

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

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA

THURSDAY, JANUARY 20, 2022

5:00 PM BOARD MEETING

ADA HARRIS SCHOOL AUDITORIUM • 1508 WINDSOR ROAD • CARDIFF-BY-THE-SEA, CA 92007

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

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

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

TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:

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

I. ORGANIZATIONAL ITEMS

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Ms. Rhea Stewart, President

Ms. Nancy Orr, Clerk

Mr. Dave Clark, Member

Ms. Siena Randall, Member

Mr. Shad Thielman, Member

Ms. Jill Vinson, Superintendent

D. Approve Agenda for January 20, 2022

(All items are action unless labeled information.)

E. Approve [Minutes](#) from the Regular/Organizational Meeting of December 14, 2021

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; [December 2021](#)
 - 2. Commercial Warrants #14-843382 to #14-850463 ; \$417,099.91
 - 3. Payroll Warrants December 2021; \$731,756.00
- B. Approve [Enrollment Report as of January 14, 2022](#)
- C. Approve Cardiff School District's [Uniform Complaint Quarterly Report](#) for October 1, 2021 through December 31, 2021
- D. Removal of Items from Consent Calendar
- E. Approve Consent Calendar

IV. BUSINESS & FINANCE

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

V. FUTURE AGENDA ITEMS

VI. 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)

- B. Conference with Legal Counsel- Existing Litigation- Pursuant to Government
Code Section 54956.9(d)(1) (OAH Case No. 2021110232)
- C. Conference with the District's Labor Negotiator, Jill Vinson, Regarding
Negotiations with the Cardiff Elementary Teachers Association– Pursuant to
Government Code Section 54957.6

VII. RECONVENE TO OPEN SESSION

VIII. REPORT FROM CLOSED SESSION

IX. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR/ORGANIZATIONAL BOARD MEETING, DECEMBER 14, 2021

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Tuesday, December 14, 2021, at Ada Harris Elementary School, located at 1508 Windsor Road, Cardiff-by-the-Sea, California. President Randall called the meeting to order at 5:02 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Stewart, Thielman

Members Absent: 0

Administrators

Present: Vinson, Giroux, Scheftner

The Annual Organizational Meeting of the Board was conducted.

Rhea Stewart was nominated and approved as President of the Governing Board of Trustees for the 2022 calendar year.

MOTION: Randall
SECOND: Orr
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

Ms. Stewart presided over the remainder of the meeting.

The following appointments were made:

1. Superintendent Jill Vinson was appointed as Secretary to the Board
2. Dave Clark was appointed as Representative to the Trustee Review Committee of the North Coastal Consortium for Special Education
3. Nancy Orr was appointed as Representative to the City of Encinitas School District Liaison Committee. Shad Thielman will serve as the alternate.

The Regular meetings of the Governing Board for the 2022 calendar year, were approved and scheduled for the following dates and times:

Thursday, January 20, 2022, at 5pm
Thursday, February 10, 2022, at 5pm
Thursday, March 10, 2022, at 5pm

Thursday, April 14, 2022, at 5pm
Thursday, May 12, 2022 at 5pm
Thursday, June 2, 2022, at 5pm
Tuesday, June 7, 2022, at 5pm
Thursday, July 14, 2022, at 5pm
Thursday, August 4, 2022, at 5pm
Thursday, September 8, 2022, at 5pm
Thursday, October 13, 2022, at 5pm
Thursday, November 10, 2022, at 5pm
Tuesday, December 13, 2022, at 5pm (Organizational Meeting)

MOTION: Randall
SECOND: Orr
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The agenda for the December 14, 2021, Regular Board meeting, was approved as presented.

MOTION: Randall
SECOND: Clark
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The minutes from the Regular Board Meeting of November 9, 2021, were approved as written.

MOTION: Randall
SECOND: Clark
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The minutes from the Special Board Meeting of November 16, 2021, were approved as written.

MOTION: Orr
SECOND: Randall
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

Hearing Session:

- Principal Janelle Scheftner informed the Board that the ELAC/DELAC meeting scheduled for December 14, 2021, was postponed and will be rescheduled.

- Principal Michelle Giroux shared that the next School Site Council meeting will be on January 24, 2022.
- The Cardiff SEA held their monthly meeting on December 8, 2022. They are busy selling Cardiff gear ahead of the holidays. They are pleased to have reached 80% of this year's \$120,00 fundraising goal.
- Principal Giroux informed the Board that the transition to full day Kindergarten went well. It is nice to have parent volunteers on campus. The kiln is up and running, and Lesly Easson will be providing staff training. Pajama/Spirit Day will be on December 23, 2021, along with Cardiff assemblies.
- Principal Scheftner was happy to report that the Eagle Scout project, consisting of an outdoor learning center in the garden area, was completed over the Thanksgiving Break. Ms. Scheftner invited the Board members to attend the Annual Sixth Grade Toy Fair, to be held outdoors at Ada Harris on December 22, 2021. The Cardiff Way assemblies will be on December 23, 2021.
- The CSBA conference was held at the San Diego Convention Center in early December. Rhea Stewart, Siena Randall, Nancy Orr, Shad Thielman and Jill Vinson were all in attendance. In addition, several pre-conference workshops were offered and attended by Shad Thielman, Rhea Stewart and Superintendent Vinson.
- Superintendent Vinson informed the Board that Thursday, December 23, 2021, will be an early release day for students. Field maintenance at both Ada Harris and Cardiff School are planned for the winter break. Ms. Vinson thanked Cardiff Soccer for their \$2500 donation to the District to help with field maintenance costs. A statewide indoor mask mandate is scheduled to take effect on December 15, 2021 and is anticipated to last through at least mid-January. The severe weather over the past few days caused some facilities issues. Teachers did a great job of staying the course, and kept students learning through the inclement weather.

The Consent Calendar was approved as presented.

MOTION:	Orr
SECOND:	Randall
AYES:	Clark, Orr, Randall, Stewart, Thielman
NOES:	0
ABSENT:	0

The Budget Changes through October 31, 2021, were approved.

MOTION:	Randall
SECOND:	Orr
AYES:	Clark, Orr, Randall, Stewart, Thielman
NOES:	0
ABSENT:	0

The District Certification of the First Interim Budget State Report for the period ending October 31, 2021, was authorized.

MOTION: Randall
SECOND: Orr
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The Educator Effectiveness Block Grant Plan was approved.

MOTION: Stewart
SECOND: Orr
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The contracts for the winter break facilities work at Ada Harris and Cardiff School, were ratified and approved. The contracts are a public record and are on file in the District Office.

MOTION: Randall
SECOND: Thielman
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

Resolution 21-22-05 authorizing the Cardiff School District to purchase and install carpet for Ada Harris School through the CMAS, was approved.

MOTION: Orr
SECOND: Randall
AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

The proposed .2 FTE increase for temporary certificated employee #630828, from January 1, 2022 through June 30, 2022, was deferred to closed session for discussion.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:51 p.m. The meeting reconvened to open session at 7:55 p.m. President Stewart reported that the following action was taken.

The proposed .2 FTE increase for temporary certificated employee #630828, from January 1, 2022 through June 30, 2022, was approved.

MOTION: Randall
SECOND: Clark

AYES: Clark, Orr, Randall, Stewart, Thielman
NOES: 0
ABSENT: 0

There being no other business to come before the Board, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

DECEMBER 2021 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
4020	12/2/21	SOUTHWEST SCHOOL &	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 114.22
4013	12/2/21	SOUTHWEST SCHOOL &	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 809.42
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	2420	4300111	222	Annual Support	\$ 6.99
	12/9/21	ELAINE VELASCO	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 10.35
4026	12/9/21	SOUTHWEST SCHOOL &	0100	7422000	0000	2700	4300000	111	Instructional Supplies	\$ 1,590.39
4015	12/16/21	FREE FORM CLAY & SUPPLY	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 369.46
	12/16/21	PATRICIA WILSON	0100	6500000	5760	1120	4300000	222	SPED Instructional Supplies	\$ 131.00
4032	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 51.66
4014	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 65.52
4024	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 170.20
4021	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 193.80
4025	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 56.21
4027	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 96.94
4016	12/16/21	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 30.86
4030	12/16/21	RASIX COMPUTER CENTER, INC.	0100	7422000	0000	2420	4300005	222	Technology Supplies	\$ 405.02
4018	12/16/21	SYNCB/AMAZON	0100	7422000	0000	2420	4300005	222	Technology Supplies	\$ 272.68
4029	12/16/21	SYNCB/AMAZON	0100	7422000	0000	2420	4300005	222	Technology Supplies	\$ 758.03
4019	12/16/21	SYNCB/AMAZON	0100	0000000	0000	2420	4300008	222	Library Supplies	\$ 254.53
4034	12/20/21	PEARSON ASSESSMENT	0100	6500000	5760	3120	4300000	000	SPED Testing Materials	\$ 222.72
4049	12/20/21	SOUTHWEST SCHOOL &	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 141.80

\$ 5,751.80

NON-INSTRUCTIONAL SUPPLIES

3975	12/2/21	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 64.65
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 133.04
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 119.79
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 240.47
3768	12/2/21	SITEONE LANDSCAPE SUPPLY LLC	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 328.71
3779	12/2/21	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	\$ 315.96
3782	12/9/21	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for November	\$ 101.28
3782	12/9/21	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for November	\$ 40.93
3782	12/9/21	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for November	\$ 40.93
3765	12/16/21	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 846.15
4028	12/16/21	SYNCB/AMAZON	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 47.76
4017	12/16/21	SYNCB/AMAZON	0100	6500000	5760	1110	4300000	111	Office Supplies	\$ 64.44
	12/20/21	CONSOLIDATED ELECTRICAL	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 377.13
	12/20/21	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 17.51

\$ 2,738.75

4000 (SUPPLIES) TOTALS: BALANCE: 332,468 ACCUMULATED BALANCE: 249,125 REMAINING BALANCE: 83,343

UTILITIES

3764	12/9/21	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for November	\$ 612.62
3764	12/9/21	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for November	\$ 612.62
3775	12/9/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 53.64
3775	12/9/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 4,701.75
3775	12/9/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 892.60
3775	12/9/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 592.48
	12/9/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 138.19
	12/9/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 138.19
	12/9/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 763.11
3775	12/16/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for November	\$ 906.83
3775	12/16/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for November	\$ 2,171.53
3775	12/16/21	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for November	\$ 1,007.64
	12/16/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 107.71
	12/16/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 68.00
	12/16/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 228.82
	12/16/21	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 47.67

\$ 13,043.40

SERVICES

	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Parking Reimbursement	\$ 15.00
3851	12/2/21	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for November	\$ 360.40
	12/2/21	JANIE HEYER	0100	0000000	1110	1000	5800000	000	Services for November	\$ 1,566.76
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5800000	000	Employee Benefits	\$ 597.54
	12/2/21	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900001	000	Verizon October Statement	\$ 260.84
	12/6/21	RACHEL ACKERLY	0100	0000000	0000	3600	5100000	000	Transportation	\$ 520.00
	12/6/21	WILKINSON HADLEY KING & CO.	0100	0000000	0000	7191	5800000	000	Audit Services	\$ 7,250.00
	12/6/21	WILKINSON HADLEY KING & CO.	0100	0000000	0000	7191	5800000	000	Audit Services	\$ 995.00
	12/6/21	WILKINSON HADLEY KING & CO.	0100	0000000	0000	7191	5800000	000	Audit Services	\$ 6,965.00
4031	12/9/21	APLUS ELECTRONICS	0100	0000000	0000	2420	5800000	000	Technology Repair	\$ 362.54
	12/9/21	STANDARD ELECTRONICS	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$ 190.00

5000 (SERVICES) TOTALS: BALANCE: 1,130,125 ACCUMULATED BALANCE: 512,295 REMAINING BALANCE: 617,830

CARDIFF

K	Glass	<u>20</u>
K	McNamara	<u>20</u>
K	Sallans	<u>19</u>
K	Stone	<u>19</u>

TOT K 78

1	Doui/Stuart	<u>23</u>
1	Easson	<u>22</u>
1	Kavan	<u>22</u>
1	Miller	<u>22</u>
1	Rector	<u>22</u>

TOT 1 111

2	Boyesen	<u>21</u>
2	Payte	<u>21</u>
2	Redding	<u>21</u>
2	Pacetti/Paz	<u>19</u>

TOT 2 82Wilson 0**TOT** 0**Subtotal** 271**DISTRICT TOTAL** 641**ADA HARRIS**

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

TOT 3 86

4	Brice	<u>18</u>
4	Green	<u>21</u>
4	Mihaly	<u>20</u>
4	Price	<u>22</u>
4	Trees	<u>19</u>

TOT 4 100

5	d'Entremont	<u>20</u>
5	Ensberg	<u>21</u>
5	Heyer	<u>22</u>
5	Yant	<u>19</u>

TOT 6 82

6	Jewell	<u>25</u>
6	Nguyen	<u>20</u>
6	Therriault	<u>22</u>
6	Tiersma	<u>22</u>

TOT 6 89Velit 13**TOT** 13**Subtotal** 370

Cardiff School District
Cardiff-by-the-Sea, California 92007
January 20, 2022

ITEM: Approval of Cardiff School District's Uniform Complaint Quarterly Report for October 1, 2021 – December 31, 2021

BACKGROUND

Governing boards of school districts in California are required to review and approve the District's Quarterly Report of Complaints regarding instructional materials, facilities and teacher staffing. This is the 2nd Quarterly Report, prepared for the period of October 1, 2021 – December 31, 2021. No complaints have been received for this period.

CURRENT CONSIDERATION

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

FINANCIAL IMPLICATION

There are no current financial implications at this time.

RECOMMENDATION

It is respectfully recommended that the Board acknowledge the Uniform Complaint Quarterly Report for October 1, 2021 – December 31, 2021.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Submitted By: Emily Horta
Title: Williams District Contact
Report Date: 1/10/2022
Quarter: 10/1/2021 - 12/31/2021

Number of Complaints for Quarter:	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

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Go Back