

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

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA

THURSDAY, MAY 9, 2024

5:00 PM 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 expires you will be prompted with a 15-second warning.

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 May 9, 2024 *(All items are action unless labeled information.)*

E. Approve Minutes from the Regular Meeting of April 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. Cardiff Elementary Teachers Association
- C. ELAC/DELAC
- D. School Site Council
- E. Cardiff SEA
- F. School Reports
- G. Reports on Workshops/Conferences
- H. 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:
 - 1. Purchase Orders; April 2024
 - 2. Commercial Warrants #14-133893 to #14-144239; \$217,358.46
 - 3. Payroll Warrants April 2024; \$854,181.56
- B. Approve Enrollment Report as of May 6, 2024
- C. Removal of Items from Consent Calendar
- D. Approve Consent Calendar

IV. GENERAL FUNCTIONS

- A. Approve Interdistrict Attendance Agreements for the 2024-25 School Year with
The following School Districts:

Carlsbad Unified	Oceanside Unified	San Marcos Unified
Del Mar Union	Poway Unified	Solana Beach
Encinitas Union	San Diego Unified	Vista Unified

- B. Approve Resolution Numbers 23-24-05, 23-24-06, 23-24-07, 23-24-08, for
Routine Payroll, Accounting and Financial Report Signature Authorizations
to the San Diego County Office of Education

- C. Approve Collective Bargaining Agreement with the Cardiff Elementary Teachers Association
- D. Approve AB 1200 Disclosure of Collective Bargaining Agreement
- E. Approve CSBA Board Policy Updates

V. PERSONNEL

- A. Approve Art Teacher Job Description

VI. FUTURE AGENDA ITEMS

VII. 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)

VIII. RECONVENE TO OPEN SESSION

IX. REPORT FROM CLOSED SESSION

X. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR BOARD MEETING, APRIL 11, 2024

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Thursday, April 11, 2024, in the 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: 0

Administrators Present: Vinson, Giroux, Scheftner

The agenda for the April 11th, 2024, Regular Board meeting was approved as presented.

MOTION: Swaminathan

SECOND: Thielman

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The minutes from the Regular Board Meeting of March 14, 2024, were approved as presented.

MOTION: Thielman

SECOND: Howard

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Hearing Session:

- CETA President Nguyen thanked the District team for their negotiation efforts.
- The next ELAC/DELAC meeting is scheduled for April 25, 2024.
- The next meeting of the School Site Council is scheduled for May 21, 2024.
- The Cardiff SEA will hold their next meeting on April 17, 2024.

- Principal Scheftner shared her excitement about a new partnership with the Ada Harris fifth graders and the Scripps Institute of Oceanography, Ocean Climate Science Education Program. The Cuyamaca Outdoor Education program director will be visiting Ada Harris next week to meet with sixth graders ahead of camp in May. Two teams of fifth graders are going to the National Invention Convention Competition in Dearborn, Michigan in June. Ada Harris teachers and students are busy preparing for the spring CAASPP testing. The third grade Spring Sing will be May 15, 2024. The fourth grade will be performing their California play on May 10, 2024.
- Principal Giroux reported that at Cardiff School, Grandparents' Day was amazing and well attended. The jog-a-thon will be on April 18, 2024 and will raise money for special events like field day, observatory experiences, PE, and recess equipment. Ms. Miller's first grade class recently completed genius projects, where students researched high interest topics and created presentations to teach other students about it. Second graders are reading and writing biographies. Kindergartners are painting kindness rocks to put in the garden with inspirational words. Kindergarten enrollment is underway for next year. Incoming Kindergarten students and their parents will be welcomed at the Pop Into K event on April 24th.
- Trustee Orr went to Band-o-Rama, a fun instrumental music event in which all local high, middle, and elementary schools were showcased. All trustees attended the March 18, 2024 strategic planning meeting. President Stewart and Trustee Swaminathan participated in negotiations in March and they also shared the excitement of the solar eclipse with the students on April 8, 2024. Trustees thanked the District for providing glasses for all students.
- Superintendent Vinson congratulated President Stewart on her election to the CSBA Delegate Assembly for Region 17. Over spring break, various facilities projects were completed, including painting and lighting in the Ada Harris Auditorium, a swing gate and new pavers at the King's Cross gate at Ada Harris, and a fencing project at the Cardiff School entrance. District registration verification and enrollment are in full swing. On April 10, 2024, the Personalized Learning Team members shared some very innovative and inspirational professional development ideas with the certificated staff. The CUE conference was also an inspiring opportunity for staff who attended. The next strategic planning meeting will be on April 15, 2024.

The Consent Calendar was approved as presented.

MOTION: Orr

SECOND: Thielman

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Board approved the Proposition 28 Plan.

MOTION: Thielman

SECOND: Swaminathan

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Board approved the Contracts for Annual Audits of K-12 Districts between Cardiff School and Wilkinson Hadley King & Co., LLP.

MOTION: Orr

SECOND: Thielman

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Future agenda items will include board policies, ratification of the tentative agreement for negotiations, and a job description for an art instructor.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:25 p.m. The meeting reconvened to open session at 6:55 p.m.

In closed session, by a vote of 5 to 0, with 0 abstentions, the Board took action to approve a settlement agreement arising out of a special education dispute. A settlement agreement has been reached by the parties.

There being no other business to come before the Board, the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

APRIL 2024 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
5150	4/4/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 663.68
5137	4/4/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 15.07
5145	4/4/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 778.39
5148	4/4/24	AMAZON CAPITAL SERVICES	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 55.05
5146	4/4/24	FOLLETT SCHOOL SOLUTIONS, INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 499.04
5152	4/4/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 149.86
5156	4/4/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 435.99
5157	4/4/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 28.00
5143	4/4/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 152.97
5153	4/4/24	APPLE INC.	0100	0000000	0000	2420	4300005	000	Technology Supplies	\$ 5,988.89
5140	4/4/24	AREY JONES EDUCATIONAL SOLUTIONS	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 493.23
5141	4/4/24	HOWARD TECHNOLOGY SOLUTIONS	0100	0000000	0000	2420	4300005	111	Instructional Supplies	\$ 991.30
5167	4/11/24	APLUS ELECTRONICS	0100	0000000	0000	2420	4300005	222	Technology Repairs	\$ 747.78
5155	4/11/24	SMARTSIGN	0100	0000000	0000	2420	4300005	000	Technology Supplies	\$ 509.28
5151	4/15/24	ODP	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 1,449.31
5170	4/18/24	INSECT LORE	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 62.81
	4/22/24	SUSAN YANT	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 81.68
5181	4/22/24	APLUS ELECTRONICS	0100	0000000	0000	2420	4300005	111	Technology Repairs	\$ 287.51
5175	4/25/24	FOLLETT SCHOOL SOLUTIONS, INC.	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 516.46
5189	4/29/24	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 1,386.74
5168	4/29/24	BDJtech	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 854.46
										\$ 16,147.50

NON-INSTRUCTIONAL SUPPLIES										
5139	4/4/24	AMAZON CAPITAL SERVICES	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 19.37
5030	4/4/24	SITEONE LANDSCAPE SUPPLY LLC	0100	0000000	0000	8200	4300000	000	Landscape Supplies	\$ 107.70
4829	4/8/24	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 541.21
	4/15/24	JENNIFER HATTER	0100	0000000	0000	7200	4300000	000	Postage	\$ 9.85
	4/15/24	PACIFIC PLUMBING SPECIALTIES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 96.54
4818	4/15/24	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for March	\$ 146.30
4818	4/15/24	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for March	\$ 60.00
4818	4/15/24	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for March	\$ 103.42
	4/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 1,841.68
	4/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 236.69
	4/25/24	NORTH COAST SIGNS	0100	0000000	0000	8200	4300000	000	Facility Supplies	\$ 456.20
5182	4/25/24	S.W. SCHOOL SUPPLY	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 190.50
	4/29/24	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 113.14
4835	4/29/24	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	\$ 125.00
										\$ 4,047.60

4000 (SUPPLIES) TOTALS: BALANCE: 372,739 ACCUMULATED BALANCE: 353,453 REMAINING BALANCE: 19,286

UTILITIES										
	4/1/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for April	\$ 273.24
4830	4/4/24	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for March	\$ 806.04
4830	4/4/24	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for March	\$ 806.04
4886	4/4/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for March	\$ 61.60
4886	4/8/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for March	\$ 740.42
	4/11/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	\$ 55.59
	4/11/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	\$ 892.42
	4/11/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	\$ 345.98
4886	4/11/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for March	\$ 1,240.61
4886	4/11/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for March	\$ 815.78
4886	4/11/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for March	\$ 1,053.44
4886	4/11/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for March	\$ 622.46
4886	4/11/24	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for March	\$ 905.96

4834	4/18/24	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for March	\$	6,319.79
	4/25/24	AT&T	0100	0000000	0000	7200	5900001	000	Services for April	\$	138.24
4834	4/25/24	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	\$	79.76
4834	4/25/24	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	\$	5,000.37
										\$	20,157.74
SERVICES											
	4/1/24	DEBORAH HEYER	0100	0000000	0000	2700	5200000	111	Conference - CUE	\$	642.46
	4/1/24	JANELLE SCHEFTNER	0100	0000000	0000	2700	5200000	111	Conference - CUE	\$	647.34
	4/1/24	KRISTINE ENSBERG	0100	0000000	0000	2700	5200000	111	Conference - CUE	\$	483.00
	4/1/24	REED ANDREW HOWARD	0100	0000000	0000	7100	5200000	000	Conference - CSBA	\$	778.07
	4/1/24	SUSAN YANT	0100	0000000	0000	2700	5200000	111	Mileage - Invention Convention	\$	154.56
4985	4/1/24	WILKINSON HADLEY KING & CO.	0100	0000000	0000	7191	5800000	000	Audit Services	\$	1,090.00
4869	4/4/24	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for March	\$	432.90
	4/4/24	HARRIS SCHOOL SOLUTIONS	0100	0000000	0000	2420	5800000	000	Merchant Fees for March	\$	243.75
	4/4/24	NEVILLE BILLIMORIA	0100	0000000	0000	7100	5800000	000	Professional Services	\$	2,500.00
	4/4/24	NEVILLE BILLIMORIA	0100	0000000	0000	7100	5800000	000	Professional Services	\$	2,500.00
5024	4/4/24	T.L. SHIELD & ASSOCIATES, INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	402.00
4836	4/8/24	STERICYCLE	0100	0000000	0000	7200	5800000	000	Services for March	\$	142.38
4832	4/11/24	EVERDRIVEN TECHNOLOGIES	0100	0000000	5760	3600	5100000	000	Transportation	\$	9,190.54
	4/11/24	MARTA REINOSO	0100	0000000	0000	2700	5200000	111	Conference - CUE	\$	453.00
	4/11/24	MARTA REINOSO	0100	0000000	0000	2700	5200000	111	Conference - CUE (Mileage)	\$	167.50
	4/11/24	SEBASTIAN ROSSI	0100	0000000	0000	2420	5200000	000	Mileage	\$	34.84
	4/11/24	TIFFANY GLASS EVERETT	0100	0000000	0000	2700	5200000	222	Conference - CUE	\$	222.72
4816	4/11/24	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	\$	66.00
4816	4/11/24	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$	195.00
4811	4/11/24	ADT COMMERCIAL LLC	0100	0000000	0000	2700	5800000	222	Maintenance Services	\$	3,040.19
	4/11/24	ADT COMMERCIAL LLC	0100	0000000	0000	2700	5800000	111	Maintenance Services	\$	2,110.24
	4/11/24	BRIAN CRIST	0100	0000085	1110	1000	5800000	000	Music Boosters	\$	832.50
	4/11/24	CONNOR BAGHERI	0100	0000085	1110	1000	5800000	000	Music Boosters	\$	787.50
4960	4/11/24	COORDT EDUCATIONAL SERVICES	0100	6500000	5760	3120	5800000	000	Services for March	\$	6,006.00
4847	4/11/24	INFINITY COMMUNICATIONS AND CONSULTING	0100	0000000	0000	7200	5800000	000	Professional Services	\$	325.00
	4/11/24	KHOI LE	0100	0000085	1110	1000	5800000	000	Music Boosters	\$	472.50
	4/11/24	STANDARD ELECTRONICS	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	376.92
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	7,028.69
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	7,402.19
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	3,735.05
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	7,673.83
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	679.10
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	203.73
4849	4/11/24	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for March	\$	341.44
4861	4/11/24	PITNEY BOWES GLOBAL	0100	0000000	0000	7200	5900002	000	Lease Payment - 03/28 - 05/27	\$	304.13
	4/15/24	BILL HOWE PLUMBING	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	500.00
4970	4/15/24	COASTAL SPEECH THERAPY	0100	6500000	5760	1190	5800000	000	Services for March	\$	8,343.48
	4/15/24	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	\$	64.00
	4/15/24	VAUGHN IRRIGATION SERVICES INC	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	2,455.09
	4/15/24	VAUGHN IRRIGATION SERVICES INC	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	1,070.00
	4/18/24	ISABELLE ZAPATA	0100	0000000	0000	2700	5200000	222	Conference - SD AOSA	\$	1,000.00
5165	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	1,894.50
5162	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	70.00
4826	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	6,098.40
5159	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	3,876.50
5158	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	3,115.00
5164	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	12,461.00
5161	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	168.00
5163	4/18/24	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$	187.00
	4/18/24	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	5800000	000	Maintenance Services	\$	3,798.10
	4/22/24	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5200000	000	Conference - School Services	\$	325.00
	4/22/24	ISOM ADVISORS, A DIVION OF URBAN FUTURES	0100	0000000	0000	7200	5800000	000	Professional Services	\$	4,475.00
	4/22/24	ARTIANO SHINOFF	0100	0000000	0000	7100	5800005	000	Professional Services	\$	45.00
	4/22/24	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	0100	0000000	0000	7100	5800005	000	Services for March	\$	3,547.69

4/22/24 MISSION FEDERAL CREDIT UNION										0100	0000000	0000	7200	5900001	000	Verizon Statement - March	\$	448.23	
\$ 115,607.06																			
5000 (SERVICES) TOTALS: BALANCE: 1,219,451 ACCUMULATED BALANCE: 1,161,128 REMAINING BALANCE: 58,323																			
FUND 4000 - CAPITAL FACILITIES																			
4/11/24 IRWIN PAINTING & FINISHING										4000	0000000	0000	8500	6200000	000	Facility Maintenance	\$	13,305.00	
5110	4/11/24 VISTA FENCE CO, INC.										4000	0000000	0000	8500	6200000	000	Facility Maintenance	\$	16,946.00
\$ 30,251.00																			

CARDIFF

K	Glass	<u>22</u>
K	McNamara	<u>23</u>
K	Sallans	<u>23</u>
K	Stone	<u>21</u>

TOT K 89

1	Douil/Dueh	<u>22</u>
1	Easson	<u>22</u>
1	Miller	<u>23</u>
1	Stuart	<u>21</u>

TOT 1 88

2	Boyesen	<u>23</u>
2	Kavan	<u>21</u>
2	Payte	<u>20</u>
2	Redding	<u>22</u>

TOT 2 86

Wilson 0 TOT 0

Subtotal 263

DISTRICT TOTAL 641

ADA HARRIS

3	Cope	<u>22</u>
3	Herrman	<u>19</u>
3	Milliken	<u>23</u>
3	Murray	<u>20</u>
3	Switzler	<u>22</u>

TOT 3 106

4	Brice	<u>21</u>
4	Green	<u>21</u>
4	Mihaly	<u>20</u>
4	Atalla	<u>19</u>

TOT 4 81

5	d'Entremont	<u>24</u>
5	Ensberg	<u>19</u>
5	Price	<u>22</u>
5	Yant	<u>21</u>

TOT 6 86

6	Jewell	<u>23</u>
6	Nguyen	<u>22</u>
6	Therriault	<u>22</u>
6	Tiersma	<u>23</u>

TOT 6 90

Velit 15 TOT 15

Subtotal 378

Cardiff School District
Cardiff by the Sea, California 92007
May 9, 2024

ITEM: ADOPT RESOLUTION NUMBERS 23-24-05 THROUGH 23-24-08 FOR
ROUTINE PAYROLL, ACCOUNTING AND FINANCIAL REPORT SIGNATURE
AUTHORIZATION TO THE SAN DIEGO COUNTY OFFICE OF EDUCATION

BACKGROUND:

Pursuant to various sections of the Education Code, it is necessary that the governing board adopt a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district.

CURRENT CONSIDERATIONS:

Attached are four resolutions:

- 23-24-05 authorizes Ruth Monahan-Smith and Courtney Jasper to receive district mail from SDCOE and Courtney Jasper or Ruth Monahan-Smith to pick up warrants from SDCOE; also allows San Dieguito Union High School District to pick up payroll warrants;
- 23-24-06 authorizes Ruth Monahan-Smith or Courtney Jasper to sign the Payroll Payment Order;
- 23-24-07 authorizes Courtney Jasper or Jill Vinson to sign Commercial Warrants;
- 23-24-08 authorizes Courtney Jasper or Jill Vinson to authorize reissue of new payroll and commercial warrants.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

It is recommended that the Board adopt resolutions 23-24-05 through 23-24-08

RESOLUTION # 23-24-05
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

Cardiff School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2024 through June 30, 2025 _

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Courtney Jasper
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:
Courtney Jasper. Ruth Monahan-Smith. or designated employee from
San Dieguito Union High School District are authorized to pick up payroll
for the Cardiff School District

- | | mail | hold | consortium | |
|----|------------------------------------|--------------------------|--------------------------|---|
| 3. | Check one ☐ | ☐ | ☐ | Monthly payroll warrants each and every month. |
| | Check one ☐ | ☐ | ☐ | Daily/Hourly payroll warrants each and every month. |

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 9, 2024 by the following vote:
(date)

AYES:___ MEMBERS

NOES:___ MEMBERS

ABSENT:___ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Jill Vinson Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

RESOLUTION # 23-24-06
PAYMENT ORDER RESOLUTION

Cardiff School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective July 1, 2024 through June 30, 2025.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Ruth Monahan-Smith or Courtney Jasper.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

_____, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 9, 2024 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Jill Vinson, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501

RESOLUTION # 23-24-07
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)**

Cardiff _____ School District, San Diego County ON MOTION

OF member _____, seconded by member _____
effective July 1, 2024 through June 30, 2024.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Courtney Jasper or Jill Vinson be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 9, 2024 by the following vote: _____
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Jill Vinson, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

Cardiff

RESOLUTION 23-24-08 **SCHOOL DISTRICT**
AUTHORIZING THE REPLACEMENT OF WARRANTS

On a motion of Member _____, seconded by Member _____ the following Resolution is adopted:

WHEREAS, during the course of business, this School District issues payroll and commercial warrants for the payments of goods and services received by the District; and
WHEREAS, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and
WHEREAS, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.
NOW, THEREFORE BE IT RESOLVED by the governing Board of the
Cardiff

School District of San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

	Manual Signature	Facsimile Signature
Superintendent	_____	_____
Assistant Superintendent, Business Services	_____	_____
Assistant Superintendent, Employer/Employee Relations	_____	_____
Assistant Superintendent, Educational Services	_____	_____
Director of Accounting	_____	_____

PASSED AND ADOPTED by said Governing Board on _____

AYES: _____

NOES: _____

ABSENT: _____

I, Jill Vinson Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Clerk of the Governing Board

Cardiff School District
Cardiff-by-the-Sea, California 92007
May 9, 2024

ITEM: APPROVE THE COLLECTIVE BARGAINING AGREEMENT WITH THE
CARDIFF ELEMENTARY TEACHERS ASSOCIATION

BACKGROUND

The District and the Cardiff Elementary Teachers Association (CETA) are in the first year of a three-year contract. The District and CETA have concluded negotiations and have a tentative settlement agreement.

CURRENT CONSIDERATIONS

The proposed settlement of collective bargaining with CETA includes the following terms:

- Amend Article 3- Definitions: This article has been updated to include the definition of "tuition" for the purpose of salary advancement.
- Amend Article 10-Teaching Hours: This article has been updated with language regarding two pre-approved days for teachers who are responsible for report cards and conferences to formulate and formalize student progress for report card/conferences.
- Amend Article 11- Payment For Extracurricular Duties: This article has been updated to include an increase to the committee stipend from \$300 to \$400 per year, the addition of Cardiff SEA representative as a stipended role, and an increase to the hourly teacher rate from \$48.03 to \$55.00. The hourly rate increase will be retroactively effective to July 1, 2023. Stipend increases will be effective July 1, 2024.
- Amend Article 13- Transfers: This article has been updated to reflect language regarding the definition of a transfer and allocates one compensatory day per transfer. The article also includes updated language regarding use of email in posting notices of vacancy.
- Amend Article 16- Teacher Safety: This article has been updated to include reimbursement up to \$1,250 for the repair or replacement of loss of personal property while acting in the discharge of their duties.
- Amend Article 17- Employee Benefits: For each eligible full-time unit member, the maximum monthly contribution from the District towards the actual cost of health and welfare benefits (medical, dental, vision, and life) shall increase by \$103.00 per month, effective January 1, 2024. This was previously agreed to in a side letter ratified in October 2023. In addition, a health benefits fair will be held annually.
- Amend Article 18- Salaries: See Article 11 regarding the hourly teacher rate increase (Appendix E-1)

FINANCIAL IMPLICATIONS

The 2024-25 increase to the projected budget will cost \$102,789 inclusive of the health and welfare increase side letter approved in November 2023. The funding source for the proposed settlement is the District's general fund.

RECOMMENDATION

It is respectfully recommended that the Board approve the collective bargaining agreement with the Cardiff Elementary Teachers Association.

May 6, 2024

Jill Vinson
Superintendent
Cardiff School District
1888 Montgomery Ave.
Cardiff by the Sea, CA 92007

Dear Superintendent Vinson:

We have received the Cardiff School District's Disclosure of Collective Bargaining Agreement in accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Government Code 3547.5. The disclosure indicates that the proposed agreement is effective July 1, 2023, through June 30, 2026, for the district's certificated Cardiff Elementary Teachers Association bargaining unit. This will be acted upon by the governing board at its meeting on May 9, 2024.

The agreement calls for the following:

- Increase the teacher hourly rate from \$48.03 to \$55.00, retroactive to July 1, 2023
- Unit members responsible for report cards and conferences may use up to two (2) days within the school year to formulate and formalize student progress, effective the 2024-25 school year
- Unit members who serve as members of an eligible committee may receive an annual stipend of \$400, effective the 2024-25 school year
- Unit members who represent their site at a Cardiff SEA meeting may receive a stipend of \$100 per meeting, effective the 2024-25 school year

The district projects the fiscal impact from these agreements to be approximately:

- 2023-24: \$ 103,000
- 2024-25: \$ 54,000
- 2025-26: \$ 54,000

The district superintendent and chief business official have certified that the cost of the collective bargaining agreement can be met during the term of the agreement. Furthermore, E.C. 42142 requires school districts to incorporate necessary budget revisions in the current year budget within 45 days of board approval of a collective bargaining agreement. Please forward a copy of the budget revisions and the original signed certification to our office upon board approval of the collective bargaining agreement.

Jill Vinson, Superintendent
May 6, 2024
Page 2 of 2

Questions or concerns may be directed to me at (858) 295-6702, or Alex Wilmot, Business Advisor at (858) 295-6649. This letter can be found on our website at: <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/business-advisory-services>.

Sincerely,



Brent Watson
Executive Director
District Financial Services

BW: AW: VS

cc: Courtney Jasper, Chief Business Officer, Cardiff School District
Retirement Reporting Unit, San Diego County Office of Education

San Diego County Office of Education

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Cardiff School District
Name of Bargaining Unit:	Cardiff Education Teacher's Association
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning:	July 1, 2023	and ending:	June 30, 2026
	(date)		(date)

If this agreement is part of a multi-year agreement, indicate all fiscal years covered by the agreement.
Enter the on-schedule % increase for each fiscal year. (Do not report off-schedule increases in this section)

Fiscal Year	2023-24	2024-25	2025-26
% Increase			

The Governing Board will act upon this agreement on:	May 9, 2024
	(date)
Budget Revisions to be adopted by: (no later than 45 days after approval)	June 23, 2024
	(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation Fund 01- General Fund		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26
				Year 3 Increase/(Decrease) 2026-27
1. Salary Schedule On-Schedule increase			-	-
2. Step & Column Increase or decrease in the cost of step & column as a result of the settlement				
3. Other Compensation Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.	\$ 26,000	44,600.00	44,600.00	44,600.00
		171.54%	63.17%	38.72%
4. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 5,701	\$ 9,779	\$ 9,779	\$ 9,779
		171.53%	63.17%	38.71%
5. Health/Welfare Plans	\$ 428,254	48,410.00		
		11.30%	0.00%	0.00%
6. Total Bargaining Unit Compensation Add Items 1 through 5 to equal 6	\$ 459,955	\$ 102,789	\$ 54,379	\$ 54,379
		22.35%	9.66%	8.81%
7. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	44.00			
8. Total Compensation Average Cost per Bargaining Unit Employee	\$ 10,454	\$ 2,336	\$ 1,236	\$ 1,236
		22.35%	9.66%	8.81%

Will this agreement trigger a "Me Too" agreement with another bargaining unit?

No

Impact on Other Funds

Will this agreement have an impact on any other funds?	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
Y/N Adult Education Fund				
Y/N Child Development Fund				
Y/N Cafeteria Fund				
Y/N Other Enterprise Fund				
Y/N Other Fund				

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

9. Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and other comments and explanations as necessary.

Retroactive starting in the 2023-24 school year, the teacher hourly rate will be increased from \$48.03 to \$55.00.

10. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

There were no additional steps, columns or ranges added to the salary schedule.

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

Starting in the 2024-25 school year, bargaining unit members that are responsible for report cards and conferences may use up to two (2) days within the school year to formulate and formalize student progress. Unit members who have been asked to and choose to serve as members of an eligible committee may receive an annual stipend of \$400. Unit members who have been asked to and choose to represent their site at a Cardiff SEA meeting (including sharing communication and outreach) may receive a stipend of \$100 per meeting.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

There are no impacts on instructional programs to accommodate the settlement.

Will the increase in costs as a result of the agreement necessitate budget reductions in the current or subsequent two fiscal years?

☐ YES

☒ NO

If yes, please specify the amount of the budget reductions necessary for each fiscal year

2024-25

2025-26

2026-27

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District
Cardiff Education Teacher's Association

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

There is no contingency language in the proposed agreement.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

There are no major provisions that affect the District's costs.

F. Source of Funding for Proposed Agreement:

1. Current Year

The funding for the proposed agreement will come from our unrestricted property tax revenue.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

The funding for the proposed agreement will come from our unrestricted property tax revenue in the subsequent years.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Unrestricted General Fund Cardiff Education Teacher's Association			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of xxxxxx)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ 11,491,795			\$ 11,491,795
Federal Revenue	8100-8299	\$ -		\$ -	\$ -
Other State Revenue	8300-8599	\$ 387,867			\$ 387,867
Other Local Revenue	8600-8799	\$ 225,201		\$ -	\$ 225,201
TOTAL REVENUES		\$ 12,104,863		\$ -	\$ 12,104,863
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 4,678,164	\$ 44,600		\$ 4,722,764
Classified Salaries	2000-2999	\$ 1,724,403	\$ -		\$ 1,724,403
Employee Benefits	3000-3999	\$ 2,262,072	\$ 58,189		\$ 2,320,261
Books and Supplies	4000-4999	\$ 324,577		\$ -	\$ 324,577
Services and Other Operating Expenditures	5000-5999	\$ 821,612		\$ -	\$ 821,612
Capital Outlay	6000-6999	\$ -		\$ -	\$ -
Other Outgo (excluding Indirect Costs)	7100-7299	\$ 402,226			\$ 402,226
	7400-7499				
Transfers of Indirect Costs	7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES		\$ 10,213,054	\$ 102,789	\$ -	\$ 10,315,843
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -		\$ -
Contributions	8980-8999		\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ 1,891,809	\$ (102,789)	\$ -	\$ 1,789,020
BEGINNING FUND BALANCE		\$ 1,672,885			\$ 1,672,885
Audit Adjustments/Other Restatements	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 3,564,694	\$ (102,789)	\$ -	\$ 3,461,905
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted	9740	\$ 2,029,796			
Committed	9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned	9780	\$ -		\$ -	\$ -
Reserve for Economic Uncertainties	9789	\$ -		\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ 1,534,898	\$ (102,789)	\$ -	\$ 3,461,905

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Restricted General Fund Cardiff Education Teacher's Association			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of xxxxxx)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ 53,195		\$ -	\$ 53,195
Federal Revenue	8100-8299	\$ 348,939		\$ -	\$ 348,939
Other State Revenue	8300-8599	\$ 793,242		\$ -	\$ 793,242
Other Local Revenue	8600-8799	\$ 473,372			\$ 473,372
TOTAL REVENUES		\$ 1,668,748		\$ -	\$ 1,668,748
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 1,067,800		\$ -	\$ 1,067,800
Classified Salaries	2000-2999	\$ 318,689	\$ -	\$ -	\$ 318,689
Employee Benefits	3000-3999	\$ 1,090,396	\$ -	\$ -	\$ 1,090,396
Books and Supplies	4000-4999	\$ 48,160		\$ -	\$ 48,160
Services and Other Operating Expenditures	5000-5999	\$ 440,839			\$ 440,839
Capital Outlay	6000-6999	\$ -			\$ -
Other Outgo (excluding Indirect Costs)	7100-7299	\$ 207,000		\$ -	\$ 207,000
	7400-7499				
Transfers of Indirect Costs	7300-7399			\$ -	\$ -
TOTAL EXPENDITURES		\$ 3,172,884	\$ -	\$ -	\$ 3,172,884
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -		\$ -
Contributions	8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ (1,504,136)	\$ -	\$ -	\$ (1,504,136)
BEGINNING FUND BALANCE		\$ 1,560,588			\$ 1,560,588
Audit Adjustments/Other Restatements	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 56,452	\$ -	\$ -	\$ 56,452
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted	9740	\$ -	\$ -	\$ -	\$ -
Committed	9750-9760	\$ -			
Assigned Amounts	9780	\$ -			
Reserve for Economic Uncertainties	9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ 56,452	\$ -	\$ -	\$ 56,452

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund
Bargaining Unit: Cardiff Education Teacher's Association

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of xxxxxx)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 11,544,990		\$ -	\$ 11,544,990
Federal Revenue 8100-8299	\$ 348,939		\$ -	\$ 348,939
Other State Revenue 8300-8599	\$ 1,181,109		\$ -	\$ 1,181,109
Other Local Revenue 8600-8799	\$ 698,573		\$ -	\$ 698,573
TOTAL REVENUES	\$ 13,773,611		\$ -	\$ 13,773,611
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 5,745,964	\$ 44,600	\$ -	\$ 5,790,564
Classified Salaries 2000-2999	\$ 2,043,092	\$ -	\$ -	\$ 2,043,092
Employee Benefits 3000-3999	\$ 3,352,468	\$ 58,189	\$ -	\$ 3,410,657
Books and Supplies 4000-4999	\$ 372,737		\$ -	\$ 372,737
Services and Other Operating Expenditures 5000-5999	\$ 1,262,451		\$ -	\$ 1,262,451
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 609,226		\$ -	\$ 609,226
Transfers of Indirect Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ 13,385,938	\$ 102,789	\$ -	\$ 13,488,727
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 387,673	\$ (102,789)	\$ -	\$ 284,884
BEGINNING FUND BALANCE				
9791	\$ 3,233,473			\$ 3,233,473
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 3,621,146	\$ (102,789)	\$ -	\$ 3,518,357
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted 9740	\$ -	\$ -	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 3,621,146	\$ (102,789)	\$ -	\$ 3,518,357

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Fund 63 - Other Enterprise Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit:

Cardiff Education Teacher's Association

Object Code	2024-25	2025-26	2026-27
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 11,491,795	\$ 11,888,146	\$ 12,232,902
Federal Revenue 8100-8299	\$ -	\$ -	\$ -
Other State Revenue 8300-8599	\$ 387,867	\$ 450,000	\$ 460,000
Other Local Revenue 8600-8799	\$ 225,201	\$ 250,000	\$ 270,000
TOTAL REVENUES	\$ 12,104,863	\$ 12,588,146	\$ 12,962,902
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 4,722,764	\$ 4,909,890	\$ 5,104,501
Classified Salaries 2000-2999	\$ 1,724,403	\$ 1,766,136	\$ 1,821,181
Employee Benefits 3000-3999	\$ 2,320,261	\$ 2,409,779	\$ 2,509,779
Books and Supplies 4000-4999	\$ 324,577	\$ 325,000	\$ 327,000
Services and Other Operating Expenditures 5000-5999	\$ 821,612	\$ 830,000	\$ 835,000
Capital Outlay 6000-6999	\$ -	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299	\$ 402,226	\$ 402,865	\$ 402,259
Transfers of Indirect Costs 7300-7399	\$ -	\$ -	\$ -
Other Adjustments			\$ -
TOTAL EXPENDITURES	\$ 10,315,843	\$ 10,643,670	\$ 10,999,720
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ 100,000	\$ -
Contributions 8980-8999	\$ -	\$ (1,990,000)	\$ (1,995,000)
OPERATING SURPLUS (DEFICIT)*	\$ 1,789,020	\$ (145,524)	\$ (31,818)
BEGINNING FUND BALANCE 9791	\$ 1,672,885	\$ 3,461,905	\$ 3,316,381
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 3,461,905	\$ 3,316,381	\$ 3,284,563
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ -		
Restricted 9740			
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ -		
Reserve for Economic Uncertainties 9789	\$ -		
Unassigned/Unappropriated Amount 9790	\$ 3,461,905	\$ 3,316,381	\$ 3,284,563

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit:

Cardiff Education Teacher's Association

		2024-25		2025-26		2026-27	
		Total Revised Budget After Settlement		First Subsequent Year After Settlement		Second Subsequent Year After Settlement	
Object Code							
REVENUES							
LCFF Revenue	8010-8099	\$	53,195	\$	50,000	\$	50,000
Federal Revenue	8100-8299	\$	348,939	\$	410,000	\$	412,000
Other State Revenue	8300-8599	\$	793,242	\$	803,000	\$	937,021
Other Local Revenue	8600-8799	\$	473,372	\$	451,000	\$	455,000
TOTAL REVENUES		\$	1,668,748	\$	1,714,000	\$	1,854,021
EXPENDITURES							
Certificated Salaries	1000-1999	\$	1,067,800	\$	1,110,512	\$	1,154,932
Classified Salaries	2000-2999	\$	318,689	\$	331,437	\$	349,175
Employee Benefits	3000-3999	\$	1,090,396	\$	1,186,569	\$	1,226,032
Books and Supplies	4000-4999	\$	48,160	\$	52,566	\$	54,650
Services and Other Operating Expenditures	5000-5999	\$	440,839	\$	450,000	\$	455,000
Capital Outlay	6000-6999	\$	-	\$	-	\$	-
Other Outgo (excluding Indirect Costs)	7100-7299	\$	207,000	\$	212,000	\$	225,000
	7400-7499						
Transfers of Indirect Costs	7300-7399	\$	-	\$	-	\$	-
Other Adjustments							
TOTAL EXPENDITURES		\$	3,172,884	\$	3,343,084	\$	3,464,789
OTHER FINANCING SOURCES/USES							
Transfers In and Other Sources	8900-8979	\$	-	\$	-	\$	-
Transfers Out and Other Uses	7600-7699	\$	-	\$	-	\$	-
Contributions	8980-8999	\$	-	\$	1,990,000	\$	1,995,000
OPERATING SURPLUS (DEFICIT)*		\$	(1,504,136)	\$	360,916	\$	384,232
BEGINNING FUND BALANCE	9791	\$	1,560,588	\$	56,452	\$	417,368
Audit Adjustments/Other Restatements	9793/9795	\$	-				
ENDING FUND BALANCE		\$	56,452	\$	417,368	\$	801,600
COMPONENTS OF ENDING FUND BALANCE:							
Nonspendable	9711-9719	\$	-	\$	-	\$	-
Restricted	9740	\$	-				
Committed	9750-9760						
Assigned	9780						
Reserve for Economic Uncertainties	9789	\$	-	\$	-	\$	-
Unassigned/Unappropriated Amount	9790	\$	56,452	\$	417,368	\$	801,600

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Bargaining Unit:		Cardiff Education Teacher's Association		
Object Code	2024-25	2025-26	2026-27	
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement	
REVENUES				
LCFF Revenue 8010-8099	\$ 11,544,990	\$ 11,938,146	\$ 12,282,902	
Federal Revenue 8100-8299	\$ 348,939	\$ 410,000	\$ 412,000	
Other State Revenue 8300-8599	\$ 1,181,109	\$ 1,253,000	\$ 1,397,021	
Other Local Revenue 8600-8799	\$ 698,573	\$ 701,000	\$ 725,000	
TOTAL REVENUES	\$ 13,773,611	\$ 14,302,146	\$ 14,816,923	
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 5,790,564	\$ 6,020,402	\$ 6,259,433	
Classified Salaries 2000-2999	\$ 2,043,092	\$ 2,097,573	\$ 2,170,356	
Employee Benefits 3000-3999	\$ 3,410,657	\$ 3,596,348	\$ 3,735,811	
Books and Supplies 4000-4999	\$ 372,737	\$ 377,566	\$ 381,650	
Services and Other Operating Expenditures 5000-5999	\$ 1,262,451	\$ 1,280,000	\$ 1,290,000	
Capital Outlay 6000-6999	\$ -	\$ -	\$ -	
Other Outgo (excuding Indirect Costs) 7100-7299	\$ 609,226	\$ 614,865	\$ 627,259	
7400-7499				
Transfers of Indirect Costs 7300-7399	\$ -	\$ -	\$ -	
Other Adjustments	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 13,488,727	\$ 13,986,754	\$ 14,464,509	
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	
Transfers Out and Other Uses 7600-7699	\$ -	\$ 100,000	\$ -	
Contributions 8980-8999	\$ -	\$ -	\$ -	
OPERATING SURPLUS (DEFICIT)*	\$ 284,884	\$ 215,392	\$ 352,414	
BEGINNING FUND BALANCE 9791	\$ 3,233,473	\$ 3,518,357	\$ 3,733,749	
Audit Adjustments/Other Restatements 9793/9795	\$ -			
ENDING FUND BALANCE	\$ 3,518,357	\$ 3,733,749	\$ 4,086,163	
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ -	\$ -	\$ -	
Restricted 9740	\$ -	\$ -	\$ -	
Committed 9750-9760	\$ -	\$ -	\$ -	
Assigned 9780	\$ -	\$ -	\$ -	
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	
Unassigned/Unappropriated Amount 9790	\$ 3,518,357	\$ 3,733,749	\$ 4,086,163	

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District
Cardiff Education Teacher's Association

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2024-25	2025-26	2026-27
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 13,488,727	\$ 14,086,754	\$ 14,464,509
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 13,488,727	\$ 14,086,754	\$ 14,464,509
d.	Projected P-2 ADA			
e.	State Standard Minimum Reserve Percentage for this District	4.00%	4.00%	4.00%
f.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line e, or \$69,000)	\$ 539,549	\$ 563,470	\$ 578,580

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 3,461,905	\$ 3,316,381	\$ 3,284,563
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 3,461,905	\$ 3,316,381	\$ 3,284,563
f.	Reserve for Economic Uncertainties Percentage	25.67%	23.54%	22.71%

3. Do unrestricted reserves meet the state minimum reserve amount?

2024-25	Yes	☒	No	☐
2025-26	Yes	☒	No	☐
2026-27	Yes	☒	No	☐

4. If no, how do you plan to restore your reserves?

Public Disclosure of Proposed Collective Bargaining Agreement

J. CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year-All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

**Budget Adjustment
Increase/(Decrease)**

\$	-
\$	102,789
\$	(102,789)

Subsequent Years- All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

**Budget Adjustment
Increase/(Decrease)**

\$	108,758
\$	(108,758)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Certifications



I hereby certify



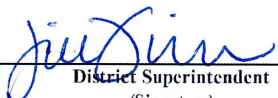
I am unable to certify



The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.



The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

5/3/2024

Date



I hereby certify



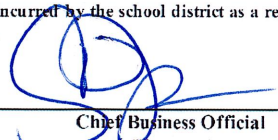
I am unable to certify



The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.



The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.



Chief Business Official
(Signature)

5/3/2024

Date

Contact Person:

Courtney Jasper

Telephone Number:

760-632-5890

CSBA POLICY GUIDE SHEET

May 2024

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0460 - Local Control and Accountability Plan

Policy updated to reflect **NEW LAW (SB 114, 2023)** which (1) requires numerous changes to the local control and accountability plan (LCAP) for use in the 2024-25 school year, and (2) adds "long-term English learners," defined by **NEW LAW (SB 141, 2023)** as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup. Policy also updated to add headers for clarity, align the structure of the policy with the LCAP process, and clarify references to the annual update and budget overview for parents/guardians.

Administrative Regulation 0460 - Local Control and Accountability Plan

Regulation updated to reflect **NEW LAW (SB 114, 2023)** which (1) requires numerous changes to the local control and accountability plan (LCAP) for use in the 2024-25 school year, and (2) adds "long-term English learners," defined by **NEW LAW (SB 141, 2023)** as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup. Regulation also updated to add "Timeline" section to provide greater specificity regarding required LCAP dates and recommended dates based on best practice, and reflect **NEW LAW (SB 609, 2023)** which requires districts to post the LCAP on the performance overview portion of the California School Dashboard.

Board Policy 0500 - Accountability

Policy updated to reflect that the U.S. Department of Education declined the California Department of Education's (CDE) waiver request that would have allowed for the continued use of modified methods for calculating the Academic and Graduation Rate Indicators, resulting in the California School Dashboard no longer including any modified methods applied to state indicators and all Dashboard Alternative School Status schools being treated the same as all other schools on the Dashboard. Policy also updated to reflect **NEW LAW (SB 114, 2023)** which (1) adds "long-term English learners," defined by **NEW LAW (SB 141, 2023)** as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup, (2) creates a new basis for technical assistance when the district fails to meet specified data submission requirements, and (3) specifies when the California Collaborative for Educational Excellence (CCEE) will consult with the district and any provider of technical assistance to determine if assistance from CCEE is necessary.

Board Policy 0520 - Intervention in Underperforming Schools

Policy updated to reflect **NEW LAW (SB 114, 2023)** which (1) expands technical assistance based on a numerically significant student subgroup not making sufficient progress towards its local control and accountability plan (LCAP) to include identifying student subgroups that are low performing or experiencing significant disparities from other students or subgroups as identified on the California School Dashboard, (2) creates a new basis for technical assistance when the district fails to meet specified data submission requirements which includes identifying areas of strengths and weaknesses in the identified goals, actions, and services addressed in the LCAP, and reviewing the district's data management policies and collection and submission processes to ensure the submission of accurate data according to the processes and timelines established by the California Department of Education, and (3) specifies when the California Collaborative for Educational Excellence (CCEE) will consult with the district and any provider of technical assistance to determine if assistance from CCEE is necessary.

Board Policy 3400 - Management of District Assets/Accounts

Policy updated to reflect **NEW LAW (SB 1439, 2022)** related to conflict of interest from campaign contributions and existing conflict of interest provisions by providing that Governing Board members and district employees involved in the making of contracts on behalf of the district comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest. Policy also updated to direct the Superintendent to submit reports of the district's financial status to the Board, in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, and develop additional internal controls to strengthen fraud prevention.

Administrative Regulation 3400 - Management of District Assets/Accounts

Regulation updated to reference Governmental Accounting Standards Board's (GASB) Statement #87 regarding lease accounting and GASB Statement #96 regarding subscription-based information technology agreements. Regulation also updated to clarify that the district should utilize the California Department of Education's standardized account code structure software to develop financial reports, and that the district's accounting system should comply with generally accepted accounting principles prescribed by GASB and meet other state and federal reporting guidelines. Additionally, regulation updated to expand the list of actions that constitute fraud, financial improprieties or irregularities; separate out district and county office of education investigations; clarify that the district cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team, law enforcement, or other governmental entities that conduct a fraud investigation; and, consult legal when discussing or disclosing the result of any fraud investigation.

Board Policy 5131.2 - Bullying

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district. Policy also updated to reference **NEW U.S. DEPARTMENT OF EDUCATION GUIDANCE** addressing discrimination, and reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying," which encourages district families to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Administrative Regulation 5131.2 - Bullying

Regulation updated to expand the definition of "cyberbullying" to reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying." Regulation also updated to add additional measures to prevent bullying as provided in **NEW U.S. SURGEON GENERAL GUIDANCE** by developing a strategic plan for school connectedness and social skills with benchmark tracking, implementing socially based educational techniques, creating a supportive school environment that fosters belonging, and building social connection into health education courses. Additionally, regulation updated to include digital and media literacy skills in student instruction, as provided in **NEW U.S. SURGEON GENERAL GUIDANCE**, expand the responsibilities of staff as role models for students, and reflect **NEW LAW (AB 2879, 2022)** which requires a social media platform to establish a mechanism that allows any individual, regardless of whether that individual has a profile on the internet-based service, to report cyberbullying. Regulation additionally updated to reflect **NEW LAW (AB 1165, 2023)** which encourages the district to have a student who has been suspended, or for whom other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation, and the victim, to engage in a restorative justice practice suitable to address the needs of both of the students, engage the perpetrator in a culturally sensitive program, and to regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues.

Administrative Regulation 5141.21 - Administering Medication and Monitoring Health Conditions

Regulation updated to reference **NEW LAW (AB 1722, 2023)** which authorizes districts to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted for a suitable credentialed nurse, include definitions that pertain to new legislation, and reflect **NEW LAW (AB 1651, 2023)** which (1) includes holders of an Activity Supervisor Clearance Certificate as those for whom districts are required to provide epinephrine auto-injectors if they have volunteered to administer them in an emergency and have received training, and (2) requires schools that provide epinephrine auto-injectors to store them in an accessible location and include that location in annual notices to staff. Regulation also updated to reflect **NEW LAW (AB 1283, 2023)** which authorizes districts to provide emergency stock albuterol inhalers to school nurses or trained personnel who have volunteered, who may use the inhaler to provide emergency medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress, **NEW LAW (SB 114, 2023)** which appropriates funding to county offices of education for the purpose of purchasing and maintaining a sufficient stock of opioid antagonists for districts, **NEW LAW (AB 1166, 2023)** which provides that employees and volunteers who render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist will not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct, and **NEW LAW (AB 1810, 2022)** which authorizes a school nurse or a volunteer designated and trained to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from a health care provider and is suffering from a seizure.

Policy 0460: Local Control And Accountability Plan

Status: DRAFT

Original Adopted Date: 03/12/2019 | **Last Revised Date:** 04/13/2023 | **Last Reviewed Date:** 04/30/2024

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP) **and an annual update to the LCAP**, based on the **most up-to-date** template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP **and the annual update** shall be **adopted or updated, as required**, on or before July 1 of each year ~~and like the district budget, shall cover the next fiscal year and two subsequent fiscal years.~~ (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP **and the annual update** shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. (**Education Code 52060, 52064**)

~~Unduplicated students include students~~ **An "unduplicated student" is a student** who are is eligible for free or reduced-price meals, **who is** an English learners, ~~and learner, or who is a~~ foster youth, as defined in Education Code 42238.01. ~~for purposes of the local control funding formula (LCFF).~~ (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, **long-term English learners**, students with disabilities, foster youth, and homeless students **experiencing homelessness**, when there are at least 30 students in the subgroup or at least 15 foster youth, ~~or homeless, students experiencing homelessness, or long-term English learners.~~ (Education Code 52052)

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update ~~to the LCAP~~, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP-adoption **of the LCAP and the annual update**, the Board shall separately adopt ~~an LCFF a local control funding formula~~ budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (~~Education Code 52064.1~~)

~~Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 – Uniform Complaint Procedures.~~

Plan Development

~~The Superintendent or designer shall gather data and information needed for effective and meaningful plan development and present it to the board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.~~

Advisory Committees

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students.

Public Review and Input

The Board shall establish a parent advisory committee to provide advice on the LCAP. The committee, which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above and parents/guardians of students with disabilities. and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the and the annual update to each of these committee(s) before it is they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495) The Superintendent or designer shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP.

All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985.

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP and the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the

public regarding the specific actions and expenditures proposed to be included in the LCAP: **and the annual update.** The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and Board Policy 3100 - Budget. (Education Code 52062)

Adoption of the Plan **and Submission**

The Board shall adopt the LCAP **and the annual update** prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

~~The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)~~

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, **the annual update**, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, **the annual update**, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP **and the annual update**, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments ~~to the LCAP~~ within 15 days of receiving the **Board's** response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP **and the annual update**, the Board shall accept technical assistance from the County Superintendent focused on revising the LCAP and the annual update so that they can be approved. (Education Code 52071)

Monitoring Progress **Revisions**

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Technical Assistance

~~The Superintendent or designer shall seek and/or~~ **If the district's LCAP and the annual update are not approved, the district shall** accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

Regulation 0460: Local Control And Accountability Plan

Status: DRAFT

Original Adopted Date: 11/12/2020 | **Last Revised Date:** 04/13/2023 | **Last Reviewed Date:** 04/30/2024

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, **long-term English learners**, students with disabilities, foster youth, and students experiencing homelessness. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
 - c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities
 - d. Student achievement, as measured by all of the following as applicable:
 - i. Statewide assessments of student achievement
 - ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs
 - iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - iv. The English learner reclassification rate
 - v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
 - e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
 - f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
 - h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
2. Any goals identified for any local priorities established by the **Governing Board**.
 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by Items #1-3 above, the Board **Superintendent or designee** may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Timeline of the Plan

By February 28 of each year, the Superintendent or designee shall provide a report to the Board on the annual update and the budget overview for parents/guardians. The report, which shall be presented to the Board at a regular meeting, shall include all available midyear outcome data related to metrics identified in the current year's LCAP and all available midyear expenditure and implementation data on all actions identified in the current year's LCAP. (Education Code 52062)

By May 15, but in no event later than May 31, the Superintendent or designee shall present the drafts of the LCAP and the annual update to the committees listed in the accompanying board policy for review and comment and shall provide each committee with a reasonable date by which each committee shall provide comments on the drafts. The Superintendent or designee shall respond in writing to comments received from the committee(s) no later than the public hearing on the LCAP and the annual update.

At the same time as the drafts of the LCAP and the annual update are presented to these committees, the Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. The notification shall also provide the deadline by which all written comments must be received, which shall be no later than the deadline for comments from the committee(s). All such written notifications shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

Availability

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, the annual update, the IDEA Addendum as applicable, and the LCFF local control funding formula budget overview for parents/guardians on the homepage of the district's website website and the performance overview portion of the Dashboard. (Education Code 52064.1, 52064.3, 52065)

Policy 0500: Accountability

Status: DRAFT

Original Adopted Date: 11/09/2017 | **Last Reviewed Date:** 04/30/2024

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

~~The district's alternative schools serving high-risk populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternate accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)~~

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, **long-term English learners**, students with disabilities, foster youth, and students experiencing homelessness, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth, **long-term English learners**, or students experiencing homelessness. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

The district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072. If the County Superintendent of Schools is required to provide technical assistance to the district, the district shall accept the technical assistance by providing timely documentation to, and maintaining regular communication with, the County Superintendent. (Education Code 52071)

Policy 0520: Intervention In Underperforming Schools

Status: DRAFT

Original Adopted Date: 11/12/2020 | **Last Reviewed Date:** 04/30/2024

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard, **educator qualifications data**, and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness
2. **Identifying student subgroups that are low performing or experiencing significant disparities from other subgroups as identified on the California School Dashboard in order to identify and implement effective programs and practices to improve the outcomes and opportunities for these students**
3. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district
4. **Identifying areas of strengths and weaknesses in the identified goals, actions, and services addressed in the LCAP, with a particular focus on those areas considered to be contributing toward meeting the increased or improved services requirement and all required goals**
5. **Reviewing the district's data management policies and collection and submission processes, including monitoring and oversight of the student information system, to ensure the submission of accurate data according to the processes and timelines established by the California Department of Education (CDE)**

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, ~~the Board~~ **district** shall ~~work, for a minimum of two years,~~ **maintain regular communication with the County Superintendent,** and shall provide the County Superintendent timely documentation of ~~to, the County Superintendent regarding~~ the district's completion of the activities listed in Items #1-~~25~~ above, or substantially similar activities. (Education Code 52071)

~~With the approval of the County Superintendent, the~~ **The** district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

~~If referred to-~~ **The district shall consider any recommendations from** the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall ~~implement the recommendations of that agency in order to accomplish the goals set forth in the~~ **district's** LCAP. (Education Code 52071, **52072**, 52074)

If the SPI **Superintendent of Public Instruction (SPI)** identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072.1)

1. Revision of the district's LCAP
2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by the California Department of Public Education CDE for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

Policy 3400: Management Of District Assets/Accounts

Status: DRAFT

Original Adopted Date: 11/16/2015 | **Last Reviewed Date:** 04/30/2024

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/She **The Superintendent or designee** shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards **as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.**

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district, **assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations.** These internal controls may include, but are not limited to, segregating **and monitoring** employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; **developing timely reconciliations of budgets, ledgers, and accounts;** conducting background checks on business office employees; and requiring continuous in-service training for business office staff **and board members** on the importance of fraud prevention, **financial management, budget, and governance.**

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, **the Fiscal Crisis and Management Assistance Team (FCMAT),** law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Regulation 3400: Management Of District Assets/Accounts

Status: DRAFT

Original Adopted Date: 11/16/2015 | **Last Reviewed Date:** 04/30/2024

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education (CDE) School Accounting Manual. (Education Code 41010)

The district shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The district's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

Fraud Prevention and Investigation**Fraud and Misappropriation of Funds**

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document
3. Misappropriation of funds, securities, supplies, or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the district
9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment
10. Failing to provide financial records to authorized state or local entities
11. **Overstating income, expenses, or misreporting time**
12. **Failing to report a conflict of interest**
13. Any other dishonest or fraudulent act

District Investigation

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and, any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall, **and discussing or disclosing the result of any investigation shall** be made in consultation with legal counsel. **The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.**

County Office of Education Investigation

The district shall cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement, or other governmental entities that conduct a fraud investigation, in accordance with law. (Education Code 1241.5)

Policy 5131.2: Bullying

Status: DRAFT

Original Adopted Date: 08/09/2018 | **Last Reviewed Date:** 04/30/2024

The Governing Board This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a **welcoming, safe, and supportive** school environment that protects students from physical, **mental**, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Regulation 5131.2: Bullying

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 04/30/2024

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection
2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate
3. Providing information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, **digital and media literacy skills**, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in Administrative Regulation 1312.3.

~~When the circumstances involve cyberbullying, Any individuals with information about the cyberbullying activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to shall notify a teacher, the principal, or other employee so that the matter may be investigated. When an investigation concludes that a student uses used a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with report the networking site or service cyberbullying to suspend the privileges of the student social media platform and to have may request the material be removed.~~

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and

perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement, **in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.**

Regulation 5141.21: Administering Medication And Monitoring Health Conditions

Status: DRAFT

Original Adopted Date: 02/06/2017 | **Last Reviewed Date:** 05/01/2024

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Albuterol means a bronchodilator used to open the airways by relaxing the muscles around the bronchial tubes. (Education Code 49414.7)

Inhaler means a device used for the delivery of prescribed asthma medication that is inhaled. (Education Code 49414.7)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in Items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in Items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed

to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and maintain on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors and Emergency Albuterol Inhalers

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees **trained personnel** who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, **a trained volunteer** may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. A trained volunteer may include the holder of an Activity Supervisor Clearance Certificate who has received specified training. (Education Code 49414)

Additionally, the Superintendent or designee may make emergency stock albuterol inhalers available to school nurses and trained personnel who have volunteered to be used to provide medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress. (Education Code 49414.7)

At least once per school year, the Superintendent or designee shall distribute to all employees a notice requesting volunteers to be trained to administer epinephrine auto-injectors and/or stock albuterol inhalers for emergency aid to individuals exhibiting signs of anaphylaxis reaction or respiratory distress. Such notice shall also describe the training that the volunteers will receive. (Education Code 49414, 49414.7)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 or **49414.7**, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414, **49414.7**)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors **or stock albuterol inhalers** for

each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or **manufacturers**. (Education Code 49414, 49414.7)

Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

The district shall store emergency epinephrine auto-injectors and stock albuterol inhalers in an accessible location, and shall specify such location in annual notices to staff. If either medication is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors all medications shall be restocked before their expiration date. (Education Code 49414) (Education Code 49414, 49414.7)

Any volunteer or trained personnel who administers either medication shall initiate emergency medical services or other appropriate medical follow up in accordance with the training materials retained by the school. (Education Code 49414, 49414.7)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors **and/or stock albuterol inhalers** shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414, 49414.7)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414 **or 49414.7**, including, but not limited to, the acceptance of epinephrine auto-injectors **and/or emergency albuterol inhalers** from a manufacturer or wholesaler. (Education Code 49414, 49414.7)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors **the described medications** for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

Additionally, if the district accepts emergency naloxone hydrochloride or another opioid antagonist from the county office of education (COE), the Superintendent or designee shall maintain at least two units of the medication at each district middle, junior high, high, and adult school. (Education Code 49414.8)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designer ~~may~~ **shall** designate ~~one or two~~ or more volunteer employees to receive initial and annual

refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3, 49414.8)

A-Each volunteer shall meet the minimum standards of training for the administration of an emergency opioid antagonist as specified in Education Code 49414.3 or shall have undergone opioid overdose prevention and treatment training and reviewed material available on the California Department of Public Health's website. (Education Code 49414.8)

Any prescription for naloxone hydrochloride or another opioid antagonist shall be obtained by a school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3, 49414.8)

Employees and volunteers that render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist shall not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct. (Health and Safety Code 1799.113)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer in writing and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a COE, manufacturer, or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Anti-Seizure Medication

A school nurse or, if a school nurse is not onsite or available, a volunteer designated by the district may administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from the student's health care provider and is suffering from a seizure. (Education Code 49468.2)

Upon receipt of a request from the parent/guardian of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed emergency anti-seizure medication, the Superintendent or designee may designate one or more volunteer(s) at the student's school to receive initial and annual refresher training regarding the emergency use of anti-seizure medication. (Education Code 49468.2)

In order to solicit volunteers, the district shall distribute a notice at least once, but no more than two times per school year, to all staff that includes the following information: (Education Code 49468.2)

1. A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure
2. A description of the training that the volunteer will receive
3. The right of an employee to rescind the offer to volunteer
4. A statement that there will be no retaliation against any individual for rescinding the offer to volunteer,

including after receiving training

A volunteer may rescind the offer to administer emergency anti-seizure medication at any time, including after receipt of training. (Education Code 49468.2)

If a volunteer rescinds the offer to volunteer or is no longer able to act as a volunteer for any reason, or if the placement of a student changes and the student no longer has access to a trained volunteer, the district may distribute an additional two notices per school year to all staff. (Education Code 49468.2)

Volunteer employees shall receive initial and annual refresher training, based on standards adopted by the SPI, regarding the recognition and response to seizures and the administration of emergency anti-seizure medication. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49468.2)

Before administering emergency anti-seizure medication or therapy prescribed to treat seizures in a student diagnosed with seizures, a seizure disorder, or epilepsy, the district shall obtain from the student's parent/guardian a seizure action plan as specified in Education Code 49468.3. The school or district nurse shall collaborate with the parent/guardian of each student diagnosed with seizures, a seizure disorder, or epilepsy in the development of a plan if the student does not have an individualized education plan or Section 504 plan. (Education Code 49468.3)

If the school obtains written consent from the student's parent/guardian, in accordance with 34 CFR 99.30, the seizure action plan shall be distributed to any school staff or volunteers responsible for the supervision or care of the student. (Education Code 49468.3)

Upon receipt of a request from a parent/guardian of a student diagnosed with seizure, a seizure disorder, or epilepsy, the district shall notify the parent/guardian that the student may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 or an individualized education program and shall assist the parent/guardian with the exploration of that option. (Education Code 49468.2)

Additionally, if there are no volunteers at the student's school, the Superintendent or designee shall notify the student's parent/guardian of the student's right to be assessed for services and accommodations guaranteed under Section 504 of the federal Rehabilitation Act of 1973 and the federal Individuals with Disabilities Education Act, and may ask the parent/guardian to sign such notices. (Education Code 49468.2)

The principal or designee shall notify the school nurse assigned to the school, or if a school nurse is not assigned to the school or district, the Superintendent or designee, if an employee administers an emergency anti-seizure medication. (Education Code 49468.3)

The notification described above and the seizure action plan shall be kept on file in the office of the school nurse or a school administrator, in compliance with all applicable state and federal privacy laws. (Education Code 49468.3)

The district shall provide volunteers defense and indemnification for any and all civil liability, with information stating such being provided to the volunteer in writing and retained in the volunteer's personnel file. (Education Code 49468.5)

Trained volunteers who administer emergency anti-seizure medication or medication prescribed for seizure disorder symptoms to a student diagnosed with seizures, a seizure disorder, or epilepsy who appears to be experiencing a seizure shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for acts or omissions in administering the emergency anti-seizure medication. (Education Code 49468.5)

CARDIFF SCHOOL DISTRICT
ART TEACHER / GRADES K-6

DEFINITION:

Under the general supervision of the site principal, provide students in grades K-6 with standards-based art instruction in accordance with the California Visual and Performing Arts Standards. Emphasis will be in the areas of digital/media arts, visual arts, and performing arts.

TYPICAL DUTIES:

- Provides a comprehensive art education program, fostering creativity, self-expression, and appreciation for art to incorporate techniques and develop skills in the areas of digital/media arts, visual arts, and performing arts.
- Collaborates with classroom teachers to integrate art education as an extension of current grade level instructional units.
- Outlines units of study and develops standards-based lesson plans that integrate thematically with classroom units and best utilize the allotted time for instruction.
- Develops and implements age-appropriate instructional lesson plans and instructional materials to provide scaffolded lessons to adapt the curriculum to the needs of each student.
- Monitors and reports student progress to classroom teachers.
- Fosters a collaborative learning environment, equipping students with the skills to effectively work as a team and feel a sense of belonging.
- Explores different cultures and art traditions to promote global awareness.
- Creates an engaging learning environment that encourages students to explore, express themselves, and develop their talents.
- Encourages students to think critically about their own work and the work of others; creating an environment where growth mindset, goal setting, constructive criticism and self- evaluation are valued.
- Cultivates art appreciation by fostering an understanding of various styles, art history, and artistic movements.
- Collaborates with staff and administration to display student artwork at school sites and in the community; arranges student artwork displays as needed.
- Assists with and/or organizes school/community activities such as art exhibitions, Family Art Night, etc as needed.

- Organizes a lunchtime activity and/or clubs such as art club, drawing club, ceramics, photography, etc as needed.
- Establishes and maintains high standards of student behavior to maintain a functional learning atmosphere in the classroom.
- Ensures that all materials are safe, clean, organized, and in working order.
- Collaborates with teachers and other staff members.
- Supports the art docent coordinator/art docent program as needed.
- Attends meetings and professional development as needed.
- Assists with before/after school supervision as assigned.
- Works closely with the art docent coordinator and office manager to maintain inventory of art materials.
- Provide a periodic newsletter to communicate art happenings with parents and school community.
- Performs related tasks as assigned.

QUALIFICATIONS:

Knowledge of:

- Technology as an instructional tool
- Experience in digital/media art techniques, including introduction to digital design, effective visual communication, image manipulation, and video/animation
- Pedagogy and content knowledge for elementary instruction
- Visual and Performing Arts (VAPA) Content Standards for California
- Appropriate art tools and brush techniques
- Appropriate lesson design for students in K-6
- Progress monitoring and grading for students in K-6
- Safety practices
- Effective time management skills
- Strong classroom management skills
- District operations, policies, rules, and regulations

Ability to:

- Understand, articulate, and apply the elements and principles of visual design
- Demonstrate color theory and instruction in creating effective visual displays
- Demonstrate basic drawing and sketching skills, including pencil, charcoal, and shading techniques, 3-dimensional perspectives, and proportional scale drawing

- Perceive and illustrate understanding of light and shadow
- Demonstrate basic painting techniques
- Demonstrate basic construction skills including paper mache and ceramics
- Use technology as a tool (ie: Book Creator, Apple Pencils, iMovie)
- Demonstrate photography skills
- Pace instruction to produce optimum learning and art products in a limited time
- Be self-motivated, self-directed learner, collaborative team player,
- Constructive thinker, and problem solver
- Effectively and efficiently plan and organize grade level lessons, student activities, etc.
- Scaffold lessons and adapt the curriculum to the needs of each student
- Maintain and organize student information/data to monitor student progress
- Plan and coordinate the work of aides and volunteers when applicable
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work effectively and efficiently with minimal direction
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION:

- Bachelor's degree with valid California Single Subject Art Credential OR
- Valid California Multiple Subject K-12 Teaching Credential with supplemental authorization in Art along with EL Authorization
- Experience teaching art to K-6 students is preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.