

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA
THURSDAY, JULY 9, 2020 • 9:00 AM • PUBLIC MEETING**

The Governor of California has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka "Coronavirus"). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference/video calls while still satisfying state transparency requirements.

TO ACCESS THE JULY 9, 2020 GOVERNING BOARD OF TRUSTEES REGULAR MEETING:

The public's health and well-being are the top priority for the Cardiff School District Governing Board of Trustees and you are urged to take all appropriate health and safety precautions. As such, the July 9, 2020 Regular Meeting of the Governing Board of Trustees will be available through telephonic/video means. For meeting access, please contact emily.horta@cardiffschools.com or 760-632-5890 x101.

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

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 the Request to Provide Public Input Form (see link below). When the Board President invites you to speak, the moderator will unmute your device. 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, after which the moderator will mute your device. The [Request to Provide Public Input Form](#) will be available one hour prior to the meeting, beginning at 8:00am, Thursday, July 9, 2020, in order to give the public an opportunity to complete a request to speak. If you are unable to access the live link to the form at 8:00am on July 9, please email Emily Horta at: emily.horta@cardiffschools.com

If reasonable accommodations are needed to access the meeting based on disability or other reasons, please contact emily.horta@cardiffschools.com or 760-632-5890 x101 at least twelve (12) hours in advance of the meeting to make arrangements for such reasonable accommodations. 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 Ada Harris School, 1508 Windsor Road, Cardiff, CA 92007 or on our [website](#).

I. ORGANIZATIONAL ITEMS

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
 - Ms. Siena Randall, President
 - Mr. David Ross, Clerk

Ms. Nancy Orr, Member
Mr. Dave Clark, Member
Mr. Mark Whitehouse, Member
Ms. Jill Vinson, Superintendent

D. Approve Agenda for July 9, 2020

All items are action unless labeled information.

E. Approve [Minutes](#) from the Regular Meeting of June 4, 2020

F. Approve [Minutes](#) from the Special Meeting of June 8, 2020

G. Approve [Minutes](#) from the Special Meeting of June 17, 2020

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. 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. ICOC

D. Reports on Workshops/Conferences

E. 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 [Personnel Report for July 9, 2020](#)

B. Removal of Items from Consent Calendar

- C. Approval of Consent Calendar
- IV. GENERAL FUNCTIONS
 - A. COVID-19 Recovery 2020-21 (**Information**)
- V. BUSINESS AND FINANCE
 - A. [Designation Of Applicant's Agent Resolution](#)
- VI. FACILITIES
 - A. Bond Program Manager Update (**Information**)
- VII. FUTURE AGENDA ITEMS
- VIII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION
 - A. Conference with Legal Counsel- Existing litigation pursuant to Government Code Section 54956.9(d)(1)
Save the Park and Build the School v. National Park Service et al. Case #20CV1080L AHG
- IX. RESUME OPEN SESSION
- X. REPORT FROM CLOSED SESSION (IF APPLICABLE)
- XI. ADJOURNMENT OF MEETING

CARDIFF SCHOOL DISTRICT
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MINUTES

REGULAR MINUTES OF JUNE 4, 2020

The Regular Meeting of the Governing Board of the Cardiff School District was held on Thursday, June 4, 2020, remotely via teleconference. President Randall called the meeting to order at 5:00 p.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Whitehouse

Members Absent: Ross

Administrators

Present: Vinson, Parker, Scheftner

The COVID-19 informational update section of the agenda was moved to the front. The agenda for June 4, 2020, was then approved as presented.

MOTION: Whitehouse
SECOND: Orr
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

The minutes from the Regular Board Meeting of May 14, 2020, were approved as written.

MOTION: Orr
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

The minutes from the Special Board Meeting of May 19, 2020, were approved as written.

MOTION: Clark
SECOND: Orr
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

Trustees heard comments from Trish d'Entremont, Margit Boysen and Cindy Switzler about the COVID-19 pandemic and the path forward for the coming year.

Hearing Session

- CETA reported that teachers are getting ready for the collection of devices and sending materials home with students. Teachers will be meeting to collaborate on the upcoming 2020-21 school year.
- Principal Parker reported that the Single Plan for Student Achievement 2019-20 updates will be brought to the June 8, 2020 Special Board meeting for approval.
- Principal Scheftner informed the Board that they are currently working on the logistics to wrap up the 2019-20 school year. On Friday, June 12, 2020, there will be a drive-through promotion ceremony, using social distancing guidelines, to celebrate the sixth grade students. Principal Parker reported that this week was ocean week at Cardiff School and included activities students could do at home.
- Superintendent Vinson was pleased to inform the Board that Seaside Market generously donated a \$25 gift card to every staff member in honor of Staff Appreciation Day. Ms. Vinson reported that the current focus is around planning for the 2020-21 school year, and developing plans for an appropriate and safe return, for both students and staff members.
- A COVID-19 informational update was presented to the Board. It included key focus areas of illness prevention/physical distancing, learning/instructional models, custodial care, extended day and program supports. A timeline of goals and next steps will be centered around these main focus points. Parent and teacher input, along with budgetary considerations, facility availability, educational requirements and agency mandates and guidelines, will factor into developing contingency plans for all scenarios for the coming school year.

The Consent Calendar was approved as presented.

MOTION: Orr
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

The 2020-21 Declaration of Need for Fully Qualified Educators, was approved.

MOTION: Orr
SECOND: Whitehouse
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0

ABSENT: Ross

Courtney Jasper provided a brief update on the state budget, including the recently released May Revision.

President Randall opened the public hearing regarding the proposed 2020-21 district budget. There being no public comment, the hearing was closed at 6:15 p.m.

The proposed 2020-21 District Budget was reviewed.

Bond Program Manager Randy Peterson reported on the construction that is underway and moving forward.

Courtney Jasper reviewed the Measure GG Expense and Completion Report, through March 31, 2020.

The unpaid leave requests for classified employee #400934 and classified employee #600040 were 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 6:58 p.m. The meeting was reconvened at 7:53 p.m. President Randall reported that the Board took the following action:

The unpaid leave request for classified employee #400934 from May 7, 2020 through August 25, 2020, was approved.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

The unpaid leave request for classified employee #600040 from May 14, 2020 through September 15, 2020, was approved.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse
NOES: 0
ABSENT: Ross

There being no other business to come before the Board, the meeting was adjourned at 7:54 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

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MINUTES
SPECIAL MEETING MINUTES OF JUNE 8, 2020

The Special Meeting of the Governing Board of the Cardiff School District was held on Monday, June 8, 2020, remotely via teleconference. President Randall called the meeting to order at 5:01 p.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Ross

Members Absent: Whitehouse

Administrators

Present: Vinson, Parker, Scheftner

The Agenda for June 8, 2020, was approved as presented.

MOTION: Clark
SECOND: Ross
AYES: Clark, Orr, Randall, Ross
NOES: 0
ABSENT: Whitehouse

The Consent Calendar was approved as presented.

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross
NOES: 0
ABSENT: Whitehouse

The 2020-21 District Budget was adopted.

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross
NOES: 0
ABSENT: Whitehouse

The COVID-19 Operations Written Report was approved

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross
NOES: 0
ABSENT: Whitehouse

Superintendent Vinson informed the Board that the COVID-19 Recovery Planning Presentation is available for review on the Cardiff School District website. The Board will be updated as the guidelines continue to evolve.

The closed session section of the agenda was removed. There being no other business to come before the Board, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

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MINUTES
SPECIAL MEETING MINUTES OF JUNE 17, 2020

The Special Meeting of the Governing Board of the Cardiff School District was held on Wednesday, June 17, 2020, remotely via teleconference. President Randall called the meeting to order at 2:01 p.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Ross, Whitehouse

Members Absent: None

Administrators

Present: Vinson, Parker, Scheftner

The agenda for June 17, 2020, was approved as presented.

MOTION: Orr
SECOND: Ross
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

The meeting was adjourned to a closed session at 2:02 p.m. Closed session concluded at 3:08 p.m. There being no other business to come before the Board, the meeting was adjourned at 3:09 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT
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July 9, 2020

<u>NAME</u>	<u>POSITION</u>	<u>ACTION</u>	<u>EFFECTIVE DATE</u>
Misael Chico	Senior Custodian	New Hire	7/1/2020 (F/T, 12-month, Step 5)
Kristen Velit	Teacher	New Hire	8/18/2020 (1 st Yr. Prob.-1.0 FTE)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Trustees OF THE Cardiff School District
(Governing Body) (Name of Applicant)

THAT Jill Vinson, Superintendent, OR
(Title of Authorized Agent)

Courtney Jasper, Cheif Business Officer, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Cardiff School District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Cardiff School District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature)

(Title)