CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue, Cardiff-by-the-Sea, California 92007

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA
THURSDAY, AUGUST 1, 2024
9:00 AM PUBLIC MEETING

CARDIFF SCHOOL MULTIPURPOSE ROOM • 1888 MONTGOMERY ROAD • CARDIFF-BY-THE-SEA, CA 92007

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board meeting are available for inspection upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our website.

The public's health and well-being are a top priority for the Board of Trustees of the Cardiff School District and you are urged to take all appropriate health and safety precautions.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 632-5890, Extension 101. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.

TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:
Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit a written request to the secretary before the meeting. When the Board President invites you to speak, please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time is about to expire, you will be prompted with a 15-second warning, after which you will be notified that the time limit has been reached.

I. ORGANIZATIONAL ITEMS
- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
  - Ms. Rhea Stewart, President
  - Ms. Nancy Orr, Clerk
  - Mr. Andrew Howard, Member
  - Mr. Ashok Swaminathan, Member
  - Mr. Shad Thielman, Member
  - Ms. Jill Vinson, Superintendent

- D. Approve Agenda for August 1, 2024 *(All items are action unless labeled information.)*

E. Approve Minutes from the Regular Meeting of June 6, 2024

F. Approve Minutes from the Special Meeting of June 11, 2024

II. HEARING SESSION

A. Public Comments (*The purpose of the Board meeting is to conduct the School Board's business in public. The Board welcomes and encourages public comments, however, in accordance with the Brown Act, Board members may not respond to comments during the public comment portion of the agenda. Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the Governing Board's jurisdiction may do so, but must submit a written request. Please hand your form to the secretary before the meeting. Presentations are limited to 3 minutes per person per topic. The total amount of time to be allowed on any item is fifteen minutes, unless the time limit is waived by a majority vote of the Board. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; or 3) refer the matter to a future agenda.)*

B. Reports on Workshops/Conferences

C. Superintendent's Report

III. CONSENT CALENDAR

Items listed in the Consent Calendar are considered to be routine and are acted on by the Board in one motion unless members of the Board request specific items to be discussed or pulled. It is understood that the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

A. Approve Current Business Items:

JUNE 2024

1. Purchase Orders, June 2024
2. Commercial Warrants, #14-159551 to #14-172022; $190,210.14
3. Payroll Warrants, June 2024- $703,091.74

JULY 2024

1. Purchase Orders, July 2024
2. Commercial Warrants, #14-173899 to #14-181053; $348,387.68
3. Payroll Warrants, July 2024- $194,052.07

B. Approve Personnel Report for August 1, 2024

C. Approve Cardiff School District's Uniform Complaint Quarterly Report for April 1, 2024 through June 30, 2024

D. Approval and Ratification of Contracts and Agreements

E. Removal of Items from Consent Calendar

F. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Budget Update ***(Information)***

B. Approve Declaration of Certain District Personal Property as Obsolete and Surplus Property; to be Disposed of or Donated per Ed Code 17546

C. Approve the Amended Classified Salary Schedule

D. Approve Agreement between Cardiff School District and Everdriven for Transportation Services

V. GENERAL FUNCTIONS

A. Approve Revised Memorandum of Understanding Between Cardiff School District and Cardiff School District Classified Employees

B. Approve Proposition 28 Arts and Music in School Annual Report for 2023-24

VI. PERSONNEL

A. Approve a One-Year Extension of the Chief Business Officer Contract, Through June 2027

VII. FUTURE AGENDA ITEMS

VIII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

A. Conference with Legal Counsel- Anticipated Litigation- Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (ONE potential case)

IX. RECONVENE TO OPEN SESSION

X. REPORT FROM CLOSED SESSION

XI. ADJOURNMENT OF MEETING

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
REGULAR BOARD MEETING, JUNE 6, 2024

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Thursday, June 6, 2024, at Cardiff School Multipurpose Room, located at 1888 Montgomery Ave, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:02 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Howard, Orr, Stewart, Swaminathan, Thielman

Members Absent:

Administrators Present: Vinson, Scheftner

The agenda for the June 6, 2024 Regular Board meeting was approved as presented.

MOTION: Orr
SECOND: Swaminathan
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

The minutes from the Regular Board Meeting of May 9, 2024 were approved as presented.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

Hearing Session:

- There is no report for CETA.
- There is no report for ELAC/DELAC.
- There is no report for School Site Council.
- There is no report for Cardiff SEA.
- On behalf of both sites, Principal Scheftner thanked the Board for all their support and participation, making it a memorable and special year. They look forward to gearing back up in the fall for the new school year. President Stewart thanked the administration and staff for another amazing year.
- Trustee Orr shared that the trustees enjoyed many activities, including miniature horses on campus, promotion, and open house. Trustee Howard shared the same sentiments commenting on the excitement of promotion. Trustee Thielman mentioned this year felt especially happy and full of all the great activities that make the district so special. President Stewart reported that the ACSA event recognizing Superintendent Vinson was a great

pleasure to attend. President Stewart also attended her first Delegate Assembly meeting of the year and shared a policy platform and data reporting details that impact small districts. Trustee Orr also thanked Janelle Scheftner for her open door to view the curriculum adoption.

- Superintendent Vinson thanked everyone for a wonderful school year. She highlighted the hard work and organization of the principals and shared appreciation for the outstanding work of the teachers and staff at both schools. She also recognized the district office staff, custodians, and extended day staff for working hard over the summer to support our students and staff. Ms. Vinson attended SDCOE Superintendent Dr. Paul Gothold's retirement party. Lastly, she shared excitement for the upcoming opportunity for the district to collaborate with SDCOE, Dr. Michael Fullan, and our north county school districts next year.

The Consent Calendar was approved as presented.

MOTION: Swaminathan
SECOND: Orr
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

The First Reading of the 2024-27 Cardiff School District Lifelong Learner Profile and Strategic Plan was presented by Superintendent Vinson and Neville Billimoria.

President Stewart opened the public hearing regarding the proposed Local Control Accountability Plan (LCAP) at 5:33 pm. There being no public comment, the hearing was closed at 5:34 pm.

An informational overview of the Local Control Accountability Plan (LCAP) was provided by Superintendent Vinson. Principal Giroux and CBO Jasper were commended for their work on the LCAP.

The 2024-2025 Declaration of Need for Fully Qualified Educators was approved.

MOTION: Swaminathan
SECOND: Orr
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

The Adoption of the Studies Weekly History-Social Science Curriculum for Grades K-6 was approved as presented.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

President Stewart opened the public hearing regarding the Proposed 2024-2025 Budget at 6:01 pm. There being no public comment, the hearing was closed at 6:02 pm.

The First Reading of the 2024-25 Budget was provided by CBO Jasper.

The Agreement for Student Transportation Services between San Diego County School Districts from July 1, 2024 through June 30, 2026 was approved.

MOTION: Howard
SECOND: Swaminathan
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT:

The Retirement of Employee #195-358, effective June 4, 2024 was approved.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Retirement of Employee #647-475, effective June 4, 2024 was approved.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Resignation of Employee #616-676, effective June 4, 2024 was approved.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Resignation of Employee #614-723, effective June 4, 2024 was approved.

MOTION: Orr
SECOND: Howard
AYES: Howard, Orr, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

Future agenda items will include the Lifelong Learner Profile, Strategic Plan, LCAP, Budget, and CSBA Policy updates.

There being no other regular business to come before the Board, the meeting was adjourned to

closed session at 6:08 p.m. The meeting reconvened to open session at 7:04 p.m.

There being no other business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

_____	_____
Nancy Orr, Clerk	Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
SPECIAL BOARD MEETING, JUNE 11, 2024

The Special Meeting of the Governing Board of the Cardiff School District was held on Tuesday, June 11 2024, at the Cardiff School Multipurpose Room, located at 1888 Montgomery Ave., Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:04 p.m.

Members Present: Orr, Swaminathan, Stewart, Howard, Thielman

Members Absent:

Administrators Present: Vinson

The agenda for the June 11, 2024 Special Board meeting was approved as presented.

MOTION:	Orr
SECOND:	Thielman
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

The 2024-27 Cardiff School District Lifelong Learner Profile and Strategic Plan was approved as presented.

MOTION:	Orr
SECOND:	Swaminathan
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

The Local Indicators Information for Local Control Accountability Plan was presented.

The 2024-2025 Local Control Accountability Plan (LCAP) was approved.

MOTION:	Thielman
SECOND:	Swaminathan
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

CSBA Board Policy Updates were approved as presented.

MOTION:	Orr
SECOND:	Thielman
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

The cancellation of the July 11, 2024 Regular Board Meeting was approved.

MOTION:	Thielman
SECOND:	Swaminathan
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

The Budget for the 2024-25 fiscal year was adopted.

MOTION:	Thielman
SECOND:	Orr
AYES:	Orr, Swaminathan, Stewart, Howard, Thielman
NOES:	0
ABSENT:	

Future items will include researching the feasibility of Pre-K programming for socioeconomically disadvantaged students, various employment contracts, and Board policies.

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There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:11 p.m. The meeting reconvened to open session at 5:55 p.m.

There being no other business to come before the Board, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

_____ _____

Nancy Orr, Clerk Jill Vinson, Superintendent

JUNE 2024 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
5201	6/6/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 425.05
5219	6/6/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 601.29
5212	6/6/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 9.69
5205	6/6/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 463.10
5216	6/6/24	FOLLETT SCHOOL SOLUTIONS, INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 842.45
5175	6/6/24	FOLLETT SCHOOL SOLUTIONS, INC.	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 35.52
	6/6/24	WILLIAM COWIE	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 253.57
5227	6/6/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	222	Technology Supplies	$ 31.09
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	6500000	5760	3120	4300000	000	SPED Instructional Supplies	$ 249.99
5216	6/20/24	FOLLETT SCHOOL SOLUTIONS, INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 482.81
										$ 3,394.56
NON-INSTRUCTIONAL SUPPLIES										
	6/3/24	CONSOLIDATED ELECTRICAL	0100	0000000	0000	8110	4300000	000	Maintenance Supplies	$ 843.68
4835	6/3/24	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	$ 457.61
5215	6/3/24	GRAYBAR	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 409.29
5202	6/6/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	7100	4300000	000	Office Supplies	$ 22.62
4848	6/6/24	FOUNDATION BUILDING MATERIALS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 339.88
4829	6/6/24	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 688.19
5218	6/6/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Office Supplies	$ 200.06
5208	6/6/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Office Supplies	$ 108.64
5200	6/6/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Office Supplies	$ 81.43
	6/10/24	PINNACLE COUNSELING AND TESTING CENTE	0100	6500000	5760	3120	4300000	000	Professional Development	$ 560.00
5215	6/10/24	GRAYBAR	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 22.93
5222	6/13/24	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 827.76
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 140.00
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	$ 364.40
4818	6/13/24	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for May	$ 141.65
4818	6/13/24	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for May	$ 64.65
4818	6/13/24	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for May	$ 103.42
5230	6/13/24	BDJtech	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 105.51
	6/20/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 36.82
	6/20/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	$ 238.69
	6/20/24	SEBASTIAN ROSSI	0100	0000000	0000	2420	4300005	000	Technology Supplies	$ 86.23
	6/26/24	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	$ 146.30
										$ 5,989.76

4000 (SUPPLIES) TOTALS: BALANCE: 379,816 ACCUMULATED BALANCE: 382,966 REMAINING BALANCE: (3,150)

UTILITIES										
	6/3/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	$ 273.24
4830	6/3/24	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for May	$ 806.04
4830	6/3/24	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for May	$ 806.04
	6/6/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	$ 905.96
	6/6/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	$ 2,886.66
	6/6/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	$ 61.60
	6/6/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	$ 5,609.36
	6/6/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	$ 636.44
	6/10/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	$ 885.77
	6/10/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	$ 343.42
	6/10/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	$ 55.23
	6/13/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	$ 815.78
	6/13/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	$ 1,053.44
4834	6/20/24	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for May	$ 6,583.14
4834	6/26/24	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for May	$ 4,696.78
										$ 26,418.90
SERVICES										
	6/3/24	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	2420	5200000	000	Conference - Project Mgmt	$ 200.00

	6/3/24	CHELSEA BURGE	0100	6500000	5760	3120	5800000	000	Services for May	$ 2,100.00
4960	6/3/24	COORDT EDUCATIONAL SERVICES	0100	6500000	5760	3120	5800000	000	Services for May	$ 6,474.00
4826	6/3/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 6,098.40
	6/3/24	LYNN FLESCHUTZ	0100	0000000	0000	7100	5800000	000	Professional Services	$ 975.00
4846	6/3/24	VILLANI EDUCATIONAL SUPPORT SERVICES	0100	6500000	5760	3120	5800000	000	Services for May	$ 2,964.00
	6/6/24	AMY PRICE	0100	0000000	0000	2700	5200000	111	Conference - Math Workshop	$ 347.00
5166	6/6/24	IMSE	0100	6266000	1110	1000	5200000	000	Conference - Comp Orton-Gillin	$ 1,500.00
	6/6/24	STEPHEN CASMAR	0100	0000000	0000	2420	5200000	000	Mileage Reimbursement	$ 66.33
4832	6/6/24	EVERDRIVEN TECHNOLOGIES	0100	0000000	5760	3600	5100000	000	Transportation	$ 7,007.71
	6/6/24	AA BEEKEEPER	0100	0000000	0000	8200	5500004	222	Maintenance Services	$ 250.00
4869	6/6/24	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for May	$ 472.72
4831	6/6/24	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment - June	$ 314.62
4831	6/6/24	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment - June	$ 314.64
4831	6/6/24	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment - June	$ 314.64
4970	6/6/24	COASTAL SPEECH THERAPY	0100	6500000	5760	1190	5800000	000	Services for April	$ 10,157.28
4970	6/6/24	COASTAL SPEECH THERAPY	0100	6500000	5760	1190	5800000	000	Services for May	$ 7,255.20
	6/6/24	CONNOR BAGHERI	0100	0000085	1110	1000	5800000	000	Music Boosters	$ 270.00
	6/6/24	KHOI LE	0100	0000085	1110	1000	5800000	000	Music Boosters	$ 180.00
5017	6/6/24	MELISSA HAIDER	0100	6500000	5760	1190	5800000	000	Services for April & May	$ 712.50
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 3,395.50
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 136.58
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 4,176.47
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 4,651.84
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 8,132.22
4849	6/6/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for May	$ 8,081.29
4845	6/10/24	TRANE U.S. INC.	0100	0000000	0000	8110	5600000	000	Maintenance Services	$ 378.00
4845	6/10/24	TRANE U.S. INC.	0100	0000000	0000	8110	5600000	000	Maintenance Services	$ 1,902.00
	6/10/24	SAN DIEGO UNION-TRIBUNE, LLC	0100	0000000	0000	7100	5800000	000	Professional Services	$ 700.73
4836	6/10/24	STERICYCLE	0100	0000000	0000	7200	5800000	000	Services for May	$ 143.02
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Conference - CSBA	$ 3,100.00
	6/13/24	LYNN FLESCHUTZ	0100	0000000	0000	7100	5800000	000	Professional Services	$ 355.00
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900001	000	Verizon - May Statement	$ 252.86
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900002	000	Postage	$ 31.05
	6/13/24	MISSION FEDERAL CREDIT UNION	0100	0000004	0000	0000	8699000	000	6th Grade Camp	$ 143.35
	6/17/24	RHEA STEWART	0100	0000000	0000	7100	5200000	000	Conference - CSBA	$ 860.00
4816	6/17/24	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	$ 195.00
4642	6/17/24	ADT COMMERCIAL LLC	0100	0000000	0000	8200	5800000	000	Maintenance Services	$ 562.94
4642	6/17/24	ADT COMMERCIAL LLC	0100	0000000	0000	8200	5800000	000	Maintenance Services	$ 526.88
4642	6/17/24	ADT COMMERCIAL LLC	0100	0000000	0000	8200	5800000	000	Maintenance Services	$ 1,445.38
5209	6/17/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 7,155.00
4826	6/17/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 6,098.40
4826	6/17/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 6,098.40
	6/17/24	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	$ 256.00
	6/20/24	ADT COMMERCIAL LLC	0100	0000000	0000	2700	5800000	111	Maintenance Services	$ 2,110.24
	6/20/24	STANDARD ELECTRONICS	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 260.00
	6/20/24	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	5800000	000	Maintenance Services	$ 2,488.06
	6/24/24	ADT COMMERCIAL LLC	0100	0000000	0000	2700	5800000	222	Maintenance Services	$ 1,974.54
4811	6/24/24	ADT COMMERCIAL LLC	0100	0000000	0000	2700	5800000	222	Maintenance Services	$ 777.83
5316	6/24/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 5,415.13
5315	6/24/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 595.63
5314	6/24/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 595.63
	6/26/24	RUTH MONAHAN SMITH	0100	0000000	0000	7200	5200000	000	Mileage Reimbursement	$ 209.45
4869	6/26/24	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for June	$ 345.28
	6/26/24	STANDARD ELECTRONICS	0100	0000000	0000	8110	5800000	000	Maintenance Services	$ 521.13
	6/26/24	ATKINSON, ANDELSON, LOYA, RUUD, & ROM(	0100	0000000	0000	7100	5800005	000	Services for May	$ 589.31
	6/26/24	FAGEN FRIEDMAN & FULFROST, LLP	0100	0000000	0000	7100	5800005	000	Services for May	$ 106.50
										$ 122,740.68

5000 (SERVICES) TOTALS: BALANCE: 1,362,451 ACCUMULATED BALANCE: 1,415,179 REMAINING BALANCE: (52,728)

JULY 2024 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
		INSTRUCTIONAL SUPPLIES								
5241	7/5/24	MHS INC.	0100	6500000	5760	3120	4300000	000	SPED Testing	$ 722.50
5243	7/5/24	PEARSON ASSESSMENT	0100	6500000	5760	3120	4300000	000	Annual Subscription	$ 1,110.00
5238	7/5/24	PEARSON EDUCATION INC.	0100	6500000	5760	3120	4300000	000	Software Subscription	$ 955.00
5305	7/5/24	BLOOKET	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 550.00
5289	7/5/24	MYSTERY SCIENCE INC	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 1,495.00
5289	7/5/24	MYSTERY SCIENCE INC	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 1,495.00
5283	7/5/24	NEWSELA	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 6,517.00
5325	7/5/24	SEESAW LEARNING INC	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 478.50
5325	7/5/24	SEESAW LEARNING INC	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 1,435.50
5299	7/5/24	SWANK MOVIE LICENSING USA	0100	0000000	0000	2420	4300111	222	Annual Subscription	$ 579.00
5299	7/5/24	SWANK MOVIE LICENSING USA	0100	0000000	0000	2420	4300111	111	Annual Subscription	$ 579.00
5267	7/8/24	CANNON SPORTS, INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 100.53
5296	7/8/24	LITERABLY INC	0100	0000000	1110	1000	4300000	222	Software Subscription	$ 2,277.15
5323	7/8/24	SPEECH CORNER	0100	6500000	5760	1110	4300000	111	SPED Instructional Supplies	$ 58.97
5308	7/11/24	CURRICULUM ASSOCIATES	0100	3214000	1110	3160	4300000	000	i-Ready	$ 32,452.00
5248	7/11/24	GOPHER SPORT	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 447.43
5266	7/11/24	GOPHER SPORT	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 726.08
5293	7/11/24	OFFICE SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 340.49
5242	7/11/24	PAR, INC.	0100	6500000	5760	3120	4300000	000	SPED Testing	$ 846.05
5275	7/11/24	SCHOOL SPECIALTY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 461.77
5252	7/11/24	THE MARKERBOARD PEOPLE	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 80.95
5291	7/11/24	USI INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 393.95
5292	7/11/24	WEST MUSIC	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 966.89
5290	7/11/24	WEST MUSIC	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 560.64
5349	7/11/24	BOOM LEARNING	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 589.92
5282	7/11/24	BRAINPOP	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 3,030.00
5306	7/11/24	SLP TOOLKIT	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 225.00
5237	7/15/24	95 PERCENT GROUP INC	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 3,588.43
5244	7/15/24	HOUGHTON MIFFLIN HARCOURT	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 2,888.56
5247	7/15/24	LAKESHORE	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 710.71
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	6500000	5760	3120	4300000	000	SPED Instructional Supplies	$ 86.94
5284	7/15/24	HOUGHTON MIFFLIN HARCOURT	0100	0000000	0000	2420	4300111	111	Instructional Supplies	$ 1,125.00
5284	7/15/24	HOUGHTON MIFFLIN HARCOURT	0100	0000000	0000	2420	4300111	111	Instructional Supplies	$ 1,124.91
5272	7/18/24	LEARNING WITHOUT TEARS	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1,840.12
5258	7/18/24	NASCO EDUCATION	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 506.42
5265	7/18/24	ODP	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 16.42
5294	7/18/24	ODP	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 899.60
5235	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 334.46
5261	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 4,418.94
5261	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 217.61
5261	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 35.71
5269	7/18/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 1,691.48
5269	7/18/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 100.35
5269	7/18/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 270.24
5269	7/18/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 32.07
5297	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 2,858.95
5297	7/18/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 68.27
5263	7/18/24	SCHOOL SPECIALTY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 503.94
5268	7/18/24	SCHOOL SPECIALTY	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 457.87
5263	7/18/24	SCHOOL SPECIALTY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 145.25
5251	7/18/24	SCHOOL SPECIALTY, INC.	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 605.36
5321	7/18/24	SUPER DUPER PUBLICATIONS	0100	6500000	5760	1190	4300000	222	SPED Instructional Supplies	$ 63.77
5257	7/18/24	VOYAGER SOPRIS LEARNING	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1,219.90
5304	7/18/24	EXPLORE LEARNING	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 3,295.00
5303	7/18/24	LAZEL	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 964.00
5280	7/18/24	LEXIA LEARNING SYSTEMS	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 850.00
5280	7/18/24	LEXIA LEARNING SYSTEMS	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 850.00
5279	7/18/24	MIND EDUCATION	0100	0000000	0000	2420	4300111	222	Software Subscription	$ 3,240.00
5279	7/18/24	MIND EDUCATION	0100	0000000	0000	2420	4300111	111	Software Subscription	$ 3,240.00
5311	7/22/24	HEINEMANN	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 7,211.07
5233	7/22/24	IMSE	0100	6500000	5760	1120	4300000	222	SPED Instructional Supplies	$ 446.18
5233	7/22/24	IMSE	0100	6500000	5760	1120	4300000	111	SPED Instructional Supplies	$ 185.93
	7/22/24	JUNIOR LIBRARY GUILD	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 763.64

5245	7/22/24	MARENEM INC	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 177.65
5322	7/22/24	MARENEM INC	0100	6500000	5760	1110	4300000	222	SPED Instructional Supplies	$ 244.20
5265	7/22/24	ODP	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 1,444.00
5234	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 726.11
5234	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 58.97
5270	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 583.34
5270	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 169.20
5270	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 47.88
5270	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 18.10
5270	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1.75
5288	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 105.22
5288	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 4.81
5274	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 569.31
5288	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1,412.17
5273	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 765.00
5271	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 1,440.77
5295	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 2,190.23
5295	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 218.87
5295	7/22/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 284.93
5254	7/22/24	SCHOLASTIC BOOK CLUBS, INC.	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 56.88
5348	7/25/24	STUDIES WEEKLY	0100	7435000	1110	1000	4100000	222	Instructional Supplies	$ 60,632.65
5232	7/25/24	SCHOLASTIC INC.	0100	1100000	1110	1000	4300000	222	Instructional Supplies	$ 2,280.40
5287	7/25/24	SCHOLASTIC INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1,443.75
										$ 181,207.61

NON-INSTRUCTIONAL SUPPLIES

	7/5/24	WestEd	0100	0000000	0000	2700	4300000	111	Annual Support	$ 187.20
5355	7/5/24	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 139.41
5256	7/8/24	ODP	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 1,498.19
5256	7/8/24	ODP	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 26.61
5294	7/8/24	ODP	0100	1100000	1110	1000	4300000	111	Instructional Supplies	$ 263.93
5309	7/11/24	DELL MARKETING L.P.	0100	0000000	0000	2700	4300000	111	Technology Supplies	$ 215.58
5309	7/11/24	DELL MARKETING L.P.	0100	0000000	0000	2700	4300000	222	Technology Supplies	$ 215.58
5250	7/11/24	PATTERSON MEDICAL SUPPLY, INC.	0100	0000000	0000	3140	4300000	222	Health Supplies	$ 120.08
5355	7/11/24	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 473.16
5319	7/15/24	APPLE INC.	0100	0000000	0000	2700	4300000	222	Technology Equipment	$ 197.88
5319	7/15/24	APPLE INC.	0100	0000000	0000	2700	4300000	111	Technology Equipment	$ 197.88
5355	7/11/24	LASER SOURCE	0100	0000000	0000	2420	4300005	111	Technology Repair	$ 901.15
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 0.74
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Services	$ 1,722.92
5355	7/15/24	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 266.36
5319	7/15/24	APPLE INC.	0100	0000000	0000	2420	4300005	000	Technology Equipment	$ 1,678.37
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	2420	4300005	000	Technology Supplies	$ 1,131.33
5331	7/15/24	SMARTSIGN	0100	0000000	0000	2420	4300005	000	Technology Supplies	$ 509.28
5319	7/15/24	APPLE INC.	0100	6770000	1110	1000	4300012	000	Technology Equipment	$ 1,296.93
5249	7/18/24	SCHOOL HEALTH CORP	0100	0000000	0000	3140	4300000	222	Health Supplies	$ 67.62
5355	7/18/24	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 394.53
5359	7/18/24	SITEONE LANDSCAPE SUPPLY LLC	0100	0000000	0000	8200	4300000	000	Landscape Supplies	$ 78.64
5277	7/18/24	AREY JONES EDUCATIONAL SOLUTIONS	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 17,552.48
5350	7/18/24	GRAYBAR	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 163.40
5334	7/18/24	PATHWAY COMMUNICATIONS	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 2,344.85
5356	7/18/24	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 890.97
	7/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 140.00
	7/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 190.17
	7/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	$ 48.49
5364	7/22/24	S.W. SCHOOL SUPPLY	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 77.16
5332	7/22/24	DELL MARKETING L.P.	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 6,995.85
5307	7/22/24	DELL MARKETING L.P.	0100	0000000	0000	2420	4300005	000	Technology Supplies	$ 2,084.97
5373	7/25/24	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	$ 135.00
										$ 42,206.71

4000 (SUPPLIES) TOTALS: BALANCE: 463,311 ACCUMULATED BALANCE: 223,414 REMAINING BALANCE: 239,897

UTILITIES

	7/5/24	AT&T	0100	0000000			9510000		Services for June	$ 273.24
	7/5/24	AT&T	0100	0000000			9510000		Services for June	$ 138.24
4830	7/5/24	EDCO WASTE & RECYCLING SERVICE	0100	0000000			9510000		Services for June	$ 1,612.08

4886	7/5/24	SAN DIEGUITO WATER DISTRICT	0100	0000000			9510000		Services for June	$	3,263.62
	7/8/24	AT&T	0100	0000000			9510000		Services for June	$	885.77
4834	7/18/24	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	$	7,359.95
										$	**13,532.90**

SERVICES

5228	7/5/24	IMSE	0100	6266000	1110	1000	5200000	111	Prefessional Development	$	1,500.00
5326	7/5/24	SCHOOLS FOR SOUND FINANCE	0100	0000000	0000	7100	5200000	000	Membership Dues	$	1,000.00
	7/5/24	ACSA	0100	0000000	0000	7100	5300000	000	Membership Dues	$	2,050.32
5328	7/5/24	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	7100	5300000	000	Membership Dues	$	769.66
	7/5/24	SAN DIEGO COUNTY SCHOOL BOARDS ASSOC	0100	0000000	0000	7100	5300000	000	Membership Dues	$	181.44
5329	7/5/24	CARE SOLACE	0100	6500000	5760	3120	5800000	000	Annual Subscription	$	1,638.00
5327	7/5/24	CSBA	0100	0000000	0000	7100	5800000	000	Annual Subscription	$	12,428.00
5231	7/5/24	DAVIS DEMOGRAPHICS	0100	0000000	0000	7200	5800000	000	Annual Subscription	$	1,995.00
5285	7/5/24	FINALSITE	0100	0000000	0000	2420	5800000	000	Software Subscription	$	3,700.00
5301	7/5/24	FIREPLACE INC	0100	0000000	0000	2420	5800000	000	Software Subscription	$	1,360.00
5286	7/5/24	FRESHWORKS INC	0100	0000000	0000	2420	5800000	000	Software Subscription	$	1,440.01
5276	7/5/24	JAMF SOFTWARE	0100	0000000	0000	2420	5800000	000	Annual Support	$	10,380.00
5317	7/5/24	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	222	Services for July - Sept	$	231.00
5317	7/5/24	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	111	Services for July - Sept	$	231.00
4832	7/5/24	EVERDRIVEN TECHNOLOGIES	0100	0000000			9510000		Transportation	$	795.70
5178	7/5/24	FREE FORM CLAY & SUPPLY	0100	6762000			9510000		Kiln Equipment	$	4,211.91
	7/5/24	STANDARD ELECTRONICS	0100	0000000			9510000		Maintenance Services	$	360.00
4831	7/5/24	TOSHIBA FINANCIAL SERVICES	0100	0000000			9510000		Lease Payment June	$	754.03
4836	7/8/24	STERICYCLE	0100	0000000			9510000		Services for June	$	762.77
5308	7/11/24	CURRICULUM ASSOCIATES	0100	6266000	1110	1000	5200000	222	Professional Development	$	17,600.00
5353	7/11/24	EVERON	0100	0000000	0000	2700	5800000	111	Maintenance Services	$	2,110.24
5353	7/11/24	EVERON	0100	0000000	0000	2700	5800000	222	Maintenance Services	$	3,040.19
5333	7/11/24	SYNDEO COMMUNICATIONS	0100	0000000	0000	2420	5800000	000	Annual Subscription	$	2,479.50
5354	7/11/24	PITNEY BOWES GLOBAL	0100	0000000	0000	7200	5900002	000	Lease Payment	$	304.13
	7/11/24	U.S. POSTAL SERVICE	0100	0000000	0000	7200	5900002	000	Postage	$	1,000.00
4829	7/11/24	HOME DEPOT CREDIT SERVICES	0100	0000000			9510000		Maintenance Supplies	$	2,757.20
4818	7/11/24	READY REFRESH BY NESTLE	0100	0000000			9510000		Services for June	$	309.72
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	6266000	0000	2420	5200000	000	Technology Supplies	$	605.00
5357	7/15/24	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	$	105.00
5357	7/15/24	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	$	66.00
	7/15/24	DBK ELECTRIC	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	276.00
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900001	000	Verizon Statement	$	264.47
	7/15/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900002	000	Postage	$	10.80
	7/15/24	ARTIANO SHINOFF	0100	0000000			9510000		Professional Services	$	67.50
	7/15/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000			9510000		Services for June	$	1,578.91
	7/15/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000			9510000		Services for June	$	1,918.46
	7/15/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000			9510000		Services for June	$	1,527.98
	7/15/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000			9510000		Services for June	$	1,494.02
5358	7/18/24	SAN JOAQUIN COUNTY OFF OF ED.	0100	0000000	0000	7100	5300000	000	Membership Dues	$	800.00
5360	7/18/24	SOUTHCOAST HEATING & A/C	0100	0000000	0000	8200	5800000	000	Maintenance Services	$	379.52
	7/18/24	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	$	32.00
	7/22/24	SEBASTIAN ROSSI	0100	6266000	0000	2420	5200000	000	Mileage Reimbursement	$	36.18
	7/22/24	STANDARD ELECTRONICS	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	980.00
	7/22/24	SEBASTIAN ROSSI	0100	0000000			9510000		Mileage Reimbursement	$	80.40
	7/22/24	TOSHIBA BUSINESS SOLUTIONS	0100	0000000			9510000		Maintenance Services	$	601.59
5352	7/25/24	SHI INTERNATIONAL CORP	0100	0000000	0000	2420	5800000	000	Technology Supplies	$	4,569.80
5122	7/25/24	CAROLINA BIOLOGICAL SUPPLY	0100	1100000			9510000		Instructional Supplies	$	248.11
5195	7/25/24	PATHWAY COMMUNICATIONS	0100	0000000			9510000		Technology Supplies	$	1,003.50
										$	**92,035.06**

5000 (SERVICES) TOTALS: BALANCE: 1,504,969 ACCUMULATED BALANCE: 105,568 REMAINING BALANCE: 1,399,401

Personnel Report - August 1, 2024			
Gray Hatter	Extended Day Assistant	Returning Summer Temp	6/10/2024
Lauren Brunell	Extended Day Assistant	Returning Summer Temp	6/10/2024
Peyton Mautz	Extended Day Assistant	Returning Summer Temp	6/12/2024
Isabel Stepanian	Extended Day Assistant	Summer Temp	6/17/2024
Madison Bold	Extended Day Assistant	Summer Temp	6/7/2024
Karen Selander	Garden Instructor	Position Change	8/9/2024
Renee Hindman	Art Teacher	New Hire .60 FTE	8/6/2024
Emily May	SPED Teacher SDC	New Hire 1.0 FTE	8/6/2024
Jan Hamilton	Teacher	New Hire .20 FTE	8/6/2024
Kylie Robles	RSP Teacher	New Hire .60 FTE	8/6/2024
Mia Gallo	Extended Day Assistant	New Hire	7/9/2024
Lizbeth Espinoza	Extended Day Assistant	New Hire	7/22/2024
Jeanine Minervini	Extended Day Assistant	New Hire	7/19/2024
Monika Marquez	RSP Teacher	Probationary 2 Contract 1.0 FTE	8/6/2024
Katharin Roth	PE Teacher	Temporary Contract 1.0 FTE	8/6/2024
Elizabeth Jones	PE Teacher	Temporary Contract .80 FTE	8/6/2024
Scott Reily	STEAM Teacher	Temporary Contract 1.0 FTE	8/6/2024
Isabelle Zapata	Music Teacher	Temporary Contract .60 FTE	8/6/2024
Mia Atalla	Teacher	Temporary Contract 1.0 FTE	8/6/2024
Barb Wood	Teacher	Temporary Contract 1.0 FTE	8/6/2024
Leanna Cope	Teacher	Temporary Contract 1.0 FTE	8/6/2024
Hannah Goering	RSP Teacher	Temporary Contract 1.0 FTE	8/6/2024
Virginia Lenac	School Counselor	Temporary Contract 1.0 FTE	8/6/2024

Cardiff School District
Cardiff by the Sea, California 92007
August 1, 2024

ITEM: APPROVE CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT QUARTERLY REPORT FOR APRIL 1, 2024 THROUGH JUNE 30, 2024

BACKGROUND:
Governing boards of school districts in California are required to review and approve the District's Quarterly Report of Complaints regarding instructional materials, facilities and teacher staffing. This is the 4th Quarterly Report, prepared for the period of April, 1, 2024 through June 30, 2024. No complaints have been received for this period.

CURRENT CONSIDERATIONS:
The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information and the Cardiff School District has completed the reporting process for the quarter specified above.

FINANCIAL IMPLICATIONS:
There are no current financial implications at this time.

RECOMMENDATION:
It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for April 1, 2024 through June 30, 2024.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Summitted By: Jennifer Hatter
Title: Support Staff
Report Date: 7/3/2024
Quarter: 4/1/2024 - 6/30/2024

Number of Complaints for Quarter:

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

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San Diego County Office of Education

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San Diego, CA 92111-7319

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Uniform Complaint Procedure

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 1, 2024

ITEM: APPROVAL AND RATIFICATION OF CONTRACTS AND AGREEMENTS

BACKGROUND

The District maintains agreements with numerous agencies, consultants, contractors, and scholastic organizations.

CURRENT CONSIDERATIONS

The listed agreements and amendments require approval by the Board of Trustees.

FINANCIAL IMPLICATIONS

PROVIDER	SERVICES PROVIDED	EFFECTIVE DATES	AMOUNT
Carrillo, Rachel	Psychological Assessments per Student IEPs	08-01-24 through 05-31-25	10 months at $2100 per month
Bagheri, Connor	Instrumental Music Coach	08-01-24 through 06-3-25	$45/hour
Le, Khoi	Instrumental Music Coach	08-01-24 through 06-3-25	$45/hour
Crist, Brian	Instrumental Music Coach	08-01-24 through 06-3-25	$45/hour
Coastal Speech Therapy, Inc.	Speech Therapy Services	07-01-2024 through 06-30-25	$90.69/hour
Villani Educational Support Services	Occupational Therapy Services	08-01-24 through 06-30-25	$57/hour
Haider Pediatric Physical Therapy	Physical Therapy Services	08-01-24 through 06-30-25	$95/hour
JMD Landscaping	Landscaping services	07-01-24 through 06-30-25	Not to exceed $100,000.00
Infinity Communications and Consulting	E-Rate Consulting Services	07-01-2024 through	$1,300/year

		06-30-27	
The Stepping Stones Group	Adaptive Physical Education (APE) Services	07-01-24 through 06-30-25	$91.05/hour

RECOMMENDATION

It is respectfully recommended that the Board approve the listed agreements and/or contracts.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 1, 2024

ITEM: APPROVE THE DECLARATION OF CERTAIN DISTRICT PERSONAL PROPERTY AS 'OBSOLETE AND SURPLUS PROPERTY,' TO BE DISPOSED OF OR DONATED PER EDUCATION CODE 17546

BACKGROUND

In the summer of 2024 a full inventory of all tech related devices was performed. Outdated and obsolete equipment was separated and prepared for an E-waste pickup.

CURRENT CONSIDERATION

Cardiff School District will dispose of unusable/obsolete assets such as electronics, and other miscellaneous equipment. Since the value of the assets is under the required surplus sale limitation of $2,500.00, the Board is hereby requested to approve the disposal, limited sale, or donation of the surplus assets. The assets are deemed unusable by either site. The State of California's toxic and hazardous waste disposal regulations will be followed and records of disposed items will be kept on file.

FINANCIAL IMPLICATIONS

Income will be used to offset technology expenditures.

RECOMMENDATION

It is respectfully recommended that the Board approve the declaration of certain District personal property as 'obsolete and surplus property,' to be disposed of or donated per Education Code 17546.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 1, 2024

ITEM: APPROVE AMENDED CLASSIFIED SALARY SCHEDULE

CURRENT CONSIDERATIONS

To bring the District into competitive alignment for recruitment purposes, this item involves Board consideration of proposed salary increases to ranges 8, 11, 26, 29, 31, and 34 and on the classified salary schedule, effective July 1, 2024.

FINANCIAL IMPLICATIONS

These adjustments to the classified salary schedule would increase expenses to the following funds.

General Fund	$65,435
Cafeteria Special Reserve Fund	$5,271
Enterprise Fund (Extended Day)	$19,386

RECOMMENDATION

It is recommended that the Board approve the amended classified salary schedule, effective July 1, 2024.

CARDIFF SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
Effective July 1, 2024

Board Ratified 8/1/2024

Range		Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly	Step 10 Hourly	Step 15 Hourly	Step 20 Hourly	Step 25 Hourly
8	Art Docent Coordinator Food Service Worker Instructional Assistant I Extended Day Assistant Noon Duty Assistant	$18.50	$19.39	$20.39	$21.40	$22.52	$23.61	$24.31	$25.03	$25.79	$26.55
11	Instructional Asst. II-Sped Instructional Asst.- Learning Lab Office Assistant	$19.92	$20.90	$21.94	$23.02	$24.21	$25.42	$26.19	$26.97	$27.77	$28.60
13	Custodian I Bilingual Assistant Health Office Assistant	$20.78	$21.81	$22.91	$24.04	$25.27	$26.51	$27.32	$28.14	$28.97	$29.86
18	Extended Day Site Supervisor	$21.36	$22.46	$23.58	$24.74	$25.98	$27.29	$28.10	$28.94	$29.82	$30.71
20	Garden Instructor Library Assistant	$23.72	$24.91	$26.17	$27.46	$28.84	$30.26	$31.17	$32.09	$33.05	$34.06
21	Nutrition Services Manager	$24.91	$26.19	$27.45	$28.84	$30.24	$31.78	$32.73	$33.71	$34.74	$35.77
22	Senior Custodian	$25.23	$26.49	$27.81	$29.21	$30.66	$32.20	$33.17	$34.15	$35.20	$36.24
24	School Office Manager	$25.56	$26.82	$28.17	$29.60	$31.08	$32.61	$33.59	$34.59	$35.63	$36.70
26	Tech Support Specialist I	$27.14	$28.48	$29.93	$31.40	$33.00	$34.60	$35.66	$36.71	$37.82	$38.94
29	Extended Day Director Payroll/Accounts Payable Tech.	$28.32	$29.74	$31.22	$32.78	$34.42	$36.14	$37.22	$38.34	$39.49	$43.01
31	Tech Support Specialist II	$35.78	$37.55	$39.45	$41.96	$43.48	$45.65	$47.04	$48.44	$49.90	$51.15
32	Executive Asst. to Superintendent	$42.01	$44.10	$46.29	$48.63	$51.05	$53.61	$55.21	$56.88	$58.57	$60.34
34	District Technology Coordinator	$58.25	$61.12	$64.19	$67.44	$70.81	$74.36	$76.57	$78.87	$81.21	$83.67

Longevity steps 10, 15, 20, and 25 are given at the completion of uninterrupted service years 9, 14, 19, and 24.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 1, 2024

ITEM: APPROVE AGREEMENT BETWEEN CARDIFF SCHOOL DISTRICT AND EVERDRIVEN FOR TRANSPORTATION SERVICES

BACKGROUND

Education Code section 39802 requires bidding for transportation expenditures of $10,000 or more unless the contract is with a “common carrier or a municipally owned transit system or a parent or guardian of the pupils to be transported”.

CURRENT CONSIDERATION

Everdriven submitted their bid for bid #202425.1 in July 2024 with the specified requirements, and will provide transportation for special education students for the 2024-2025 school year with an opportunity to have a contract extension for up to 5 years

FINANCIAL IMPLICATIONS

The amount budgeted for the special education transportation for the 2024-2025 school year is $143,040

RECOMMENDATION

It is respectfully recommended that the Board approve the Agreement between Cardiff School District and Everdriven

MEMORANDUM OF UNDERSTANDING

BETWEEN

CARDIFF SCHOOL DISTRICT

AND

CARDIFF DISTRICT CLASSIFIED EMPLOYEES

Effective August 2024
Board approved: 08/1/2024

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ARTICLE 1

PURPOSE

1.1 The purpose of this Memorandum of Understanding ("MOU") is to define terms and conditions of employment for covered classified employees ("employees") of the Cardiff School District ("District"). This MOU incorporates relevant provisions from the California ~~State~~ Education Code and District policies, procedures, rules and regulations. The Board of Trustees of the District ("Board") reserves the right to modify the provisions of this MOU following consultation with employees.

1.2 This MOU applies only to classified employees as defined in Education Code Section 45103, ~~and to Confidential employees of the District~~ and excludes confidential, supervisory, and management employees. ~~Substitute and short-term employees, employed and paid for less than 75 percent of a school year, are not classified employees. Also, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be part of the classified service.~~

ARTICLE 2

DEFINITIONS

2.1 "Employee" is defined as a classified employee of District, excluding confidential, supervisory, or management employees.

2.2 "Work Days" means days on which an employee is required to be in attendance at their work site.

2.3 "Board" means the duly elected Board of Trustees of the Cardiff School District.

2.4 "Anniversary Date" is the date upon which employee is granted salary step advancement earned by completion of a required period of service. An employee's "Anniversary Date" is the first day of the month in which the employee began their service with the district.

2.5 "Classification" means each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees of each such position, and the regular monthly or hourly salary ranges for each such position.

2.6 "Immediate Family" means the mother, father, grandmother, or grandchild, child ("child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child standing in loco parentis as long as the child in uder 18 years of age or an adult dependent child) of employee or of employee's spouse, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of employee or any relative living in the immediate household of employee.

2.7 "Seniority" is based on length of service. Length of service is defined as the first date of paid probationary service in a classification, plus any paid probationary service in a higher classification. ~~means total hours in paid status in either a probationary or permanent classified position.~~

2.8 "Minimum Qualifications" means qualifications mandated for the position which must be possessed by employee before they can be considered for employment in a specific class. Minimum qualifications shall be determined by the District.

2.9 "Probationary Employee" means an employee who will become permanent upon completion of a prescribed probationary period in a specific job classification. The probationary period is ~~one year~~ six months or 130 days of paid service, whichever is longer.

2.10 "Promotion" means a change in the assignment of an employee from a position in one classification to a position in another classification with a higher maximum salary rate.

2.11 “Superintendent” means the Chief Administrative Officer of District or their designee.

2.12 “School Year” means the yearly period from July 1 through June 30.

ARTICLE 3

NON-DISCRIMINATION

3.1 The Board shall not unlawfully discriminate against any employee based on a person's actual or perceived ancestry, color, disability, gender, gender expression, gender identity, immigration status, national origin, religion, race or ethnic group identification, age (40 and over), physical or mental disability, pregnancy or related condition, reproductive health decision-making, marital status, medical condition, genetic information, military or veteran status, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. ~~on the basis of race, color, national origin, ancestry, religion, marital status, sexual orientation,sex, gender, gender identity, gender expression, disability, age, military or veteran status, or participation or non participation in the lawful activities of an employee organization.~~

3.2 The District recognizes the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join, and participate in employee organization activities.

ARTICLE 4

PERSONNEL FILES

4.1 The personnel file of employees shall be maintained at the District's central administrative office.

4.2 Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have attached to any derogatory statement, their own comments.

~~Employees shall be provided with a copy of any derogatory written material prior to its placement in the employee's personnel file. Employees shall be given an opportunity, during normal working hours and without loss of pay, to prepare a written response to such derogatory materials. Such written response shall be prepared within a reasonable time period determined by the District Superintendent. The written response shall be attached to the derogatory materials.~~

4.3 Employees and their representatives shall have the right to examine and/or obtain copies of any material from their personnel file with the exception of materials that include ratings, reports, or records which were obtained prior to the employment of the person involved, or which were prepared by identifiable selection committee members, or were obtained in connection with a promotional examination. The review shall take place during normal business hours and the employee shall be released from duties for this purpose without salary reduction.

4.4 All personnel files shall be kept in confidence and shall be available for inspection only by the Board or appropriate management employees or authorized agents of the District when necessary in the proper administration of the District's affairs or the supervision of the employee.

ARTICLE 5

EVALUATION PROCEDURES

5.1 The District shall establish and maintain a continuing program of employee performance evaluation. The program shall include provisions for preparation of written evaluations and means of making the results of such evaluation known to employees.

5.2 Performance evaluations shall be conducted for all probationary employees at least once during their probationary period of employment.

5.3 Performance evaluations for permanent employees shall be conducted at least once during the school year. However, performance evaluations for permanent employees who have completed five years of service for the District may be conducted at least once every other school year.

5.4 Unscheduled evaluations may be made of any employee at any time when such evaluation is deemed appropriate by the immediate supervisor or evaluator. Such unscheduled performance evaluations may be made when employee's job performance has deteriorated since the last regularly scheduled performance evaluation.

5.5 Unsatisfactory work performance or any violation of District regulations or Board policies shall be brought to the attention of employee in a timely manner. Areas of serious concern shall be described in a written memorandum from the supervisor to employee.

ARTICLE 6

WORK YEAR - WORK WEEK - WORK DAY - WORK SCHEDULE

6.1 Work Year

The Board shall determine the total number of work days each year for each employee. Generally, employees shall have a work year which consists of 10, 11 or 12 months.

6.2 Work Week

6.2.1 The regular full-time work week is defined as 40 hours, Monday - Friday. When appropriate, an alternate work week other than Monday - Friday may be assigned. Employees assigned alternate work weeks shall receive two consecutive days off during that period.

6.2.2 The work week shall consist of not more than five consecutive work days for any employee having an average of four or more hours per day during the work week. This section shall not restrict the assignment of overtime work.

6.2.3 The number of work hours during the week assigned to a regular part-time employee shall be determined by the District.

6.3 Work Day

6.3.1 The daily duty schedule for employees shall be assigned by the principal or immediate supervisor.

6.3.2 Employees who have a work day of five hours or more shall be entitled to a duty-free, non-paid lunch period of 30 minutes which, insofar as practical, shall take place after employee has been on duty for four hours.

6.3.3 Employees who work four or more consecutive hours per work day will be granted a 15 minute paid rest period. Employees who work at least seven hours per work day shall receive two 15 minute paid rest periods.

6.3.4 The work day may not be shortened by an employee foregoing the rest break or a non-paid lunch period.

~~6.4 General~~

~~Each position in the classified service shall have a designated, regular minimum number of assigned hours per day, days per week, and months per year.~~

6.4 Adjustment in Assigned Time

6.4.1 An employee who works a minimum of 30 minutes per day in excess of their part-time assignment for a period of 20 consecutive working days or more shall have their basic assignment changed to reflect the longer hours in order to acquire benefits on a pro-rated basis as specified in Education Code Sections 45136 and 45137, i.e., sick leave, vacation, etc. Vacation entitlement shall be based on the average number of hours worked per working day during the portion of the school year in which the employee is assigned to duty.

6.4.2 If a part-time employee's average paid time, excluding overtime for which the employee receives compensation at a rate at least equal to time and one-half, exceeds his average assigned time by 50 minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

6.4.3 Health and Welfare benefits, if applicable, will be provided consistent with Article 14 for the duration of the adjustment in assigned time.

6.5 Work Schedule

6.5.1 Change in Work Schedule

District may change an employee's work schedule on either a permanent or temporary basis. A change in work schedule is defined as a shift of an employee's assigned starting and ending time and /or routinely assigned work week.

6.5.2 Permanent Change in Work Schedule

In the event the District determines to effect a permanent change in employee's work schedule, the ~~effected~~ affected employee shall be given at least 7 calendar days' prior written notice. A permanent change in work schedule shall mean that employee's regularly assigned ongoing work week and/or starting and ending times are modified.

6.5.3 Temporary Change in Work Schedule

In the event District determines to effect a temporary change in employee's work schedule, the affected employee shall be given one day written, prior notice. A temporary change in work schedule shall mean that employee's regular assigned ongoing work week and/or starting and ending times are modified for a period of no more than 60 calendar days.

6.5.4 The provisions of Sections 6.5.2 and 6.5.3 shall be inapplicable to work schedule changes which traditionally occur during summer months or periods when school is in recess.

ARTICLE 7

HOLIDAYS

7.1 Employees will be granted the following holidays with pay provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday:

New Years Eve**
New Years Day*
Martin Luther King Day*
Lincoln's Birthday*
Washington's Birthday*
Spring Recess***
Memorial Day*
Juneteenth Day***
Independence Day***
Labor Day*
Admission Day (floating) *
Veteran's Day*
Thanksgiving Day*
Day after Thanksgiving*
Christmas Eve**
Christmas Day*

7.2 All days appointed by the Governor for a public fast, thanksgiving, or holiday and all special or limited holidays on which the Governor provides that the schools shall close shall be holidays for employees.

7.3 All days appointed by the President as a public fast, thanksgiving or holiday, unless it is a special or limited holiday and any other day designated by the Board as a local holiday shall be holidays for classified employees.

7.4 If a paid holiday is scheduled when an employee is on paid leave status, such holiday shall not be deducted from the employee's accrued leave.

7.5 When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on a Sunday the following workday shall be deemed to be that holiday.

* applies to all classified employees
** applies to eleven month employees
*** applies to twelve month employees

ARTICLE 8

VACATIONS

8.1 Accrual or General

8.1.1 Paid vacations shall be granted to all regular employees pursuant to the provisions of this section.

8.1.2 All newly hired employees shall accrue vacation credit but shall not secure a vested right to take vacation or to be paid for vacation until the employee has completed the first six months of service. Vacation benefits shall be earned annually from July 1 through June 30.

8.2 Vacation Accrual Rate

Twelve month employees shall earn vacation in accordance with the eligibility schedule set forth below. Employees with a work year of less than 12 months shall earn vacation days on a pro-rated basis.

1 - 5 years of service 12 days annually (10 days for 10 month employees)
6 - 14 years of service ~~15~~ 16 days annually (~~12~~ 13 days for 10 month employees)
15 or more years of service 20 days annually (17 days for 10 month employees)

8.3 Employees with 12 days earned may carryover 5 days, 16 days earned may carryover 6 days, and 20 days earned may carryover 8 days. Any excess vacation accrual that an employee does not take shall be paid out or carried forward to the following school year at the discretion of the District. Written request and justification for exceeding the carryover requirements must be submitted to the Superintendent. The Superintendent will work with the employees to develop a plan for using excess vacation.

8.4 An employee's initial date of employment in probationary status shall be the basis for the commencement of a year of service under the provisions of this section.

8.5 Employees may request vacation dates in order of preference. If a conflict arises regarding the approval of vacation dates, the supervisor and employee shall meet in an attempt to arrive at a mutually agreed upon vacation date. The final authority for approval of requested vacation dates is vested with the supervisor.

8.6 Upon separation from services, the employee shall be entitled to lump-sum compensation for all earned and unused vacation pay except that employees who have not completed six months of service in regular employee status shall not be entitled to such compensation.

8.7 If an employee is terminated and has been granted vacation which was not yet

earned at the time of separation, the unearned vacation days shall be deducted from the employee's final pay warrant.

8.8 Any employee who becomes ill (subject to hospital confinement or physician's care) or bereaved during a scheduled vacation period shall be eligible to receive appropriate leave benefits, subject to compliance with District procedures certifying such periods of illness or bereavement.

ARTICLE 9

LEAVES

9.1 General

The leave provisions contained within this Article reflect available leave benefits under the California Education Code. The District, within its discretion, may grant additional leaves with or without pay; however, it is expressly understood that the granting of any additional leave shall not establish a practice in the District. Only the Superintendent, according to Board policy, has the authority of the District to approve verifications of leaves or make final decisions on leaves. The District may adopt such verification procedures to implement the provisions of this Article as it deems appropriate.

9.2 Sick Leave

9.2.1 Employees who work five (5) days per week and twelve (12) months per year shall receive twelve (12) days of sick leave annually. Employees working less than twelve (12) months per year or five (5) days per week will receive sick leave in proportion to that received by employees who work twelve (12) months per year and five (5) days per week. Credit for this leave need not be accrued prior to taking such leave. ~~Each 12 month employee is entitled to 12 days of sick leave annually, with pay, accumulative without limit. Employees who have a work year of less than 12 months shall have their annual number of sick leave days pro-rated on the basis of one day per month of service, or major portion thereof. New~~ Probationary employees may not use more than six days of sick leave, or the proportionate amount to which the employee is entitled, until they have completed six months of service. All sick leave taken by an employee beyond their available leave balance shall be deducted from the employee's final pay warrant.

9.2.2 Employees who work five days per week for the full year but for less than a maximum day are entitled to 12 days sick leave each school year. Sick leave earned shall be for the same length of day regularly worked by the employee. Should an employee be transferred from a day of less than maximum time to one of greater time, the employee's sick leave account shall be appropriately modified to reflect the change in assignment. Said employee's sick leave account shall be increased or decreased in direct proportion to the ratio of time previously worked per day to time presently worked per day.

9.2.3 An employee must contact their immediate supervisor at least two (2) hours prior to the start of the employee's work day to notify the District of their absence. If the need for absence arises less than two (2) hours before the start of the employee's workday, the employee shall notify their

supervisor of the absence as soon as possible.

9.2.4 The District reserves the right to require medical verification by a licensed physician of an employee's claimed illness or injury leave. If the physician is selected by the District, the examination shall be at District expense.

9.2.5 The District reserves the right, irrespective of whether or not leave benefits have been claimed or received, to require a health examination by a licensed physician, at District expense, of any employee whose physical or mental health, in the judgment of school officials, is a direct threat to the health, safety, or welfare of students, co-workers, or members of the public who might come in contact with the employee in the course of the employee's employment.

9.2.6 If an employee is absent for more than 5 consecutive workdays due to illness or injury, the District may require the employee to provide medical certification by a licensed physician of the employee's ability to return to duty and any limitations. The District reserves the right to require that such examination be conducted by a physician selected and paid for by the District. Failure to provide such certification or submit such examination may result in the employee not being permitted to return to work until such certification is provided.

~~The Superintendent may require proof of illness or injury as a precondition for the receipt of sick leave benefits. Employees requesting sick leave may be required to submit a physician's statement or that of a person authorized by a well-recognized religious sect, denomination, or organization to treat people stating the reason for absence and dates of illness. The District need not assume that an employee's statement establishes disability conclusively, but may require a review and examination by a physician selected by the District. The expense of such review examination shall be borne by the District. Employees absent for more than five consecutive days shall be required to submit to the District a practicing physician's statement certifying that the employee is fit to return to service.~~

~~9.2.3 Employees who work five days per week for the full year but for less than a maximum day are entitled to 12 days sick leave each school year. Sick leave earned shall be for the same length of day regularly worked by the employee. Should an employee be transferred from a day of less than maximum time to one of greater time, the employee's sick leave account shall be appropriately modified to reflect the change in assignment. Said employee's sick leave account shall be increased or decreased in direct proportion to the ratio of time previously worked per day to time presently worked per day.~~

9.2.~~4~~7 Upon expiration of the employee's annual and accumulated sick leave, the employee is entitled to their regular salary less fifty percent (50%) for each

day of absence due to personal illness, injury or accident for a period of 100 working days or less. Extended sick leave shall be exclusive of any other paid leave, holidays, vacation, industrial accident leave, or compensating time to which the employee may be entitled. Once the employee exhausts all full-paid sick leave, they shall be entitled to 50% pay for 100 days. ~~Upon exhaustion of all accumulated sick leave credit, an employee who continues to be absent for purposes of this section shall receive extended sick leave pay for a period not to exceed 100 working days. In order to qualify for extended sick leave pay, an employee shall first utilize all accumulated sick leave and in no event shall days of extended sick leave, when combined with sick leave credit utilization, exceed 100 days in any school year. Extended sick leave pay shall be compensated at 50 percent of the employee's regular salary. Paid sick leave under this section shall not include other paid leave such as holidays, vacations or compensatory time off to which the employee may be entitled. Only one increment of differential pay shall be allowed for any single and continuous absence that extends into the next school year.~~

9.2.8 Up to half of the employee's annual sick leave grant may be used to attend to an illness of, or take to a doctor for preventive care, the employee's child (regardless of age or dependency status), parent, parent-in-law, or spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. The District may require a statement of verification from a physician or a recognized practitioner verifying the illness of the employee's family member.

9.3 Bereavement Leave

9.3.1 Each employee is entitled to a leave of absence, not to exceed three days, or five days if out-of-state travel or travel in excess of 250 miles each way is required, due to the death of any member of the employee's immediate family. This leave shall not be deducted from sick leave or personal necessity leave.

9.3.2 Employees who have been employed for at least 30 days shall be entitled to not less than five days of bereavement leave pursuant to Government Code section 12945.7. The five days shall consist of any days of paid leave as set forth in section 9.3.1. In the event an employee is not entitled to five days under section 9.3.1, the employee shall be entitled to take two additional days of leave (not to exceed 5 total) using any available paid leave pursuant to section 9.8 (Personal Necessity Leave) or Article 8 (Vacation), with the remainder of the days of leave to be unpaid.

9.4 Leaves of Absence for Industrial Accident and Illness

9.4.1 Employees shall not be eligible for the benefits of this section until they have completed 6 months of continuous employment in the District.

~~Eligibility for industrial accident /illness leave accrues immediately by virtue of employment with the District.~~ An eligible employee shall be entitled to an industrial accident or illness leave, not to exceed 60 working days in any one fiscal year, for the same illness or accident.

9.4.2 Industrial accident or illness leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence. When such leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same illness or injury.

9.4.3 When entitlement to industrial accident or illness leave has been exhausted or not earned, entitlement to other sick leave and/or vacation leave may be used. An employee shall be entitled to use only so much of the available sick and/or vacation leave, which, when added to the worker's compensation award, provides for a full days wage or salary.

~~9.4.4 An employee receiving the benefits of industrial accident or illness leave shall, during periods of injury or illness, remain within the Sate of California unless otherwise authorized by the Board.~~

9.4.~~5~~4 Allowable industrial accident and illness leave shall not be accumulated from year to year.

9.4.~~6~~5~~When a dispute arises regarding an industrial accident or illness, no leave shall be granted until a final determination has been made regarding the case by the worker's compensation appeals board.~~ Industrial accident and illness leave is granted when any absence is caused by injury or illness arising from the performance of services for the District, is supported by a physician's certificate, and is verified by a Workers' Compensation judge or the Workers' Compensation Appeals Board, if appealed.

9.4.~~5~~6 In order to qualify for industrial accident or illness leave benefits, an employee must comply with all lawful procedures established by the District's industrial accident insurance carrier.

9.4.~~6~~7 An employee shall be permitted to return to service after an industrial accident or illness upon the presentation of a release from the authorized worker's compensation physician certifying the employee's ability to return to their position classification without restrictions or detriment to the employee's physical and emotional well being.

9.4.~~7~~8 Payment of wages lost on any day shall not, when added to an award granted the employee under worker's compensation laws, exceed the normal wages for the day.

9.4.~~8~~9Industrial accident leave will be reduced by one day for each day of authorized absence, regardless of a compensation award made pursuant

to worker's compensation proceedings.

9.4.~~9~~10 During all paid leaves of absence, employees shall endorse to the District wage loss benefit checks received under the worker's compensation laws the state received on account of the employee's industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, or authorized contributions.

9.5 Subpoena Leave of Absence

9.5.1 A subpoena leave is provided when an employee is absent because of a mandatory court appearance as a witness, not as a litigant, in response to a subpoena duly served. An employee shall suffer no monetary loss by reason of this service, but shall receive that portion of their salary which represents the difference between fees paid by the court, or by the party requiring the appearance, and their regular salary.

9.5.2 A copy of the subpoena or certificate from the clerk of the court and a report of fees received, exclusive of mileage, shall be filed with the absence report in the District office.

9.6 Jury Duty Leave

9.6.1 Employees may be absent from District assignments to serve as jurors without loss of pay. Fees paid employees to serve as jurors shall be endorsed over to the District office.

9.7 ~~Maternity~~Pregnancy Disability Leave

Leave taken by an employee because of a medical disability connected with or resulting from pregnancy, child birth or recovery therefrom, shall be charged to available sick leave and extended illness leave. The length of the medical disability shall be determined by a written statement from employee's treating physician which shall be submitted to the District.

9.8 Personal Necessity Leave

9.8.1 The Board shall provide for an employee's absence for personal necessity while charging such absence to accumulated sick leave benefits.

9.8.2 The Board reserves the right to specify the manner of proof of personal necessity and the type of situations in which such leave will be permitted.

9.8.3 The total number of days used for personal necessity leave in any school year may not exceed eight days.

9.8.4 When possible, requests for personal necessity leave shall be made at

least two days in advance to the principal or supervisor and forwarded to the superintendent.

9.8.5 Advance permission is not required in the following situations:

9.8.5.1 Death or serious illness of a member of the employee's immediate family, (See bereavement leave.)

9.8.5.2 Accident involving the person or property of the employee or the person or property of a member of the employee's immediate family.

9.8.6 "Personal necessity" means any circumstances that are serious in nature and which cannot be expected to be disregarded, which necessitate immediate attention and which cannot be dealt with during off-duty hours without causing undue inconvenience to the employee.

9.8.7 Personal necessity leave may be taken to observe religious holidays for a maximum of three days annually.

~~9.8.8 A father upon the birth of his child, and parents upon the adoption of a child, may use personal necessity leave.~~

9.9 Family Care Leave

9.9.1 An employee who has been employed ~~one year~~ a total of 12 months as an ~~regular~~ employee of the District and who has worked at least 1,250 hours in the previous 12 months period of employment shall be eligible for ~~family care~~ leave under the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA") for a qualifying reason for up to 12 work weeks within a defined 12-month period. The District measures the 12-month period as [a fiscal year, July 1- June 30], [a calendar year], [a rolling year looking backward from the first date of leave], or [a rolling year looking forward from the first date of leave].

9.9.2 The district shall grant FMLA and/or CFRA leave to eligible employees for any of the following qualifying reasons:

9.9.2.1 Because of the birth of a child of the employee, and care for the child during the first 12 months after the birth of the child, or the adoption of a child by the employee or placement of a foster child with the employee during the first 12 months after adoption or placement of the child.

9.9.2.2 To care for the employee's family member with a serious health condition.

9.9.2.3 Because of the employee's own serious health condition that

makes them unable to perform the functions of their position. Under CFRA only, this does not include leave taken for disability on account of pregnancy, childbirth, or related medical conditions. Such leave is covered by PDLA.

9.9.2.4 To care for the employee's parent, spouse, child, or next of kin who suffered a serious injury or illness in the line of duty on active duty in the Armed Forces in support of a contingency operation (FMLA leave only for 26 workweeks).

9.9.2.5 Because of a qualifying exigency resulting from a parent, spouse, or child being called into active duty in the Armed Forces in support of a contingency operation (FMLA leave only); or a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code (CFRA leave only).

~~Family care leave means leave for reason of the birth or adoption of the employee's child, or placement of a foster child with the employee; leave to care for a seriously ill child, spouse or parent; leave for the employee's own serious health condition.~~

9.9.3 The following definitions shall apply:

9.9.3.1 "Family member" under FMLA is defined to include: spouse, parent, child under 18 years old, or child 18 years or older and incapable of self- care because of a mental or physical disability.

9.9.3.2 "Family member" under CFRA is defined to include: spouse, parent, parent-in-law, child (including adult child regardless of disability), grandparent, grandchild, sibling, registered domestic partner, and designated person.

9.9.3.3 Under CFRA, "child" means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in loco parentis, regardless of age or dependency status. Under FMLA, "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis, who is under 18 years of age or an adult incapable of self-care because of a mental or physical disability. Where leave is taken under either military-service-related reason, the definition of an employee's child includes adult children.

9.9.3.4 Under CFRA, "parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child. Under FMLA, "parent" means a biological parent of an employee or an individual who stood in loco parentis to an employee when the

employee was a child.

9.9.3.5 Under CFRA, a "designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are limited to one designated person per 12-month period.

9.9.~~3~~4 When ~~applicable~~ leave is taken for an employee's own serious health condition or the serious health condition of a family member, the District may require that an employee's request for family care leave be supported by a certification issued by a health care provider of the individual requiring leave.

9.9.~~4~~5 Employees granted family care leave must utilize all available leave and vacation benefits during the period of leave. Following the exhaustion of all paid leave and vacation benefits, the employee shall be placed on unpaid status for the remainder of the family care leave. For purposes of this section "available paid leave" means leave for which the employee meets the District's usual requirements for the use of such leave.

9.9.~~5~~6 Group health plan coverage and premium payments shall be maintained on the same basis as if the employee were in paid status.

9.9.~~6~~7 The District may recover from the employee the cost of the group health plan premium payments paid by the District during period of unpaid family care leave if the employee fails to return to work after the expiration of the leave.

9.10 Leave of Absence without Pay

9.10.1 An extended leave of absence, without pay, may be granted to a permanent employee, upon the written request of the employee and approval of the Board or designee, subject to the following restrictions:

9.10.1.1 Leave of absence, without pay, may be granted for any period not exceeding one year, except that leave for military service shall be granted as provided by the Statutes of the State of California. Leave for service in the Peace Corp or Merchant Marine during time of emergency may be granted for a period not exceeding 24 months; and

9.10.1.2 The granting of a leave of absence without pay gives to the employee the right to return to the position classification held at the time of leave at the expiration of the leave, provide the employee is physically capable of performing the duties required. The Board shall consider any written request by an employee to return to work prior to the expiration date of the

leave.

9.10.1.3 Failure to report to duty within five working days after a leave has expired shall be considered abandonment of the position and the employee may be terminated by the Board. This provision is not applicable to military leave.

9.11 Unauthorized Leave

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District and its representatives including all duties and responsibilities as defined by the Education Code, policies of the Board, the rules and regulations of the District, and provisions of this MOU.

9.11.1 Unauthorized leave may include, but is not limited to, refusals to provide service, unauthorized use of sick leave, and unauthorized use of other leave benefits.

9.11.2 An employee is deemed to be on unauthorized absence at such time or on such occasions as the employee may absent themself from required duties without prior approval of their principal or immediate supervisor.

9.12 In Service Leave

Employees may request, or the Board may require, an employee to take a paid in service leave. The purpose of this leave is to improve the District's programs by providing employees with an opportunity to attend a workshop or other in service training for job improvement.

9.13 Paid Parental Leave

9.13.1 As provided by Education Code section 45196.1, employees shall be entitled to paid parental leave as set forth in this section.

9.13.2 For purposes of this section, "parental leave" shall be defined as leave for reason of the birth of the employee's child, or the placement of a child with the employee for adoption or foster care within twelve (12) months of the birth or placement.

9.13.3 Employees shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) workweeks.

9.13.4 When an employee has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under the CFRA, they shall be entitled to 50% pay for the remainder of the 12 workweeks. In order to receive 50% pay, the employee must have been employed by the District for at least 12 months, which need not be

consecutive.

9.13.5 Any leave taken under this section shall count against any entitlement to child-bonding leave under the CFRA. The aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) workweeks in any twelve (12) month period.

9.13.6 An employee shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period. If both parents work for the District, each is entitled to twelve (12) workweeks of leave for the birth or placement for adoption or foster care of a child.

9.13.7 Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.

9.13.8 An employee shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.

9.14 Reproductive Loss Leave

9.14.1 Upon a reproductive loss event, all employees who have been employed by the District for at least 30 days will be granted a total of five (5) days of reproductive loss leave. If an employee experiences multiple reproductive loss events within a 12-month period, the employee may take no more than 20 days total of reproductive loss leave within the 12-month period. Reproductive loss leave need not be taken on consecutive days. It must be completed within three (3) months of the event entitling the employee to such leave, except that if, prior to or immediately following the reproductive loss event, the employee is on or chooses to go on Pregnancy Disability Leave, California Family Rights Act leave, or any other leave pursuant to state or federal law, the employee must complete their reproductive loss leave within three (3) months of the end date of the other leave.

9.14.2 A "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, as those terms are defined below:

9.14.3 "Failed adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a unit member who would have been a parent of the adoptee if the adoption had been completed.

9.14.4 "Failed surrogacy" means the dissolution or breach of a surrogacy

agreement, or a failed embryo transfer to the surrogate. This event applies to a unit member who would have been a parent of a child born as a result of the surrogacy.

9.22.5 “Miscarriage” means a miscarriage by an employee, by the employee’s current spouse or domestic partner, or by another individual if the employee would have been a parent of a child born as a result of the pregnancy.

9.22.6 “Stillbirth” means a stillbirth resulting from an employee’s pregnancy, the pregnancy of an employee’s current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.

9.22.7 “Unsuccessful assisted reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to an employee, the employee’s current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born as a result of the pregnancy.

9.22.8 “Assisted reproduction” means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation and does not include any pregnancy achieved through natural means.

The definitions for Reproductive Loss Leave should be construed consistent with Government Code section 12945.6.

9.22.9 Employees should provide notice of their need for reproductive loss leave as soon as practicable to Human Resources. The District shall maintain the confidentiality of any unit member requesting leave, and any information provided to the District by a requesting employee shall not be disclosed except to Human Resources or management, as necessary, or as required by law. The District prohibits retaliation in any form against an employee who exercises their right to reproductive loss leave or as otherwise provided by applicable law.

9.22.10 Employees may use available paid leave concurrently with reproductive loss leave, including Personal Necessity and Vacation. Reproductive loss leave shall be in addition to any leave used by an employee for pregnancy-related disability.

ARTICLE 10

SAFETY CONDITIONS OF EMPLOYMENT

10.1 Employees are required to report conditions which they believe to be unsafe or which endanger their health, safety or well being. When the employee makes such a report, the Superintendent shall investigate the situation to determine whether an unsafe condition exists. If the employee and the Superintendent do not agree as to whether an unsafe condition exists, either the employee or the Superintendent may contact Cal-OSHA pursuant to its procedures. Employees shall not be required unlawfully to work under unsafe conditions or to perform tasks which endanger their health, safety, or well being.

ARTICLE 11

GRIEVANCE PROCEDURE

11.1 Definitions

11.1.1 A “grievance” is a claim by an employee of an alleged violation, misinterpretation, or misapplication of the express terms of this MOU, which personally and adversely affects the employee.

11.1.2 A “grievant” is the employee, or employees making the claim.

11.1.3 A “party in interest” is any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

11.2 Purpose

11.2.1 The purpose of this procedure is to secure, at the most informal level, solutions to problems which may from time to time arise concerning the interpretation and application of the provisions of the MOU. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the process.

11.2.2 Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any member of the administration.

11.3 Procedure

11.3.1 Level One: Grievant will first discuss the grievance informally with the immediate supervisor.

11.3.2 Level Two: If the attempt to resolve the grievance at the informal level is not successful, the employee may submit the grievance on a District grievance form. The statement of grievance shall contain a clear and concise statement of the grievance, the circumstances involved, the decision rendered at the informal level and the specific remedy sought. The formal grievance shall be submitted within five working days after the employee knew or could reasonably have known of the occurrence of the act giving rise to the grievance. A grievance which is not timely filed shall be deemed waived. The immediate supervisor shall communicate a written decision to the employee within 10 working days after receiving the grievance. Prior to preparing a written decision, the supervisor may request a meeting with the grievant to obtain further information or clarification regarding the grievance. The grievant and supervisor may have a representative present at such meeting.

11.3.3 Level Three: If the grievance is not satisfactorily resolved at Level Two,

or if the immediate supervisor fails to respond in accordance with the requirements of Level Two, the grievant may submit the grievance, in writing, to the District Superintendent. The grievance must be submitted to the District Superintendent within 10 working days after receipt of the decision at Level Two or if no decision is rendered at Level Two, within 10 working days after the date at which the Level Two decision should have been presented to the grievant. A grievance which is not timely advanced to the next level shall be deemed waived. The Superintendent shall meet with the grievant and shall render a written decision regarding the grievance within 10 working days of timely presentation of the grievance. If the grievant refuses to meet with the Superintendent, the Superintendent may issue their decision without conducting a meeting.

11.3.4 Level Four: If the grievant is not satisfied with the Superintendent's proposed decision, the grievant may submit the grievance for consideration by the Board. The grievance shall be submitted for consideration by the Board within 10 working days following receipt of the decision at Level Three or if the Superintendent has not prepared a decision, 10 working days from the date at which the Superintendent is required to render a decision. A grievance which is not timely advanced to the next level shall be deemed waived. The Board shall consider the grievance in closed session. The decision of the Board shall be binding on all parties. If upon review, the Board determines it is unable to render a final determination on the record, it may reopen the record for additional evidence prior to rendering a binding decision.

ARTICLE 12

DISCIPLINARY PROCEDURES

12.1 Termination of Probationary Employment

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at their discretion, dismiss a probationary employee from District employment. A probationary employee shall not be entitled to a hearing.

12.2 Involuntary Suspension without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Employees

Permanent employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

12.2.1 Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this District, each of the following constitutes cause for personnel action against a permanent employee:

a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, any other school district records.

b. Incompetency.

c. Inefficiency.

d. Neglect of duty.

e. Insubordination.

f. Dishonesty.

g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with them.

h. Possession or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.

i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a

nature to adversely affect the employee's ability to perform the duties and responsibilities of their position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.

j. Absence without leave.

k. Immoral conduct.

l. Discourteous treatment of the public, students, or other employees.

m. Improper political activity.

n. Willful disobedience.

o. Misuse of District property.

p. Violation of District, Board or departmental rule, policy or procedure.

q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position; or, the uninsurability of the employee.

r. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with their employment.

s. A physical or mental disability which precludes the employee from the proper performance of essential functions of their ~~duties and responsibilities~~ position, with or without reasonable accommodation, as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.

t. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex or age against the public or other employees while acting in the capacity of a District employee.

u. Unlawful retaliation against any other District officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.

v. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the District or their employment.

Except as defined in items “i” and “s” above, no personnel action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the District.

12.2.2 Initiation and Notification of Charges

The Superintendent or designee may initiate personnel action as defined herein against a permanent employee.

In all cases involving a personnel action, the person initiating the action shall file a written recommendation of personnel action with the Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee’s last known address. The recommendation shall include:

a. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).

b. A statement of the causes for the personnel action, as set forth above.

c. A statement of the specific acts or omissions upon which the causes are based. If a violation of rule, policy or regulation of the District is alleged, the rule, policy or regulation violated shall be stated in the recommendation.

d. A statement of the employee’s right to appeal the recommendation and the manner and time within which the appeal must be filed.

e. A card or paper, the signing and filing of which shall constitute a demand of hearing and a denial of all charges.

12.2.3 Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending their appeal or waiver thereof.

If the Superintendent or designee determines that a permanent employee should be dismissed and that their continuation in active duty status would present an unreasonable risk of harm to students, staff or property while proceedings are pending, the Superintendent or designee may order the employee immediately suspended from duty without pay in conjunction with the recommendation of personnel action. This

suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary.

The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance. Except in cases of emergency when the employee must be removed from the premises immediately, the Superintendent or designee shall give the employee written notice of the proposed recommendation of dismissal at least five calendar days before the effective date of any order of suspension issued in conjunction with a recommendation involving dismissal. This notice shall state that immediate suspension without pay is being implemented and shall include the reasons for the proposed dismissal and proposed immediate suspension without pay, materials upon which the proposed action is based, and the employee's right to respond to the Superintendent or designee orally or in writing before the final recommendation and order are issued.

12.2.4 Time Limit of Suspension

Except for a suspension imposed under ~~#3~~ section 12.2.3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12 month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.

12.2.5 Right to Appeal

Within five calendar days after receiving the recommendation of personnel action described above, the employee may appeal by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. A notice of appeal is filed only by delivering the notice of appeal to the office of the Superintendent or designee during normal work hours of that office. A notice of appeal may be mailed to the office of the Superintendent or designee but must be received or postmarked no later than the time limit stated herein. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any appeal of the recommendation of dismissal shall also constitute an appeal of the suspension order, and the necessity of the order shall be an issue in the appeal hearing.

If the employee fails to file a notice of appeal within the time specified in these rules, they shall be deemed to have waived their right to appeal, and the Board may order the recommended personnel action into effect immediately.

12.2.6 Amend/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare their defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

2.2.7 Hearing Procedures

a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if they demand it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code Section 11500 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

b. All hearings shall be heard by a hearing officer except in those cases where the Board determines to hear the appeal itself. In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.

c. If the appeal is heard by a hearing officer, they shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within ten days after the proposed decision is filed by the Board. The Board may:

(1) Adopt the proposed decision in its entirety.

(2) Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.

(3) Reject a proposal reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.

(4) Reject the proposed decision in its entirety.

d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.

e. In arriving at a decision or a proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.

12.2.8 Hearing Decision

The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.

The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and they shall enforce and follow the decision. A copy of the decision shall be delivered to the appellant of their designated representative personally or by registered mail. The decision of the Board shall be final.

12.2.9 Compulsory Dismissal

The District shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code Section 44010 or any controlled substance offense as defined in Education Code Section 44011. However, the District may employ a person convicted of a controlled substance offense if the Board determines from the evidence it requires that the person has been rehabilitated for at least five years. If any such conviction is reversed and

the person acquitted or charges dismissed except as otherwise provided below, the employee may be reemployed by the District, although reemployment is not a guarantee. (Education Code Section 45123)

ARTICLE 13

REIMBURSEMENT FOR DAMAGE OR LOSS OF PERSONAL PROPERTY

13.1 The District shall protect employees from loss of personal property while acting in the discharge of their duties. The District shall reimburse employees for such losses resulting from any property being stolen, damaged, soiled, or destroyed up to one thousand two hundred and fifty dollars ($1,250) for the repair or replacement. Claims shall be paid up to a maximum of one thousand two hundred and fifty dollars ($1,250). If the employee has insurance coverage in place at the time of the loss or damage and chooses to utilize their insurance, reimbursement will be provided up to the amount of the employee's insurance deductible (to a maximum of $1,250). All claims for stolen personal property or vehicle damage must be accompanied by a police report for verification purpose.

~~13.1.1 "Personal property" is defined as eyeglasses, hearing aids, dentures, watches or articles of clothing.~~

~~13.1.2 Any equipment for which a claim may be filed must have been approved for use at school by the employee's immediate supervisor. The written approval shall include the serial number and description of the property.~~

~~13.1.3 In the event of loss or damage to personal property or equipment exceeding $50.00, the employee must file a police report prior to presentation of the claim to the Board.~~

~~13.1.4 An employee filing a claim pursuant to this section shall file the claim as soon as possible and no later than two school days following the damage or loss of the property in question. The Board retains the right to inspect all damaged property and to require full disclosure of witnesses, prior condition, and a complete description of the damaged or stolen property.~~

ARTICLE 14

HEALTH AND WELFARE BENEFITS

14.1 The District shall contribute no more than $10,141.80 annually for health and welfare benefits. Any premium amounts over the designated limit for the district's contribution will be borne entirely by the employee. The District agrees to provide the following health and welfare benefits to employees.

1. Medical Care Benefits Plan
2. Dental Care Benefits Plan
3. Term Life Insurance Plan
4. Vision Care Benefits Plan

14.2 Coverage shall be continuous from year to year unless modified by action of the Board.

14.3 Benefits provided by this Article shall be for regular, full-time employees of the District. Full-time employees are defined differently for various benefits. For Dental Care, Term Life Insurance, and Vision Care Benefits, full time employees are employees that work eight (8) hours per day on an eleven or twelve month work year. For Medical Care benefits only, full time employees work on average 30 hours per week or 130 per month in accordance with Treasury Regulation section 54.4980H-1.

14.4 Retirement

Subject to the conditions stated hereinafter, the District will pay the medical insurance benefits by the current amount at the time of their retirment for any classified or confidential employee who retires from district service after fifteen (15) years of full time service to the District. Part time employees who have earned fifteen (15) years of PERS service time in Cardiff District will be eligible to participate. The benefits provided for by this section in the MOU in place when the employee retires shall be in effect for a maximum of five (5) years or until the retiree is eligible for Medicare, whichever comes first. No classified or confidential retiree shall be eligible to apply for the above benefits until the age of fifty-five has been reached. When benefits provided for in this section expire, such retiree may with the carrier's consent and at their own cost, participate in the District's medical insurance program in effect.

Retiring members may, at their own cost, enroll dependents under the following conditions:

A. The dependent(s) must have been enrolled for one (1) year prior to the effective date of retirement.

B. Rates and other conversion requirements for dependents for dependent coverage are at the discretion of the insurance company.

14.5 Employee Benefits During Leave of Absence

14.5.1 The District shall continue to contribute to an employee's District premium contribution, while on paid leave status, in the same manner as if the employee had remained in regular service.

14.5.2 Employees on District approved, non-paid leaves of absence may elect to continue coverage for themselves (and dependents) by mailing the entire premium payment required for coverage, made payable to the Cardiff School District. Such premium payment shall be made payable to the Cardiff School District. Such premium payments shall be made according to a payment schedule established by the District's business office.

14.6 Cancellation

The employee's (and dependents, if covered) insurance coverage, under the District's master insurance contract(s), shall be canceled for failure to fulfill the terms of the contract(s) for reasons including, but not limited to, the following:

c. Leaving the employ of the District.

d. Failing to meet eligibility requirements.

e. Failing to complete required payroll deduction forms.

f. Failing to submit premium payments to the District office by the deadline date.

g. Expiration of leave and non-return to active duty.

14.7 Payroll Deductions

Upon appropriate written authorization from the employee, ~~the Board shall deduct from the of any employee and make appropriate remittance for approved~~ any employee-enrolled annuity programs, ~~credit unions,~~ savings bonds, charitable donations, ~~or salary protection insurance~~, or Section 125 plan options shall be deducted from the employee's monthly payroll.

14.8 The District will provide employees with the opportunity to participate in the pre-tax benefits under IRC Section 125.

ARTICLE 15

COMPENSATION

15.1 Salary Schedule

15.1.1 Employees shall be compensated in accordance with the classified employee salary schedule which is attached to this MOU as Appendix "A".

15.2 Each school year the employee shall be placed on the appropriate salary step in accordance with the Board adopted salary schedule.

15.3 Any error in the current schedule salary placement shall be corrected during the fiscal year in which it is discovered. Such correction shall only apply to that fiscal year.

15.4 A permanent full-time employee returning to the District after an absence of 39 months or less shall be placed on the step of the base column of the salary schedule which is the same as the step on which the employee was placed prior to the absence.

15.5 Overtime

15.5.1 Overtime is defined as all ~~directed~~ work by an employee in paid status in excess of eight hours per day or in excess of 40 hours work week. This article shall not restrict the extension of the regular work day or work week on an overtime basis when such is necessary to carry on the business of the District.

15.5.2 Compensation for overtime work shall be at the rate of one and one-half times employee's regular hourly rate. For full-time employees time and a half will be paid for all hours worked on the sixth consecutive day and double time will be paid for all hours worked on the seventh consecutive day. For employees working an average workday of four hours or more during the workweek, time and a half will be paid for all hours worked on the sixth or seventh day following the commencement of the employee's workweek. For employees working an average workday of less than four hour during the workweek, time and a half will be paid for all hours worked on the seventh day following commencement of the employee's workweek.

15.5.3 If for all or certain classes of classified positions the established workday is less than eight hours but seven hours or more and the established work week is less than 40 hours but 35 hours or more, all time worked in excess of the established workday and work week shall be considered overtime. (Education Code 45128)

15.5.4 Employees who are required to work on a holiday shall receive regular pay for the holiday plus one and one-half times the employee's hourly rate for hours worked during the holiday and are guaranteed a minimum of two hours of pay.

15.5.5 Compensatory time off may be substituted for overtime pay upon the request of the employee and the approval of the District. Such compensatory time time shall be computed at the rate of one and one-half times the number of hours worked as overtime. Such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

15.6 Call Back Time

When an employee is required to return to work after having left their regular duty station following the completion of a regular work day/work shift/work week, the employee shall be paid for minimum of two hours at the appropriate rate of pay.

15.7 Call In Time

Any employee called in to work on a day when they are not scheduled to work shall receive not less than two hours of pay at the appropriate rate.

15.8 Mileage

Any employee required to use their vehicle on District business shall be reimbursed at the current IRS reimbursable mileage rate for all miles driven on behalf of the District. The mileage computation shall include mileage necessary to return to the employee's normal job site after the completion of District business. This amount shall be payable on a separate warrant drawn against District funds.

15.9 Uniforms

Any clothing of a particular color, design, pattern or style required to be worn by the District shall be considered a uniform. The District shall pay the full cost of the purchase, lease, rental of uniforms, equipment, identification badges, emblems, and cards as required by the District to be worn or used by employees.

15.10 Working Out of Classification

15.10.1 If an employee is assigned to work in a higher classification for more than five working days within a 15 calendar day period the employees shall receive an upward salary adjustment for the entire period.

15.10.2 Salary adjustment will be determined by placement of the employee on the step of the range of the salary schedule which most closely

approximates at least a five percent increase in the employee's salary. However, the maximum adjustment shall be step 5 of the salary schedule.

APPENDIX "A"

CARDIFF SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
Effective July 1, 2024

Board Ratified 8/1/2024

Range		Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly	Step 10 Hourly	Step 15 Hourly	Step 20 Hourly	Step 25 Hourly
8	Art Docent Coordinator Food Service Worker Instructional Assistant I Extended Day Assistant Noon Duty Assistant	$18.50	$19.39	$20.39	$21.40	$22.52	$23.61	$24.31	$25.03	$25.79	$26.55
11	Instructional Asst. II-Sped Instructional Asst.- Learning Lab Office Assistant	$19.92	$20.90	$21.94	$23.02	$24.21	$25.42	$26.19	$26.97	$27.77	$28.60
13	Custodian I Bilingual Assistant Health Office Assistant	$20.78	$21.81	$22.91	$24.04	$25.27	$26.51	$27.32	$28.14	$28.97	$29.86
18	Extended Day Site Supervisor	$21.36	$22.46	$23.58	$24.74	$25.98	$27.29	$28.10	$28.94	$29.82	$30.71
20	Garden Instructor Library Assistant	$23.72	$24.91	$26.17	$27.46	$28.84	$30.26	$31.17	$32.09	$33.05	$34.06
21	Nutrition Services Manager	$24.91	$26.19	$27.45	$28.84	$30.24	$31.78	$32.73	$33.71	$34.74	$35.77
22	Senior Custodian	$25.23	$26.49	$27.81	$29.21	$30.66	$32.20	$33.17	$34.15	$35.20	$36.24
24	School Office Manager	$25.56	$26.82	$28.17	$29.60	$31.08	$32.61	$33.59	$34.59	$35.63	$36.70
26	Tech Support Specialist I	$27.14	$28.48	$29.93	$31.40	$33.00	$34.60	$35.66	$36.71	$37.82	$38.94
29	Extended Day Director Payroll/Accounts Payable Tech.	$28.32	$29.74	$31.22	$32.78	$34.42	$36.14	$37.22	$38.34	$39.49	$43.01
31	Tech Support Specialist II	$35.78	$37.55	$39.45	$41.96	$43.48	$45.65	$47.04	$48.44	$49.90	$51.15
32	Executive Asst. to Superintendent	$42.01	$44.10	$46.29	$48.63	$51.05	$53.61	$55.21	$56.88	$58.57	$60.34
34	District Technology Coordinator	$58.25	$61.12	$64.19	$67.44	$70.81	$74.36	$76.57	$78.87	$81.21	$83.67

Longevity steps 10, 15, 20, and 25 are given at the completion of uninterrupted service years 9, 14, 19, and 24.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 1, 2024

ITEM: APPROVE 2023-24 PROP 28 ANNUAL REPORT

BACKGROUND

In November 2022, California voters passed Proposition 28 (Prop 28) to provide additional funding for Arts and Education in California public schools. This initiative provides ongoing funding for new arts and music programming options.

CURRENT CONSIDERATIONS

Annual reports for Proposition 28 must be board approved annually and posted on the LEA and California Department of Education web pages.

FINANCIAL IMPLICATIONS

There are no financial implications.

RECOMMENDATION

It is recommended that the Board approve the 2023-24 Prop 28 Annual Report.

Proposition 28: Arts and Music in Schools Funding Annual Report

Fiscal Year 2023-24

Name: Cardiff Elementary
CDS Code: 3768007-0000000
Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

In th 2024-2025 school year, students Kindergarten through 6th grade will receive art instruction from a certificated art instructor once a week.

2. Number of full-time equivalent teachers (certificated).	0.6
3. Number of full-time equivalent personnel (classified).	0.0
4. Number of full-time equivalent teaching aides.	0.0
5. Number of students served.	625
6. Number of school sites providing arts education.	2
Date of Approval by Governing Board/Body	4/11/2024 12:00:00 AM

Annual Report Data URL

https://www.cardiffschools.com/Page/5211

Submission Date 6/11/2024 3:07:16 PM