204)	010- 9537- - - - - - - - - -					141.00					
DP21-0000951	Posted	(711604) Richard Froyen	1350	Check	02/04/21	5065	AR21-00558	01	cr146827	JAN - MAR 2021 RICHARD F	141.00
( 022204)	010- 9537- - - - - - - - - -					141.00					
DP21-0000952	Posted	(004488) Gloria Froyen	1350	Check	02/04/21	5066	AR21-00500	01	cr146827	JAN - MAR 2021 GLORIA FR	141.00
( 022204)	010- 9537- - - - - - - - - -					141.00					
DP21-0000953	Posted	(004899) Patrick Newton	1350	Check	02/04/21	80339683	AR21-00561		cr146827	JAN - MAR 2021 PATRICK NI	994.00
( 022204)	010- 9537- - - - - - - - - -					994.00					
DP21-0000954	Posted	(711597) Vi Escobedo	1350	Check	02/04/21	80642754	AR21-00412	01	cr146827	JAN-MAR 2021 VIOLET ESCI	830.00
( 022204)	010- 9537- - - - - - - - - -					830.00					
DP21-0000955	Posted	(711331) Beach Elementary Schoo	1350	Check	02/04/21	8964			cr146827	PALI REPLACEMENT CK RE	5,906.25
( 036296)	010- 8699- 0000- 0- 0000- 0000- 120- 000- 9970- 0					5,906.25					
DP21-0000956	Posted	(711331) Beach Elementary Schoo	1349	Check	02/03/21	8954			cr146827	PALI STOP PAY CK H20-002	5,906.25-
( 036296)	010- 8699- 0000- 0- 0000- 0000- 120- 000- 9970- 0					5,906.25-					
DP21-0000957	Posted	(703307) Nancy Velasquez	1352	Check	02/09/21	208	AR21-00455		cr146827	JAN - MAR 2021 NANCY VEL	423.00
( 022204)	010- 9537- - - - - - - - - -					423.00					
DP21-0000958	Posted	(000159) Betty Angulo	1352	Check	02/09/21	315	AR21-00564		cr146827	JAN - MAR 2021 BETTY ANC	266.00
( 022204)	010- 9537- - - - - - - - - -					266.00					
DP21-0000959	Posted	(000211) Mary Porter	1352	Check	02/09/21	3035	AR21-00444		cr146827	JAN - MAR 2021 MARY POR'	141.00
( 022204)	010- 9537- - - - - - - - - -					141.00					
DP21-0000960	Posted	(700289) Maria Lopez	1352	Check	02/09/21	2901	AR21-00586		cr146827	JAN - MAR 2021 MARIA LOP	423.00
( 022204)	010- 9537- - - - - - - - - -					423.00					
DP21-0000961	Posted	(712136) Regino Medina	1352	Check	02/09/21	4090	AR21-00486		cr146827	JAN - MAR 2021 REGINO ME	71.00
( 022204)	010- 9537- - - - - - - - - -					71.00					
DP21-0000962	Posted	(711130) Claudine Medina	1352	Check	02/09/21	4089	AR21-00402	01	cr146827	JAN - MAR 2021 CLAUDINE I	266.00
( 022204)	010- 9537- - - - - - - - - -					266.00					
DP21-0000963	Posted	(711828) Sharon Stewart	1352	Check	02/09/21	535	AR21-00543	01	cr146827	JAN - MAR 2021 SHARON ST	186.00
( 022204)	010- 9537- - - - - - - - - -					186.00					

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000964	Posted	(000190) Cindy Norvell	1352	Check	02/09/21	6055	AR21-00468		cr146827	JAN - MAR 2021 CINDY NOR	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000965	Posted	(713344) Rebecca Lopez	1352	Check	02/09/21	4506	AR21-00587	00	cr146827	JAN - MAR 2021 REBECCA L	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000966	Posted	(710412) Linda Gonzales	1352	Check	02/09/21	2706	AR21-00575		cr146827	JAN - MAR 2021 LINDA GON	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000967	Posted	(712518) Susan Burres	1352	Check	02/09/21	1400	AR21-00570	01	cr146827	JAN - MAR 2021 SUSAN BUF	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0000968	Posted	(700983) Susan Knupp	1352	Check	02/09/21	1826	AR21-00514	01	cr146827	JAN - MAR 2021 SUSASN KN	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0000969	Posted	(000151) Patricia Griffin	1352	Check	02/09/21	307	AR21-00505		cr146827	JAN - MAR 2021 PATRICIA G	192.00	
(022204)	010-9537-	- - - - -	-	-		192.00						
DP21-0000970	Posted	(000128) Ruth Ecklund	1352	Check	02/09/21	6476	AR21-00426	01	cr146827	JAN - MAR 2021 RUTH ECKL	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000971	Posted	(713339) Dennis Held	1352	Check	02/09/21	4592	AR21-00507	00	cr146827	JAN - MAR 2021 DENNIS HE	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						
DP21-0000972	Posted	(000080) Maria Onate-Martin	1352	Check	02/09/21	1635	AR21-00589	01	cr146827	JAN - MAR 2021 MARIA ONA	423.00	
(022204)	010-9537-	- - - - -	-	-		423.00						
DP21-0000973	Posted	(711613) Sharon Meyer	1352	Check	02/09/21	1129	AR21-00526	01	cr146827	JAN - MAR 2021 SHARON M	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000975	Posted	(005349) Shirley Brown	1352	Check	02/09/21	81423544	AR21-00482		cr146827	JAN - MAR 2021 SHIRLEY BF	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0000976	Posted	(703123) Rosanne Mesa	1352	Check	02/09/21	703266761	AR21-00465		cr146827	JAN - MAR 2021 ROSEANNE	321.50	
(022204)	010-9537-	- - - - -	-	-		321.50						
DP21-0000977	Posted	(000167) Interface Children and Fa	1352	Check	02/09/21	27291	AR21-00190		cr146827	FEB 2021 Facility Usage - Ha	1,000.00	
(011131)	010-8650-0000-0-0000-0000-000-000-0					1,000.00						
DP21-0000978	Posted	(000224) Jon Larson	1352	Check	02/09/21	2985	AR21-00607	01	cr146827	FEB - MAR 2021 JON LARSC	384.00	
(022204)	010-9537-	- - - - -	-	-		384.00						
DP21-0000979	Posted	(005585) Patricia Humphries	1352	Check	02/09/21	3578	AR21-00511	01	cr146827	JAN - MAR 2021 PATRICIA H	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						
DP21-0000980	Posted	(000093) Ruth Ayala	1352	Check	02/09/21	703625297	AR21-00416	01	cr146827	JAN-MAR 2021 RUTH AYALA	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE



COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0000981	Posted	(701097) Chereda Hamilton	1352	Check	02/09/21	8661	AR21-00506	01	cr146827	JAN - MAR 2021 CHEREDA H	423.00	
( 022204)	010- 9537-	- - - - -	-	-		423.00						
DP21-0000982	Posted	(000037) Santa Monica Mountains	1352	Check	02/09/21	4634			cr146827	HUEN TO CARPINTERIA - AI	250.00	
( 041376)	953- 5812-	0922- 0- 0000- 0000-	220- 000- 0000- 0			250.00						
DP21-0000983	Posted	(701503) State Of California	1352	Check	02/09/21	66-105360	AR21-00609		cr146827	SNACK CLAIM REIMB DEC 2	1,856.64	
( 041700)	130- 8220-	5310- 0- 0000- 0000-	100- 000- 0000- 0			234.24						
( 041705)	130- 8220-	5310- 0- 0000- 0000-	200- 000- 0000- 0			1,021.44						
( 041706)	130- 8220-	5310- 0- 0000- 0000-	220- 000- 0000- 0			58.56						
( 041707)	130- 8220-	5310- 0- 0000- 0000-	240- 000- 0000- 0			219.84						
( 041709)	130- 8220-	5310- 0- 0000- 0000-	280- 000- 0000- 0			322.56						
( 041711)	130- 8520-	5310- 0- 0000- 0000-	100- 000- 0000- 0			.00						
( 041714)	130- 8520-	5310- 0- 0000- 0000-	160- 000- 0000- 0			.00						
( 041715)	130- 8520-	5310- 0- 0000- 0000-	180- 000- 0000- 0			.00						
( 041719)	130- 8520-	5310- 0- 0000- 0000-	260- 000- 0000- 0			.00						
( 041721)	130- 8520-	5310- 0- 0000- 0000-	300- 000- 0000- 0			.00						
DP21-0000984	Posted	(710570) Hilda Valenzuela	1352	Check	02/09/21	0080928659	AR21-00610		cr146827	APR-JUN 2021 HILDA VALEN	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						

**Total for Hueneme Elementary School District 320,868.49**

**Fund-Object Recap**

010-2400	Clerical and Office Salaries	2,308.95
010-8650	Leases and Rentals	1,300.00
010-8699	All Other Local Revenue	220,527.28
010-9200	Accounts Receivable	11,551.26
010-9537	Retiree Benefits Liability	68,724.50
010-9539	Payroll Deduction Liability	651.08
<b>Fund 010 - General Fund</b>		<b>305,063.07</b>
130-8220	Child Nutrition Programs	1,856.64
130-8520	Child Nutrition Programs	.00
<b>Fund 130 - Cafeteria Fund</b>		<b>1,856.64</b>
250-8681	Mitigation/Developer Fees	12,198.78
<b>Fund 250 - Capital Facilities Fund</b>		<b>12,198.78</b>

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

**COUNTY - County Account**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
<b>Fund-Object Recap</b>											
952-8639		All Other Sales									1,500.00
						Fund 952 - Green ASB Fund					<u>1,500.00</u>
953-5812		Buses									250.00
						Fund 953 - Unorganized Student Body/Eleme					<u>250.00</u>
						<b>Total for Hueneme Elementary School District</b>					<u><u>320,868.49</u></u>

**Org Recap****Hueneme Elementary School District**

C - Check	319,368.49
E - Electronic Funds Xfer	1,500.00
<b>Total Receipts</b>	<u><b>320,868.49</b></u>
<b>Report Total</b>	<u><u><b>320,868.49</b></u></u>

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 2/1/2021, Ending Receipt Date = 2/28/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

Page 12 of 12

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: ACCEPTANCE OF GIFTS TO THE DISTRICT

BOARD MEETING DATE: March 8, 2021

FROM: Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board formally accept the following new gifts to the district and authorize the Superintendent to send a letter of appreciation to the donors.

- \$200.00 from Patricia Griffin for Fred L. Williams Elementary School

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVAL OF THE LEASE AGREEMENT BETWEEN HUENEME ELEMENTARY SCHOOL DISTRICT AND CHILD DEVELOPMENT RESOURCES OF VENTURA COUNTY, INC. FOR THE PURPOSE OF THE HUENEME HEAD START CENTER LOCATED AT THE ART HAYCOX ELEMENTARY SCHOOL SITE

BOARD MEETING DATE: March 8, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve the Lease Agreement between Hueneme Elementary School District (Lessor) and Child Development Resources of Ventura County, Inc. (Lessee) for the purpose of operating the Hueneme Head Start Center on the grounds of the Art Haycox Elementary School site.

BACKGROUND

The Civic Center Act, California Education Code Sections 38130-38139 govern the use of school facilities and states that the Governing Board of a school district shall authorize the use of school facilities or grounds under its control. Senate Bill 1404 further clarified by approving new California Code of Regulations under Title 5, Chapter 13 Subchapter 1.5. Sections 14037-14042, determining allowable costs and establishing a consistent method by which school districts calculate fees. Section 14041 states that the school district governing board shall adopt a fee schedule that includes the hourly fee for each specific school facility and grounds.

California Education Code Section 38130 – “Every public school facility is considered a civic center where citizens, school-community councils, and clubs as well as senior, recreation, education, political, artistic, and other organizations may meet. The school district may grant the use of school facilities and grounds upon certain terms and conditions deemed proper by the governing board and subject to specified limitations, requirements, and restrictions set forth within the law.”

**AGREEMENT FOR LEASE OF PREMISES BETWEEN**

**HUENEME ELEMENTARY  
SCHOOL DISTRICT  
(LESSOR)  
205 North Ventura Road  
Port Hueneme, CA 93041**

and

**CHILD DEVELOPMENT RESOURCES  
OF VENTURA COUNTY, INC. (LESSEE)  
(A California Non-Profit Corporation)  
221 Ventura Boulevard  
Oxnard, CA 93036**

**TERMS**

1. **PURPOSE:** Lessor shall lease to Lessee the Premises, defined as an enclosed portion of the ground of the **Art Haycox Elementary School**, adjacent parking and access, for the purpose of housing and operating the Hueneme Head Start Center. The Premises shall be identified in a final site plan which shall become an attachment hereto as Exhibit A.

The Premises will be for exclusive Lessee use as a non-school project, subject to the licensing requirements of the Department of Public Social Services, and shall therefore be exempt from the regulations, policies, and procedures of the Department of the State Architect and the Hueneme Elementary School District, except as Lessor. Lessee and Lessor are not partners and nothing herein contained shall be construed to create a partnership or joint venture.

2. **TERM:** The lease agreement, originally dated July 1, 2015 and extended through June 30, 2020, shall be for five (5) years beginning on July 1, 2020 and ending on the last day of June 2025.
- A. The lease may be terminated by the Lessee on sixty (60) days' written notice if the funding for the program is terminated or if the safety or acceptability of the leased facilities is compromised by any event or action.
- B. The lease may be terminated by the Lessor for any reason on ninety (90) days' written notice to assure the Lessee may be afforded a minimal opportunity to relocate without significantly disrupting operations.
- C. The lease may be terminated by either party for any breach or violation of the terms and conditions herein by the other party, which remains unresolved for thirty (30) days, upon the giving of advance written notice to the other party.

The lease may be automatically renewed on an annual basis beginning July 1, 2021, unless three (3) months written advance notice of intent not to renew is provided by either party to the other. Lessor agrees to make the site accessible for purposes of site preparation upon approval of the lease, and Lessee agrees to minimize distracting work and extend full insurance and indemnification during the preparation period.

3. **RENT:** Lessee shall pay to Lessor for the lease of the Premises the sum of \$1.00 for each year of exclusive occupancy, and the Lessor shall identify the fair market value of the premises as an annual in-kind donation to the Lessee, in the public interest.

4. **UTILITIES:** Lessor agrees to allow reasonable access to required utilities without surcharge, provided that the modifications and costs shall be at no expense to Lessor. Lessee shall pay for all gas, electric, telephone, utilities, and trash as prorated or as metered.
5. **TAXES:** Lessee shall be responsible for any taxes attributable to the premises and lease, except that Lessor shall be responsible for any taxes and assessments that are levied and assessed against the real property portion of the premises.
6. **ALTERATIONS:** Lessee shall develop an acceptable plan for the development of the premises, which considers traffic flow, emergency accessibility, adjacent structures, and restoration. Lessee shall retain ownership of all equipment, fixtures, furnishings, and improvements in the Premises, except that certain alterations and improvements shall become the property of the Lessor after the fifth year of the lease. Lessee agrees to remove their equipment, fixtures and improvements at their sole expense in the event of termination, other than at the convenience of the Lessor, after the fifth year, with the exception of the improvements transferred to the Lessor.
7. **MAINTENANCE OF PREMISES:** Lessee shall maintain the premises in good condition and repair at all times, at no expense to Lessor, and to surrender them to Lessor at the conclusion of the lease after the fifth year in as good a condition as before the lease, except for the effects of the site modifications which Lessee offers and Lessor accepts as permanent improvements to its property, except for reasonable wear and circumstances beyond the control of the Lessee. Lessee shall perform custodial services at their sole expense.
8. **INDEMNIFICATION:** Lessee shall indemnify Lessor, its employees, directors, and agents, from and against any and all claims arising from the conduct of the Lessee's business or from any activity, work, or things done or permitted by the Lessee, its agents, contractors, employees, or clients in or about the premises, and from and against any claims arising from a breach or default in the performance of any obligation on Lessee's part to be performed under the terms of the lease, or arising from any negligence of Lessee and from any costs, attorney's fees, expenses, and liabilities incurred in the defense of any such claim or action or proceeding brought thereon; and in any case, any action or proceeding be brought against Lessor shall defend the same at Lessee's expense.

Lessor shall indemnify Lessee, its employee, directors, and agents, from and against any and all claims arising from the conduct of the Lessor's business or from any activity, work, or things done or permitted by the Lessor, its agents, contractors, employees, or clients in or about the premises, and from and against any claims arising from a breach or default in the performance of any obligation on Lessor's part to be performed under the terms of the lease, or arising from any negligence of Lessor and from any costs, attorney fees, expenses, and liabilities incurred in the defense of any such claim or action or proceeding brought thereon; and in any case action or proceeding be brought against Lessee shall defend the same at Lessor's expense.

9. **LIABILITY:** Lessee shall, at Lessee's expense, obtain and keep in force during the term of the lease, a policy of combined single limit bodily injury and property damage insurance in the amount of not less than \$1,000,000 insuring Lessee, its employees, directors, and agents against any liability arising out of the use, occupancy, operation, or maintenance of the Premises by the Lessee. Lessee shall name Lessor as an additional insured on said policy. Lessee shall provide Lessor, as evidence of this required insurance, a certificate in a form acceptable to the Lessor.

Lessor shall, at Lessor's expense, obtain and keep in force during the term of the lease, a policy of combines single limit bodily injury and property damage insurance in the amount of not less than \$1,000,000 insuring Lessor, its employees, directors, and agents against any liability arising out of the use, occupancy, operation or maintenance of the Premises by the Lessor. Lessor shall provide Lessee as evidence of this required insurance, a certificate in a form acceptable to the Lessor.

10. **ACCESS BY LESSOR:** Lessee shall permit access to Premises by Lessor or Lessor's agents upon advance notice to the Central Office of Lessee, for non-emergency inspection or other purposes, with the full understanding that the Hueneme Head Start Preschool is not a District activity. Lessor, or any emergency service, has the express permission of the Lessee to enter the Premises at any time for any emergency reason.

11. **ASSIGNMENTS:** Lessee shall not assign or sublet the facilities, in whole or in part, without the prior written consent of the Lessor. Lessor shall not impair the Premises or access to the Premises through the action of any other use or lease.

12. **NOTICE:** Any written notice, demand, request, consent, approval, or communication that is required by this lease, or required by either party of the other, shall be sent to the addresses shown on the face of the lease.

13. **CHANGES:** These terms may be changed only by written consent of both parties.

**In witness whereof,** the parties have approved and executed this lease, on this 8th day of March, 2021, at Port Hueneme, California.

**LESSOR:**  
Hueneme Elementary School District

by: Patricia Marshall  
Patricia Marshall

Title: Chief Business Official

Date: 3-2-2021

**LESSEE:**  
Child Development Resources of V.C., Inc.

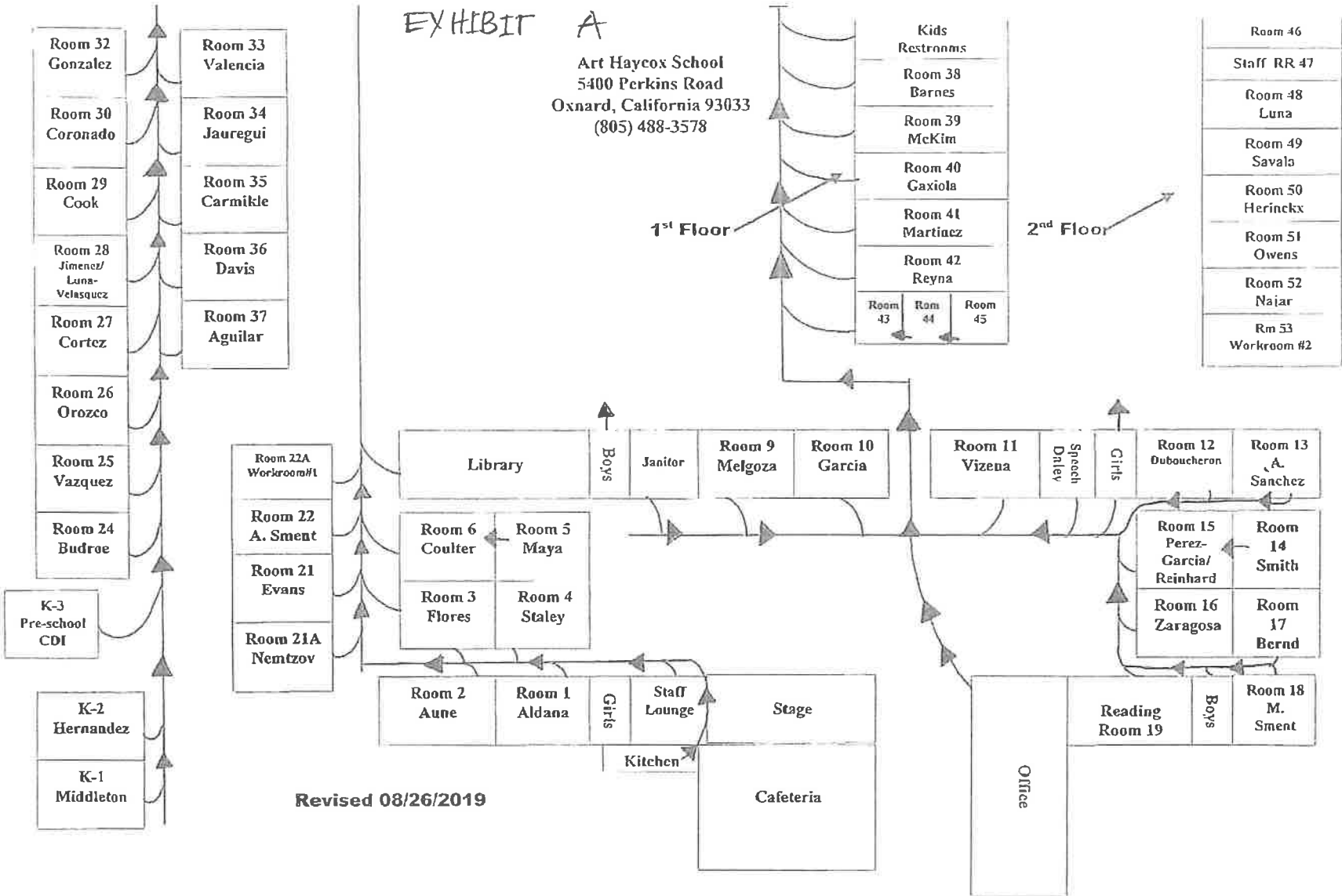
by: Jack Heyson  
Title: Chief Executive Officer

Date: 3/2/2021

# EXHIBIT A

Art Haycox School  
5400 Perkins Road  
Oxnard, California 93033  
(805) 488-3578

CDR BUILDING



Revised 08/26/2019



HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFICATION OF MOU WITH VCOE AND HESD FOR ROUND 2 K-12 STRONG WORKFORCE PROGRAM (SWP) FUNDING

BOARD MEETING DATE: March 8, 2021

FROM: Raven Aipa, Senior Director, Educational Programs  
Helen Cosgrove, Assistant Superintendent, Educational Services  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify the MOU with Ventura County Office of Education for K-12 Strong Workforce Program (SWP) funding for Blackstock and E.O. Green Junior High Schools.

BACKGROUND

SWP is a program established by the California legislature as an ongoing statewide funding opportunity. It is designed to support K-12 Local Education Agencies (LEAs) in creating, improving and expanding Career Technical Education (CTE) courses, course sequences, programs of study and pathways for students transitioning from secondary education to postsecondary education to living-wage employment.

Hueneme Elementary School District has partnered with VCOE for the past eight years to provide CTE exploratory elective classes and after school classes related to the pathway fields of STEM, robotics, journalism, digital art media, and Mariachi to junior high students at both Blackstock and E.O. Green.

The current MOU with VCOE is specifically aligned to the following work plan areas of Healthcare, STEM and Media & Entrepreneurship. Junior high teachers will have opportunities to provide students with access to learning about each of these career fields with this new grant.



Memorandum of Understanding

***HUENEME ELEMENTARY SCHOOL DISTRICT***  
**And**  
***VENTURA COUNTY OFFICE OF EDUCATION***

**K12 Strong Workforce Program - July 2020**

This service contract sets forth the terms and conditions under which the VENTURA COUNTY OFFICE OF EDUCATION (hereafter referred to as VCOE), serving as the fiscal agent, and **HUENEME ELEMENTARY SCHOOL DISTRICT** serving as the local educational agency (hereafter referred to as LEA District), will work together to meet the deliverables of the **K12 Strong Workforce Program** (hereafter referred to as **SWP**), a program administered by the California Community Colleges Chancellor's Office (hereafter referred to as CCCCO).

SWP is a program established by the California legislature as an ongoing statewide funding opportunity. It is designed to support K-12 Local Education Agencies (LEAs) in creating, improving, and expanding Career Technical Education (CTE) courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment.

As a partner in this project the LEA District agrees to meet and adhere to the requirements of the SWP, as outlined below. Further, LEA District agrees to meet and adhere to the obligations of each of three grant work plans, as outlined in this document, one for each (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.

**LEA District Responsibilities**

The LEA District assumes the following responsibilities:

- Districts shall collect and report Career Technical Education data to the California Department of Education, as applicable to middle school programming. The statewide tracking systems used includes California Longitudinal Pupil Achievement Data System (CALPADS).
- All SWP expenditures must be coded with goal code of 3800 (CTE).
- All funds must be expended by December 31, 2022.
- Funds must be held in separate accounts for each of the three work plans: (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.
- Identify CTE specific work in the Local Control and Accountability Plan (LCAP).
- Maintain and provide supporting documentation for all expenditures related to grant activities.
- Maintain all records for five years upon completion of the project.
- Solicit prior approval for expenditures in excess of \$5,000. Route approval requests through VCOE for approval. Purchases in excess of \$5,000 that are not approved will be the responsibility of the LEA.
- LEA District must engage in **regional efforts with Oxnard Union High School District CTE Department** to align education services to meet the CTE Program Requirements minimum standards, for each of the three grant workplan areas, Healthcare, STEM Design-Build, and Media & Entrepreneurship:

1. Offer high-quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education or training programs that lead to a career pathway or attain employment upon graduation from high school.
  2. Provide pupils with quality career exploration and guidance.
  3. Provide pupil services, including, but not limited to, counseling and leadership development.
  4. Provide opportunities for students to participate in afterschool, extended-day, and out-of-school internships, competitions, and other work-based learning opportunities.
  5. Leads to an industry-recognized credential or certificate, appropriate postsecondary training or employment, or a postsecondary degree.
  6. Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.
  7. Reports data that can be used by policymakers, LEA's, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluation progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.
- Meet reporting requirements, to include:
    - Annual reporting as required by the California Department of Education (CDE). LEA districts shall submit the required end-of-the-year files to California Department of Education by November 1, immediately following the fiscal year for which data are being reported;
  - Participate in grant activity opportunities which may include field trips, student events, and additional professional development.
  - Provide program and fiscal information to VCOE in support of SWP program and fiscal reporting requirements, when requested by VCOE. Such program and fiscal information shall be disaggregated in three separate accounts, for each of the three separate work plans: (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.
  - Expend funds in accordance with Attachment A: *Appendix B: Guidelines, Definitions, and Allowable Expenditures*; and in accordance with the three work plans outlined in this MOU.

### **VCOE Responsibilities**

VCOE assumes the following responsibilities:

- Reporting Requirements: VCOE shall complete program and fiscal reporting requirements related to the SWP.
- Facilitate pre-approval of expenditures in excess of \$5000, upon request of LEA district.
- Provide programmatic guidance and support to carry out the SWP work plans.

### **Term**

The term of this MOU is **July 1, 2020 – December 31, 2022**, subject to all terms and conditions set forth herein.

### **Funding**

Funding for three work plans (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship are outlined in the section below, "Work Plans."

Upon execution of this MOU, in a timely manner VCOE shall release 70% of funds as outlined in the SWP Work Plan specifications; the remaining 30% shall be released to LEA district upon receipt of full funding from the CCCCC.

### **Termination due to Cessation of State Funding**

VCOE shall have the right to terminate this Contract upon three (3) days written notice in the event that the receipt by VCOE of funds from the State government for this program is reduced, suspended or eliminated for any reason. The LEA District hereby expressly waives any and all claims against VCOE for damages arising from the

termination, suspension or reduction of the funds provided by the State government to VCOE for the program under which this Service Contract is made, or of the portion thereby delegated by this Service Contract.

**Insurance**

VCOE and LEA District each participate in the Ventura County Schools Self-Funding Authority (VCSSFA), and therefore collectively self-insure for worker’s compensation, general liability, and property coverage under the VCSSFA self-insurance program.

**Indemnification**

VCOE and LEA District each participate in the VCSSFA, and therefore collectively indemnify and defend the other for general liability coverage under the VCSSFA self-insurance program.

**Work Plans**

Grant funds shall be expended in accordance with work plan details described herein:

Dollar Amount	Work Plan	Work Plan Details/Grant Activities
\$2,000	(I) HEALTHCARE	Funds shall be expended for the express purpose of Career Exploration in middle school grades. Funds shall be expended for activities and/or curriculum in medical career elective, wheel exploratory, science, and/or PE classes, or lunch or outside the school day at organized school activities. Each site shall determine in what venue activities will take place, with learning module activities to focus on one or more of these <b>medical/healthcare career exploration areas</b> : diet/nutrition, exercise/heart rate monitors; basic first aid/CPR/Heimlich; babysitter certificate; Paxton-Patterson curriculum which uses authentic medical equipment in a variety of health science careers; Project Lead the Way Medical Detective curriculum; Lawrence Hall of Science, UC Berkeley medical related curriculum; or LEA District proposal of similar, hands-on project-based nature.
\$12,000	(II) STEM: DESIGN-BUILD	Funds shall be expended for the purpose of Career Exploration in middle school grades. Funds shall be expended for middle school career exploration activities to develop interest in <b>STEM Design-Build career pathways</b> and shall be project-based and/or hands-on activities.
\$5,500	(III) MEDIA & ENTREPRENEURSHIP	Funds shall be expended for the purpose of Career Exploration in middle school grades. Funds shall be expended for Middle school career exploration activities and/or curriculum and/or teacher training, in support of the <b>integration of business &amp; entrepreneurship industry sectors into Arts and Media curriculum/content</b> , specifically for <i>Kidz-N-Biz</i> curriculum of the <i>Youth Entrepreneurship Program</i> and/or related content.

**\$19,500 Total funds to LEA District – HUENEME ELEMENTARY**



## CONTACT PAGE

### VCOE

#### **PROJECT DIRECTOR**

Laurel Arnold  
Executive Director, Career Education  
465 Horizon Circle  
Camarillo, CA 93010  
Phone: (805) 437-1421  
Email: [larnold@vcoe.org](mailto:larnold@vcoe.org)

#### **BUSINESS OFFICE**

Cynthia Bridges  
Assistant Director, Budget & Accounting  
5189 Verdugo Way  
Camarillo, CA 93012  
Phone: (805) 383-1933  
Email: [cbridges@vcoe.org](mailto:cbridges@vcoe.org)

IN WITNESS WHERE OF the parties hereto have executed this Contract.

SIGNATURES

Dr. Christine Walker, Superintendent  
HUENEME ELEMENTARY SCHOOL DISTRICT

Date

*Lisa Cline*

9-14-2020

Lisa Cline, Executive Director, Internal Business Services  
VENTURA COUNTY OFFICE OF EDUCATION

Date

*Stan Mantooth*

9/17/20

Stan Mantooth, Superintendent  
VENTURA COUNTY OFFICE OF EDUCATION

Date

AD - 5100 - 6388 - 0 - 3800 - 1000 - 000 - 320 - 1936 - 0 - \$2,000  
D10 - 5100 - 6388 - 0 - 3800 - 1000 - 000 - 320 - 1935 - 0 - \$12,000  
D10 - 5100 - 6388 - 0 - 3800 - 1000 - 000 - 320 - 1934 - 0 - \$5,500 *OB*

Rev: 05/2016

**ENCUMBERED**  
09302020 *AK*

# Appendix B: Guidelines, Definitions, and Allowable Expenditures

## Guidelines, Definitions, and Allowable Expenditures

### **Determining if a Cost is Allowable**

All allowable costs must meet three primary criteria: (1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; (2) The cost must be allocable to the funding source activities; and (3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual fiscal agent; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Strong Workforce Program Career Technical Education Regional Consortium has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

### **While the proposed cost is allowable under the funding source, is it also *reasonable*?**

Reasonable is defined by the dictionary as agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with



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prudence under the circumstances; and having no significant deviation from established prices.

**What are the guidelines of *allocable*?**

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the statement of work/budget that have been approved by the Strong Workforce Program Career Technical Education Regional Consortium.

**What is *supplanting*?**

Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Federal grant funds must supplement and not supplant state or local funds. Federal funds may not result in a decrease in state or local funding that would have been available to conduct the activity had Federal funds not been received. Federal funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without Federal dollars. You must be able to demonstrate that Federal funds are added to the amount of state and local funds that would, in absence of Federal funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions, etc. that would not otherwise be purchased with state, local, or other non-Federal funds.

**Allowability of General Costs**

There are permissible activities within K12 Strong Workforce Program funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations [2 CFR Parts 215 and 220]).

[http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf)

The following table is an easy reference synopsis of allowability of general costs. As stated above, just because a cost is allowable via 2 CFR 215-220, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

**Allowability of General Costs**

Advertising and Public Relations <sup>1</sup>		Advertising and Public Relations <sup>1</sup>	
Advisory Councils (if the RFA requires or allows Advisory Councils)			
		Alcoholic Beverages	
		Alumni Activities	
Audit Costs (required by Single Audit Act)			
Audit Costs (if not required by Single Audit Act can be included in indirect cost rate approved by the California Department of Education)			
		Bad Debts	

		Commencement and Convocation Costs
Communication Costs (telephone, telegrams, postage, messenger)		
Compensation for Personnel Services (salary, wages, fringe benefits)		
		Contingencies
Contributions or Donations Received (cash, property, services)		Contributions or Donations Received (cash, property, services)
		Entertainment Costs <sup>2</sup>
Equipment <sup>3</sup>		Equipment <sup>3</sup>
Fines and Penalties <sup>4</sup>		Fines and Penalties <sup>4</sup>
		Fundraising and Investment Costs
		Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) <sup>5</sup>
		Goods & Services for Personal Use
		Improvements <sup>6</sup>
Indirect or Administrative Expenditures (rate approved by the California Department of Education)		
		Lobbying <sup>7</sup>
		Losses on Other Sponsored Agreements or Contracts

Materials & Supply Costs (only those actually used for performance of sponsored agreement)		
Meetings and Conferences <sup>8</sup>		Meetings and Conferences <sup>8</sup>
	Memberships <sup>9</sup>	
Professional and Consultant Services		
Proposal Costs (only using indirect rate approved by the California Department of Education)		
Publication and Printing Costs (must be a direct cost; indirect cost can only use the rate approved by the California Department of Education)		
Maintenance & Repair Costs <sup>10</sup> (keeping in efficient operating condition)		Maintenance & Repair Costs <sup>10</sup> (construction, remodeling, increasing value)
		Student Expenses, Activities or Direct Services <sup>11</sup>
		Selling and Marketing <sup>12</sup>
Travel <sup>13</sup>	Out-of-State Travel <sup>13</sup>	Out-of-Country Travel <sup>13</sup>

<sup>1</sup> **Advertising and Public Relations:** The term *advertising costs* means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like. The term *public relations* includes community relations and means those activities dedicated to maintaining the image of the institution or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

**ALLOWABLE Advertising** costs are those that are solely for: (1) The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored agreement; (2) The procurement of goods and services for the performance of a sponsored agreement; (3) The disposal of scrap or surplus materials acquired in

the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Other specific purposes necessary to meet the requirements of the sponsored agreement.

**ALLOWABLE Public Relations** costs are those that are solely for: (1) Costs specifically required by the sponsored agreement; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

**UNALLOWABLE:** Advertising and public relations costs include the following: (1) All advertising and public relations costs unless specified as allowable above; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: (a) Costs of displays, demonstrations, and exhibits; (b) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (c) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the institution.

<sup>2</sup> **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

<sup>3</sup> **Equipment:** Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose, or \$5,000. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**General Purpose Equipment** – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment, reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance. The Strong Workforce Program Career Technical Education Regional Consortium consider general purpose equipment and furnishings to be the responsibility of the local education agency and as such, it will not approve such expenditures.

<sup>4</sup> **Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

<sup>5</sup> **Gifts of Public Funds:** If it looks like a gift, it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This

would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

<sup>6</sup> **Improvements:** Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

<sup>7</sup> **Lobbying:** Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging, or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

<sup>8</sup> **Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs.

**NOTE:** Food is only allowed at meetings that require a working breakfast, lunch, or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases. The Strong Workforce Program Career Technical Education Regional Consortia are not allowing the cost of food be charged for outreach and/or student events.

<sup>9</sup> **Memberships:** OMB only allows institutional memberships (not individual memberships), the Chancellor's Office Budget and Accounting Manual allows individual memberships that are required within a job description. If the K12 SWP applicant requests any (individual, institutional, or regional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s). Business, technical, and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

<sup>10</sup> **Maintenance and Repairs:** Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition, is allowable.

<sup>11</sup> **Student Expenses, Activities, or Direct Services:** All forms of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency: Costs incurred for intramural activities, student publications, student clubs, and other student activities are unallowable.

**<sup>12</sup> Selling and Marketing:** Cost of selling and marketing any products or services of the institution are unallowable unless the agreement requires this activity or if it is allowable under public relations costs (see #1 above).

**<sup>13</sup> Travel:** Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

**OUT-OF-STATE TRAVEL:** Out-of-state travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further Out-of-state travel requires prior approval of the Strong Workforce Program Career Technical Education Regional Consortia by submitting the necessary (as determined by the Strong Workforce Program Career Technical Education Regional Consortia) documentation for approval. The Strong Workforce Program Career Technical Education Regional Consortium reserve the right to limit Out-of-state travel.

**OUT-OF-COUNTRY TRAVEL:** Out-of-country travel will not be allowable via this funding source.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: ACCEPT A PROPOSAL FROM SPECTRUM ENTERPRISE FOR DIRECT INTERNET ACCESS SERVICE THAT QUALIFIES UNDER THE E-RATE DISCOUNT PROGRAM

BOARD MEETING DATE: March 8, 2021

FROM: David Ragsdale, Assistant Superintendent, Technology and Strategic Operations  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board accept a proposal from Spectrum Enterprise to provide direct internet access that qualifies under the E-Rate discount program and authorize the Superintendent or designee to sign a three-year contract with Spectrum Enterprise for this service.

BACKGROUND

At the October 26, 2020 meeting, the Governing Board authorized staff to seek proposals for direct internet access in order to replace the District's current contract that expires June 30, 2021. The District received four proposals which were evaluated using the criteria established in the RFP (request for proposals).

This contract would replace the District's current contract with Spectrum for direct internet access and allow us to continue our current level of service. The cost of this service (\$5250/month) will be mitigated by E-Rate and CTF (California Teleconnect Fund) discounts that pay approximately 90% of the bill.



HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: ACCEPT A PROPOSAL FROM SPECTRUM ENTERPRISE FOR ETHERNET PRIVATE LINE SERVICE TO VENTURA COUNTY OFFICE OF EDUCATION THAT QUALIFIES UNDER THE ERATE DISCOUNT PROGRAM

BOARD MEETING DATE: March 8, 2021

FROM: David Ragsdale, Assistant Superintendent, Technology and Strategic Operations  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board accept a proposal from Spectrum Enterprise to provide Ethernet private line service to Ventura County Office of Education that qualifies under the E-Rate discount program and authorize the Superintendent or designee to sign a three-year contract with Spectrum Enterprise for this service.

BACKGROUND

At the October 26, 2020 meeting, the Governing Board authorized staff to seek proposals for Ethernet private line service in order to replace the District's current contract that expires June 30, 2021. The District received one proposal.

This contract would replace the District's current contract with Spectrum for Ethernet private line service and upgrade the speed of the circuit. The cost of this service (\$1450/month) will be mitigated by E-Rate and CTF (California Teleconnect Fund) discounts that pay approximately 90% of the bill.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVAL OF PERSONNEL REPORT

BOARD MEETING DATE: April 26, 2021

FROM: Melissa Rufai, Director of Personnel Services  
Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve personnel actions in employee categories that are listed below. Identification of specific employees affected by the actions will be shared confidentially with the Governing Board and certain members of management in advance of the meeting.

BACKGROUND

- (1) Certificated Services
  - Retirement
  - Termination – Medical Layoff
  
- (2) Classified Services
  - Employment
  - Change of Classification, Location and/or Hours
  - Request Unpaid Personal Leave of Absence
  - Resignation
  - Retirement

**HUENEME ELEMENTARY SCHOOL DISTRICT**

205 North Ventura Road, Port Hueneme, CA 93041

**PERSONNEL REPORT: April 26, 2021**

<b>Employee's Name</b>	<b>Effective Date</b>	<b>Personnel Action</b>
<b>RETIREMENT: Certificated Services</b>		
Burton, Carrie	06-19-21	Teacher, Sunkist School, retiring
<b>TERMINATION: Certificated Services</b>		
Daley, Maureen	04-19-21	Speech and Language Pathologist, Haycox School, terminated for exhausting all available leave. Placed on a 39-month re-employment medical leave list per Education Code.
<b>EMPLOYMENT: Classified Services</b>		
Gonzalez, Brenda	03-08-21	3.0-hr. Bilingual Paraprofessional, Haycox School, replacing Alejandra Ortiz who transferred
Huang, Shih	04-01-21	3.50-hr. Health Clerk, Hollywood Beach School, replacing Teresa Imoto who resigned
Ochoa, Priscilla	03-09-21	3.0-hr. Paraprofessional/Special Education, Hueneme School, new position
Rodriguez, Jesus	04-01-21	3.0-hr. Custodian, Haycox School, replacing Oscar Sandoval-Amaro who transferred
Santoyo, Kimberly	04-01-21	2.55-hr. Campus Assistant, Bard School, replacing Maria Diaz who resigned
Valles Jr., Richard	04-01-21	3.0-hr. Custodian, Hathaway School, replacing Benjamin Aguilar who transferred
Young, Diane	04-01-21	3.0-hr. Campus Assistant, Hollywood Beach School, replacing Monica Knox who resigned

**HUENEME ELEMENTARY SCHOOL DISTRICT**

205 North Ventura Road, Port Hueneme, CA 93041

**PERSONNEL REPORT: April 26, 2021**

<b>Employee's Name</b>	<b>Effective Date</b>	<b>Personnel Action</b>
<b>CHANGE OF CLASSIFICATION, LOCATION AND/OR HOURS: Classified Services</b>		
Aguilar, Benjamin	03-04-21	3.0-hr. Custodian to 4.0-hr. Custodian, Hathaway School, replace Rogelio Alva who transferred
Ferrer Munson, Elvia	04-19-21	3.50-hr. Paraprofessional/Physically Handicapped, E.O. Green Jr. High School to 3.50-hr. Paraprofessional/Special Education, Haycox School, replacing Angela Jimenez who retired
Gonzales, Robert	03-22-21	3.50-hr. Paraprofessional/Special Education, Sunkist School to 3.50-hr. Paraprofessional/Special Education, Bard School, replacing Mayra Vaca who resigned
Guzman de Rangle, Maria	03-15-21	3.0-hr. Campus Assistant to 3.5-hr. Campus Assistant, Haycox School, increase in hours
Lopez Solorio, Mayra	03-22-21	3.75-hr. Paraprofessional/Special Education, Hathaway Preschool to 3.0-hr. Bilingual Paraprofessional, Sunkist School, replacing Margarita Rodriguez who retired
Martinez, Luisa	04-01-21	4.30-hr. Campus Assistant, Parkview School to 6.0-hr. Health Clerk, Haycox School, replacing Alejandra Jara-Lopez who resigned
Murillo, Destiny	03-22-21	3.0-hr Paraprofessional/Physically Handicapped, Parkview School to 3.25-hr. Paraprofessional/Physically Handicapped, Williams School, replacing Talina Tapia who resigned
Nuno, Miguel	03-15-21	2.65-hr. Campus Assistant to 3.15-hr. Campus Assistant, Haycox School, increase in hours
Orozco, Elizabeth	03-15-21	2.90-hr. Campus Assistant to 3.40-hr. Campus Assistant, Haycox School, increase in hours
Sanchez, Anastasia	03-18-21	6.50-hr. Paraprofessional/Physically Handicapped, E.O. Green Jr. High School to 6.50-hr. Paraprofessional/Physically Handicapped, Parkview School, for the good of the District

**HUENEME ELEMENTARY SCHOOL DISTRICT**

205 North Ventura Road, Port Hueneme, CA 93041

**PERSONNEL REPORT: April 26, 2021**

<b>Employee's Name</b>	<b>Effective Date</b>	<b>Personnel Action</b>
Sandoval Amaro, Oscar	03-04-21	3.0-hr. Custodian, Haycox School to 4.0-hr. Custodian, Hueneme School, replacing Ursulo Reynoso who transferred
Santiago, Elena	03-22-21	2.80-hr. Campus Assistant to 3.20-hr. Campus Assistant, Bard School, replacing Teresa Elmore who resigned
Weir, Barbara	03-22-21	3.50-hr. Paraprofessional/Special Education to 3.50-hr. Paraprofessional/Special Education, Blackstock Junior High School, replacing Christina Padilla who transferred

**REQUEST FOR UNPAID PERSONAL LEAVE OF ABSENCE: Classified Services**

Morales, Juan	04-19-21 thru 06-04-21	4.0-hr. Paraprofessional/Physically Handicapped, Blackstock Jr. High School, requesting an unpaid personal leave of absence pursuant to C.S.E.A. Agreement
Olivares, Jaime	02-22-21 thru 03-26-21	3.0-hr. Campus Assistant, Parkview School, requesting an unpaid personal leave of absence pursuant to C.S.E.A. Agreement

**RESIGNATION: Classified Services**

Flores, Yezenia	02-22-21	4.0-hr. Food Service Worker I, Larsen School, resigning
Holmbom, Seth	04-02-21	2.55-hr. Campus Assistant, Bard School, resigning
Hunt, Sarah	04-16-21	4.0-hr. Library Clerk, Sunkist School, resigning
Jara Lopez, Alejandra	03-05-21	6.0-hr Health Clerk, Haycox School, resigning
Olayo, Darcel	03-19-21	3.25-hr. Paraprofessional/Physically Handicapped, Williams School, resigning
Xool, Aremy	03-26-21	1.40-hr. Campus Assistant, Williams School, resigning

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Employee's Name	Effective Date	Personnel Action
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**RETIREMENT: Classified Services**

Rodriguez, Margarita	03-05-21	3.0-hr. Bilingual Paraprofessional, Sunkist School, retiring
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HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFICATION OF EXPENDITURE REPORTS FOR  
MARCH 2021

BOARD MEETING DATE: April 26, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify the attached Expenditure Reports for March 2021 as follows:

- (1) Commercial Payments
- (2) Payroll

COMMERCIAL PAYMENT REGISTER

**March 2021**

<b>ISSUE DATE</b>	<b>CHECK NUMBERS</b>	<b>TOTAL AMOUNT</b>	<b>Unrestricted 010 FUND</b>	<b>Cafeteria 130 FUND</b>	<b>Measure T 215/216 FUND</b>	<b>Dev. Fees 250 FUND</b>	<b>Bond Int. 510 FUND</b>	<b>ASB/USB 951-952-953 FUND</b>	<b>Accrued Sales Taxes</b>
March 1, 2021	5002047284-5002047308	\$ 133,447.65	\$ 75,657.68	\$ 1,736.18	\$ 55,743.40	\$ 0.86		\$ 309.53	\$ 506.46
March 2, 2021	5002047309-5002047325	\$ 246,097.35	\$ 245,302.35				\$ 795.00		\$ 26.77
March 4, 2021	5002047326-5002047351	\$ 84,642.53	\$ 42,779.00	\$ 63.53	\$ 41,800.00				\$ 48.47
March 9, 2021	5002047352-5002047382	\$ 53,307.04	\$ 53,272.04				\$ 35.00		\$ 40.24
March 11, 2021	5002047383-5002047412	\$ 134,436.48	\$ 134,436.48						\$ 31.16
March 15, 2021	5002047413-5002047425	\$ 110,282.49	\$ 75,081.24		\$ 35,201.25				\$ 16.44
March 16, 2021	5002047432-5002047432	\$ 11,870.85	\$ 11,870.85						\$ 43.13
March 18, 2021	5002047433-5002047475	\$ 352,541.23	\$ 153,129.64	\$ 94,884.07	\$ 104,527.52				\$ 440.46
March 22, 2021	5002047476-5002047496	\$ 644,916.82	\$ 120,323.02	\$ 1,167.55	\$ 523,426.25				
March 23, 2021	5002047497-5002047508	\$ 59,440.77	\$ 56,082.92	\$ 962.85	\$ 2,395.00				
March 25, 2021	5002047509-5002047533	\$ 30,039.68	\$ 26,954.68	\$ 3,085.00					\$ 146.25
March 29, 2021	5002047534-5002047556	\$ 364,579.40	\$ 364,579.40						\$ 60.84
March 30, 2021	5002047557-5002047578	\$ 12,754.95	\$ 12,754.95						\$ 10.29
March 31, 2021	5002047579-5002047590	\$ 80,568.16	\$ 80,568.16						\$ 260.00
<b>TOTAL PAYMENTS</b>		<b>\$ 2,318,925.40</b>	<b>\$ 1,452,792.41</b>	<b>\$ 101,899.18</b>	<b>\$ 763,093.42</b>	<b>\$ 0.86</b>	<b>\$ 830.00</b>	<b>\$ 309.53</b>	<b>\$ 1,630.51</b>



## PAYROLL SUMMARY - MAR 2021

ISSUE DATE	GROSS EARNINGS	FRINGE BENEFITS	TOTAL PAYROLL	010 FUND General	130 FUND Cafeteria
02/27/21	\$10,780.28	\$1,080.19	\$11,860.47	\$11,860.47	
03/02/21	\$2,035.25	\$77.75	\$2,113.00	\$2,113.00	
03/31/21	\$5,333,318.53	\$2,185,759.19	\$7,519,077.72	\$7,252,325.96	\$266,751.76
			\$0.00		
			\$0.00		
<b>Total</b>	<b>\$5,346,134.06</b>	<b>\$2,186,917.13</b>	<b>\$7,533,051.19</b>	<b>\$7,266,299.43</b>	<b>\$266,751.76</b>

## HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFICATION OF PURCHASE ORDERS AND CHECKS FOR MARCH 2021

BOARD MEETING DATE: April 26, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENTRECOMMENDATION

It is recommended that the Governing Board ratify purchase orders and checks generated in March 2021.

BACKGROUND

The monthly purchase order listing is a summary of all purchase orders issued in one calendar month. It is provided to the Governing Board for ratification of district purchases. The purchase order numbering system is described below:

1. B21-0000.....“B” series purchase orders are for “blanket” orders issued to vendors used on a monthly basis.
2. H21-0000.....“H” series purchase orders are for “Hueneme Elementary School District” regularly issued orders.

For the period of March 1-31, 2021, purchase orders totaled \$ **1,782,965.53** and \$ -34,011.77 in change notices. The attached report reflects March 2021 totals by site:

00/01	District wide	18	Hathaway
02	Educational Services	18N	Neighborhood for Learning
03	Pupil Support Services	20	Haycox
04	Migrant Education	22	Hueneme
05	Educational Media Center	24	Larsen
08	Food Service	26	Parkview
09	Summer School	28	Sunkist
10	Bard	30	Williams
12	Beach	34	Print Shop
14	Blackstock	99	After School Program
16	E.O. Green	FOT	Facilities, Operations and Transportation

RATIFICATION OF PURCHASE ORDERS AND CHECKS FOR MARCH 2021

April 26, 2021

Page 2 of 2

These numerical listings provide an internal system of checks and balances in the Business Office.

Reimbursement/direct pay orders are listed in the second part of the attached reports. Checks issued between March 1 and March 31, 2021 totaled **\$2,318,925.40**.

Includes 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B21-00218	Ashworth Leininger Group	FOT	Fot/Service/Stormwater Compliance	010-5800	10,000.00
B21-00219	Pride Learning Co.	03	PSS/SL/SERVICES	010-5800	8,670.00
B21-00220	Carnitas El Brother Mexican Grill	31	ASES/ PL	010-4300	350.00
H21-01068	Teachers Pay Teachers	16	Workload Reduction- Robles	010-4300	225.94
H21-01079	Psychological Corporation Order Service Center	03	PSS/Protocols	010-4300	1,600.41
H21-01080	Raymond Geddes & Company Inc	03	PSS/Supplies	010-4300	308.92
H21-01081	VCOE	02	Ed. Services/SOEM/Registration	010-5200	1,200.00
H21-01082	Augmentative Comm Therapies	03	PSS/Services/SL	010-5800	2,000.00
H21-01083	Staples Advantage	03	PSS/Supplies	010-4300	912.40
H21-01084	San Diego County Office of Ed	26	Parkview/LCFF/Conference	010-5200	99.00
H21-01085	Green EconoME	FOT	FOT/Service	010-5800	1,800.00
H21-01086	Amazon Capital Service	90	Riddle/Aldana	010-4300	105.84
H21-01087	Amazon Capital Service	01	District/Supplies	010-4300	43.49
H21-01088	Office Depot School Division	18	Hathaway /LCFF/supplies	010-4300	95.55
H21-01089	Really Good Stuff	18	Hathaway/LCFF/supplies	010-4300	97.85
H21-01090	Stamp Fulfillment Services Personalized Envelope Program	18	Hathaway/COVID 19/Supplies	010-5900	984.60
H21-01091	Amazon Capital Service	20	Haycox/LCFF/ Instructional Materials Supplies	010-4300	1,084.81
H21-01092	Amazon Capital Service	26	Parkview/LCFF/Visual Arts	010-4300	243.96
H21-01093	Amazon Capital Service	26	Parkview/LCFF/Performing Arts	010-5800	659.82
H21-01094	Office Depot School Division	26	Parkview/LCFF/Materials	010-4300	272.46
H21-01095	William Venegas	26	Parkview/LCFF/Performing Arts	010-5800	640.00
H21-01096	Amazon Capital Service	14	Blackstock/LCFF/Art Supplies Office	010-4300	48.92
H21-01097	Amazon Capital Service	26	Parkview/LCFF/Visual Arts	010-4300	182.50
H21-01098	Amazon Capital Service	26	Parkview/LCFF/Visual Arts	010-4300	133.27
H21-01099	Amazon Capital Service	26	Parkview/LCFF/Reopening Supplies	010-4300	41.18
H21-01100	Office Depot School Division	99	ASES BLK / Supplies	010-4300	42.33
H21-01101	Office Depot School Division	99	ASES Blackstock	010-4300	92.43
H21-01102	Julie Avnit	01	DO/Service	010-5800	15,000.00
H21-01103	Kwang Sung Lee DBA K & S Lawnmower	28	Sunkist/Theft	010-4300	2,412.94
H21-01104	Office Depot School Division	18	Hathaway/LCFF/supplies	010-4300	271.01
H21-01105	Sinclair Sanitary Supply Inc	18	Hathaway/LCFF/supplies	010-4300	281.36
H21-01106	Lakeshore Store #038	30	Reopening Supplies	010-4300	297.10
H21-01107	Nick Rail Music Inc	02	Ed Services/LCFF/Supplies	010-5600	122.84
H21-01108	Amazon Capital Service	26	Parkview/LCFF/Performing Arts	010-4300	327.72
H21-01109	Amazon Capital Service	30	Reopening Supplies	010-4300	172.84

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes 03/01/2021 - 03/31/2021					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-01110	Amazon Capital Service	26	Parkview/LCFF/Playground Supplies	010-4300	34.41
H21-01111	Amazon Capital Service	26	Parkview/LCFF/Visual Arts	010-4300	179.40
H21-01112	Fence Factory Rentals	FOT	FOT/Rentals	010-5699	233.40
H21-01113	Francisco Martinez	FOT	FOT/Service/Training/Transportation	010-5800	2,940.00
H21-01114	Amazon Capital Service	30	Reopening Supplies	010-4300	570.95
H21-01115	Amazon Capital Service	99	ASES DO/ART Phase 2/Supplies	010-4300	753.90
H21-01116	Wholesaleyogamats.com	99	ASES/ Supplies/ Hybrid	010-4300	415.25
H21-01117	Amazon Capital Service	99	ASES / Supplies/ hybrid	010-4300	818.42
H21-01118	School Specialty	99	ASES/ Supplies/ Art Phase 2	010-4300	1,961.14
H21-01119	Finish Line Paving Inc.	18	Hathaway/Service	216-6200	2,395.00
H21-01120	Discount School Supply	12	Mat'ls/Supplies GF	010-4300	221.35
H21-01121	The Martec Group	FOT	FOT/Supplies/Covid19	010-4300	3,393.15
H21-01122	School Specialty	99	ASES/Supplies Art/ Phase 2	010-4300	742.27
H21-01123	Amazon Capital Service	22	Hueneme/LCFF/Supply/Rm 6 & 4	010-4300	30.37
H21-01124	Amazon Capital Service	90	Najera/LCFF	010-4300	50.00
H21-01125	Amazon Capital Service	22	Hueneme/LCFF/Supply	010-4300	97.81
H21-01126	PostcardGuru Print & Promo	14	Blackstock/8th Grade Lawn Signs	010-4300	6,003.00
H21-01127	Amazon Capital Service	34	Print Shop/Supplies	010-4300	33.07
H21-01128	Amazon Capital Service	24	Larsen/Covid /Supplies	010-4300	1,869.43
H21-01129	Amazon Capital Service	01	District/Toner/Supplies	010-4300	199.64
H21-01130	Office Depot School Division	18	Hathaway/LCFF/supplies	010-4300	200.09
H21-01131	Staples Advantage	08	Food Service/Supplies /Labels	130-4300	945.77
H21-01132	Uline	08	Food Service/Totes/Supplies	130-4300	3,289.69
H21-01133	Amazon Capital Service	16	Materials/Supplies Administrative for office staff	010-4300	261.07
H21-01134	Amazon Capital Service	24	Larsen/LCFF/Supplies	010-4300	103.20
H21-01135	Amazon Capital Service	34	Print Shop/Supplies	010-4300	13.03
H21-01136	Amazon Capital Service	24	Larsen/GF/Supplies/P-20B	010-4300	127.99
H21-01137	Amazon Capital Service	20	Haycox/Instructional Materials and Supplies/LCFF	010-4300	170.05
H21-01138	Amazon Capital Service	20	Haycox/Return to school instruc supplies	010-4300	630.11
H21-01139	School Specialty	14	Blackstock/LCFF/Supplies	010-4300	974.51
H21-01140	Staples Advantage	20	Haycox/LCFF/Materials Supplies Instructional	010-4300	1,305.00
H21-01141	Barnes & Noble Inc #2054 Account #6121495	20	Haycox/WLKD/Barnes RM 38	010-4300	34.76
H21-01142	Dell Computer Corp	24	Larsen/ LCFF/ Supplies/ Goal 1 Action 10	010-4300	351.24
H21-01143	Blick Art Materials	18	Hathaway/COVID 19-Re-Opening/Supplies	010-4300	740.81

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Includes 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-01145	Atkinson, Andelson, Loya Ruud and Romo	01	District / H.R./ Travel-Conference	010-5200	169.00
H21-01146	BDJtech	01	District / Technology / Supplies	010-4300 010-4400	9,176.76 105,351.00
H21-01147	Western State Roofing, Inc.	FOT	FOT/Service/Roof Repair	010-5600	9,400.00
H21-01148	Precision Environmental	FOT	FOT/Service	010-5800	1,531.00
H21-01149	Amazon Capital Service	99	ASES Blackstock/Supplies	010-4200	51.55
H21-01150	Amazon Capital Service	99	ASES DO/Supplies	010-4300	1,704.19
H21-01151	Amazon Capital Service	14	Blackstock/Title 1/Reopening Supplies	010-4300	744.34
H21-01152	Amazon Capital Service	99	ASES/Supplies	010-4300	163.11
H21-01153	Amazon Capital Service	14	Blackstock/Title 1/ Reopening Supplies	010-4300	669.27
H21-01154	Amazon Capital Service	14	Blackstock/Supplies Reopening	010-4300	368.75
H21-01155	Amazon Capital Service	14	Blackstock/LCFF/Tech Supplies Room 17	010-4300	9.78
H21-01156	Amazon Capital Service	22	Hueneme/Reopener Supplies	010-4300	116.30
H21-01157	Amazon Capital Service	14	Blackstock/LCFF/Tech Carts Reopening	010-4300	4,273.61
H21-01158	Amazon Capital Service	FOT	FOT/Supplies	010-4300	23.91
H21-01159	Office Depot School Division	14	Blackstock/Title 1/Supplies reopening	010-4300	1,087.50
H21-01160	USA Sealing Inc	22	Hueneme/Equipment	010-4400	625.00
H21-01161	Scholastic	14	Blackstock/Title 1/Subscription Renewal	010-4300	3,525.61
H21-01162	STS education	14	Blackstock/Title 1/Technology	010-4300 010-4400	1,391.35 7,934.40
H21-01163	Quill Corporation	FOT	FOT/Supplies/Whse Office	010-4300	187.20
H21-01164	VCOE	02	Ed Services/LCFF/Registration	010-5200	1,275.00
H21-01165	School Health Corporation	06	PSS/NURSE SUPPLIES	010-4300	229.49
H21-01166	SyTech Solution	03	PSS	010-5800	2,542.50
H21-01167	Speech Bananas Inc.	03	PSS/SL/SERVICES	010-5800	1,500.00
H21-01168	Center for Education and Employment Law	03	PSS/Svc.	010-4200	299.95
H21-01169	Ventura County Star	01	District / Technology / Prof Services	010-5800	290.44
H21-01170	Liberty Printing	16	LCFF Goal 2 Action1	010-4300	6,540.23
H21-01171	Amazon Capital Service	24	Larsen/ LCFF/ Supplies/ Gaol 1 Action 10	010-4300	11.95
H21-01172	Staples Advantage	12	Matl's/Supplies Back to School	010-4300	103.30
H21-01173	Staples Advantage	24	Larsen/GF/Supplies	010-4300	1,139.16
H21-01174	Dell Computer Corp	01	District/Monitor/Payroll	010-4300	806.87
H21-01175	Commline Inc.	24	Larsen/Safety/Radio chg	010-4300	982.88
H21-01176	Arturo Jimenez Concrete Pumpin g	FOT	FOT/Service/Blackstock	010-5600	450.00
H21-01177	Fence Factory Rentals	FOT	FOT/Rentals	010-5699	233.40
H21-01178	Vista Printing	16	Green/LCFF/Stamp	010-4300	50.74

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Includes 03/01/2021 - 03/31/2021					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-01179	Amazon Capital Service	99	ASES	010-4300	360.80
H21-01180	Amazon Capital Service	99	ASES Larsen/Books/Supplies	010-4300	38.01
H21-01181	Amazon Capital Service	16	Title 1	010-4200	535.81
H21-01182	Southwest School & Office Supply	01	District/Supplies	010-4300	27.93
H21-01183	VCOE	01	District / H.R. / Prof Service	010-5800	52,250.00
H21-01184	VCOE	02	Ed. Projects/Title I/Registration	010-5200	75.00
H21-01185	VCOE-Ed. Services Center	01	Ed. Serv./Title III/Registration	010-5200	155.00
H21-01186	VCOE-Ed. Services Center	01	Ed. Serv./Title III/Registration	010-5200	1,395.00
H21-01187	SOS Survival Products	01	District/Safety Supplies	010-4300	2,274.55
H21-01188	Amazon Capital Service	24	Larsen/ COVID/ Supplies	010-4300	178.25
H21-01189	Amazon Capital Service	16	LCFF Goal 2 #1	010-4300	66.61
H21-01190	Amazon Capital Service	26	Parkview/LCFF/Visual Arts	010-4300	69.56
H21-01191	School Specialty	24	Larsen/ LCFF/ Furniture/ Goal 1 Action 10	010-4300	254.42
H21-01192	Dance 4 Wellness	26	Parkview/LCFF/Performing Arts	010-5800	5,155.00
H21-01193	Amazon Capital Service	90	LCFF/TeacherSupplies	010-4300	324.37
H21-01194	Amazon Capital Service	90	LCFF/OfficeSupplies	010-4300	90.08
H21-01195	Amazon Capital Service	10	Bard/Reopening	010-4300	2,558.97
H21-01196	Amazon Capital Service	10	Bard/Reopening	010-4300	2,839.55
H21-01197	Amazon Capital Service	24	Larsen/ COVID/ Supplies	010-4300	840.52
H21-01198	Amazon Capital Service	16	BACK TO SCHOOL BUDGET	010-4300	59.80
H21-01199	Amazon Capital Service	90	Ink/Aldana/LCFF	010-4300	51.10
H21-01200	Amazon Capital Service	01	District/Supplies	010-4300	49.56
H21-01201	William Venegas	10	Bard/LCFF/Arts	010-5800	480.00
H21-01202	Ventura County Arts Council	10	Bard/LCFF/Arts	010-5800	2,012.50
H21-01203	BDJtech	10	Bard / Technology Supplies / Services	010-4300	4,699.68
				010-4400	12,778.13
H21-01204	Young Rembrandts	10	Bard/LCFF/Arts	010-5800	3,325.00
H21-01205	ARC Document Solutions LLC	10	Bard/Reopening	010-4300	69.47
H21-01206	Lakeshore Store #038	10	Bard/Reopening	010-4400	988.76
H21-01207	Stamp Fulfillment Services Personalized Envelope Program	10	Bard/Reopening	010-5900	1,318.55
H21-01208	Ventura County Arts Council	10	Bard/LCFF/Arts	010-5800	1,725.00
H21-01209	Quill Corporation	10	Bard/Reopening	010-4300	1,335.99
H21-01210	Lakeshore Store #038	24	Larsen/ COVID/ Supplies	010-4300	1,241.00
H21-01211	Atlantis Utility	01	District / Technology / Professional Services	010-4300	619.56
				010-5800	3,125.00
H21-01212	Amazon Capital Service	10	Bard/Reopening	010-4300	2,461.23
H21-01213	Amazon Capital Service	FOT	FOT/Supplies	010-4300	635.31
H21-01214	Office Depot School Division	10	Bard/Reopening	010-4300	733.08
H21-01215	Presentation Systems South	34	Print Shop/Supplies	010-4300	434.78
H21-01216	Amazon Capital Service	24	Larsen/ COVID/ Reopening supplies	010-4300	1,196.14

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ESCAPE ONLINE

Includes 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
H21-01217	Amazon Capital Service	16	Staff Appreciation Week	010-4300	218.64
H21-01218	Sams Club	16	Staff Appreciation Week	010-4300	188.01
H21-01219	Dell Computer Corp	01	Chrombooks	010-4300	192,616.64
H21-01220	MJP Technologies	01	Chromebooks	010-4300	788,875.00
H21-01221	Apple Inc	01	Ipads	010-4300	323,725.00
H21-01222	Amazon Capital Service	90	WLR/cervantes	010-4300	394.97
H21-01223	Amazon Capital Service	90	Home to Hueneme/Supplies	010-4300	406.45
H21-01224	Amazon Capital Service	FOT	FOT/Supplies	010-4300	15.31
H21-01225	BDJtech	01	District / Technology / Prof Services	010-5800	585.94
H21-01226	Amazon Capital Service	99	Bard ASES /Supplies	010-4300	371.20
H21-01227	Amazon Capital Service	14	Blackstock/Title 1/Supplies Reopening	010-4300	45.61
H21-01228	Amazon Capital Service	16	Title 1	010-4200	189.55
H21-01229	Amazon Capital Service	22	Hueneme/Supply/School Reopener	010-4300	122.94
H21-01230	Amazon Capital Service	16	Title 1	010-4300	51.87
H21-01231	Amazon Capital Service	99	ASES/Art Phase 2/Supplies	010-4300	375.19
H21-01232	MJP Technologies	99	ASES/ Supplies	010-4300	5,366.81
H21-01233	Office Depot School Division	99	ASES Supplies	010-4300	37.50
H21-01234	School Services of California	01	DO/Registration	010-5200	390.00
H21-01235	Scholastic	14	Blackstock/Title 1/Subscription Renewal	010-5800	9,748.35
H21-01236	Scholastic	14	Blackstock/Title 1/ Subscription Renewal	010-5800	112.35
H21-01237	VCOE	14	Blackstock/Title 1/Registration	010-5800	50.00
H21-01238	VCOE	14	Blackstock/Title 1/Registration	010-5800	50.00
H21-01239	Teacher Store	16	Title 1	010-4200	768.48
H21-01240	Dance 4 Wellness	90	LCFF Arts Proposal SY 20.21	010-5800	1,296.00
H21-01241	Ventura County Arts Council	90	2&3Gr/LCFF/Arts Proposal SY 20/21	010-5800	1,150.00
H21-01242	Julie Sanchez	90	Visual Arts w/J. Sanchez/5th Gr	010-5800	726.72
H21-01243	Elemental Hardware Inc.	99	ASES/ Club/EOG	010-5800	15,750.00
H21-01244	CDW-G (Vernon Hills)	01	District / Technology / Services	010-5800	510.68
H21-01245	Maad Graphics	30	GF	010-4300	176.18
H21-01246	Venco Electric Inc	24	FOT/Service	010-5600	342.00
H21-01247	BuyShade.com	FOT	Fot/Covid/Tent	010-4400	2,035.73
H21-01248	Amazon Capital Service	30	REOPENING ORDER	010-4300	878.57
H21-01249	Amazon Capital Service	14	Blackstock/LCFF/Tech Supply	010-4300	21.74
H21-01250	Amazon Capital Service	FOT	FOT/Supplies	010-4300	96.74
H21-01251	Amazon Capital Service	30	REOPENING ORDER	010-4300	89.37
H21-01252	Amazon Capital Service	02	Ed. Services/Face Shields	010-4300	13.00
H21-01253	Uline	14	Blackstock/LCFF/Supplies Reopening	010-4300	2,707.88
H21-01254	Ventura County Arts Council	90	LCFF/Arts/H@H Kinder	010-5800	2,587.50
H21-01255	Staples Technology Solution	16	Green/Color Printer	010-4400	1,007.03

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Includes 03/01/2021 - 03/31/2021						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
H21-01256	Mystery Science Inc.	30	LCFF/Mystery science online subscription	010-5800	1,358.29	
H21-01257	Dell Computer Corp	01	District / H.R. / Technology Supplies	010-4300	747.56	
H21-01258	Dave Bang Associates Inc	14	Blackstock/LCFF/Picnic Tables-Reopening	010-4400	12,142.81	
H21-01259	Office Depot School Division	02	Ed. Services/LCFF/Supplies	010-4300	422.91	
H21-01260	Riverside Insights	32	GATE webinar Proctoring	010-5200	225.00	
H21-01261	Staples Advantage	18	Hathaway/LCFF/supplies	010-4300	76.77	
H21-01262	Office Depot School Division	18	Hathaway/reopening/supplies	010-4300	165.19	
H21-01263	Office Depot School Division	18	Hathaway/COVID 19-Reopening/supplies	010-4300	200.09	
H21-01264	Office Depot School Division	18	Hathaway/COVID 19/Reopening	010-4300	1,050.76	
H21-01265	Atlantis Utility	01	District / Technology / Services	010-5800	35,325.00	
H21-01266	Office Depot School Division	18	Hathaway/Reopening/supplies	010-4300	246.75	
H21-01267	Office Depot School Division	14	ASES/ Supplies	010-4300	28.62	
H21-01268	Office Depot School Division	18	Hathaway/Reopening/supplies	010-4300	683.69	
H21-01269	Ventura County Arts Council	90	LCFF/Arts/Williams 2nd grade	010-5800	862.50	
H21-01270	Aswell Trophy	01	District/Professional Services	010-4300	21.55	
H21-01271	Sierra Natural Science Inc.	FOT	Fot/Supplies	010-4300	978.59	
H21-01273	knowBe4 Inc.	01	District / Technology / Prof Services	010-5800	15,135.12	
H21-01274	Hoffman, Vance & Worthington	01	DO/Prof. Services	010-5800	2,500.00	
<b>Total Number of POs</b>				<b>198</b>	<b>Total</b>	<b>1,782,965.53</b>

**PO Changes**

	New PO Amount	Fund/ Object	Description	Change Amount
B21-00018	840.00	010-5800	General Fund/Professnl/Consult Serv & Opera	352.82
B21-00022	62,000.00	010-5507	General Fund/Utilities-Gas	9,775.14
B21-00081	4,500.00	010-4300	General Fund/Materials and Supplies	2,000.00
B21-00085	3,051.00	010-5800	General Fund/Professnl/Consult Serv & Opera	1,647.00
B21-00096	700.00	010-4300	General Fund/Materials and Supplies	300.00
B21-00111	70,000.00	010-4300	General Fund/Materials and Supplies	20,000.00
B21-00128	12,000.00	010-4300	General Fund/Materials and Supplies	1,702.64
B21-00146	11,500.00	130-5600	Cafeteria Fund/Repairs	6,500.00
B21-00185	200,000.00	010-4300	General Fund/Materials and Supplies	1,254.31
B21-00185	200,000.00	010-5800	General Fund/Professnl/Consult Serv & Opera	11,288.74
<b>Total PO B21-00185</b>				<b>12,543.05</b>
B21-00188	2,550.00	010-4300	General Fund/Materials and Supplies	550.00
H21-00666	723.78	010-4300	General Fund/Materials and Supplies	121.58
H21-00910	309,717.00	010-7142	General Fund/Other Tuition/Excess Costs to	89,504.00-
<b>Total PO Changes</b>				<b>34,011.77-</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047284	03/01/2021	Dalmatoff, Kimberly A	010-4300		117.82
5002047285	03/01/2021	All Phase Electric	010-4300	233.54	
			Unpaid Tax	2.15-	231.39
5002047286	03/01/2021	Apple Inc	010-4400	3,986.01	
			010-5800	198.35	4,184.36
5002047287	03/01/2021	Beauty Kiss Carpet	010-5600		3,598.10
5002047288	03/01/2021	CA Dept of Tax & Fee Admin	010-9552	19,291.36	
			130-9552	850.58	
			215-9552	.20	
			216-9552	183.47	
			250-9552	.86	
			951-9552	200.83	
			952-9552	58.86	
			953-9552	49.84	20,636.00
5002047289	03/01/2021	California Wood Recycling dba Agromin Hort. Products	010-5501		31.00
5002047290	03/01/2021	Castle Air Inc	010-5600		2,108.00
5002047291	03/01/2021	Dave Bang Associates Inc	216-6200	56,060.69	
			Unpaid Tax	500.96-	55,559.73
5002047292	03/01/2021	Desoto Sales Inc	010-4300		121.59
5002047293	03/01/2021	Integrated Fire & Safety	010-5600		825.00
5002047294	03/01/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	178.30	
			Unpaid Tax	1.64-	176.66
5002047295	03/01/2021	MCI Comm Service	010-5903		36.34
5002047296	03/01/2021	McKinley Equipment Corporation	010-5600		250.00
5002047297	03/01/2021	Prime Masonry Materials	010-4300	185.55	
			Unpaid Tax	1.71-	183.84
5002047298	03/01/2021	NCS Pearson, Inc.	010-4300		1,435.60
5002047299	03/01/2021	Saviers Smog	010-5600		95.50
5002047300	03/01/2021	Seaside Therapy Inc.	010-5100	3,401.25	
			010-5800	6,232.50	9,633.75
5002047301	03/01/2021	Staples Advantage	010-4300	41.96	
			130-4300	885.60	927.56
5002047302	03/01/2021	STAR of CA,ERA Ed	010-5800		4,745.94
5002047303	03/01/2021	BMC West 1219	010-4300		3,694.38
5002047304	03/01/2021	The Stepping Stones Group	010-5100		20,969.00
5002047305	03/01/2021	VCOE	010-5800		3,000.00
5002047306	03/01/2021	Ventura Steel Inc.	010-4300		373.12
5002047307	03/01/2021	Western Exterminator	010-5500		208.00
5002047308	03/01/2021	Zee Medical Service	010-4300		304.97
5002047309	03/02/2021	American Express Attn Payment Processing	010-4300	234.44	
			010-5800	96.00	330.44
5002047310	03/02/2021	Anixter Inc.	010-4300		257.19
5002047311	03/02/2021	AramSCO Inc.	010-4300		5,577.25
5002047312	03/02/2021	Barnes & Noble Inc	010-4200	1,289.78	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
			Unpaid Tax	11.86-	1,277.92
5002047313	03/02/2021	Castle Air Inc	010-4400	151,280.00	
			010-5800	62,220.00	213,500.00
5002047314	03/02/2021	Coastal Pipco	010-4300	229.60	
			Unpaid Tax	2.11-	227.49
5002047315	03/02/2021	FastSigns	010-4300	1,066.43	
			Unpaid Tax	12.29-	1,054.14
5002047316	03/02/2021	Grainger	010-4300	55.77	
			Unpaid Tax	.51-	55.26
5002047317	03/02/2021	Green EconoME	010-5800		1,800.00
5002047318	03/02/2021	LogMein Communications Inc.	010-5903		8,675.31
5002047319	03/02/2021	Live Scan Ventura	010-5800		120.00
5002047320	03/02/2021	Mobile Mini Inc	010-5699		95.98
5002047321	03/02/2021	Nasco Modesto	010-4300		266.21
5002047322	03/02/2021	ReadyRefresh by Nestle	010-4300		213.65
5002047323	03/02/2021	Soliant Health	010-5800		11,731.51
5002047324	03/02/2021	MUFG Union Bank N.A Trust Dept-Fees	510-7434		795.00
5002047325	03/02/2021	Verizon California	010-4300	12.00	
			010-5800	108.00	120.00
5002047326	03/04/2021	Burke, Maria	010-5900		14.00
5002047327	03/04/2021	Russell, Katherine E	010-4300		382.49
5002047328	03/04/2021	Garcia, Graciela	010-4300		100.00
5002047329	03/04/2021	Granado, Maria	010-4300		345.62
5002047330	03/04/2021	Jimenez, Evelyn	010-4300		129.04
5002047331	03/04/2021	Arthur, Owen	010-5800		232.00
5002047332	03/04/2021	Middleton, Diane C	010-4300		84.29
5002047333	03/04/2021	Coulter, Paige A	010-4300		100.00
5002047334	03/04/2021	Fernandez, Cecilia	010-4300		51.48
5002047335	03/04/2021	Damianos, Shelbee	010-5800		199.00
5002047336	03/04/2021	Beam, Fox J	010-5200		11.50
5002047337	03/04/2021	Thomas, Douglas S	010-5800		69.00
5002047338	03/04/2021	Amazon Capital Service	010-4200	593.26	
			010-4300	5,360.33	
			Unpaid Tax	46.39-	5,907.20
5002047339	03/04/2021	American Express Attn Payment Processing	010-5800		336.71
5002047340	03/04/2021	Aramco Inc.	010-9320		1,934.63
5002047341	03/04/2021	Balfour Beatty	216-5800		26,960.00
5002047342	03/04/2021	BDJtech	010-4300	435.00	
			010-4400	8,428.13	8,863.13
5002047343	03/04/2021	Crown Castle Fiber LLC	010-5903		1,226.39
5002047344	03/04/2021	Curriculum Assoc Inc	010-4300		2,099.44
5002047345	03/04/2021	FCG Enviromental	216-6200		440.00
5002047346	03/04/2021	Frontier Communications	010-5903		1,777.66
5002047347	03/04/2021	KENCO Construction Services	216-6200		14,400.00
5002047348	03/04/2021	Office Depot	010-4300	226.16	

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
			Unpaid Tax	2.08-	224.08
5002047349	03/04/2021	Staples Advantage	010-4300	107.71	
			010-9320	3,723.27	
			130-4300	63.53	3,894.51
5002047350	03/04/2021	Therapy Travelers	010-5100	7,716.48	
			010-5800	6,893.52	14,610.00
5002047351	03/04/2021	Zee Medical Service	010-4300		250.36
5002047352	03/09/2021	Advantage Telecom	010-5903		112.90
5002047353	03/09/2021	Airgas West	010-4300		123.93
5002047354	03/09/2021	All Phase Electric	010-4300		982.50
5002047355	03/09/2021	Wilivaldo Izazaga DBA ALWI Pest Control	010-5500		1,200.00
5002047356	03/09/2021	Amazon Capital Service	010-4300		132.54
5002047357	03/09/2021	Atkinson, Andelson, Loya Ruud and Romo	010-5200		196.00
5002047358	03/09/2021	Blick Art Materials	010-4300	21.88	
			Unpaid Tax	.14-	21.74
5002047359	03/09/2021	Castle Air Inc	010-5600		7,175.00
5002047360	03/09/2021	Channel Isl Beach Community Services District	010-5502		1,071.76
5002047361	03/09/2021	City Of Pt Hueneme	010-5502		7,279.84
5002047362	03/09/2021	CMH Centers for Family Health	010-5800		780.00
5002047363	03/09/2021	Coastal Pipco	010-4300	68.83	
			Unpaid Tax	.64-	68.19
5002047364	03/09/2021	Crowder Backflow Services Inc	010-5600		455.00
5002047365	03/09/2021	Harris Water Conditioning DBA Culligan of Ventura County	010-5699		37.00
5002047366	03/09/2021	CyberCopy Inc.	010-4300		75.00
5002047367	03/09/2021	Daniels Tire Service	010-5600	705.20	
			Unpaid Tax	4.95-	700.25
5002047368	03/09/2021	Demco Inc	010-4300		390.73
5002047369	03/09/2021	Desoto Sales Inc	010-4300		236.52
5002047370	03/09/2021	Dunn-Edwards Corp	010-4300	1,312.39	
			Unpaid Tax	12.04-	1,300.35
5002047371	03/09/2021	Harbor Freight Tools	010-4300	30.42	
			Unpaid Tax	.28-	30.14
5002047372	03/09/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	2,412.94	
			Unpaid Tax	22.19-	2,390.75
5002047373	03/09/2021	Mobile Mini Inc	010-5699		251.11
5002047374	03/09/2021	Chemsearchfe	010-4300		1,229.20
5002047375	03/09/2021	Pioneer Healthcare Service	010-5100		23,664.00
5002047376	03/09/2021	Ponzuric Learning Solution	010-5800		405.00
5002047377	03/09/2021	ReadyRefresh by Nestle	010-4300		201.52
5002047378	03/09/2021	School Specialty Inc.	010-4300		1,483.47
5002047379	03/09/2021	US Postal Service Stamp Fulfillment Services	010-5900		984.60

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047380	03/09/2021	State Of California (DOJ) Dept of Justice Acctg Office	010-5800		192.00
5002047381	03/09/2021	MUFG Union Bank N.A Trust Dept-Fees	510-7434		35.00
5002047382	03/09/2021	United Parcel Service	010-5900		101.00
5002047383	03/11/2021	Mills, Michelle	010-5200		40.86
5002047384	03/11/2021	Robles, Celia	010-5200		11.31
5002047385	03/11/2021	Magallanes, Kathryn	010-4300		8.08
5002047386	03/11/2021	Stella, Meghann A	010-4300		29.20
5002047387	03/11/2021	Suarez, Gladys	010-8699		270.01
5002047388	03/11/2021	Garcia, Natasha A	010-4200	32.00	
			010-4300	431.68	463.68
5002047389	03/11/2021	Budroe, Katelyn E	010-5800		100.00
5002047390	03/11/2021	American Express Attn Payment Processing	010-4300		485.98
5002047391	03/11/2021	AramSCO Inc.	010-9320		1,086.96
5002047392	03/11/2021	AT&T Mobility	010-5909		285.31
5002047393	03/11/2021	City Of Oxnard	010-5502		315.60
5002047394	03/11/2021	CompuVision	010-4300	54,978.48	
			010-4400	12,625.10	
			010-5800	39,456.75	107,060.33
5002047395	03/11/2021	Dex Imaging	010-4300		199.76
5002047396	03/11/2021	Federal Express	010-5900		61.43
5002047397	03/11/2021	Fence Factory Rentals	010-5699		233.40
5002047398	03/11/2021	Frontier Communications	010-5903		616.00
5002047399	03/11/2021	Standard Plumbing Supply Co	010-4300	55.14	
			Unpaid Tax	.51-	54.63
5002047400	03/11/2021	Intermountain Lock & Security	010-4300		24.26
5002047401	03/11/2021	Kwang Sung Lee DBA K & S Lawnmower	010-4300	116.35	
			Unpaid Tax	1.07-	115.28
5002047402	03/11/2021	Nasco Modesto	010-4300		71.02
5002047403	03/11/2021	Nick Rail Music Inc	010-5600	122.84	
			Unpaid Tax	.21-	122.63
5002047404	03/11/2021	Office Depot	010-4300		61.74
5002047405	03/11/2021	Port Hueneme Marine Supply Co	010-4300	365.33	
			Unpaid Tax	3.35-	361.98
5002047406	03/11/2021	Pro-Ed	010-4300	1,924.94	
			Unpaid Tax	24.31-	1,900.63
5002047407	03/11/2021	Quill Corporation	010-4300		186.49
5002047408	03/11/2021	Quinn Company	010-5600		625.41
5002047409	03/11/2021	So Ca Gas Company	010-4300		20.67
5002047410	03/11/2021	Tri County Office Furniture	010-4300	940.21	
			Unpaid Tax	1.71-	938.50
5002047411	03/11/2021	U.S. Bank Corporate Payment Systems	010-4300	744.80	
			010-5800	339.76	1,084.56
5002047412	03/11/2021	Verizon California	010-4300	1,760.08	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047412	03/11/2021	Verizon California	010-5800	15,840.69	17,600.77
5002047413	03/15/2021	Airgas West	010-4300	82.19	
			Unpaid Tax	.55-	81.64
5002047414	03/15/2021	Wilivaldo Izazaga DBA ALWI Pest Control	010-5500		250.00
5002047415	03/15/2021	Castle Air Inc	010-5600		12,720.00
5002047416	03/15/2021	Coastal Pipco	010-4300	421.28	
			Unpaid Tax	3.88-	417.40
5002047417	03/15/2021	Keenes Hardware	010-4300	168.21	
			Unpaid Tax	1.54-	166.67
5002047418	03/15/2021	Oxnard Pipe & Supply	010-4300	851.72	
			Unpaid Tax	7.85-	843.87
5002047419	03/15/2021	19six Architects	216-6200		35,201.25
5002047420	03/15/2021	School Specialty Inc.	010-4300		39.48
5002047421	03/15/2021	Silvas Oil Company Inc	010-4300		1,759.59
5002047422	03/15/2021	Time Warner Cable	010-5903		1,089.78
5002047423	03/15/2021	VCOE	010-5100	38,295.56	
			010-5800	18,720.00	57,015.56
5002047424	03/15/2021	Ventura County Auto Suppy	010-4300	232.13	
			Unpaid Tax	2.62-	229.51
5002047425	03/15/2021	Wps	010-4300		467.74
5002047426	03/16/2021	Fernandez, Cecilia	010-5900		28.00
5002047427	03/16/2021	Vasko, Heather C	010-4300		115.24
5002047428	03/16/2021	Genevieve Belbusti	010-9537		830.00
5002047429	03/16/2021	Francisco Martinez	010-5800		2,940.00
5002047430	03/16/2021	Home Depot	010-4300	4,339.08	
			Unpaid Tax	42.83-	4,296.25
5002047431	03/16/2021	Lakeshore Learning Materials	010-4300	725.41	
			Unpaid Tax	.30-	725.11
5002047432	03/16/2021	MJP Technologies	010-4300		2,936.25
5002047433	03/18/2021	Daniel Fowler DBA Acorn Appliance Service	130-5600		280.00
5002047434	03/18/2021	Airgas West	010-5699		57.49
5002047435	03/18/2021	Assistance League School	010-5100		9,200.00
5002047436	03/18/2021	The Berry Man Inc	130-9321		2,893.95
5002047437	03/18/2021	Canon Financial Services	010-5600	58,663.19	
			130-5600	409.71	59,072.90
5002047438	03/18/2021	Castle Air Inc	010-5600	190.00	
			130-5600	540.00	730.00
5002047439	03/18/2021	City Of Oxnard	010-5502		2,030.63
5002047440	03/18/2021	CompuVision	010-5800		855.74
5002047441	03/18/2021	Dave Bang Associates Inc	216-6200	102,796.36	
			Unpaid Tax	418.84-	102,377.52
5002047442	03/18/2021	Dell Marketing LP	010-4300	88.09	
			010-4400	4,975.86	5,063.95
5002047443	03/18/2021	Dex Imaging	010-4300		1,251.97
5002047444	03/18/2021	Diamond A Equipment	010-4300	410.49	
			Unpaid Tax	3.78-	406.71

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047445	03/18/2021	Driftwood Dairy Inc.	130-9321		24,371.32
5002047446	03/18/2021	Dugmore & Duncan Of California	010-4300		878.16
5002047447	03/18/2021	Food Safety Systems	130-5800		6,170.00
5002047448	03/18/2021	Frontier Communications	010-5903		316.97
5002047449	03/18/2021	Gold Star Foods Inc	130-9321		26,498.71
5002047450	03/18/2021	Ground Penetrating Radar Syst.	216-6200		2,150.00
5002047451	03/18/2021	Hose Man Inc	010-4300	14.88	
			Unpaid Tax	.14-	14.74
5002047452	03/18/2021	Jordano's	130-9321		26,667.62
5002047453	03/18/2021	Lakeshore Learning Materials	010-4300	803.58	
			Unpaid Tax	4.86-	798.72
5002047454	03/18/2021	MJP Technologies	010-4300		4,570.00
5002047455	03/18/2021	Mobile Mini Inc	010-5699		317.68
5002047456	03/18/2021	O'Reilly Automotive Stores	010-4300	91.32	
			Unpaid Tax	.84-	90.48
5002047457	03/18/2021	Office Depot	010-4300	271.01	
			Unpaid Tax	2.50-	268.51
5002047458	03/18/2021	P & R Paper Supply Inc.	130-9329		7,052.76
5002047459	03/18/2021	PostcardGuru Print & Promo	010-4300		3,000.00
5002047460	03/18/2021	Precision Environmental	010-5800		1,531.00
5002047461	03/18/2021	Raymond Geddes & Company Inc	010-4300		166.23
5002047462	03/18/2021	Really Good Stuff	010-4300	97.85	
			Unpaid Tax	.90-	96.95
5002047463	03/18/2021	School Specialty Inc.	010-4300		54.89
5002047464	03/18/2021	Seaside Therapy Inc.	010-5100		5,670.00
5002047465	03/18/2021	Shred-It USA	010-5800		147.86
5002047466	03/18/2021	Silvas Oil Company Inc	010-4300		2,961.52
5002047467	03/18/2021	Sinclair Sanitary Supply Inc	010-4300		281.36
5002047468	03/18/2021	Southwest School & Office	010-9320		4,964.44
5002047469	03/18/2021	Staples Advantage	010-4300		115.28
5002047470	03/18/2021	Super Duper Publications	010-4300		691.65
5002047471	03/18/2021	Teachers Synergy LLC	010-4300		388.82
5002047472	03/18/2021	US Air Conditioning	010-4300	899.34	
			Unpaid Tax	8.27-	891.07
5002047473	03/18/2021	VCOE	010-5100		37,758.71
5002047474	03/18/2021	Ventura County Auto Suppy	010-4300	35.25	
			Unpaid Tax	.33-	34.92
5002047475	03/18/2021	Western State Roofing, Inc.	010-5600		9,400.00
5002047476	03/22/2021	Veronica Gonzalez	010-8699		55.00
5002047477	03/22/2021	Johnsen, Betty C	010-4300		88.39
5002047478	03/22/2021	J De Arredondo, Lucia	010-4300		50.13
5002047479	03/22/2021	Bay Alarm	010-5800		725.25
5002047480	03/22/2021	Casa Pacifica	010-5800		364.00
5002047481	03/22/2021	Children's Therapy Network Inc	010-5100		23,437.50
5002047482	03/22/2021	Dell Marketing LP	010-4300	36.42	
			010-4400	529.60	566.02
5002047483	03/22/2021	Discount Two Way Radio	010-4300		877.65

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047484	03/22/2021	Gold Star Foods Inc	130-5600		1,167.55
5002047485	03/22/2021	Kelly Paper Store	010-4300		1,832.60
5002047486	03/22/2021	Office Depot	010-4300		392.41
5002047487	03/22/2021	Presentation Systems South	010-4300		1,217.78
5002047488	03/22/2021	San Diego County Office of Ed	010-5200		99.00
5002047489	03/22/2021	So Ca Gas Company	010-5507		8,224.86
5002047490	03/22/2021	Staples Advantage	010-4300		1,139.16
5002047491	03/22/2021	STAR of CA,ERA Ed	010-5800		4,296.83
5002047492	03/22/2021	SyTech Solutions Inc	010-5800		2,542.50
5002047493	03/22/2021	The Stepping Stones Group	010-5100		20,248.50
5002047494	03/22/2021	VCOE	010-5200	1,625.00	
			010-5800	52,250.00	53,875.00
5002047495	03/22/2021	Ventura County Star	010-5800		290.44
5002047496	03/22/2021	Waisman Construction	216-6200		523,426.25
5002047497	03/23/2021	Center for Education and Employment Law	010-4200		299.95
5002047498	03/23/2021	City Of Oxnard	010-5502		8,670.59
5002047499	03/23/2021	E.J.Harrison & Sons Inc.	010-5501		9,632.25
5002047500	03/23/2021	Finish Line Paving Inc.	216-6200		2,395.00
5002047501	03/23/2021	MJP Technologies	010-4300		515.60
5002047502	03/23/2021	Pitney Bowes Inc	010-5699		759.86
5002047503	03/23/2021	ReadyRefresh by Nestle	010-4300	16.81	
			130-4300	17.08	33.89
5002047504	03/23/2021	San Diego County Office of Ed	010-5200		99.00
5002047505	03/23/2021	So Ca Edison Co	010-5506		34,188.86
5002047506	03/23/2021	Staples Advantage	130-4300		945.77
5002047507	03/23/2021	USA Sealing Inc	010-4400		625.00
5002047508	03/23/2021	VCOE	010-5200		1,275.00
5002047509	03/25/2021	Amazon Capital Service	010-4200	587.36	
			010-4300	5,396.81	
			Unpaid Tax	52.66-	5,931.51
5002047510	03/25/2021	American Express Attn Payment Processing	010-4300	108.77	
			010-5800	39.00	147.77
5002047511	03/25/2021	ARC Document Solutions LLC	010-4300	8,358.53	
			Unpaid Tax	76.86-	8,281.67
5002047512	03/25/2021	Castle Air Inc	010-5600		1,800.00
5002047513	03/25/2021	Coastal Pipco	010-4300	1,077.83	
			Unpaid Tax	9.92-	1,067.91
5002047514	03/25/2021	Commline Inc.	010-4300		982.88
5002047515	03/25/2021	Dell Marketing LP	010-4300		806.87
5002047516	03/25/2021	Desoto Sales Inc	010-4300		102.55
5002047517	03/25/2021	Diamond A Equipment	010-4300	23.31	
			Unpaid Tax	.21-	23.10
5002047518	03/25/2021	Dunn-Edwards Corp	010-4300	318.92	
			Unpaid Tax	2.94-	315.98
5002047519	03/25/2021	Fence Factory Rentals	010-5699		233.40

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047520	03/25/2021	Food Safety Systems	130-5800		3,085.00
5002047521	03/25/2021	Arturo Jimenez Concrete Pumping	010-5600		450.00
5002047522	03/25/2021	Lakeshore Learning Materials	010-4300	297.10	
			Unpaid Tax	2.55-	294.55
5002047523	03/25/2021	MCI Comm Service	010-5903		36.51
5002047524	03/25/2021	Office Depot	010-4300		272.46
5002047525	03/25/2021	Sinclair Sanitary Supply Inc	010-4300	41.91	
			010-5600	752.32	794.23
5002047526	03/25/2021	So Ca Edison Co	010-5506		46.79
5002047527	03/25/2021	So Ca Gas Company	010-5507		3,318.51
5002047528	03/25/2021	US Postal Service Stamp Fulfillment Services	010-5900		1,318.55
5002047529	03/25/2021	Superior Sanitary Supplies	010-4300		163.86
5002047530	03/25/2021	Teachers Synergy LLC	010-4300		224.43
5002047531	03/25/2021	U-Rent Inc	010-5699		4.28
5002047532	03/25/2021	US Air Conditioning	010-4300	120.58	
			Unpaid Tax	1.11-	119.47
5002047533	03/25/2021	Western Exterminator	010-5500		217.40
5002047534	03/29/2021	A-Z Bus Sales	010-4300		59.92
5002047535	03/29/2021	All Phase Electric	010-4300	2,396.33	
			Unpaid Tax	22.04-	2,374.29
5002047536	03/29/2021	Amazon Capital Service	010-4300	2,292.94	
			010-5800	659.82	
			Unpaid Tax	17.79-	2,934.97
5002047537	03/29/2021	BDJtech	010-4300	9,176.76	
			010-4400	105,351.00	114,527.76
5002047538	03/29/2021	Carnitas El Brother Mexican Grill	010-4300		133.41
5002047539	03/29/2021	Carrot-Top	010-4300		63.89
5002047540	03/29/2021	CDW-G (Chicago)	010-4300		330.00
5002047541	03/29/2021	Daniels Tire Service	010-5600	163.77	
			Unpaid Tax	1.23-	162.54
5002047542	03/29/2021	Dell Marketing LP	010-4300		351.24
5002047543	03/29/2021	Elemental Hardware Inc.	010-5800		15,750.00
5002047544	03/29/2021	Fence Factory	010-4300		96.82
5002047545	03/29/2021	Standard Plumbing Supply Co	010-4300	46.10	
			Unpaid Tax	12.80-	33.30
5002047546	03/29/2021	Kelly Paper Store	010-4300		1,612.49
5002047547	03/29/2021	Mail Manager Inc	010-5900		735.92
5002047548	03/29/2021	Mobile Mini Inc	010-5699		95.98
5002047549	03/29/2021	Port Hueneme Marine Supply Co	010-4300	589.69	
			Unpaid Tax	5.43-	584.26
5002047550	03/29/2021	Quill Corporation	010-4300	6,062.44	
			010-9320	4,187.96	10,250.40
5002047551	03/29/2021	School Services of California	010-5200		550.00
5002047552	03/29/2021	Silvas Oil Company Inc	010-4300		1,946.46
5002047553	03/29/2021	So Ca Edison Co	010-5506		36,464.87
5002047554	03/29/2021	Tax Deferred Solutions	010-9533	173,961.26	

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ESCAPE ONLINE

Page 8 of 10

## Checks Dated 03/01/2021 through 03/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5002047554	03/29/2021	Tax Deferred Solutions	010-9539	1,050.00	175,011.26
5002047555	03/29/2021	Venco Electric Inc	010-5600		342.00
5002047556	03/29/2021	Ventura County Auto Supply	010-4300	169.17	
			Unpaid Tax	1.55-	167.62
5002047557	03/30/2021	Haines, Heidi	010-4300		23.58
5002047558	03/30/2021	Downey-Daily, Donna	010-4300		138.89
5002047559	03/30/2021	Granado, Maria	010-5900		165.00
5002047560	03/30/2021	Robles, Celia	010-5200		11.31
5002047561	03/30/2021	Robertson, Jerilyn	010-5200		22.80
5002047562	03/30/2021	Guillen, Marisol	010-4300		68.66
5002047563	03/30/2021	Martinez, Sandra D	010-4300		175.05
5002047564	03/30/2021	Nabors, Danna K	010-4300		251.78
5002047565	03/30/2021	Bay Alarm	010-5800		851.00
5002047566	03/30/2021	Castle Air Inc	010-5600		2,859.75
5002047567	03/30/2021	CDW-G (Chicago)	010-4300		3,644.22
5002047568	03/30/2021	Full Source LLC	010-4300		309.77
5002047569	03/30/2021	Hose Man Inc	010-4300	249.66	
			Unpaid Tax	2.30-	247.36
5002047570	03/30/2021	Intermountain Lock & Security	010-4300		34.73
5002047571	03/30/2021	Lito Galang DBA Lito's Auto Repair	010-5600	2,040.06	
			Unpaid Tax	5.91-	2,034.15
5002047572	03/30/2021	Office Depot	010-4300	261.52	
			Unpaid Tax	1.84-	259.68
5002047573	03/30/2021	Oxnard Steel Ornamental & Tube Supply	010-4300	21.53	
			Unpaid Tax	.24-	21.29
5002047574	03/30/2021	School Health Corporation	010-4300		229.49
5002047575	03/30/2021	School Specialty Inc.	010-4300		742.27
5002047576	03/30/2021	So Ca Edison Co	010-5506		128.72
5002047577	03/30/2021	Verizon Business	010-4300	12.02	
			010-5800	108.18	120.20
5002047578	03/30/2021	Wholesaleyogamats.com	010-4300		415.25
5002047579	03/31/2021	Cortez, Norma E	010-4300		98.65
5002047580	03/31/2021	Haines, Heidi	010-4300		45.22
5002047581	03/31/2021	Granado, Maria	010-5900		165.00
5002047582	03/31/2021	Orozco, Susana	010-4300		99.24
5002047583	03/31/2021	Valencia, Ramona	010-4300		96.00
5002047584	03/31/2021	Reyna, Elena	010-4300		97.76
5002047585	03/31/2021	Atlantis Utility	010-5800	35,325.00	
			Unpaid Tax	260.00-	35,065.00
5002047586	03/31/2021	Hoffman, Vance & Worthington	010-5800		2,500.00
5002047587	03/31/2021	knowBe4 Inc.	010-5800		15,135.12
5002047588	03/31/2021	Office Depot	010-4300		42.33
5002047589	03/31/2021	Staples Advantage	010-4300		1,408.30
5002047590	03/31/2021	Verizon California	010-4300	2,581.55	
			010-5800	23,233.99	25,815.54
<b>Total Number of Checks</b>			<b>307</b>		<b>2,318,925.40</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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**Checks Dated 03/01/2021 through 03/31/2021**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
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**Fund Recap**

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
010	General Fund	286	1,453,503.12
130	Cafeteria Fund	16	101,899.18
215	Measure T Building Fund	1	.20
216	Measure B Building Fund	10	764,013.02
250	Capital Facilities Fund	1	.86
510	Bond Interest and Redemption F	2	830.00
951	Blackstock ASB Fund	1	200.83
952	Green ASB Fund	1	58.86
953	Unorganized Student Body/Elemen	1	49.84
Total Number of Checks		<b>307</b>	2,320,555.91
Less Unpaid Tax Liability			1,630.51-
<b>Net (Check Amount)</b>			<b><u><u>2,318,925.40</u></u></b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

## HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: REPORT OF MISCELLANEOUS INCOME FOR  
MARCH 2021

BOARD MEETING DATE: April 26, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENTRECOMMENDATION

For information only

BACKGROUND

The monthly miscellaneous income report is a summary of funds received in the district office and transmitted to the Ventura County Office of Education for deposit into the various funds of the district at the County Treasury.

The March report reflects the receipt of \$512,667.78 as follows:

	Description	Amount
	General Fund	\$139,084.08
	Cafeteria Fund	\$370,700.32
	Measure B Bldg. Fund	\$0
	Developer Fee Fund	\$1,553.38
	Student Funds	\$1,330.00
	Totals	\$512,667.78

COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000985	Posted	(002603) Delores Walker	1353	Check	03/01/21	0004265179	AR21-00550	01	cr147746	JAN - MAR 2021 DELORES V	1,710.00
( 022204)	010- 9537-	- - - - -	-	-		1,710.00					
DP21-0000986	Posted	(701204) Donna Branstrom	1353	Check	03/01/21	3110	AR21-00481		cr147746	JAN - MAR 2021 DONNA BR	54.00
( 022204)	010- 9537-	- - - - -	-	-		54.00					
DP21-0000987	Posted	(711776) Sally Keevy	1353	Check	03/01/21	2656264675	AR21-00512	01	cr147746	JAN - MAR 2021 SALLY KEE	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000988	Posted	(700877) Evangeline Urias	1353	Check	03/01/21	2515	AR21-00598	01	cr147746	JAN - MAR 2021 EVANGELIN	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0000989	Posted	(712974) Adrian Laveaga	1353	Check	03/01/21	183	AR21-00584		cr147746	JAN - MAR 2021 ADRIAN LA	423.00
( 022204)	010- 9537-	- - - - -	-	-		423.00					
DP21-0000990	Posted	(000178) Olga Lendo	1353	Check	03/01/21	1822	AR21-00585	01	cr147746	JAN - MAR 2021 OLGA LENC	213.00
( 022204)	010- 9537-	- - - - -	-	-		213.00					
DP21-0000991	Posted	(701503) State Of California	1353	Check	03/01/21	66-144298	AR21-00605		cr147746	STATE MEAL REIMB DEC 20	14,842.62
( 041711)	130- 8520- 5310- 0- 0000- 0000- 100- 000- 0000- 0					697.32					
( 041713)	130- 8520- 5310- 0- 0000- 0000- 140- 000- 0000- 0					2,918.84					
( 041714)	130- 8520- 5310- 0- 0000- 0000- 160- 000- 0000- 0					1,140.34					
( 041715)	130- 8520- 5310- 0- 0000- 0000- 180- 000- 0000- 0					1,335.46					
( 041716)	130- 8520- 5310- 0- 0000- 0000- 200- 000- 0000- 0					3,704.68					
( 041717)	130- 8520- 5310- 0- 0000- 0000- 220- 000- 0000- 0					529.58					
( 041718)	130- 8520- 5310- 0- 0000- 0000- 240- 000- 0000- 0					560.40					
( 041719)	130- 8520- 5310- 0- 0000- 0000- 260- 000- 0000- 0					2,027.40					
( 041720)	130- 8520- 5310- 0- 0000- 0000- 280- 000- 0000- 0					1,242.54					
( 041721)	130- 8520- 5310- 0- 0000- 0000- 300- 000- 0000- 0					686.06					
DP21-0000992	Posted	(701503) State Of California	1353	Check	03/01/21	66-150191	AR21-00604		cr147746	FED MEAL REIMB DEC 2020	177,868.58
( 041700)	130- 8220- 5310- 0- 0000- 0000- 100- 000- 0000- 0					8,356.36					
( 041702)	130- 8220- 5310- 0- 0000- 0000- 140- 000- 0000- 0					34,978.34					
( 041703)	130- 8220- 5310- 0- 0000- 0000- 160- 000- 0000- 0					13,665.52					
( 041704)	130- 8220- 5310- 0- 0000- 0000- 180- 000- 0000- 0					16,003.66					
( 041705)	130- 8220- 5310- 0- 0000- 0000- 200- 000- 0000- 0					44,395.36					
( 041706)	130- 8220- 5310- 0- 0000- 0000- 220- 000- 0000- 0					6,346.38					
( 041707)	130- 8220- 5310- 0- 0000- 0000- 240- 000- 0000- 0					6,715.56					
( 041708)	130- 8220- 5310- 0- 0000- 0000- 260- 000- 0000- 0					24,295.56					
( 041709)	130- 8220- 5310- 0- 0000- 0000- 280- 000- 0000- 0					14,890.26					
( 041710)	130- 8220- 5310- 0- 0000- 0000- 300- 000- 0000- 0					8,221.58					
DP21-0000993	Posted	(701503) State Of California	1353	Check	03/01/21	30-369960			cr147746	HEALTH CARE DEPOSIT 02/	1,798.09
( 011099)	010- 8290- 5640- 0- 0000- 0000- 000- 000- 0000- 0					1,798.09					

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 3/1/2021, Ending Receipt Date = 3/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0000994	Posted	(711754) U S Dept of Education	1353	Electronic F	03/01/21	APP # 12836			cr147746	FY20 SECTION 7003(b) INTE	8,431.00
(022394)	010-8110-0000-0-0000-000-000-7003-0					8,431.00					
DP21-0000995	Posted	(711754) U S Dept of Education	1353	Electronic F	03/01/21	APP # 15489			cr147746	FY21 SECTION 7003(b) INITI	47,189.00
(022394)	010-8110-0000-0-0000-000-000-7003-0					47,189.00					
DP21-0000996	Posted	(711754) U S Dept of Education	1353	Electronic F	03/01/21				cr147746	FY21 SECTION 703(d) CWD	20,083.00
(022394)	010-8110-0000-0-0000-000-000-7003-0					20,083.00					
DP21-0000997	Posted	(701575) VCOE	1354	Check	03/01/21	5071917065	AR21-00608		cr147746	2020/21 Facility Classroom Le	12,000.00
(011131)	010-8650-0000-0-0000-000-000-0000-0					12,000.00					
DP21-0000998	Posted	(701575) VCOE	1354	Check	03/01/21	5071917064	AR21-00608		cr147746	2020/21 Facility Classroom Le	12,000.00
(011131)	010-8650-0000-0-0000-000-000-0000-0					12,000.00					
DP21-0000999	Posted	(000219) Mari Blaise Donovan	1354	Check	03/01/21	0004970054	AR21-00425		cr147746	JAN - MAR 2021 MARI BLAIS	88.00
(022204)	010-9537- - - - - - - - - -					88.00					
DP21-0001000	Posted	(000136) Aurora Garcia	1354	Check	03/01/21	377	AR21-00459	01	cr147746	JAN - MAR 2021 AURORA G,	213.00
(022204)	010-9537- - - - - - - - - -					213.00					
DP21-0001001	Posted	(713338) Marsha Brumana	1354	Check	03/01/21	2206	AR21-00483		cr147746	JAN - MAR 2021 MARSHA BF	141.00
(022204)	010-9537- - - - - - - - - -					141.00					
DP21-0001002	Posted	(711332) Blackstock Jr High Schoo	1354	Mixed Cash	03/01/21	02/23/21			cr147746	DONATIONS - 02/23/21	2,761.00
(050850)	010-8699-0000-0-0000-0000-140-000-D004-0					2,761.00					
DP21-0001003	Posted	(711333) E.O. Green Jr High Schoo	1354	Check	03/01/21	1420040496			cr147746	DONATION - EDISON	450.00
(011144)	010-8699-0000-0-0000-0000-160-000-D000-0					450.00					
DP21-0001004	Posted	(000017) Recycle International	1354	Check	03/01/21	6614			cr147746	EWASTE 02/08/21 CEWID#1	255.00
(011136)	010-8699-0000-0-0000-0000-000-000-0000-0					255.00					
DP21-0001005	Posted	(711726) Phillip Silva	1355	Check	03/03/21	4399	AR21-00596	01	cr148486	JAN - MAR 2021 PHILLIP SIL	186.00
(022204)	010-9537- - - - - - - - - -					186.00					
DP21-0001006	Posted	(710606) Bernabe Simon	1355	Check	03/03/21	0088400112	AR21-00411	01	cr148486	JAN-MAR 2021 BERNABE SI	164.00
(022204)	010-9537- - - - - - - - - -					164.00					
DP21-0001007	Posted	(710606) Bernabe Simon	1355	Check	03/03/21	0088400112	AR21-00619	01	cr148486	APR-JUN 2021 BERNABE SII	28.00
(022204)	010-9537- - - - - - - - - -					28.00					
DP21-0001008	Posted	(000221) Jennifer Carr	1355	Check	03/03/21	2633	AR21-00471		cr148486	JAN - MAR 2021 JENNIFER C	141.00
(022204)	010-9537- - - - - - - - - -					141.00					
DP21-0001009	Posted	(711524) Dennis Recker	1355	Check	03/03/21	3821	AR21-00617	01	cr148486	APR - JUN 2021 DENNIS REI	141.00
(022204)	010-9537- - - - - - - - - -					141.00					

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 3/1/2021, Ending Receipt Date = 3/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0001010	Posted	(712929) Lorenzo Ramirez	1355	Check	03/03/21	4819	AR21-00592		cr148486	JAN - MAR 2021 LORENZO F	267.00
	( 022204)	010- 9537-	- - - - -	- -		267.00					
DP21-0001011	Posted	(703048) John Klopstein	1355	Check	03/03/21	0005607302	AR21-00559	01	cr148486	JAN - MAR 2021 JOHN KLOF	213.00
	( 022204)	010- 9537-	- - - - -	- -		213.00					
DP21-0001012	Posted	(000209) Krisanne Neske	1355	Check	03/03/21	132	AR21-00441		cr148486	JAN - MAR 2021 KRISANNE I	213.00
	( 022204)	010- 9537-	- - - - -	- -		213.00					
DP21-0001013	Posted	(000209) Krisanne Neske	1355	Check	03/03/21	132	AR21-00618		cr148486	APR - JUN 2021 KRISANNE I	213.00
	( 022204)	010- 9537-	- - - - -	- -		213.00					
DP21-0001014	Posted	(710694) Cliff Morgan	1355	Check	03/03/21	1544	AR21-00529	01	cr148486	JAN - MAR 2021 CLIFF MOR	195.00
	( 022204)	010- 9537-	- - - - -	- -		195.00					
DP21-0001015	Posted	(712362) Continuing Development,	1355	Check	03/03/21	1131285	AR21-00189	01	cr148486	Pre-School Classroom Leases	300.00
	( 011131)	010- 8650- 0000- 0- 0000- 0000- 000- 0000- 0	- - - - -	- -		300.00					
DP21-0001016	Posted	(712781) Alice Arroyo	1356	Check	03/05/21	1158812454	AR21-00403	01	cr148486	JAN-MAR 2021	645.00
	( 022204)	010- 9537-	- - - - -	- -		645.00					
DP21-0001017	Posted	(712781) Alice Arroyo	1356	Check	03/05/21	1158812454	AR21-00625	01	cr148486	APR-JUN 2021	901.00
	( 022204)	010- 9537-	- - - - -	- -		901.00					
DP21-0001018	Posted	(711670) Manuel Arroyo	1356	Check	03/05/21	1158812454	AR21-00251	01	cr148486	OCT - DEC 2020	256.00
	( 022204)	010- 9537-	- - - - -	- -		256.00					
DP21-0001019	Posted	(003674) Linda Rosario	1356	Check	03/05/21	706686711	AR21-00536	01	cr148486	JAN - MAR 2021 LINDA ROS,	141.00
	( 022204)	010- 9537-	- - - - -	- -		141.00					
DP21-0001020	Posted	(702406) Ruben Rosario	1356	Check	03/05/21	706686710	AR21-00537	01	cr148486	JAN - MAR 2021 RUBEN RO:	141.00
	( 022204)	010- 9537-	- - - - -	- -		141.00					
DP21-0001021	Posted	(000219) Mari Blaise Donovan	1356	Check	03/05/21	0005976146	AR21-00425		cr148486	JAN - MAR 2021 MARI BLAIS	88.00
	( 022204)	010- 9537-	- - - - -	- -		88.00					
DP21-0001022	Posted	(711604) Richard Froyen	1356	Check	03/05/21	0000005075	AR21-00558	01	cr148486	JAN - MAR 2021 RICHARD F	141.00
	( 022204)	010- 9537-	- - - - -	- -		141.00					
DP21-0001023	Posted	(004488) Gloria Froyen	1356	Check	03/05/21	0000005076	AR21-00500	01	cr148486	JAN - MAR 2021 GLORIA FR	141.00
	( 022204)	010- 9537-	- - - - -	- -		141.00					
DP21-0001024	Posted	(004899) Patrick Newton	1356	Check	03/05/21	0086787043	AR21-00561		cr148486	JAN - MAR 2021 PATRICK NI	994.00
	( 022204)	010- 9537-	- - - - -	- -		994.00					
DP21-0001025	Posted	(711597) Vi Escobedo	1356	Check	03/05/21	0087088465	AR21-00412	01	cr148486	JAN-MAR 2021 VIOLET ESCI	790.00
	( 022204)	010- 9537-	- - - - -	- -		790.00					

\* On Hold

Selection Sorted by Receipt Id, Filtered by (Org = 602, Starting Receipt Date = 3/1/2021, Ending Receipt Date = 3/31/2021, User Created = N, On Hold? = Y, No Invoice = Y, Accounts? = Y, Recap = O, Sort/Group = )

ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0001026	Posted	(711597) Vi Escobedo	1356	Check	03/05/21	0087088465	AR21-00627	01	cr148486	APR-JUN 2021 VIOLET ESCO	40.00	
(022204)	010-9537-	- - - - -	-	-		40.00						
DP21-0001027	Posted	(000211) Mary Porter	1356	Check	03/05/21	3046	AR21-00444		cr148486	JAN - MAR 2021 MARY POR	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0001028	Posted	(712518) Susan Burre	1356	Check	03/05/21	1423	AR21-00570	01	cr148486	JAN - MAR 2021 SUSAN BUF	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0001029	Posted	(710412) Linda Gonzales	1356	Check	03/05/21	2716	AR21-00575		cr148486	JAN - MAR 2021 LINDA GON	136.00	
(022204)	010-9537-	- - - - -	-	-		136.00						
DP21-0001030	Posted	(710412) Linda Gonzales	1356	Check	03/05/21	2716	AR21-00061		cr148486	JULY - SEPT 2020	5.00	
(022204)	010-9537-	- - - - -	-	-		5.00						
DP21-0001031	Posted	(000161) Sandra Fletcher	1356	Check	03/05/21	3717	AR21-00458	01	cr148486	JAN - MAR 2021 SANDRA FL	186.00	
(022204)	010-9537-	- - - - -	-	-		186.00						
DP21-0001032	Posted	(000175) Lydia Hernandez	1356	Check	03/05/21	162	AR21-00576	00	cr148486	JAN - MAR 2021 LYDIA HERI	387.00	
(022204)	010-9537-	- - - - -	-	-		387.00						
DP21-0001033	Posted	(712136) Regino Medina	1356	Check	03/05/21	4098	AR21-00486		cr148486	JAN - MAR 2021 REGINO ME	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0001034	Posted	(711130) Claudine Medina	1356	Check	03/05/21	4097	AR21-00402	01	cr148486	JAN - MAR 2021 CLAUDINE I	46.00	
(022204)	010-9537-	- - - - -	-	-		46.00						
DP21-0001035	Posted	(711130) Claudine Medina	1356	Check	03/05/21	4097	AR21-00626	01	cr148486	APR-JUN 2021 CLAUDINE M	220.00	
(022204)	010-9537-	- - - - -	-	-		220.00						
DP21-0001036	Posted	(711764) Hueneme School District	1356	Electronic F	03/05/21	1402-1410			cr148486	USB XFR - JAN 2021	204.00	
(020052)	953-8639-0926-0-0000-0000-260-000-0000-0					204.00						
DP21-0001037	Posted	(711764) Hueneme School District	1356	Electronic F	03/05/21	1402-1410			cr148486	USB XFR - DEC 2020	1,126.00	
(020048)	953-8639-0910-0-0000-0000-100-000-0000-0					1,126.00						
DP21-0001038	Posted	(711615) Mary Lou Quint	1357	Check	03/08/21	117	AR21-00611	01	cr148652	JAN - MAR 2021 MARY LOU	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0001039	Posted	(000216) Teresa Hernandez	1357	Check	03/08/21	1481	AR21-00463		cr148652	JAN - MAR 2021 TERESA HE	142.00	
(022204)	010-9537-	- - - - -	-	-		142.00						
DP21-0001040	Posted	(713339) Dennis Held	1357	Check	03/08/21	4618	AR21-00507	00	cr148652	JAN - MAR 2021 DENNIS HE	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						
DP21-0001041	Posted	(000167) Interface Children and Fa	1357	Check	03/08/21	27496	AR21-00190		cr148652	2020/21 Facility Usage - Hath	1,000.00	
(011131)	010-8650-0000-0-0000-0000-000-000-0000-0					1,000.00						

\* On Hold

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ESCAPE ONLINE



COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0001042	Posted	(701220) Elaine B. Simmons	1357	Check	03/08/21	3078	AR21-00110	01	cr148652	JULY - SEPT 2020	3.00	
(022204)	010-9537-	- - - - -	-	-		3.00						
DP21-0001043	Posted	(701220) Elaine B. Simmons	1357	Check	03/08/21	3078	AR21-00540	01	cr148652	JAN - MAR 2021 ELAINE SIM	213.00	
(022204)	010-9537-	- - - - -	-	-		213.00						
DP21-0001044	Posted	(711594) Elna Ranson	1357	Check	03/08/21	5245	AR21-00593	01	cr148652	JAN - MAR 2021 ELNA RANS	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0001045	Posted	(710570) Hilda Valenzuela	1357	Check	03/08/21	0087388005	AR21-00610		cr148652	APR-JUN 2021 HILDA VALEN	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0001046	Posted	(005349) Shirley Brown	1357	Check	03/08/21	0087902577	AR21-00482		cr148652	JAN - MAR 2021 SHIRLEY BF	71.00	
(022204)	010-9537-	- - - - -	-	-		71.00						
DP21-0001047	Posted	(000190) Cindy Norvell	1357	Check	03/08/21	6065	AR21-00468		cr148652	JAN - MAR 2021 CINDY NOR	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0001048	Posted	(004591) Hueneme Education Assc	1357	Check	03/08/21	1622	AR21-00615		cr148652	REGISTRATION TO GOVERI	480.00	
(050810)	010-5200-0000-0-0000-7100-000-521-0623-0					480.00						
DP21-0001049	Posted	(701405) Ventura County Schools	1357	Check	03/08/21	35046			cr148652	W/C - M. MAGDALENO 02/17	1,432.16	
(007345)	010-2400-0000-0-0000-2700-000-100-0000-0					1,432.16						
DP21-0001050	Posted	(701575) VCOE	1357	Check	03/08/21	5071917251			cr148652	SWP70% 2020-21 Round 2	13,650.00	
(054682)	010-8590-6388-0-0000-0000-000-210-0000-0					13,650.00						
DP21-0001051	Posted	(005585) Patricia Humphries	1358	Check	03/12/21	3582	AR21-00511	01	cr148652	JAN - MAR 2021 PATRICIA H	511.00	
(022204)	010-9537-	- - - - -	-	-		511.00						
DP21-0001052	Posted	(000159) Betty Angulo	1358	Check	03/12/21	321	AR21-00564		cr148652	JAN - MAR 2021 BETTY ANC	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						
DP21-0001053	Posted	(000151) Patricia Griffin	1358	Check	03/12/21	331	AR21-00505		cr148652	JAN - MAR 2021 PATRICIA G	192.00	
(022204)	010-9537-	- - - - -	-	-		192.00						
DP21-0001054	Posted	(703123) Rosanne Mesa	1358	Check	03/12/21	706894360	AR21-00465		cr148652	JAN - MAR 2021 ROSEANNE	321.50	
(022204)	010-9537-	- - - - -	-	-		321.50						
DP21-0001055	Posted	(711776) Sally Keevy	1358	Check	03/12/21	2665693059	AR21-00512	01	cr148652	JAN - MAR 2021 SALLY KEE'	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						
DP21-0001056	Posted	(000093) Ruth Ayala	1358	Check	03/12/21	707302095	AR21-00629	01	cr148652	APR-JUN 2021 RUTH AYALA	266.00	
(022204)	010-9537-	- - - - -	-	-		266.00						
DP21-0001057	Posted	(713059) Victoria Martinez	1358	Check	03/12/21	2001	AR21-00588	01	cr148652	JAN - MAR 2021 VICTORIA M	141.00	
(022204)	010-9537-	- - - - -	-	-		141.00						

\* On Hold

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ESCAPE ONLINE

COUNTY - County Account												
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount	
DP21-0001058	Posted	(005463) Carlo Logan	1358	Check	03/12/21	8127	AR21-00519	01	cr148652	JAN - MAR 2021 CARLO LOC	71.00	
( 022204)	010- 9537-	- - - - -	-	-		71.00						
DP21-0001059	Posted	(005463) Carlo Logan	1358	Check	03/12/21	8127	AR21-00631	01	cr148652	APR - JUN 2021 CARLO LOC	71.00	
( 022204)	010- 9537-	- - - - -	-	-		71.00						
DP21-0001060	Posted	(710358) Maria Zeledon	1358	Check	03/12/21	5459	AR21-00616	01	cr148652	APR - JUN 2021 MARIA ZELE	.13	
( 022204)	010- 9537-	- - - - -	-	-		.13						
DP21-0001061	Posted	(710358) Maria Zeledon	1358	Check	03/12/21	5502	AR21-00616	01	cr148652	APR - JUN 2021 MARIA ZELE	212.87	
( 022204)	010- 9537-	- - - - -	-	-		212.87						
DP21-0001062	Posted	(701503) State Of California	1358	Check	03/12/21	66-309066	AR21-00628		cr148652	SNACK CLAIM REIMB JAN 2	2,388.48	
( 041700)	130- 8220- 5310- 0- 0000- 0000- 100- 000- 0000- 0					370.56						
( 041705)	130- 8220- 5310- 0- 0000- 0000- 200- 000- 0000- 0					1,339.20						
( 041706)	130- 8220- 5310- 0- 0000- 0000- 220- 000- 0000- 0					.00						
( 041707)	130- 8220- 5310- 0- 0000- 0000- 240- 000- 0000- 0					240.96						
( 041709)	130- 8220- 5310- 0- 0000- 0000- 280- 000- 0000- 0					437.76						
( 041711)	130- 8520- 5310- 0- 0000- 0000- 100- 000- 0000- 0					.00						
( 041714)	130- 8520- 5310- 0- 0000- 0000- 160- 000- 0000- 0					.00						
( 041715)	130- 8520- 5310- 0- 0000- 0000- 180- 000- 0000- 0					.00						
( 041719)	130- 8520- 5310- 0- 0000- 0000- 260- 000- 0000- 0					.00						
( 041721)	130- 8520- 5310- 0- 0000- 0000- 300- 000- 0000- 0					.00						
DP21-0001063	Posted	(000106) ACSA	1358	Check	03/12/21	2983003217			cr148652	REFUND DUES - D FRIEDM/	67.33	
( 022206)	010- 9539-	- - - - -	-	-		67.33						
DP21-0001064	Posted	(000162) Patricia Arriaga	1359	Check	03/19/21	3039	AR21-00566		cr149098	JAN - MAR 2021 PATRICIA A	266.00	
( 022204)	010- 9537-	- - - - -	-	-		266.00						
DP21-0001065	Posted	(700877) Evangeline Urias	1359	Check	03/19/21	2526	AR21-00598	01	cr149098	JAN - MAR 2021 EVANGELIN	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						
DP21-0001066	Posted	(003011) Rose Messina	1359	Check	03/19/21	2017	AR21-00525	01	cr149098	JAN - MAR 2021 ROSE MES	27.00	
( 022204)	010- 9537-	- - - - -	-	-		27.00						
DP21-0001067	Posted	(003011) Rose Messina	1359	Check	03/19/21	2017	AR21-00634	01	cr149098	APR - JUN 2021 ROSE MES	27.00	
( 022204)	010- 9537-	- - - - -	-	-		27.00						
DP21-0001068	Posted	(711605) Rosie Garcia	1359	Check	03/19/21	9675	AR21-00573	01	cr149098	JAN - MAR 2021 ROSIE GAR	141.00	
( 022204)	010- 9537-	- - - - -	-	-		141.00						
DP21-0001069	Posted	(711613) Sharon Meyer	1359	Check	03/19/21	1136	AR21-00526	01	cr149098	JAN - MAR 2021 SHARON M	71.00	
( 022204)	010- 9537-	- - - - -	-	-		71.00						

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COUNTY - County Account											
Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
DP21-0001070	Posted	(002603) Delores Walker	1359	Check	03/19/21	0007564491	AR21-00550	01	cr149098	JAN - MAR 2021 DELORES V	1,710.00
( 022204)	010- 9537-	- - - - -	-	-		1,710.00					
DP21-0001071	Posted	(701503) State Of California	1359	Check	03/19/21	66-345102	AR21-00632		cr149098	STATE MEAL REIMB JAN 20	13,524.76
( 041711)	130- 8520- 5310- 0- 0000- 0000- 100- 000- 0000- 0					681.18					
( 041713)	130- 8520- 5310- 0- 0000- 0000- 140- 000- 0000- 0					2,625.94					
( 041714)	130- 8520- 5310- 0- 0000- 0000- 160- 000- 0000- 0					1,110.04					
( 041715)	130- 8520- 5310- 0- 0000- 0000- 180- 000- 0000- 0					1,273.84					
( 041716)	130- 8520- 5310- 0- 0000- 0000- 200- 000- 0000- 0					3,677.26					
( 041717)	130- 8520- 5310- 0- 0000- 0000- 220- 000- 0000- 0					491.44					
( 041718)	130- 8520- 5310- 0- 0000- 0000- 240- 000- 0000- 0					489.00					
( 041719)	130- 8520- 5310- 0- 0000- 0000- 260- 000- 0000- 0					1,290.96					
( 041720)	130- 8520- 5310- 0- 0000- 0000- 280- 000- 0000- 0					1,146.70					
( 041721)	130- 8520- 5310- 0- 0000- 0000- 300- 000- 0000- 0					738.40					
DP21-0001072	Posted	(701503) State Of California	1359	Check	03/19/21	66-344967	AR21-00633		cr149098	FED MEAL REIMB JAN 2021	162,075.88
( 041700)	130- 8220- 5310- 0- 0000- 0000- 100- 000- 0000- 0					8,162.98					
( 041702)	130- 8220- 5310- 0- 0000- 0000- 140- 000- 0000- 0					31,468.20					
( 041703)	130- 8220- 5310- 0- 0000- 0000- 160- 000- 0000- 0					13,302.20					
( 041704)	130- 8220- 5310- 0- 0000- 0000- 180- 000- 0000- 0					15,265.30					
( 041705)	130- 8220- 5310- 0- 0000- 0000- 200- 000- 0000- 0					44,067.20					
( 041706)	130- 8220- 5310- 0- 0000- 0000- 220- 000- 0000- 0					5,889.30					
( 041707)	130- 8220- 5310- 0- 0000- 0000- 240- 000- 0000- 0					5,860.00					
( 041708)	130- 8220- 5310- 0- 0000- 0000- 260- 000- 0000- 0					15,470.40					
( 041709)	130- 8220- 5310- 0- 0000- 0000- 280- 000- 0000- 0					13,741.70					
( 041710)	130- 8220- 5310- 0- 0000- 0000- 300- 000- 0000- 0					8,848.60					
DP21-0001073	Posted	(711111) Child Development Resou	1359	Check	03/19/21	688622	AR21-00635	01	cr149098	2020-21 GROUNDS LEASE	1.00
( 011131)	010- 8650- 0000- 0- 0000- 0000- 000- 000- 0000- 0					1.00					
DP21-0001074	Posted	(710432) Janice Ohl	1359	Check	03/18/21	1721	AR21-00395		cr149098	JAN - MAR 2021 JANICE OHI	186.00
( 022204)	010- 9537-	- - - - -	-	-		186.00					
DP21-0001075	Posted	(000191) Nancy Jo Hendrickson	1359	Check	03/18/21	2666	AR21-00636		cr149098	APR - JUN 2021 NANCY JO H	423.00
( 022204)	010- 9537-	- - - - -	-	-		423.00					
DP21-0001076	Posted	(711605) Rosie Garcia	1359	Check	03/19/21	9644	AR21-00573	01	cr149098	JAN - MAR 2021 ROSIE GAR	141.00
( 022204)	010- 9537-	- - - - -	-	-		141.00					
DP21-0001077	Posted	HENRY MARTINEZ	1359	Check	03/19/21	320			cr149098	DEV FEES - 4011 SAN JUAN	1,553.38
( 011703)	250- 8681- 9010- 0- 0000- 0000- 000- 000- 0000- 0					1,553.38					

**Total for Hueneme Elementary School District 512,667.78**

\* On Hold

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ESCAPE ONLINE

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**COUNTY - County Account**

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
<b>Fund-Object Recap</b>											
		010-2400		Clerical and Office Salaries							1,432.16
		010-5200		Travel and Conferences							480.00
		010-8110		Maint & Operations (Public Law							75,703.00
		010-8290		All Other Federal Revenue							1,798.09
		010-8590		All Other State Revenues							13,650.00
		010-8650		Leases and Rentals							25,301.00
		010-8699		All Other Local Revenue							3,466.00
		010-9537		Retiree Benefits Liability							17,186.50
		010-9539		Payroll Deduction Liability							67.33
										<b>Fund 010 - General Fund</b>	<b>139,084.08</b>
		130-8220		Child Nutrition Programs							342,332.94
		130-8520		Child Nutrition Programs							28,367.38
										<b>Fund 130 - Cafeteria Fund</b>	<b>370,700.32</b>
		250-8681		Mitigation/Developer Fees							1,553.38
										<b>Fund 250 - Capital Facilities Fund</b>	<b>1,553.38</b>
		953-8639		All Other Sales							1,330.00
										<b>Fund 953 - Unorganized Student Body/Elem</b>	<b>1,330.00</b>
										<b>Total for Hueneme Elementary School District</b>	<b>512,667.78</b>

**Org Recap**

Hueneme Elementary School District	
C - Check	432,873.78
E - Electronic Funds Xfer	77,033.00
M - Mixed Cash & Check	2,761.00
<b>Total Receipts</b>	<b>512,667.78</b>
<b>Report Total</b>	<b>512,667.78</b>

\* On Hold

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: ACCEPTANCE OF GIFTS TO THE DISTRICT

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board formally accept the following new gifts to the district and authorize the Superintendent to send a letter of appreciation to the donors.

- \$2,000.00 from Walmart Store 3087 for Richard Bard Elementary School

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVAL OF AGREEMENT FOR ACTUARIAL CONSULTING SERVICES

BOARD MEETING DATE: April 26, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve an agreement between Total Compensation Systems, Inc., and the Hueneme Elementary School District for Actuarial Consulting Services.

BACKGROUND

The Governmental Account Standards Board (GASB) determines accounting pronouncements for public agencies.

District contracted with the firm of Total Compensation Systems, Inc. to perform an Actuarial Valuation of Postretirement Welfare Benefits under GASB 74/75 as of June 30, 2021. The intent of GASB 74/75 is for governmental employees to recognize their costs and obligations related to OPEB systematically over the employees' years of service.

The actuarial study is intended to serve the following purposes:

- To provide information to enable Hueneme Elementary School District to manage the costs and liabilities associated with its retiree benefits.
- To provide information to enable Hueneme Elementary School District to communicate the financial implications of retiree health benefits to internal financial staff, the Governing Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board No. 74 and No. 75 related to "other postemployment benefits" (OPEB)

# TCS Total Compensation Systems, Inc.

March 30, 2021

Patricia Marshall  
Chief Business Official  
Hueneme Elementary School District  
205 N Ventura Rd  
Port Hueneme, CA 93041-3065

Dear Patricia,

Thank you for your interest in retaining Total Compensation Systems as your OPEB actuary! This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2021 as well as an anticipated roll-forward valuation as of June 30, 2022.

## Fees and Our 10% Discount

To confidently schedule clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by June 1, 2021. The deposit is non-refundable because of the preliminary work we do to streamline valuations, as well as to compensate for downtime of resources that could result from cancelled contracts. By reserving a spot, Hueneme Elementary School District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one. We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by June 1, 2021. That means that, to reserve a spot, we must receive the signed contract and a check for \$2,160 – i.e. one-half of 90% of \$4,800 – by June 1, 2021. The following table shows the new fees under GASB 74/75:

	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$4,800	\$4,320
Roll-forward Valuation for 2 <sup>nd</sup> Year	\$2,400	\$2,160

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or separate valuation for funding purposes we prefer not to bake those costs into our standard fees. In cases where these services are desired, we charge \$1,900 for an in-person meeting and \$2,000 for a separate funding valuation. We can present valuation results via telephone or web conference at no charge, and we also can provide a recommended funding contribution amount at no charge.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

## Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2019, you are due for this full valuation as of June 30, 2021. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2022, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.

## Timing and Data Requirements

Our understanding is that you will use the results of this June 30, 2021 valuation in your financials for the fiscal year ending June 30, 2021. This means that the valuation will be on a compressed timetable with little room for deviation.

The following timeline shows when the primary data items are expected to be provided.

<b>Data Item</b>	<b>Anticipated Delivery</b>	<b>Responsible Party</b>
Census Data	May-July	Hueneme Elementary School District
Asset Information	July-August	Hueneme Elementary School District
Audit Report/CAFR	May-July	Hueneme Elementary School District
Draft Report	July-October	TCS

Please keep in mind that even for an unfunded plan with no asset information necessary, the valuation relies on interest rate information that cannot be obtained prior to June 30, 2021. Therefore, the valuation cannot be completed until after June 30, 2021.

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate having the opportunity to work with Hueneme Elementary School District.

Sincerely,



Geoffrey L. Kischuk  
Actuary  
gkischuk@totcomp.com



Will Kane  
Actuary  
wkane@totcomp.com



HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RATIFY AGREEMENT FOR SERVICES WITH THE BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME (BGC) AND THE HUENEME ELEMENTARY SCHOOL DISTRICT FOR CHILD CARE

BOARD MEETING DATE: April 26, 2021

FROM: Raven Aipa, Senior Director, Educational Programs  
Helen Cosgrove, Assistant Superintendent, Educational Services  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board ratify six extended Agreement for Services with the Boys and Girls Club of Port Hueneme and Greater Oxnard and the District to continue to provide child care services during Phase II of the hybrid/blended learning model for students enrolled in the District at Bard, Hathaway, Haycox, Hueneme, Parkview, Larsen, Sunkist and Williams. Students were enrolled in child care during Phase I of 100% distance learning.

BACKGROUND

The BGC has provided child care services since October 12, 2021 for students enrolled in the District, whose parents identified themselves as critical infrastructure workers based on surveys collected in summer 2020. All of those contracts ended on March 12, 2021.

With HESD schools re-opening for the Phase II hybrid/blended learning model the agreement for services contracts extend until the last day of school at eight elementary schools now that students will be attending their home schools. Students in grades 2 and 3 from Haycox who attended Phase I BGC child care will be able to attend child care at the BGC Pleasant Valley Club next to Bard School, as there is limited classroom space available at Haycox School due to the HVAC installations in classrooms. No BGC child care is being offered at Hollywood Beach School in Phase II, as only two students attended the child care program in Phase I at Sunkist, which is the school site that offered child care to students from Sunkist and Beach Schools in Phase I.

Students are grouped in cohorts with adults in a ratio of 12:1 and students may attend the child care programs on the days when they have remote learning. On days when they attend school, they will be able to attend the in-person after school program, ASES, at dismissal from regular day. Both ASES and BGC child care are offered Monday - Thursday until 4:00 p.m. in Phase II to allow for custodial staff to sanitize and prepare all classrooms or the next day of learning.

RATIFY AGREEMENT FOR SERVICES WITH THE BOYS AND GIRLS CLUB

April 26, 2021

Page 2 of 2

The California Department of Public Health and VCPH COVID-19 Guidelines are required as part of the waiver approval process by the Department of Social Services prior to any child care program operating. At this time, the Department of Social Services has approved an extension of the original approved waiver for operating child care programs at Bard, Haycox, Larsen and Sunkist until April 12, 2021 and we are awaiting approval for this extension. New waivers have been approved at Hathaway, Hueneme, Parkview and Williams until June 14, 2021.

This Agreement of Services will go into effect between March 15 - June 18, 2021 for eight elementary schools and for the one cohort of 12 second and third graders from Haycox School at the BGC Pleasant Valley Club next to Bard School.

Hueneme School District 8 Sites 3/29/2021-6/18/2021 - Revised Budget 2020-2021 Monday - Friday Boys and Girls Clubs of Greater Oxnard and Port Hueneme		
Budget Line Items		
	<u>After School Program Coordinator (ASPC):</u> 1 x \$19 per hour x 8 hours per day x 49 days = \$7,448. (8:00am-5pm)	\$7,448
	<u>Youth Development Professional (YDP):</u> 13 x \$15 per hour x 10 hours per day x 49 days = \$95,550. (7:00am-5pm) 8 Sites	\$95,550
	<u>Youth Development Professional (YDP):</u> 3 x \$15 per hour x 10 hours per day x 49 days = \$22,050. (7:00am-5pm)	\$22,050
	<u>Youth Development professional (YDP):</u> 4 x \$15 per hour x 8 hours per day x 49 days = \$23,520.	\$23,520
	<u>After School Program Leads (ASPL):</u> 4 x \$16 per hour x 10 hours per day x 49 days = \$31,360. (7:00am-5pm)	\$31,360
<b>PERSONNEL SALARIES</b>		<b>TOTAL</b>
	<u>After School Program Coordinator &amp; Unit Director (ASPCs):</u> 27% x \$7,448 for employer paid costs (work's comp, taxes, medical, unemployment)	\$2,011
	<u>Youth Development Specialists:</u> 27% x \$141,120 for employer paid costs (worker's comp, taxes, medical, unemployment)	\$38,102
	<u>After School Programs Lead:</u> 27% x \$31,360 for employer paid costs (worker's comp, taxes, medical, unemployment, pension)	\$8,467
<b>EMPLOYEE BENEFITS</b>		<b>\$48,580</b>
<b>TOTAL</b>		
	Instructional Resources and supplies provided by Boys & Girls Club \$75 per youth for 196 youth x 8 sites = \$14,700	\$14,700
	Cell Phone and Wireless Card	\$300
<b>BOOKS AND SUPPLIES</b>		<b>\$15,000</b>
<b>TOTAL</b>		
	Mileage for 4 leads and Coordinator 100 miles x .56 cents per mile = \$56 x 3 months x 5 = \$840	\$840
	BGCOP Administrative Fee	\$24,435
<b>SERVICES AND OTHER OPERATING EXPENSES</b>		<b>\$25,275</b>
<b>TOTAL</b>		
<b>SUBTOTAL FOR SERIES</b>		<b>\$268,783</b>
<b>EQUIPMENT AND EQUIPMENT REPLACEMENT</b>		<b>\$0</b>
<b>TOTAL</b>		
<b>SUBTOTAL</b>		<b>\$268,783</b>
<b>GRAND TOTAL</b>		<b>\$268,783</b>

Hueneme School District Bard 3/15/2021-3/26/2021 Extension 1A Budget 2020-2021 Monday - Friday Boys and Girls Clubs of Greater Oxnard and Port Hueneme		
Budget Line Items		
	<u>After School Program Coordinator (ASPC):</u> 1 x \$19 per hour x 8 hours per day x 10 days = \$1,520. (8:00am-5pm)	\$1,520
	<u>Youth Development Professional (YDP):</u> 3 x \$15 per hour x 10 hours per day x 10 days = \$4,500. (7:00am-5pm) <b>Bard,</b>	\$4,500
	<u>After School Program <b>Lead</b> (ASPL):</u> 1 x \$16 per hour x 10 hours per day x 10 days = \$1,600. (7:00am-5pm)	\$1,600
<b>PERSONNEL SALARIES</b>		<b>TOTAL</b>
	<u>After School Program Coordinator (ASPCs):</u> 27% x \$1,520 for employer paid costs (work's comp, taxes, medical, unemployment)	\$410
	<u>Youth Development Specialists:</u> 27% x \$4,500 for employer paid costs (worker's comp, taxes, medical, unemployment)	\$1,215
	<u>After School Programs Lead:</u> 27% x \$2,400 for employer paid costs (worker's comp, taxes, medical, unemployment, pension)	\$432
<b>EMPLOYEE BENEFITS</b>		<b>TOTAL</b>
	Instructional Resources and supplies provided by Boys & Girls Club \$25 per youth for Bard 36 youth Cell Phone and Wireless Card	\$900
		\$100
<b>BOOKS AND SUPPLIES</b>		<b>TOTAL</b>
		\$0
	BGCOP Administrative Fee	\$1,068
<b>SERVICES AND OTHER OPERATING EXPENSES</b>		<b>TOTAL</b>
		\$1,068
		<b>SUBTOTAL FOR SERIES</b>
		\$11,745
<b>EQUIPMENT AND EQUIPMENT REPLACEMENT</b>		<b>TOTAL</b>
		\$0
		<b>SUBTOTAL</b>
		\$11,745
		<b>GRAND TOTAL</b>
		\$11,745

Hueneme School District Haycox 3/15/2021-3/26/2021 Extension 1A  
 Budget 2020-2021 Monday - Friday  
 Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Budget Line Items		
	<u>After School Program Coordinator (ASPC):</u> 1 x \$19 per hour x 8 hours per day x 10 days = \$1,520. (8:00am-5pm)	\$1,520
	<u>Youth Development Professional (YDP):</u> 7 x \$15 per hour x 10 hours per day x 10 days = \$10,500. (7:00am-5pm) Haycox,	\$10,500
	<u>After School Program Lead (ASPL):</u> 1 x \$16 per hour x 10 hours per day x 10 days = \$1,600. (7:00am-5pm)	\$1600
<b>PERSONNEL SALARIES</b>		
<b>TOTAL</b>		<b>\$13,620</b>
	<u>After School Program Coordinator (ASPCs):</u> 27% x \$1,520 for employer paid costs (work's comp, taxes, medical, unemployment)	\$410
	<u>Youth Development Specialists:</u> 27% x \$10,500 for employer paid costs (worker's comp, taxes, medical, unemployment)	\$2,835
	<u>After School Programs Lead:</u> 27% x \$1,600 for employer paid costs (worker's comp, taxes, medical, unemployment, pension)	\$432
<b>EMPLOYEE BENEFITS</b>		
<b>TOTAL</b>		<b>\$3,677</b>
	Instructional Resources and supplies provided by Boys & Girls Club \$25 per youth for Haycox 84 youth Cell Phone and Wireless Card	\$2,100
		\$100
<b>BOOKS AND SUPPLIES</b>		
<b>TOTAL</b>		<b>\$2,200</b>
	BGCOP Administrative Fee	\$0 \$1,950
<b>SERVICES AND OTHER OPERATING EXPENSES</b>		
<b>TOTAL</b>		<b>\$1,950</b>
<b>SUBTOTAL FOR SERIES</b>		<b>\$21,447</b>
<b>EQUIPMENT AND EQUIPMENT REPLACEMENT</b>		
<b>TOTAL</b>		<b>\$0</b>
<b>SUBTOTAL</b>		<b>\$21,447</b>
<b>GRAND TOTAL</b>		<b>\$21,447</b>

Hueneme School District Larsen 3/15/2021-3/26/2021 Extension 1A  
 Budget 2020-2021 Monday - Friday  
 Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Budget Line Items		
	<u>After School Program Coordinator (ASPC): 1 x \$19 per hour x 8 hours per day x 10 days = \$1,520. (8:00am-5pm)</u>	\$1,520
	<u>Youth Development Professional (YDP): 3 x \$15 per hour x 10 hours per day x 10 days = \$4,500. (7:00am-5pm) Larsen,</u>	\$4,500
	<u>After School Program Lead (ASPL): 1 x \$16 per hour x 10 hours per day x 10 days = \$1,600. (7:00am-5pm)</u>	\$1,600
<b>PERSONNEL SALARIES</b>		<b>TOTAL</b>
	<u>After School Program Coordinator (ASPCs): 27% x \$1,520 for employer paid costs (work's comp, taxes, medical, unemployment)</u>	\$410
	<u>Youth Development Specialists: 27% x \$4,500 for employer paid costs (worker's comp, taxes, medical, unemployment)</u>	\$1,215
	<u>After School Programs Lead: 27% x \$1,600 for employer paid costs (worker's comp, taxes, medical, unemployment, pension)</u>	\$432
<b>EMPLOYEE BENEFITS</b>		<b>\$2,057</b>
<b>TOTAL</b>		
	Instructional Resources and supplies provided by Boys & Girls Club \$25 per youth for Larsen 36 youth Cell Phone and Wireless Card	\$900
		\$100
<b>BOOKS AND SUPPLIES</b>		<b>\$1,000</b>
<b>TOTAL</b>		
	BGCOP Administrative Fee	\$0 \$1,068
<b>SERVICES AND OTHER OPERATING EXPENSES</b>		<b>\$1,068</b>
<b>TOTAL</b>		
<b>SUBTOTAL FOR SERIES</b>		<b>\$11,745</b>
<b>EQUIPMENT AND EQUIPMENT REPLACEMENT</b>		<b>\$0</b>
<b>TOTAL</b>		
<b>SUBTOTAL</b>		<b>\$11,745</b>
<b>GRAND TOTAL</b>		<b>\$11,745</b>

Hueneme School District Sunkist 3/15/2021-3/26/2021 Extension 1A  
 Budget 2020-2021 Monday - Friday  
 Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Budget Line Items		
	<u>After School Program Coordinator (ASPC):</u> 1 x \$19 per hour x 8 hours per day x 10 days = \$1,520. (8:00am-5pm)	\$1,520
	<u>Youth Development Professional (YDP):</u> 2 x \$15 per hour x 10 hours per day x 10 days = \$4,500. (7:00am-5pm) <b>Sunkist,</b>	\$3,000
	<u>After School Program <b>Lead</b> (ASPL):</u> 1 x \$16 per hour x 10 hours per day x 10 days = \$1,600. (7:00am-5pm)	\$1,600
<b>PERSONNEL SALARIES</b>		
<b>TOTAL</b>		<b>\$6,120</b>
	<u>After School Program Coordinator (ASPCs):</u> 27% x \$1,520 for employer paid costs (work's comp, taxes, medical, unemployment)	\$410
	<u>Youth Development Specialists:</u> 27% x \$3,000 for employer paid costs (worker's comp, taxes, medical, unemployment)	\$810
	<u>After School Programs Lead:</u> 27% x \$1,600 for employer paid costs (worker's comp, taxes, medical, unemployment, pension)	\$432
<b>EMPLOYEE BENEFITS</b>		
<b>TOTAL</b>		<b>\$1,652</b>
	Instructional Resources and supplies provided by Boys & Girls Club \$25 per youth for Sunkist 24 youth Cell Phone and Wireless Card	\$600
		\$100
<b>BOOKS AND SUPPLIES</b>		
<b>TOTAL</b>		<b>\$700</b>
	BGCOP Administrative Fee	\$0 \$847
<b>SERVICES AND OTHER OPERATING EXPENSES</b>		
<b>TOTAL</b>		<b>\$847</b>
<b>SUBTOTAL FOR SERIES</b>		<b>\$9,319</b>
<b>EQUIPMENT AND EQUIPMENT REPLACEMENT</b>		
<b>TOTAL</b>		<b>\$0</b>
<b>SUBTOTAL</b>		<b>\$9,319</b>
<b>GRAND TOTAL</b>		<b>\$9,319</b>





HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVAL TO REQUEST PROPOSALS FOR THE  
PURCHASE OF BREAD AND BREAD PRODUCTS  
FOR THE 2021-22 SCHOOL YEAR

BOARD MEETING DATE: April 26, 2021

FROM: Joanna Carino, Director of Food Service  
David Ragsdale, Assistant Superintendent, Technology and  
Strategic Operations  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve staff to begin the process of seeking proposals for Bread and Bread Products for the 2021-22 school year.

BACKGROUND

Public Contract Code Section 20111 requires competitive solicitation of goods or services. The Food Service department has identified the need to purchase bread and bread products to make student meals for the 2021-22 school year.

## HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: RECOMMENDATION TO APPROVE THE CONTRACT WITH RAAD, INC., DBA BEAUTY-KISS CARPETS TO REPLACE CLASSROOM CARPETING AT MULTIPLE SITES

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENTRECOMMENDATION

It is recommended that the Governing Board approve the contract for the Summer 2021 Flooring Project – HESD #20-21-10 with Raad, Inc., dba Beauty Kiss Carpets, to replace classroom carpeting at multiple sites.

BACKGROUND

Every year staff identifies classrooms and office spaces that are in need of new carpet. This summer, 22 classrooms were identified for carpet replacement. Staff received this bid for this project using the CUPCCAA (California Uniform Public Construction Cost Accounting Act) informal bid process. The bid is as follows:

<b>BIDDER</b>	<b>BID AMOUNT</b>	<b>RECOMMENDATION</b>
Raad Inc. dba Beauty-Kiss	\$116,861.50	Award



**FLOOR & WINDOW COVERINGS**

601 South Glenwood Place  
 Burbank, CA 91506  
 (818) 846-0571 (818) 846-0261  
 CA. Cont. Lic. #: 668029 C-15

**PROPOSAL 921-HESD-13**

Date 8-Mar-21

Sold to Accounts Payable  
Address Hueneme Elementary School District  
 205 North Ventura Road  
City Port Hueneme, CA. Phone (805) 488-3588  
Zip 93041

Job Address Various sites  
City  
X Streets Job Phone

Gluedown Pull up carpet Concrete floor Occupied Leasure Sold Inst. Date  
 RR RR Summer 2021

<u>Approx. Ydg</u>	<u>Mill</u>	<u>Pattern</u>	<u>Color</u>	<u>Padding</u>	<u>Disposition</u>
1960 yards	Philadelphia	Hot Circuit	Current		classroom carpeting
2268 feet	Burke	Four inch top set	Navy		classroom wall base
407 feet	Mercer	Carpet reducer	Black		classroom transitions to other floors

Remarks:

We will coordinate scheduling with Joe Hiton at (805) 342-7834.  
 We will remove the existing flooring, include minor floor preparation, install the new flooring with top set base, remove and replace furniture.  
 CA Crpt Stewardship Assessment of .35 per yard has been added to the figures.

Office Use Only

Haycox Elementary School, rooms #20 and #14	\$7,856.20
Bard Elementary School, rooms #3 and #15	\$8,539.70
Hueneme Elementary School, rooms #10 and #16	\$10,144.85
Hathaway Elementary School, rooms #1 and #2	\$11,498.60
Williams Elementary School, rooms #12 and #13	\$11,277.20
Blackstock Junior High School, rooms #3 and #5	\$12,665.60
E.O. Green Junior High School, library and room #34	\$15,864.30
Parkview Elementary School, rooms #12 and #17	\$9,506.00
Sunkist School, rooms #13 and #14	\$9,516.00
Hollywood Beach School, rooms #3 and #4	\$8,227.60
Larsen Elementary School, Rooms P6 and P8	\$11,765.45
<b>TOTAL</b>	<b>\$116,861.50</b>

Tax included

Downpaym.

Balance

C.O.D.

Terms/ Sale:

DUE UPON COMPLETION,  
 THANK YOU

Agreed \_\_\_\_\_ Date \_\_\_\_\_

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: AUTHORIZATION TO PUBLISH CALLS FOR BIDS FOR HVAC (HEATING, VENTILATION, AND AIR CONDITIONING), ELECTRICAL, AND FIRE ALARM UPGRADES AT E.O. GREEN JUNIOR HIGH SCHOOL, HUENEME ELEMENTARY SCHOOL, AND SUNKIST ELEMENTARY SCHOOL

BOARD MEETING DATE: April 26, 2021

FROM: David Ragsdale, Assistant Superintendent, Technology and Strategic Operations  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board:

- (1) Authorize administrative staff to publish calls for bids HVAC, electrical, and fire alarm upgrades at EO Green Junior High School (HESD #2021-2022-04).
- (2) Authorize administrative staff to publish calls for bids HVAC, electrical, and fire alarm upgrades at Hueneme Elementary School (HESD #2021-2022-05).
- (3) Authorize administrative staff to publish calls for bids HVAC, electrical, and fire alarm upgrades at Sunkist School (HESD #2021-2022-06).
- (4) Direct the superintendent or her designee to proceed with the bid process for all three projects.

BACKGROUND

These three sites are the second group of projects expending Measure B Bond funds to modernize facilities within the District. The goals of these projects are:

- (1) Install new HVAC units to provide modern climate control systems to rooms that do not currently have air conditioning.
- (2) Increase electrical capacity to meet the demands of new HVAC systems, as well as provide dedicated power to data network and kitchen locations.
- (3) Upgrade fire and life safety systems.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

For information only.

BACKGROUND

The Williams quarterly report under the Williams Lawsuit Settlement is attached. The District did not receive any complaints for the period of January 1 through March 31, 2021.

Quarterly Report on Williams Uniform Complaints  
 [Education Code Section 35186]  
 Fiscal Year 2020-21

District: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Quarterly Report Submission Date:  October 2020 (7/1/20 to 9/30/20)  
 (check one)  January 2021 (10/1/20 to 12/31/20)  
 April 2021 (1/1/21 to 3/31/21)  
 July 2021 (4/1/21 to 6/30/21)

Date for information to be reported publicly at governing board meeting: \_\_\_\_\_

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
Totals			

\_\_\_\_\_  
 Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: PROPOSED ADOPTION OF TENTATIVE AGREEMENTS  
BETWEEN THE HUENEME ELEMENTARY SCHOOL  
DISTRICT AND THE HUENEME EDUCATION  
ASSOCIATION

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board:

- 1) adopt the Tentative Agreements between the Hueneme Elementary School District and the Hueneme Education Association; and
- 2) authorize the Superintendent or designee to sign the Tentative Agreements on behalf of the Governing Board

BACKGROUND

Representatives of the Hueneme Elementary School District and the Hueneme Education Association reached tentative agreements on a Collective Bargaining Agreement. The parties have negotiated modifications on Article 1 – Recognition, Article 3 – Employee Rights, Article 9 – Evaluation, Article 10 – Safety, Article 17 – Salaries, Article 18 – Health and Welfare Benefits, and Article 25 – Peer Support and Assistance. Copies of the Tentative Agreements are attached.


**Tentative Agreement Between the  
Hueneme Elementary School District and  
the Hueneme Education Association (HEA)  
March 19, 2021**

**Article 8 - Class Size**

- D. To help address workload issues for teachers, the District will provide a grant of \$480 for each teacher in the following positions:
- Teachers in grades 4-6
  - Teachers in grades TK-3, with a class size of greater than 26:1
  - All TK-3 combination classes
  - Dual Immersion classes that require team teaching between two unit members who plan and assess for two groups of students regardless of class size
  - Special Day Classes with more than 2 grade levels
  - Speech and Language Pathologists and RSP TK-6 teachers who service students at more than one school site
  - For TK-3 and Special Day classes, the workload reduction program will take effect on October 1 of each year.

The principal and grant recipients at each school site shall meet annually to determine the best use of these funds to reduce workload.

**For Hueneme Education Association:**

  
\_\_\_\_\_  
Luciano Ortiz

3/23/21  
\_\_\_\_\_  
Date

**For the District:**

  
\_\_\_\_\_  
Dr. Carlos Dominguez

3/23/21  
\_\_\_\_\_  
Date



**Tentative Agreement Between the  
Hueneme Elementary School District and  
the Hueneme Education Association (HEA)  
March 19, 2021**

**Article 18 – Salaries**

The District proposes a 1% increase to the 2020-2021 salary schedule, retroactive to July 1, 2020.

The District proposes a 3 ½% one-time, off-schedule COVID-19 bonus in recognition of the additional work and responsibilities that have been and will continue to be required during the pandemic.

Some of the additional responsibilities include:

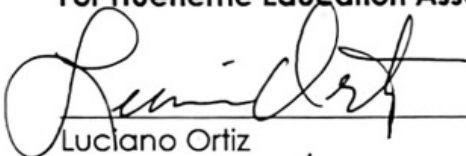
- planning for synchronous and asynchronous instruction,
- learning new methods of instruction,
- learning new technology for instruction,
- learning new procedures (i.e., attendance),
- providing remote learning for students who are excluded from in-person learning due to isolation/quarantine,
- supporting the safety of students.

The 3 ½% one-time, off-schedule bonus will be for active employees on or after March 22, 2021 only.

**Article 19 – Health and Welfare Benefits**

The District proposes to increase the Health and Welfare cap from \$16,800 to \$18,504 for certificated employees for the 2021/22 school year. In addition, the District proposes to cover the cost of Health and Welfare benefits above the proposed District cap of \$18,504 for certificated employees for the 2021/22 school year.

**For Hueneme Education Association:**

  
\_\_\_\_\_  
Luciano Ortiz

3/23/21  
\_\_\_\_\_  
Date

**For the District:**

  
\_\_\_\_\_  
Dr. Carlos Dominguez

3/23/21  
\_\_\_\_\_  
Date

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: PROPOSED ADOPTION OF THE 2021-22 AND 2022-23  
TEACHER WORK YEAR AND STUDENT INSTRUCTIONAL  
CALENDAR

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board approve the 2021-22 and 2022-23 Teacher Work Year and Student Instructional Calendars.

BACKGROUND

The District has met with the Hueneme Education Association (HEA) and reached agreement on the 2021-22 and 2022-23 Teacher Work Year and Student Instructional Calendars. A copy of each calendar is attached.



## 2021-22 TEACHER WORK YEAR & STUDENT INSTRUCTIONAL CALENDAR

	MON.	TUE.	WED.	THU.	FRI.	◆S/T (DAYS)	REMARKS
Aug.	2	3	4	5	6		
	9	10	11	12	13		
	16	17	1	19	20		
	23	24	25	26	27		23 First Day Teacher
	30	31				4/7	24 & 25 Staff Development Days – <b>NO STUDENTS</b> 26 First Day Instruction
Sept.			1	2	3		
	6	7	8	9	10		9/6 Labor Day Holiday
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30		21/21	
Oct.					1		10/6 CBEDS Day
	4	5	6	7	8		10/8 Progress Notices
	11	12	13	14	15		10/11 Staff Development Day – <b>NO STUDENTS</b>
	18	19	20	21	22		
	25	26	27	28	29	20/21	
Nov.	1	2	3	4	5		
	8	9	10	11	12		11/11 Veteran's Day Holiday
	15	16	17	18	19		11/12 End of 1 <sup>st</sup> Trimester (54 days)
	22	23	24	25	26		11/22-26 Thanksgiving Holidays
	29	30				16/16	
Dec.			1	2	3		11/29-12/10 Parent Conferences
	6	7	8	9	10		
	13	14	15	16	17		12/17 Minimum Day – 180 min. K in a.m.
	20	21	22	23	24		12/20-31 Winter Break
	27	28	29	30	31	13/13	
Jan.	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		1/17 Martin Luther King Day Holiday
	24	25	26	27	28		1/21 Progress Notices
	31					20/20	
Feb.		1	2	3	4		
	7	8	9	10	11		2/18 Lincoln's Birthday Holiday
	14	15	16	17	18		2/21 Washington's Birthday Holiday
	21	22	23	24	25	18/18	
	28						
March		1	2	3	4		
	7	8	9	10	11		3/11 End of 2 <sup>nd</sup> Trimester (121 days)
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31		23/23	
April					1		
	4	5	6	7	8		4/4-15 Spring Break
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29	11/11	
May	2	3	4	5	6		5/6 Progress Notices
	9	10	11	12	13		5/9-13 Parent Conferences
	16	17	18	19	20		
	23	24	25	26	27		
	30	31				21/21	5/30 Memorial Day Holiday
June			1	2	3		
	6	7	8	9	10		6/16 Promotion Day
	13	14	15	16	17		6/17 Last Day of School/Min. Day -180 min. K in a.m.
	20	21	22	23	24		
	27	28	29	30		13/13	

180 Student instructional days  
  Students do not attend

◆ S = Student  
 T = Teacher



## 2022-23 TEACHER WORK YEAR & STUDENT INSTRUCTIONAL CALENDAR

	MON.	TUE.	WED.	THU.	FRI.	◆S/T (DAYS)	REMARKS
Aug.	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		22 First Day Teacher 23 & 24 Staff Development Days – <b>NO STUDENTS</b> 25 First Day Instruction
	29	30	31			5/8	
Sept.				1	2		
	5	6	7	8	9		9/5 Labor Day Holiday
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30	21/21	
Oct.	3	4	5	6	7		10/5 CBEDS Day
	10	11	12	13	14		10/7 Progress Notices
	17	18	19	20	21		10/10 Staff Development Day – <b>NO STUDENTS</b>
	24	25	26	27	28		
	31					20/21	
Nov.		1	2	3	4		
	7	8	9	10	11		11/10 End of 1 <sup>st</sup> Trimester (54 days)
	14	15	16	17	18		11/11 Veteran's Day Holiday
	21	22	23	24	25		11/21-25 Thanksgiving Holidays
	28	29	30			16/16	
Dec.				1	2		11/28-12/09 Parent Conferences
	5	6	7	8	9		
	12	13	14	15	16		12/21 Minimum Day – 180 min. K in a.m.
	19	20	21	22	23		12/22-30 Winter Break
	26	27	28	29	30	15/15	
Jan.	2	3	4	5	6		1/2 - 4 Winter Break
	9	10	11	12	13		
	16	17	18	19	20		1/16 Martin Luther King Day Holiday
	23	24	25	26	27		1/20 Progress Notices
	30	31				18/18	
Feb.			1	2	3		
	6	7	8	9	10		2/17 Lincoln's Birthday Holiday
	13	14	15	16	17		2/20 Washington's Birthday Holiday
	20	21	22	23	24	18/18	
	27	28					
March			1	2	3		
	6	7	8	9	10		3/10 End of 2 <sup>nd</sup> Trimester (121 days)
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31	23/23	
April	3	4	5	6	7		
	10	11	12	13	14		4/3-14 Spring Break
	17	18	19	20	21		
	24	25	26	27	28	10/10	
May	1	2	3	4	5		5/5 Progress Notices
	8	9	10	11	12		5/8-12 Parent Conferences
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31			22/22	5/29 Memorial Day Holiday
June				1	2		
	5	6	7	8	9		6/15 Promotion Day
	12	13	14	15	16		6/16 Last Day of School/Min. Day -180 min. K in a.m.
	19	20	21	22	23		
	26	27	28	29	30	12/12	

180 Student instructional days  

 Students do not attend

◆ S = Student  
 T = Teacher

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: APPROVE SALARY ADJUSTMENT FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Carlos Dominguez, Deputy Superintendent  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that the Governing Board:

- 1) approve a one percent salary increase for management and confidential employees retroactive to July 1, 2020.
- 2) approve a one-time, off-schedule bonus equivalent to 3.5% of the 2020-21 salary schedule for management and confidential employees.

BACKGROUND

The Superintendent met with management and confidential employees to share the HEA salary proposal of a one percent increase, and a one-time, off-schedule bonus equivalent to 3.5% of the 2020-21 salary schedule. As in past practice, it is recommended that the Board approve the same salary increase for management and confidential employees.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT WITH HUENEME EDUCATION ASSOCIATION (HEA)

BOARD MEETING DATE: April 26, 2021

FROM: Patricia Marshall, Chief Business Official  
Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

For information only

BACKGROUND

In 1991, the State Legislature adopted AB 1200 Fiscal Accountability Legislation. The Legislation included language that districts were required to publicly disclose the provisions of all collective bargaining agreements prior to approving the agreements. In 1994, the Legislature adopted AB 3141, which strengthens the disclosure provisions of AB 1200. It requires public school employers to prepare and forward a disclosure statement to the county superintendent of schools that analyzes the financial impact of any proposed collective bargaining agreement.

Representatives of the Hueneme Elementary School District and the Hueneme Education Association (HEA) reached a tentative agreement for a 1% increase on the salary schedule retroactive to July 1, 2020 and a one time, off the schedule COVID-19 bonus equivalent to 3.5% of the 2020-21 salary schedule. In addition, the District increased the Health and Welfare cap from \$16,800 to \$18,504 for the 2021-22 school year and will cover the cost of Health and Welfare benefits above the new cap for the 2021-22 school year. The proposed agreement will be presented to the Governing Board for approval.

The District prepared the Disclosure of Collective Bargaining in accordance with AB 1200, AB 2756 and Government Code 3547.5. The report includes the cost impact of the agreement and includes a certification of the District's ability to fund the cost of the agreement for the duration of the agreement, signed by the Superintendent and the Chief Business Official. In addition, the District sent a copy to the Ventura County Office of Education (VCOE) for review.

ATTACHMENTS

- Disclosure of Collective Bargaining for Hueneme Education Association
- Letter of review from Ventura County Office of Education

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Hueneme Elementary School District

Name of Bargaining Unit: Hueneme Education Association (HEA)

The proposed agreement covers the period:  
 Beginning: July, 1,2020  
 Ending: June 30,2021

Employee Type:  
 Certificated: x  
 Classified: \_\_\_\_\_

The proposed agreement will be acted upon by the Governing Board  
 at its meeting on: 26-Apr-21

**A. Proposed Change in Compensation:**

Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 2020-21	For Multi-year Agreements	
			Year 2 2021-22	Year 3 2022-23
1. Salary Schedule - Increase/(Decrease)	\$ 40,534,205	\$ 405,342 1.00%	\$ %	\$ %
2. Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ %	\$ %	\$ %
3. Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 1,418,697 3.50%	\$ %	\$ %
4. Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 8,489,374	\$ 382,022 4.50%	\$ %	\$ %
5. Health/Welfare Benefits - Increase/(Decrease)	\$ 6,854,400	\$ 695,232 10.14%	\$ %	\$ %
6. Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 55,877,979	\$ 2,901,293 5.19%	\$ %	\$ %
7. Total Number (FTE) of Represented Employees	# 408	# 408	# 390	# 390
8. Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 136,956	\$ 7,111 5.19%	\$ %	\$ %
9a. Certificated Teacher's Salary (Excluding Benefits)				
-Minimum Daily Rate	\$ 282	\$ 285 1.06%	\$ %	\$ %
-Maximum Daily Rate	\$ 609	\$ 615 0.99%	\$ %	\$ %
-Substitute Daily Rate	\$ 125	\$ 125 0.00%	\$ %	\$ %
9b. - Annual Cost Health/Welfare Benefit amount per FTE	\$ 18,504	\$ 18,504	\$	\$
- District Cost Annual H&W Benefit amount per FTE	\$ 18,504	\$ 18,504	\$	\$
- Current Negotiated H&W Cap amount per FTE	\$ 16,800	\$ 18,504	\$	\$

Please include comments and explanations as necessary: The District negotiated a 1% on schedule salary increase retroactive to July 1, 2020. The district also negotiated a one-time off schedule bonus equivalent to 3.5% on the 2020/2021 salary schedule. In addition, the district negotiated to raise the health and welfare insurance cap by \$1,704 to \$18,504 per FTE.

**Disclosure of Collective Bargaining Agreement**  
**School District: Hueneme Elementary School District**

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):**

N/A

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**C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):**

N/A

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**D. What contingency language is included in the proposed agreement? (reopeners, etc.):**

N/A

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**E. Will this agreement create, increase, or decrease deficit financing in the current or future years?**

Yes, it will create an increase in the current year but due to a projected reduction of 18 FTE teachers there will not be an increase in the out years.

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**F. Source of Funding for the Proposed Agreement:**

**1. Current Year:**

State LCFF funding and COVID-19 funds

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**2. How will the ongoing cost of the proposed agreement be funded in future years?**

State LCFF Funding and District Reserves

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**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):**

N/A

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Disclosure of Collective Bargaining Agreement  
 School District: Hueneme Elementary School District

	(Col. 1) Latest Board Approved Budget Before Settlement As of March 8, 2021	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
LCFF Revenues (8010-8099)	84,224,729	0	0	84,224,729
Remaining Revenues (8100-8799)	27,958,836	0	0	27,958,836
<b>TOTAL REVENUES</b>	<b>112,183,565</b>	<b>0</b>	<b>0</b>	<b>112,183,565</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	44,583,000	1,824,039	0	46,407,039
2000 Classified Salaries	14,149,275	0	0	14,149,275
3000 Employees' Benefits	23,413,382	382,022	0	23,795,404
4000 Books and Supplies	12,563,737	0	0	12,563,737
5000 Services and Operating Expenses	10,128,171	0	0	10,128,171
6000 Capital Outlay	0	0	0	0
7100-7499 Other	3,541,582	0	0	3,541,582
<b>TOTAL EXPENDITURES</b>	<b>108,379,147</b>	<b>2,206,061</b>	<b>0</b>	<b>110,585,208</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>3,804,418</b>	<b>(2,206,061)</b>	<b>0</b>	<b>1,598,357</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES AND TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>3,804,418</b>	<b>(2,206,061)</b>	<b>0</b>	<b>1,598,357</b>
<b>BEGINNING BALANCE</b>	<b>13,417,723</b>	<b>0</b>	<b>0</b>	<b>13,417,723</b>
<b>CURRENT YEAR ENDING BALANCE</b>	<b>17,222,141</b>	<b>(2,206,061)</b>	<b>0</b>	<b>15,016,080</b>
<b>COMPONENTS OF ENDING BALANCE</b>				
Non-spendable (9711-9719)	101,000	0	0	101,000
Restricted (9740)		0	0	0
Committed (9750 / 9760)	0	0	0	0
Assigned (9780)	13,869,766	(2,272,243)	0	11,597,523
Reserve for Economic Uncertainties (9789)	3,251,375	66,182	0	3,317,557
Unappropriated Amounts (9790)	0	0	0	0

\* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary: The benefits adjustment for Health and Welfare in column two was omitted as the cap increase was already included in the 2020/21 budget.

Disclosure of Collective Bargaining Agreement  
 School District: Hueneme Elementary School District

Multi-Year Projections

	(Col. 1) 2020-21 Budget after impact of Settlement (From page 3)	(Col. 2) Budget Year 1 2021-22	(Col. 3) Budget Year 2 2022-23
<b>REVENUES</b>			
LCFF Revenues (8010-8099)	84,224,729	87,247,779	89,837,122
Remaining Revenues (8100-8799)	27,958,836	13,492,016	13,395,757
<b>TOTAL REVENUES</b>	<b>112,183,565</b>	<b>100,739,795</b>	<b>103,232,879</b>
<b>EXPENDITURES</b>			
1000 Certificated Salaries	46,407,039	44,207,579	44,866,816
2000 Classified Salaries	14,149,275	13,936,192	14,083,109
3000 Employees' Benefits	23,795,404	23,497,337	25,007,223
4000 Books and Supplies	12,563,737	5,345,851	5,345,851
5000 Services and Operating Expenses	10,128,171	10,185,539	10,249,217
6000 Capital Outlay	0	0	0
7100-7499 Other	3,541,582	3,541,582	3,541,582
<b>TOTAL EXPENDITURES</b>	<b>110,585,208</b>	<b>100,714,080</b>	<b>103,093,798</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>1,598,357</b>	<b>25,715</b>	<b>139,081</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	0	0	0
<b>OTHER USES AND TRANSFERS OUT</b>	0	0	0
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>1,598,357</b>	<b>25,715</b>	<b>139,081</b>
<b>BEGINNING BALANCE</b>	13,417,723	15,016,080	15,041,795
<b>CURRENT YEAR ENDING BALANCE</b>	<b>15,016,080</b>	<b>15,041,795</b>	<b>15,180,876</b>
<b>COMPONENTS OF ENDING BALANCE</b>			
Non-spendable (9711-9719)	101,000	101,000	101,000
Restricted (9740)	0	0	0
Committed (9750 / 9760)	0	0	0
Assigned (9780)	11,597,523	11,919,373	11,987,062
Reserve for Economic Uncertainties (9789)	3,317,557	3,021,422	3,092,814
Unappropriated Amounts (9790)	0	0	0

**Multi-Year Projections Assumptions:**

Did not put H&W increase because it is already included at that amount in MYP and current year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

(amounts from page 4)

1. State Reserve Standard

	2020-21	2021-22	2022-23
a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 110,585,208	\$ 100,714,080	\$ 103,093,798
b. State Standard Minimum Reserve Percentage for this District	3%	3%	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 3,317,556	\$ 3,021,422	\$ 3,092,814

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

	2020-21	2021-22	2022-23
a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$ 3,317,556	\$ 3,021,422	\$ 3,092,814
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$ 0	\$ 0	\$ 0
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 0	\$ 0	\$ 0
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 0	\$ 0	\$ 0
e. Total District Budgeted Unrestricted Reserves	\$ 3,317,556	\$ 3,021,422	\$ 3,092,814

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

*Christine Walker*

District Superintendent  
(Signature)

*Christine Walker*  
Printed Name

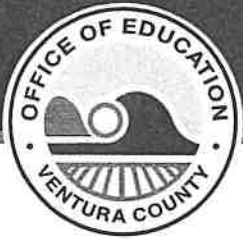
*4-12-21*  
Date

*Patricia Marshall*

District Chief Business Official  
(Signature)

*Patricia Marshall*  
Printed Name

*4-12-21*  
Date



**VENTURA COUNTY OFFICE OF EDUCATION**  
Dr. César Morales, County Superintendent of Schools

April 14, 2021

Dr. Christine Walker  
Superintendent  
Hueneme School District  
205 North Ventura Road  
Port Hueneme, CA 93041

Dear Dr. Walker:

In accordance with AB 1200 and Government Code Section 3547.5, the Ventura County Office of Education has received a copy of the Disclosure of Collective Bargaining Agreement for the tentative agreement with the Hueneme Education Association bargaining unit. This code section allows the County Superintendent to review and comment on the financial impact of proposed agreements. In our review, we assess whether proposed agreements will allow the district to meet its financial obligations in the current fiscal year and are consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

We have reviewed the proposed agreement dated April 12, 2021. Based upon the data presented, it appears that the terms of the tentative agreement would allow the district to meet its financial obligations. However, it is important to remember that budget assumptions will change over time, and those changes could impact the agreement's effect on the financial condition of the district.

In accordance with AB 2756, please provide our office with a copy of the board minutes that includes the approval of this agreement to School Business Advisory Services as soon as possible. In addition, please forward any corresponding board-approved budget revisions needed to implement the agreement as soon as those documents are available.

Sincerely,

Dr. César Morales  
Ventura County Superintendent of Schools

cc: Patricia Marshall, Hueneme Elementary School District  
Misty Key, Ventura County Office of Education  
Danni Brook, Ventura County Office of Education

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: ADOPTION OF RESOLUTION B20-21-10 TO  
RECOGNIZE AND CELEBRATE DISTRICT  
TEACHERS AND CLASSIFIED EMPLOYEES

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION:

It is recommended that the Governing Board adopt Resolution B20-21-10 for districtwide recognition and celebrations of:

- (1) *Day of the Teacher* on Wednesday, May 12, 2021; and
- (2) *Classified School Employee Week* from May 16-22, 2021

BACKGROUND:

*Day of the Teacher* arose out of legislation co-sponsored by the California Teachers Association and the Association of Mexican American Educators. Senator Joseph Montoya (D-El Monte) wrote the bill and it was adopted in 1982 as Senate Bill 1546. California has patterned its celebration after the traditional *El Día del Maestro* festivities observed in Mexico and other Latin American countries. In 2021, California will celebrate *Day of the Teacher* on May 12. The 2021 theme is: *Cultivating Minds & Healing Hearts*.

In 1986, with the passage of Senate Bill 1552 (Campbell), the California Legislature declared the third full week of May each year to be *Classified School Employees Week*. Classified employees perform a wide range of essential work including food services, maintenance and operations, transportation, instructional assistance and paraeducator services, office and clerical work, library and media assistance, computer services and more. The week of May 16-22, 2021, will be a time for school districts to recognize the many contributions classified professionals make to education.

We are honored to have so many fine employees working hard to support education.



**HUENEME ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION B20-21-10**

***IN RECOGNITION AND CELEBRATION OF  
DISTRICT TEACHERS AND CLASSIFIED EMPLOYEES  
DURING THE MONTH OF MAY 2021***

***WHEREAS***, the District encourages suitable commemorative exercises that direct attention to teachers and the teaching profession, and to classified professionals who provide many valuable services to the schools and students in the Hueneme Elementary School District; and

***WHEREAS***, the Governing Board has the highest regard and admiration for all of the professional employees of the District who have dedicated their lives and talents to the education, care and safety of our children, our most precious and important resource; and

***NOW, THEREFORE, BE IT RESOLVED***, that the Hueneme Elementary School District Governing Board hereby recognizes and honors District employees by declaring Wednesday, May 12, 2021, as *Day of the Teacher*, and the week of May 16-22, 2021, as *Classified School Employee Week*.

Resolution adopted on the 26<sup>th</sup> day of April, 2021.

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Siugen Constanza  
Board President

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Christine Walker, Ed.D.  
Superintendent

On behalf of the entire Governing Board:

Darlene Bruno  
Bexy Gomez  
Scott Swenson  
Charles Weis, Ph.D.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: DISCUSS LOCATION OF FUTURE BOARD MEETINGS

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

For information only.

BACKGROUND

At the March 8, 2021, regular Board meeting, Dr. Walker asked the Board to consider whether they wanted to continue meetings virtually or in person. Council Chambers are currently closed and reopening is anticipated for August or September. The Board will discuss how to continue with future meetings until that time.

HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM: DISCUSS PLANS FOR REMAINDER OF 2020-21  
SCHOOL YEAR, SUMMER LEARNING, AND FALL  
REOPENING

BOARD MEETING DATE: April 26, 2021

FROM: Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

For information only.

BACKGROUND

The Governing Board will be provided information on the district's plans for the remainder of the 2020-21 school year, summer learning, and the fall 2021-22 school year reopening.



HUENEME ELEMENTARY SCHOOL DISTRICT

BOARD AGENDA ITEM:                   SECOND READING AND APPROVAL OF REVISIONS  
TO THE DISTRICT POLICY MANUAL

BOARD MEETING DATE:               April 26 2021

FROM:                                    Dr. Christine Walker, Superintendent

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STAFF COMMENT

RECOMMENDATION

It is recommended that, after completing a second reading of proposed policy revisions, the Governing Board approve all revisions as submitted and authorize immediate dissemination and implementation.

BACKGROUND

Following policy revisions by the California School Boards Association (CSBA), the Superintendent reviewed samples of their revised policies to determine the revisions needed for district policies. Policy documents showing revision mark-ups were presented to the Board for a first reading at the March 8, 2021 meeting. As no further changes were suggested, the policies were subsequently finalized for a second and final reading. It is now recommended that, unless further discussion and/or change is warranted, the following revised policy documents be approved and implemented:

**Series 1000: Community Relations**

- BP 1312.3, Uniform Complaint Procedures

**Series 3000: Business and Noninstructional Operations**

- BP 3530, Risk Management/Insurance

**Series 4000: Personnel**

- BP 4119.11/4219.11/4319.11, Sexual Harassment
- BP 4119.25/4219.25/4319.25, Political Activities of Employees
- BP 4140/4240/4340, Bargaining Units
- BP 4157/4257/4357, Employee Safety

**Series 5000: Students**

- BP 5113.1, Chronic Absence and Truancy
- BP 5113.2, Work Permits
- BP 5141.31, Immunizations
- BP 5145.7, Sexual Harassment

**Series 6000: Instruction**

- BP 6161.1, Selection and Evaluation of Instructional Materials
- BP 6170.1, Transitional Kindergarten

**Series 9000: Board Bylaws**

- BP 9012, Board Member Electronic Communications
- BP 9320, Meetings and Notices
- E 9323.2, Actions by the Board

**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to the UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)  
(cf. 5146 – Married/Pregnant/Parenting Students)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)  
(cf. 6200 – Adult Education)
3. After School Education and Safety programs (Education Code 8482-8484.65)  
(cf. 5148.2 – Before/After School Programs)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)  
(cf. 6178 – Career Technical Education)  
(cf. 6178.1 – Work-Based Learning)
6. Child care and development programs (Education Code 8200-8498)  
(cf. 5148 – Child Care and Development)
7. Compensatory education (Education Code 54400)  
(cf. 6171 – Title I Programs)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any

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**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code section 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

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

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

10. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education of Children of Military Families)

(cf. 6173.3 – Education for Juvenile Court School Students)

11. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)

12. Local control and accountability plan (Education Code 52075)

(cf. 0460 – Local Control and Accountability Plan)

13. Migrant education (Education Code 54440-54445)

(cf. 6175 – Migrant Education Program)

14. Physical education instructional minutes (Education Code 51210, 51222, 51223)

(cf. 6142.7 – Physical Education and Activity)

15. Student fees (Education Code 49010-49013)

(cf. 3260 – Fees and Charges)

16. Reasonable accommodations to a lactating student (Education Code 222)

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**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

17. Regional occupational centers and programs (Education Code 52300-52334.7)  
(cf. 6178.2 – Regional Occupational Center/Program)
18. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)  
(cf. 0420 – School Plans/Site Councils)
19. School safety plans (Education Code 32280-32289)  
(cf. 0450 – Comprehensive Safety Plan)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)  
(cf. 0420 – School Plans/Site Councils)
21. State preschool programs (Education Code 8235-8239.1)  
(cf. 5148.3 – Preschool/Early Childhood Education)
22. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the

**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 – Student Records)  
(cf. 9011 – Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district’s UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 – Staff Development)  
(cf. 4231 – Staff Development)  
(cf. 4331 – Staff Development)

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.  
(cf. 3580 – District Records)

**Non-UCP Complaints**

The following complaints shall not be subject to the district’s UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

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**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

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*Legal Reference:*  
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**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

Legal Reference:

**EDUCATION CODE**

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49014 Student fees

49060-49079 Student records, especially:

49069.5 Rights of parents

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students; migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52059.5 Statewide system of support

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52300-52462 Career technical education

52500-52616.24 Adult schools

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

65000-65001 School site councils

**GOVERNMENT CODE**

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

**HEALTH AND SAFETY CODE**

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

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**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

**PENAL CODE**

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

**CODE OF REGULATIONS, TITLE 2**

11023 Harassment and discrimination prevention and correction

**CODE OF REGULATIONS, TITLE 5**

3200-3205 Special education compliance complaints

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs

4900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

**UNITED STATES CODE, TITLE 20**

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

**UNITED STATES CODE, TITLE 29**

794 Section 504 of Rehabilitation Act of 1973

**UNITED STATES CODE, TITLE 42**

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

11431-11435 McKinney-Vento Homeless Assistance Act

12101-12213 Title II equal opportunity for individuals with disabilities

**CODE OF FEDERAL REGULATIONS, TITLE 28**

35.107 Nondiscrimination on basis of disability; complaints

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

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**UNIFORM COMPLAINT PROCEDURES**

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

**WEB SITES**

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

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**Business and Noninstructional Operations****RISK MANAGEMENT/INSURANCE**

The Governing Board desires to promote the safety of students, staff and the public while protecting district resources. The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices.

The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection against loss which may occur due to hazards facing the district.

To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance, or a combination of these means.

To minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently. The Superintendent or designee shall provide safety-related training and protective equipment to staff as appropriate for their position.

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

(cf. 0450 – Comprehensive Safety Plan)

(cf. 3320 – Claims and Actions Against the District)

(cf. 4030 – Nondiscrimination in Employment)

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

(cf. 4157/4257/4357 – Employee Safety)

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

(cf. 5142 – Safety)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 9260 – Legal Protection)

The Superintendent or designee shall periodically report to the Board on the district's risk management activities, including, but not limited to, the district's property and liability risks and exposures and the effectiveness of the district's risk management and loss control practices.

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**Business and Noninstructional Operations**

**RISK MANAGEMENT/INSURANCE**

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

17565-17592 Board duties re property maintenance and control

32350 Liability on equipment loaned to district

35162 Power to sue, be sued, hold and convey property

35200-35214 Liabilities, especially:

35208 Liability insurance

35211 Driver training civil liability insurance

35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance

35331 Medical or hospital service for students on field trip

39837 Transportation of pupils to places of summer employment

41021 Requirement for employees' indemnity bonds

44873 Qualifications for physician (liability coverage)

49470-49474 District medical services and insurance

GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district

831.7 Hazardous recreational activities

989-991.2 Local public entity insurance

LABOR CODE

3200-4855 Workers' compensation

Management Resources:

WEB SITES

California Association of Joint Powers Authorities: <http://www.cajpa.org>

California Association of School Business Officials: <http://www.casbo.org>

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

Public Agency Risk Management Association: <http://www.parma.com>

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**Personnel****SEXUAL HARASSMENT**

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

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

(cf. 4030 – Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

**Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in

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**Personnel**

**SEXUAL HARASSMENT**

filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 – Title IX Sexual Harassment Complaint Procedures or AR 4030 – Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

(cf. 4119.12/4219.12/4319.12 – Title IX Sexual Harassment Complaints)

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Reports)

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

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

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**Personnel****SEXUAL HARASSMENT**

## Legal Reference:

## EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

## GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

## LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

## CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

## CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

## UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

## UNITED STATES CODE, TITLE 42

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

## CODE OF FEDERAL REGULATIONS, TITLE 34

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

106.51-106.82 Nondiscrimination on the basis of sex in employment in education program or activities

## COURT DECISIONS

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

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

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

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

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

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

## Management Resources:

## U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

## WEB SITES

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>P  
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Policy

**HUENEME ELEMENTARY SCHOOL DISTRICT**

Adopted: 11/02

Port Hueneme, California

Revised: 06/04, 08/13, 02/17, 06/18, pending 2nd reading

**Personnel**

**POLITICAL ACTIVITIES OF EMPLOYEES**

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of district employees to engage in political discussions and activities on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the district.

(cf. 1160 – Political Processes)  
(cf. 6144 – Controversial Issues)

District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

(cf. 1330 – Use of School Facilities)

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 – Advertising and Promotion)  
(cf. 4118 – Suspension/Disciplinary Action)  
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

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**Personnel**

**POLITICAL ACTIVITIES OF EMPLOYEES**

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

ELECTIONS CODE

18304 Prohibition against use of district seal in campaign literature

GOVERNMENT CODE

3543.1 Rights of employee organizations

8314 Prohibition against use of public resources for campaign activity

82041.5 Definition of mass mailing

PENAL CODE

424 Punishment for misuse of public funds

COURT DECISIONS

Heffernan v. City of Patereson, (2016) 136 S. Ct. 1412

Diquisto v. County of Santa Clara, (2010) 181 Cal. App. 4th 236

San Leandro Teachers Association v. Governing Board of the San Leandro Unified School District, (2010) 46 Cal. 4th 822

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th 1383

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

Pickering v. Board of Education Township High School District, (1968) 88 S. Ct. 1731

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 106 (2001)

84 Ops.Cal.Atty.Gen. 52 (2001)

77 Ops.Cal.Atty.Gen. 56 (1994)

PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS

City of Sacramento, (2019) PERB Dec. No. 2702m

Conejo Valley Unified School District, (2009) PERB Dec. No. 2054

East Whittier School District, (2004) PERB Dec. No. 1727

Turlock Joint Elementary School District, (2004) PERB Dec. No. 1490a

San Diego Community College District (2001) PERB Dec. No. 1467

Management Resources:

WEB SITES

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

Office of the Attorney General, Dept. of Justice: <http://caag.state.ca.us/>

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

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**Personnel**

**BARGAINING UNITS**

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

(cf. 4141/4241 – Collective Bargaining Agreement)  
(cf. 4143/4243 – Negotiations/Consultation)  
(cf. 9000 – Role of the Board)

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

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

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

**Membership**

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

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

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

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

## Personnel

### BARGAINING UNITS

#### Access to Employee Orientations

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

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

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

#### Access to Employee Contact Information

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

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information

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## Personnel

### BARGAINING UNITS

not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

### Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

### Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

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

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

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**Personnel**

**BARGAINING UNITS**

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

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**BARGAINING UNITS**

Legal Reference:

EDUCATION CODE

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

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

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

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

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

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

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

PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS

City of Sacramento, (2019) PERB Dec. No. 2702m

East Whittier School District, (2004) PERB Dec. No. 1727

Management Resources:

WEB SITES

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

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

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

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

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

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

Policy

Adopted: 11/02

Revised: 02/18, 11/18, pending 2nd reading

**HUENEME ELEMENTARY SCHOOL DISTRICT**

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**Personnel**

**EMPLOYEE SAFETY**

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state and local laws and regulations.

(cf. 0450 – Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practice through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

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

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

The Superintendent or designee shall establish and implement a written injury and illness prevention program, and provide employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

(cf. 3514 – Environmental Safety)

(cf. 3514.1 – Hazardous Substances)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 – Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 – Universal Precautions)

(cf. 4157.2/4257.2/4357.2 – Ergonomics)

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

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee’s serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted

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**EMPLOYEE SAFETY**

3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7.
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

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**Personnel****EMPLOYEE SAFETY**

## Legal Reference:

## EDUCATION CODE

32030-32034 Eye safety

32225-32226 Communications devices in classrooms

32280-32289.5 School safety plans

44984 Required rules for industrial accident and illness leave of absence

## GOVERNMENT CODE

3543.2 Scope of bargaining

## LABOR CODE

132a Workers' compensation; nondiscrimination

3300 Definitions of employer

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6400-6413.5 Responsibilities and duties of employers and employees, especially:

6401.7 Injury and illness prevention program

## CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3204 Access to employee exposure and medical records

3400 Medical services and first aid

5095-5100 Control of noise exposure

5193 Bloodborne pathogens

14000-14316 Occupational injury or illness reports and records

## CODE OF REGULATIONS, TITLE 17

2508 Reporting of communicable diseases

## CODE OF FEDERAL REGULATIONS, TITLE 29

651-678 Occupational safety and health

1910.95 Occupational noise exposure

1910.1030 Bloodborne pathogens

## Management Resources:

## DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

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

## WEB SITES

California Department of Industrial Relations, Occupational Safety and Health:

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)Centers for Disease Control and Prevention: <http://www.cdc.gov>National Hearing Conservation Association: <http://www.hearingconservation.org>National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

U.S. Department of Labor, Occupational Safety and Health Administration

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**Students****CHRONIC ABSENCE AND TRUANCY**

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 – Absences and Excuses)  
(cf. 5113.11 – Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 5126 – Awards for Achievement)  
(cf. 5131 – Conduct)  
(cf. 5131.2 – Bullying)  
(cf. 5137 – Positive School Climate)  
(cf. 5141.6 – School Health Services)  
(cf. 5145.3 – Nondiscrimination/Harassment)

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The

**Students**

**CHRONIC ABSENCE AND TRUANCY**

Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

- (cf. 1400 – Relations Between Other Governmental Agencies and the Schools)
- (cf. 5030 – Student Wellness)
- (cf. 5146 – Married/Pregnant/Parenting Students)
- (cf. 5147 – Dropout Prevention)
- (cf. 6158 – Independent Study)
- (cf. 6164.2 – Guidance/Counseling Services)
- (cf. 6164.5 – Student Success Teams)
- (cf. 6173 – Education for Homeless Children)
- (cf. 6173.1 – Education for Foster Youth)
- (cf. 6173.2 – Education of Children of Military Families)
- (cf. 6175 – Migrant Education Program)
- (cf. 6179 – Supplemental Instruction)
- (cf. 6181 – Alternative Schools/Programs of Choice)
- (cf. 6183 – Home and Hospital Instruction)
- (cf. 6184 – Continuation Education)
- (cf. 6185 – Community Day School)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

- (cf. 4131 – Staff Development)

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

- (cf. 5113.12 – District School Attendance Review Board)

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

- (cf. 5144 – Discipline)
- (cf. 5144.1 – Suspension and Expulsion/Due Process)

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy

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**Students**

**CHRONIC ABSENCE AND TRUANCY**

districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district’s local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

- (cf. 0500 – Accountability)
- (cf. 0400 – Comprehensive Plans)
- (cf. 0420 – School Plans/Site Councils)
- (cf. 0450 – Comprehensive Safety Plan)
- (cf. 0460 – Local Control and Accountability Plan)

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**CHRONIC ABSENCE AND TRUANCY**

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

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**Students**

**CHRONIC ABSENCE AND TRUANCY**

Management Resources:

ATTENDANCE WORKS PUBLICATIONS

District Attendance Tracking Tool

For School Board Members: Frequently Asked Questions About Chronic Absence

School Attendance Tracking Tool

Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority

Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, rev. 2018

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, & Learning Survey System: <http://www.cal-schls.wested.org>

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**Students**

**WORK PERMITS**

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student’s education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

(cf. 6178 – Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-Based Learning)

(cf. 6184 - Continuation Education)

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**WORK PERMITS**

Legal Reference:

EDUCATION CODE

- 48230 Exemption from full-time school attendance for students with work permits
- 48231 Exemption from compulsory attendance for students entering attendance area near end of term
- 49100-49101 Compulsory attendance
- 49110-49119 Permits to work
- 49130-49135 Permits to work full time
- 49140-49141 Exceptions
- 49160-49165 Employment of minors; duties of employers
- 49180-49183 Violations
- 49200 Permit to work during extended emergency school closure
- 51760-51769.5 Work experience education
- 52300-52499.66 Career technical education

LABOR CODE

- 1285-1312 Employment of minors
  - 1391-1394 Working hours for minors
- CODE OF REGULATIONS, TITLE 5
- 10120-10121 Work permits
  - 16023-16027 District records, retention and destruction
- CODE OF REGULATIONS, TITLE 8
- 11701-11707 Prohibited and dangerous occupations for minors
  - 11750-11763 Work permits and conditions, minor employed in entertainment industry
- CODE OF FEDERAL REGULATIONS, TITLE 29
- 570.1-570.129 Child labor regulations
- ATTORNEY GENERAL OPINIONS
- 18 Ops.Cal.Atty.Gen. 114 (1951)

Management Resources:

- CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
  - Permit to Employ and Work, Form B1-4
  - Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1
  - CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
  - Child Labor Laws, 2013
- WEB SITES
- California Department of Education, Work Experience Education:  
<http://www.cde.ca.gov/ci/ct/we>
  - California Department of Industrial Relations: <http://www.dir.ca.gov>

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**Students**

**IMMUNIZATIONS**

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

- (cf. 1400 – Relations between Other Governmental Agencies and the Schools)
- (cf. 5141.22 – Infectious Diseases)
- (cf. 5141.26 – Tuberculosis Testing)
- (cf. 6142.8 – Comprehensive Health Education)

Each student enrolling for the first time in a district school, preschool, or child care and development program or enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health provider certifying that the student has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

- (cf. 5112.1 – Exemptions from Attendance)
- (cf. 5112.2 – Exclusions from Attendance)
- (cf. 5141.32 – Health Screening for School Entry)
- (cf. 5148 – Child care and Development)
- (cf. 5148.3 – Preschool/Early Childhood Education)

Transfer students shall be requested to present immunization records upon registration at district schools if possible.

- (cf. 6173 – Education for Homeless Children)
- (cf. 6173.1 – Education for Foster Youth)
- (cf. 6173.2 – Education of Children of Military Families)

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**Students**

**IMMUNIZATIONS**

Legal Reference:

EDUCATION CODE

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization

48853.5 Immediate enrollment of foster youth

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

49426 Duties of school nurses

49701 Flexibility in enrollment of children of military families

51745-51749.6 Independent study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:

120335 Immunization requirement for admission

120372 Statewide medical exemption electronic standardized form

120395 Information about meningococcal disease, including recommendation for vaccination

120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 5

430 Student records

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Exemption FAQs

Guide to Immunization Requirements for Pre-kindergarten (Child Care)

Guide to Immunization Requirements for K-12th Grade

Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care)

Parents' Guide to Immunizations Required for School Entry

Vaccinations and Medical Exemptions Questions and Answers

California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, 10th Edition, July 2019

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

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**IMMUNIZATIONS**

WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Department of Public Health, Shots for Schools: <http://shotsforschools.org>

California Health & Human Services Agency: <http://www.chhs.ca.gov/>

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

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

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

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**Students**

**SEXUAL HARASSMENT**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

- (cf. 0410 – Nondiscrimination in District Programs and Activities)
- (cf. 5131 – Conduct)
- (cf. 5131.2 – Bullying)
- (cf. 5137 – Positive School Climate)
- (cf. 5145.3 – Nondiscrimination/Harassment)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district’s Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

- (cf. 1312.1 – Complaints Concerning District Employees)
- (cf. 1312.3 – Uniform Complaint Procedures)
- (cf. 5141.4 – Child Abuse Prevention and Reporting)
- (cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

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**Students**

**SEXUAL HARASSMENT**

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

**Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

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

**Students**

**SEXUAL HARASSMENT**

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

- (cf. 4117.7/4317.7 – Employment Status Report)
- (cf. 4118 – Dismissal/Suspension/Disciplinary Action)
- (cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
- (cf. 4218 – Dismissal/Suspension/Disciplinary Action)

**Record-Keeping**

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

- (cf. 3580 – District Records)

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*Legal References:  
See next page*

**Students**

**SEXUAL HARASSMENT**

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 48900 Grounds for suspension or expulsion
- 48900.2 Additional grounds for suspension or expulsion; sexual harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48980 Notice at beginning of term
- 48985 Notices, report, statements and records in primary language

CIVIL CODE

- 51.9 Liability for sexual harassment; business, service and professional relationships
- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

- 4600-4670 Uniform complaint procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

- 1092 Definition of sexual assault

1221 Application of laws

- 1232g Family Educational Rights and Privacy Act

- 1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 34

- 12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

- 1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 Family Educational Rights and Privacy

- 106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

- Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th567
- Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
- Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
- Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
- Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
- Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
- Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

- Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

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**Students**

**SEXUAL HARASSMENT**

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Q&A on Campus Sexual Misconduct, September 2017  
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Sexual Harassment: It's Not Academic, September 2008  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

**WEB SITES**

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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**Instruction****SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

- (cf. 0410 – Nondiscrimination in District Programs and Activities)
- (cf. 0415 – Equity)
- (cf. 0440 – District Technology Plan)
- (cf. 5145.3 – Nondiscrimination/Harassment)
- (cf. 6000 – Concepts and Roles)
- (cf. 6011 – Academic Standards)
- (cf. 6141 – Curriculum Development and Evaluation)
- (cf. 6143 – Courses of Study)
- (cf. 6146.1 – High School Graduation Requirements)
- (cf. 6161 – Equipment, Books and Materials)
- (cf. 6161.11 – Supplementary Instructional Materials)
- (cf. 6162.5 – Student Assessment)
- (cf. 6163.1 – Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

**Public Hearing on Sufficiency of Instructional Materials**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

**Instruction****SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 – Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 – Mathematics Instruction)

2. Science

(cf. 6142.93 – Science Instruction)

3. History-social science

(cf. 6142.94 – History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 – Reading/Language Arts Instruction)

(cf. 6174 – Education for English Learners)

5. World language

(cf. 6142.2 – World Language Instruction)

6. Health

(cf. 6142.8 – Comprehensive Health Education)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient

**Instruction**

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the district shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district’s local control and accountability plan. (Education Code 52060)

(cf. 0460 – Local Control and Accountability Plan)

**Complaints**

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 – Complaints Concerning Instructional Materials or AR 1312.4 – Williams Uniform Complaint Procedures, as applicable.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

*Legal Reference:  
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**Instruction**

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

Legal Reference:

EDUCATION CODE

- 220 Prohibition against discrimination
  - 1240 County superintendent, general duties
  - 33050-33053 General waiver authority
  - 33126 School accountability report card
  - 35272 Education and athletic materials
  - 44805 Enforcement of course of studies; use of textbooks, rules and regulations
  - 49415 Maximum textbook weight
  - 51501 Subject matter reflecting on race, color, etc.
  - 52060-52077 Local control and accountability plan
  - 60000-60005 Instructional materials, legislative intent
  - 60010 Definitions
  - 60040-60052 Instructional requirements and materials
  - 60060-60063.5 Requirements for publishers and manufacturers
  - 60070-60076 Prohibited acts (re instructional materials)
  - 60110-60115 Instructional materials on alcohol and drug education
  - 60119 Public hearing on sufficiency of materials
  - 60200-60210 Elementary school materials
  - 60226 Requirements for publishers and manufacturers
  - 60350-60352 Core reading program instructional materials
  - 60510-60511 Donation for sale of obsolete instructional materials
  - 60605 State content standards
  - 60605.8 Common Core State Standards
  - 60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards
- CODE OF REGULATIONS, TITLE 5
- 9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015

Standards for Evaluation of Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

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

Policy

Adopted: 04/03

Revised: 09/03, 03/04, pending 2nd reading

**HUENEME ELEMENTARY SCHOOL DISTRICT**

Port Hueneme, California

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**Instruction**

**TRANSITIONAL KINDERGARTEN**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 – Citizen Advisory Committees)  
(cf. 6020 – Parent Involvement)

**Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 – Admission)  
(cf. 5111.1 – District Residency)  
(cf. 5141.22 – Infectious Diseases)  
(cf. 5141.3 – Health Examinations)  
(cf. 5141.31 – Immunizations)  
(cf. 5141.32 – Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest .

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (EDUCATION CODE 48000)

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**Instruction**

**TRANSITIONAL KINDERGARTEN**

**Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 – Curriculum Development and Evaluation)  
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 – Preschool/Early Childhood Education)  
(cf. 6011 – Academic Standards)  
(cf. 6174 – Education for English Language Learners)

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

(cf. 6111 – School Calendar)  
(cf. 6112 – School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a California State Preschool Program as long as all of the requirements of each program are met and the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

(cf. 5148.3 - Preschool/Early Childhood Education)

**Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

**Instruction**

**TRANSITIONAL KINDERGARTEN**

(cf. 4112.2 – Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 – Staff Development)

**Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child’s enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 – Promotion/Acceleration/Retention)

**Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 – Accountability)

(cf. 6162.5 – Student Assessment)

**Instruction**

**TRANSITIONAL KINDERGARTEN**

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

8970-8974 Early primary programs; extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School

District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

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**Board Bylaws****BOARD MEMBER ELECTRONIC COMMUNICATIONS**

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business, or restrict access to public forum.

(cf. 1100 – Communication with the Public)

(cf. 9000 – Role of the Board)

(cf. 9322 – Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 – Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about district business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the

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**Board Bylaws**

**BOARD MEMBER ELECTRONIC COMMUNICATIONS**

Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

- (cf. 1112 – Media Relations)
- (cf. 1312.1 – Complaints Concerning District Employees)
- (cf. 1312.2 – Complaints Concerning Instructional Materials)
- (cf. 1312.3 – Uniform Complaint Procedures)
- (cf. 1312.4 – Williams Uniform Complaint Procedures)
- (cf. 3320 – Claims and Actions Against the District)
- (cf. 9005 – Governance Standards)
- (cf. 9121 – President)
- (cf. 9200 – Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member’s personal device or account, the Board member shall copy the communication to a district electronic storage device for easy retrieval.

- (cf. 1340 – Access to District Records)
- (cf. 3580 – District Records)

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**Bylaws of the Board**

**BOARD MEMBER ELECTRONIC COMMUNICATIONS**

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

3147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General’s Office: <http://oag.ca.gov>

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**Bylaws of the Board**

**MEETINGS AND NOTICES**

**Board Bylaws**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 – Closed Session Purposes and Agendas)

(cf. 9322 – Agenda/Meeting Materials)

(cf. 9323 – Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 – Board Member Electronic Communications)

In order to help ensure participation in the meeting by individuals with disabilities, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

**Regular Meetings**

The Board shall hold one regular meeting(s) each month from August through May. Regular meetings shall be held at 6:00 p.m. on the fourth Monday of each month at the Port Hueneme City Hall. Two meetings are scheduled in June, on the second and fourth Monday of the month. Exceptions in other months might occur if the fourth Monday is a holiday celebrated by the District.

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**Bylaws of the Board**

**MEETINGS AND NOTICES**

A standard exemption to this rule occurs in three months every year. The March, September, and December meetings are scheduled on dates that ensure the District will complete tasks with specific due dates per federal and state law. In these months, meetings are generally held on the Monday that occurs prior to the required due dates. If, for any reason, a meeting on a Monday is not possible, the meeting will be scheduled on any other weekday, at the Board's option, that would still meet the legal timing requirements.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 – District and School Web Sites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 – Access to District Records)

**Special Meetings**

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, Assistant Superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 – Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or

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**Bylaws of the Board**

**MEETINGS AND NOTICES**

during the item's consideration. (Government Code 54954.3)

**Emergency Meetings**

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 – Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board.

In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

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## **Bylaws of the Board**

### **MEETINGS AND NOTICES**

#### **Adjourned/Continued Meetings**

The Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

#### **Study Sessions, Retreats, Public Forums, and Discussion Meetings**

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

- (cf. 2000 – Concepts and Roles)
- (cf. 2111 – Superintendent Governance Standards)
- (cf. 9000 – Role of the Board)
- (cf. 9005 – Governance Standards)
- (cf. 9400 – Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

#### **Other Gatherings**

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern

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3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 – Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

**Location of Meetings**

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if the principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction

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6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

**Teleconferencing**

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

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**MEETINGS AND NOTICES**

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

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*Legal Reference:  
See next page*

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**MEETINGS AND NOTICES**

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
  - 54953 Meetings to be open and public; attendance
  - 54954 Time and place of regular meetings
  - 54954.2 Agenda posting requirements, board actions
  - 54956 Special meetings; call; notice
  - 54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act
- CODE OF FEDERAL REGULATIONS, TITLE 28
- 35.160 Effective communications
- 36.303 Auxiliary aids and services

COURT DECISIONS

- Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)
- Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)
- Wolfe v. City of Fremont, (2006) 144 Cal.App. 54433

ATTORNEY GENERAL OPINIONS

- 88 Ops.Cal.Atty.Gen. 218 (2005)
- 84 Ops.Cal.Atty.Gen. 181 (2001)
- 84 Ops.Cal.Atty.Gen. 30 (2001)
- 79 Ops.Cal.Atty.Gen. 69 (1996)
- 78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

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LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2<sup>nd</sup> Ed, 2010

WEB SITES

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

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.gov>

League of California Cities: <http://www.cacities.org>

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**Bylaws of the Board**

**ACTIONS BY THE BOARD**

**Exhibit 1**

**ACTIONS REQUIRING A SUPER MAJORITY VOTE**

**Actions Requiring a Two-Thirds Vote of the Board:**

1. Resolution declaring intention to sell or lease real property (Education Code 17466)  
(cf. 3280 – Sale, Lease and Rental of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing of funds needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)  
(cf. 7131 – Relations with Local Agencies)  
(cf. 7150 – Site Selection and Development)  
(cf. 7160 – Charter School Facilities)
7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)  
(cf. 6185 – Community Day School)
8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)  
(cf. 7214 – General Obligation Bonds)

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**ACTIONS BY THE BOARD**

10. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 – School Facilities Improvement Districts)

11. Resolution to place a parcel tax on the ballot (Government Code 53724)

(cf. 3471 – Parcel Taxes)

12. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

**Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:**

1. Determination that there is a need to take immediate action and that the need for action came to the district’s attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 – Meetings and Notices)

(cf. 9321 – Closed Session Purposes and Agendas)

**Actions Requiring a Four-Fifths Vote of the Board:**

1. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district’s estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

2. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53822-53824)

3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 – Bids)

4. When the district has a five-member Board and has adopted the procedures set forth in UPCCAA, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the

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**Bylaws of the Board****ACTIONS BY THE BOARD**

necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the UPCCAA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

**Actions Requiring a Four-Fifths Vote of the Board Members Present at the Meeting**

A four-fifths vote of the Board members present at the meeting shall be required to approve the expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense. (Government Code 53790-53792)

(cf. 3110 – Transfer of Funds)

**Actions Requiring a Unanimous Vote of the Board:**

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510-17511)

2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

**Actions Requiring a Unanimous Vote of the Board Members Present at the Meeting:**

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 – Sale and Disposal of Books, Equipment and Supplies)

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**ACTIONS BY THE BOARD**

**Exhibit 2**

**UNCONDITIONAL COMMITMENT LETTER**

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address (es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)  
(Title of Board President or other designee)

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