

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, OCTOBER 10, 2019 • 5:00 PM • PUBLIC MEETING
ADA HARRIS SCHOOL LIBRARY
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 at the Cardiff School District, 1888 Montgomery Avenue, Cardiff.

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications, including auxiliary aids or services, in order to participate in the public meeting of the district's governing board, please contact the office of the District Superintendent by sending a written request to the District Office at 1888 Montgomery Avenue, Cardiff-by-the-Sea, California, or by faxing the request to (760) 942-5831. Notification by letter or fax 72 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the district shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

- I. ORGANIZATIONAL ITEMS *Exhibit*
- 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. Approval of agenda for October 10, 2019
All items are action unless labeled information
 - E. Approve minutes from the regular meeting September 12, 2019 **A**
- 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 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 present 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 twenty 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/Conference
 - H. Superintendent's Report
 - I. ICOC 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. Approval of Current Business Items:
 - 1. Purchase Orders
 - 2. Commercial Warrants #14-586881 to #14-596495 \$995,557 **B**
 - 3. Payroll Warrants, September, 2019 \$705,951
- B. Enrollment Report as of 10/02/19 **C**
- C. Approve Personnel Report for 10/10/19 **D**
- D. California School Dashboard Local Performance Indicators **E**
- E. Approve MOA Agreement with the County of San Diego Health And Human Services Agency (HHSA) and the San Diego County Superintendent of Schools (SDCSS) and the San Diego County School Districts/Local Education Agencies (SDC LEA's) for Transportation for Students Under the Every Student Succeeds Act. **F**
- F. Removal of Items From Consent Calendar
- G. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

- A. Declare Public Hearing: Determining Sufficiency of Instructional Materials
- B. Adopt Resolution 19-20-02 Determining Sufficiency of Instructional Materials **G**

V. GENERAL FUNCTIONS

- A. Public Notice of Contract Articles to be Included in Negotiations Between Cardiff School District and the Cardiff Elementary Teachers Association (CETA) **H**
- B. Consider Approval of Health & Welfare Cap Increase for all Current Eligible District Employees **I**
- C. Approve Revised Executive Assistant to the Superintendent Job Description **J**

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 paragraph (2) subdivision (d) of Section 54956.9
Save the Park and Build the School v. Cardiff School District
Case #37-2019-00012880-CU-WM-NC
- B. Conference with the District's labor negotiator, Jill Vinson, regarding negotiations with the Cardiff Elementary Teachers Association– Government Code Section 54957.6

IX. REPORT FROM CLOSED SESSION (If applicable)

X. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR MEETING OF SEPTEMBER 12, 2019

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, September 12, 2019 at the Ada Harris School, 1508 Windsor Road, Cardiff-by-the-Sea, California. President Randall called the meeting to order at 5:00 p.m. Trustees and visitors were led in the pledge of allegiance.

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

Members absent: None

Administrators
present: Vinson, Parker, Scheftner

Visitors: Cindy Switzler, CETA

The agenda for September 12, 2019 was approved as presented.

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

The minutes from the regular meeting of August 8, 2019 were approved as written.

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

Hearing Session:

- Cindy Switzler reported teachers are getting settled into the new school year.
- The SEA is working on a pamphlet and calendar of events for the year that will be distributed later in the month. The committee is also busy working on the second annual Monster Dash and After Dash. Kinder Night is on September 25th at the home of Julie Parker.

Exhibit A

Hearing Session continued:

- Principal Parker reported Cardiff had a great start to the school year. The kindergarteners and first graders are on the campus. She said she appreciated the hard work from McCarthy Builders, the custodians, and the teachers who transformed the campus into such a great learning environment. The second graders did a performance for Patriot Day at Ada Harris that was enjoyed by all.
- Principal Scheftner said everyone is embracing having the second graders at Ada Harris School. Both schools had their picture day today. Student Council will start having meetings tomorrow. There is a awards assembly scheduled at the end of the month. Family Fit Night is coming up next month.
- Superintendent Vinson reported the SF2 Regional Meeting, hosted by Del Mar Union School District, is on October 29, 2019. Ms. Vinson thanked Craig Leach for handling the unanticipated construction related issue before the start of the new school year.

The consent calendar was approved as presented.

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

The 2018-19 Unaudited Actual Financial Report was adopted.

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

Resolution number 19-20-01, to adopt the Gann Limit was approved.

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

Courtney Jasper, Chief Business Officer, reviewed the Measure GG expense report through June 30, 2019.

Randy Peterson, Bond Program Manager, reported Cardiff School is up and running. A recap of construction included the demolition of all 60-70-year-old classroom buildings, demolition of all old site utilities, installation of new site utilities, and grading of building pads. Mr. Peterson said McCarthy Builders and their sub-contractors performed very well and moved the project along very efficiently. Two additional pine trees had to be removed but the Magnolia tree was able to be saved. A gas line test discovered a hole in the old line, which had to be replaced. The phone system was updated. Mr. Peterson reported the City's inspector has been observed at the site over 50 times in the 7 weeks following the issuance of the grading permit. The summer work overall has been a success and the K-1 students have an exciting environment for the school year, including a close-up view of construction.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:40 p.m. The meeting was reconvened at 6:55 p.m. President Randall reported that no action was taken during closed session. There being no other business to come before the Board, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

SEPTEMBER 2019 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
2816	9/6/19	CANNON SPORTS, INC.	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 61.63
2824	9/4/19	THE MARKERBOARD PEOPLE	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 39.95
	9/6/19	KATHARIN ROTH	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 54.88
2843	9/6/19	RIVERSIDE INSIGHTS	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	\$ 310.77
	9/6/19	SAN DIEGO COUNTY OFFICE OF ED	0100	6500000	5770	3120	4300000	000	Spec Ed Supplies	\$ 56.03
2728	9/6/19	TROXELL COMMUNICATIONS	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 1,392.13
2831	9/11/19	DELTA EDUCATION, INC.	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 136.23
2738	9/11/19	HOUGHTON MIFFLIN HARCOURT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 1,062.98
2828	9/11/19	MCGRAW-HILL SCHOOL ED HOLDINGS, LLC	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 2,267.14
	9/11/19	SCHOLASTIC INC.	0100	6500000	5770	1110	4300000	111	Spec Ed Instructional Supplies	\$ 161.58
2752	9/11/19	OFFICE DEPOT	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 407.08
2841	9/12/19	FITNESS FINDERS	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 10.50
	9/13/19	KATHARIN ROTH	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 12.39
2740	9/13/19	MUSIC IS ELEMENTARY	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 506.00
2694	9/13/19	MUSIC IS ELEMENTARY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 571.32
2702	9/13/19	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 143.00
2856	9/18/19	CONTINENTAL MATHEMATICS LEAGUE	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 95.00
2847	9/19/19	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 54.52
2679	9/19/19	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 61.03
2872	9/20/19	KELLY PAPER	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 137.19
2761	9/20/19	SCHOLASTIC INC.	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 1,527.31
2840	9/20/19	CDW GOVERNMENT, INC.	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 157.94
2851	9/20/19	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 501.03
2848	9/20/19	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 179.94
2724	9/20/19	DIGITAL NETWORKS GROUP, INC.	0100	0000000	0000	2420	4300111	222	Technology Support	\$ 2,707.92
	9/24/19	MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 58.89
2705	9/24/19	SCHOLASTIC INC.	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 309.93
2868	9/24/19	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 55.49
2857	9/24/19	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 71.10
2707	9/24/19	TIME FOR KIDS	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 267.30
2819	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 224.88
2830	9/25/19	SYNCB/AMAZON	0100	6500000	5770	1120	4300000	222	Spec Ed Instructional Supplies	\$ 8.52
2806	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 27.17
2826	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 82.00
2827	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 132.09
2832	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 29.62
2833	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 70.03
2817	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 1,082.38
	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 132.09
2825	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 71.54
2845	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 728.37
2837	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 78.27
2834	9/25/19	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 172.39
2838	9/25/19	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 4.50
2854	9/25/19	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 501.23
2849	9/25/19	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	222	Technology Supplies	\$ 6.45
2846	9/25/19	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 359.69
2807	9/27/19	PEARSON EDUCATION INC.	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	\$ 524.17
2767	9/27/19	PEARSON EDUCATION INC.	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	\$ 958.08
										\$ 18,571.67

NON-INSTRUCTIONAL SUPPLIES

	9/6/19	DUGMORE AND DUNCAN OF CA	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 247.96
2803	9/4/19	PACIFIC PLUMBING SPECIALTIES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 1,251.30
2836	9/6/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 646.20
2835	9/6/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 28.50
	9/6/19	WEX BANK	0100	8150000	0000	8110	4300000	000	Automotive Supplies	\$ 250.66
2835	9/11/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 459.57
2799	9/11/19	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for August	\$ 35.55
2799	9/11/19	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for August	\$ 35.55
2799	9/11/19	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for August	\$ 86.16
2773	9/13/19	HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 1,600.49
2860	9/13/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 1,272.90
2865	9/13/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 1,744.89
2865	9/20/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 387.51
2804	9/24/19	HENRY SCHEIN INC.	0100	0000000	0000	3140	4300000	111	Health Supplies	\$ 50.56
2860	9/24/19	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 79.52
	9/24/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 1,248.19
2875	9/24/19	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	3140	4300000	000	Conference - School Nurse	\$ 350.00
2861	9/24/19	SOUTHWEST SCHOOL &	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 67.46
2829	9/25/19	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Office Supplies	\$ 70.32
2844	9/25/19	SYNCB/AMAZON	0100	0000000	0000	2700	4300000	222	Maintenance Supplies	\$ 29.99
2801	9/25/19	SYNCB/AMAZON	0100	0000000	0000	3140	4300000	111	Health Supplies	\$ 67.21
	9/25/19	SYNCB/AMAZON	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 10.51
2821	9/25/19	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Health Supplies	\$ 403.80
										\$ 10,424.80

4000 (SUPPLIES) TOTALS: BALANCE: 232,376 ACCUMULATED BALANCE: 107,370 REMAINING BALANCE: 125,006

UTILITIES

2800	9/6/19	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for August	\$	346.10
2800	9/6/19	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for August	\$	346.10
2794	9/11/19	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for August	\$	2,891.85
2778	9/18/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for August	\$	617.55
2778	9/18/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for August	\$	29.32
2778	9/18/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for August	\$	151.43
2778	9/19/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for August	\$	10,344.75
2778	9/19/19	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for August	\$	2,430.10
	9/20/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for August	\$	429.30
	9/20/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for August	\$	39.35
	9/20/19	AT&T	0100	0000000	0000	7200	5900001	000	Services for August	\$	2,239.20
										\$	19,865.05

SERVICES

2757	9/6/19	CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	\$	2,899.29
2779	9/4/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment July	\$	294.43
2779	9/4/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment July	\$	294.42
2779	9/4/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment July	\$	294.43
2818	9/4/19	DATEL SYSTEMS, INC.	0100	0000000	0000	2420	5800000	000	Technology Support	\$	996.69
2820	9/4/19	DATEL SYSTEMS, INC.	0100	0000000	0000	2420	5800000	000	Technology Support	\$	275.84
2812	9/4/19	DEPENDABLE NURSING, LLC	0100	6500000	5770	1190	5800000	000	Services for August	\$	188.33
2776	9/4/19	TRANE U.S. INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	1,096.11
	9/4/19	VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	August Statement	\$	125.72
2774	9/6/19	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$	695.00
2774	9/6/19	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	\$	60.00
2774	9/6/19	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$	96.00
2796	9/6/19	MISSION LINEN & UNIFORM	0100	8150000	0000	8110	5600000	000	Services for August	\$	133.60
2812	9/11/19	DEPENDABLE NURSING, LLC	0100	6500000	5770	1190	5800000	000	Services for August	\$	2,917.82
2852	9/11/19	ECS IMAGING, INC.	0100	0000000	0000	2420	5800000	000	Technology Support	\$	2,530.00
2811	9/11/19	SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services for August	\$	55.54
	9/11/19	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	\$	64.00
2784	9/12/19	MEBE	0100	6500000	5770	3120	5800000	000	Services for August	\$	1,175.00
	9/12/19	RED TRUCK FIRE & SAFETY CO.	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$	7,905.82
2788	9/12/19	SEGAL SPEECH AND LANGUAGE THERAPY	0100	6500000	5770	3120	5800000	000	Services for August	\$	140.00
	9/13/19	ASHLEY BRIDGEWATER	0100	0000085	1110	1000	5800000	111	Music Boosters	\$	1,012.50
2814	9/13/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	3,588.33
	9/13/19	SYNDEO COMMUNICATIONS	0100	0000000	0000	2420	5800000	000	Communication Equipment	\$	15,027.90
	9/18/19	ARTIANO SHINOFF	0100	0000000	0000	7100	5800005	000	Professional Services	\$	164.00
2757	9/19/19	CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	\$	4,878.67
	9/20/19	SOUTHCOAST HEATING & A/C	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$	1,618.04
	9/20/19	YMCA	0100	0000004	0000	0000	8699000	000	Transportation/6th Grade Camp	\$	1,870.00
2779	9/24/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment August	\$	441.64
2779	9/24/19	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment August	\$	441.64
	9/24/19	BYRON'S PIANO TUNING	0100	0000000	1110	1000	5800000	000	Professional Services	\$	300.00
	9/24/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5800000	000	Professional Services	\$	1,040.00
2878	9/24/19	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	111	Services for August	\$	210.00
2878	9/24/19	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	222	Services for August	\$	210.00
	9/24/19	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900002	000	Postage	\$	5.19
2814	9/25/19	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	\$	3,588.33
	9/26/19	VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	September Statement	\$	125.72
2774	9/27/19	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	\$	60.00
2774	9/27/19	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$	96.00
										\$	56,916.00

5000 (SERVICES) TOTALS: BALANCE: 915,399 ACCUMULATED BALANCE: 190,676 REMAING BALANCE: 724,723

FUND 2109 - BUILDING FUND

	9/9/19	MCCARTHY BUILDING COMPANIES	2109	9010000	0000	8500	6200000	000	Professional Services	\$	668,713.22
	9/9/19	MCCARTHY BUILDING COMPANIES	2109	9010000	0000	8500	6200000	000	Professional Services	\$	35,195.43
2786	9/11/19	BLUE COAST CONSULTING	2109	9010000	0000	8500	6200000	000	Professional Services	\$	3,990.00
	9/12/19	ECORP CONSULTING, INC	2109	9010000	0000	8500	6200000	000	Professional Services	\$	10,872.05
	9/13/19	ARBORGATE CONSULTING INC	2109	9010000	0000	8500	6200000	000	Professional Services	\$	800.00
	9/18/19	COUNTY OF SAN DIEGO	2109	9010000	0000	8500	6200000	000	Permit Fees	\$	459.00
2756	9/26/19	TWINING CONSULTING	2109	9010000	0000	8500	6200000	000	Professional Services	\$	6,940.00
2756	9/26/19	TWINING CONSULTING	2109	9010000	0000	8500	6200000	000	Professional Services	\$	17,680.00
										\$	744,649.70

FUND 4000 - CAPITAL FACILITIES

	9/4/19	BEST BEST & KRIEGER LLP	4000	0000000			9510000		Professional Services	\$	57,987.25
2720	9/6/19	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
2720	9/6/19	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
2720	9/6/19	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
2743	9/13/19	J.M.D.LANDSCAPE INC.	4000	0000000	0000	8500	6200000	000	Professional Services	\$	285.00
2742	9/13/19	J.M.D.LANDSCAPE INC.	4000	0000000	0000	8500	6200000	000	Professional Services	\$	185.00
2720	9/18/19	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	118.53
	9/19/19	JPW COMMUNICATIONS	4000	0000000	0000	8500	6200000	000	Professional Services	\$	5,495.46
2720	9/19/19	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	91.59
	9/19/19	BEST BEST & KRIEGER LLP	4000	0000000	0000	8500	6200000	000	Professional Services	\$	57,897.25
										\$	122,380.09

CARDIFF SCHOOL DISTRICT
Enrollment Form
October 2, 2019

**CARDIFF
GIRLS BOYS**

K Bjorstad	<u>9</u>	<u>7</u>	16
K Glass	<u>8</u>	<u>9</u>	17
K McNamara	<u>9</u>	<u>9</u>	18
K Paccione	<u>8</u>	<u>9</u>	17
K Stone	<u>9</u>	<u>8</u>	17
			TOT K <u>85</u>

1 Easson	<u>9</u>	<u>10</u>	19
1 Kavan	<u>8</u>	<u>9</u>	17
1 Miller	<u>9</u>	<u>10</u>	19
1 Rector	<u>9</u>	<u>10</u>	19
1 Sallans	<u>9</u>	<u>9</u>	18
			TOT 1 <u>92</u>

2 Boyesen	<u>13</u>	<u>10</u>	23
2 Hamilton	<u>12</u>	<u>9</u>	21
2 Payte	<u>12</u>	<u>11</u>	23
2 Redding	<u>10</u>	<u>13</u>	23
2 Pacetti/Paz	<u>13</u>	<u>9</u>	22
			TOT 2 <u>112</u>

Wilson	<u>0</u>	<u>0</u>	TOT <u>0</u>
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Subtotal	<u>148</u>	<u>141</u>
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SCHOOL TOTAL	<u>289</u>
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DISTRICT TOTAL	<u>661</u>
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**ADA HARRIS
GIRLS BOYS**

3 Doui/Stuart	<u>9</u>	<u>13</u>	22
3 Herrman	<u>10</u>	<u>14</u>	24
3 Murray	<u>12</u>	<u>13</u>	25
3 Switzler	<u>12</u>	<u>13</u>	25
			TOT 3 <u>96</u>

4 Brice	<u>10</u>	<u>10</u>	20
4 Green	<u>9</u>	<u>10</u>	19
4 Mihaly	<u>9</u>	<u>9</u>	18
4 Price	<u>8</u>	<u>11</u>	19
4 Trees	<u>10</u>	<u>10</u>	20
			TOT 4 <u>96</u>

5 d'Entremont	<u>10</u>	<u>12</u>	22
5 Ensberg	<u>10</u>	<u>12</u>	22
5 Heyer	<u>10</u>	<u>12</u>	22
5 Yant	<u>10</u>	<u>11</u>	21
			TOT 5 <u>87</u>

6 Jewell	<u>11</u>	<u>11</u>	22
6 Nguyen	<u>11</u>	<u>9</u>	20
6 Therriault	<u>12</u>	<u>10</u>	22
6 Tiersma	<u>14</u>	<u>9</u>	23
			TOT 6 <u>87</u>

Carruthers	<u>5</u>	<u>1</u>	TOT <u>6</u>
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Subtotal	<u>182</u>	<u>190</u>
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SCHOOL TOTAL	<u>372</u>
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CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, CA 92007

October 10, 2019

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Jenny Wong	Art Docent Coordinator	9/18/19 (PT, Range 8, Step 3)
Kenya De La Roche	Extended Day Aide	9/18/19 (PT, Range 8, Step 4)
Haylee Coate	Extended Day Aide	9/23/19 (PT, Range 8, Step 1)
Katherine Briggs	Instructional Aide – AH	9/23/19 (PT, Range 8, Step 1)

Cardiff School District
California School Dashboard
Local Performance Indicators

Priority 1: Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (MET)

Cardiff School District participates fully in the annual Williams settlement requirements at both schools in the district. This process includes an annual verification of textbook sufficiency for all students, an annual audit of teacher certification for the course they are assigned to teach, and annual application of the Facilities Inspection Tool (FIT) on every school campus in the district. The community passed a \$22 million bond measure to rebuild and repair Cardiff School and construction began during the summer of 2019.

Priority 2: Implementation of State Academic Standards (MET)

Cardiff School District has implemented professional development and instructional materials that fully align to the SBE adopted academic standards and curriculum frameworks in English language arts and mathematics. Cardiff School District is continuing implement professional development and instructional materials that align to the newly adopted English Language Development standards and the Next Generation Science Standards.

Priority 3: Parent Engagement (MET)

Cardiff School District administers an annual survey to all parents/guardians K-6 to seek input into district decision-making and promote parent participation. The survey findings indicate that the district has a high level of parent engagement and provides valuable input into our LCAP goals and priorities.

Priority 6: School Climate (MET)

Cardiff School District administers an annual climate survey to all parents/guardians K-6 and students 3-6 to measure the school environment. The results from this survey provide valuable input into our LCAP goals and priorities. The district will administer the California Healthy Kids Survey to one grade level in our K-6 grade span.

Priority 7: Access to a Broad Course of Study (MET)

Cardiff School District measures the extent to which students have access to a broad course of study including the programs and services provided to unduplicated students and students with exceptional needs through the use of classroom schedules and administrative walkthroughs and observation.



MEMORANDUM OF AGREEMENT

Parties

This Memorandum of Agreement (MOA) is made between the County of San Diego (County) by and through its Health and Human Services Agency (HHSA) and **the San Diego County Superintendent of Schools (SDCSS) and San Diego County School Districts/Local Education Agencies (SDC LEAs)**. The parties to this MOA may be referred to herein collectively as the “parties” or individually as a “party”.

Recitals

WHEREAS, this MOA is for purposes of each party complying with the Every Student Succeeds Act, Section 1112(c)(5)(B) (20 U.S.C. §6312(c)(5)(B)), requiring:

“[e]ach local educational agency . . . provide assurances that it will collaborate with the State or local child welfare agency to, by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall:

- (i) ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and
- (ii) ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if – (I) the local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation; (II) the local educational agency agrees to pay for the cost of such transportation; or (III) the local educational agency and the local child welfare agency agree to share the cost of such transportation....”

WHEREAS, each agency’s role is as follows:

County provides funds for certain services for youth who are under the jurisdiction of the Juvenile Court and is governed by The Fostering Connections Act, which includes school stability provisions relating to youth as defined by 48853.3 (a). County has agreed to provide funding for additional costs incurred in providing transportation to maintain children in foster care in their schools of origin when the client is without an alternate transportation plan. County has agreed to collaborate with SDCSS and SDC LEAs to provide funding in support of transportation to school of origin and its clients when an alternate transportation plan is utilized. County is responsible for those eligible students over which they have care, custody and control as vested by the San Diego Superior Court.

Exhibit F

SDCSS is an LEA under federal law, and to ensure compliance with ESSA transportation to school of origin provisions, has coordinated agencies and agreed to administer a countywide transportation program, including staffing and indirect costs, to ensure that all eligible students receive transportation to their school of origin and that any additional cost is shared equally among the other parties to this agreement (County and SDC LEAs) for purposes of county-wide compliance with the ESSA. SDCSS agrees to provide coordination and oversight of the provisions in this agreement.

SDC LEAs ensure students in foster care who reside in their boundaries have access to transportation to their school of origin by providing transportation to children in foster care residing in their boundaries to their school of origin when doing so creates no additional cost to the SDC LEA, and also agreed to collaboratively fund a portion of additional costs incurred in providing transportation to school of origin, when doing so creates such additional costs, to ensure students in foster care who reside in their boundaries have access to transportation to their school of origin.

WHEREAS, this MOA is for purposes of ensuring cost effective and efficient methods for ensuring children in foster care in San Diego County have transportation to school of origin available even when it creates an additional cost to the SDC LEA that will be shared by the parties.

WHEREAS, this MOA will provide cost sharing by SDC LEAs, SDCSS, and County of San Diego of additional costs, as that term is defined herein, incurred by SDC LEAs for the SDC LEAs or SDCSS to provide students in foster care, between the ages of 8 (eight) and 18 (eighteen), with transportation to and from their school of origin. Students in foster care covered by this agreement include:

- Students enrolled in General Education Programs.
- Students served by Special Education Programs whose Individual Education Program does or does not include transportation as a related service.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises set forth below, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **Administration of MOA:** Each party identifies the following individual to serve as the authorized administrative representative for that party. Any party may change its administrative representative by notifying the other party in writing of such change. Any such change will become effective upon the receipt of such notice by the other party to this MOA. Notice of the authorized representative shall be sent to each party as follows:

<u>County of San Diego</u> Kimberly Giardina, Acting Director Health and Human Services Agency Child Welfare Services 8965 Balboa Avenue San Diego, CA 92123 858-616-5812 Kimberly.Giardina@sdcounty.ca.gov	<u>SDCSS</u> Mara Madrigal-Weiss, Director San Diego County Office of Education Foster Youth Services Coordinating Program 6401 Linda Vista Road, Suite 409 San Diego, CA. 92111 858-292-3569 mmadrigal@sdcoe.net For SDC LEA Points of Contact see http://www.sdcoe.net/student-services/student-support/fyhes/Documents/District_AB490_McKinneyVento_Liaison_List.pdf
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2. Parties' Responsibilities for Sharing in Additional Costs

2.1. County

- 2.1.1. County will collaborate with SDCSS co-located Education Liaisons to process appropriate referrals to transportation services under this agreement and as per contract number 525896 between SDCSS and HHSA Child Welfare Services. This contract number 525896 and its terms shall take precedence over the provisions of this MOA as it relates to the relationship between the County and SDCSS parties.
- 2.1.2. County will ensure that a Best Interest Determination regarding school of origin has been made by the Education Rights Holder prior to referral to transportation services, and make a best effort to ensure the SDC LEA AB 490 Foster Care Liaison is consulted.
- 2.1.3. County will provide up to \$350,000 annually to SDCSS per contract number 525896 between HHSA Child Welfare Services and SDCSS, which SDCSS will allocate to the countywide transportation program it administers per this MOA, and use to cover the agreed upon portion of shared costs under this MOA as outlined below:
 - 2.1.3.1. When inter-district transportation is being provided to an eligible student, County agrees to fund one third of the additional cost to transport.
 - 2.1.3.1.1. When one SDC LEA elects to waive reimbursement for the additional costs of transportation provided by that SDC LEA,

County agrees to fund fifty percent of the remaining SDC LEA's additional costs.

- 2.1.3.2. When intra-district transportation is being provided to an eligible student County agrees to fund 50% (fifty percent) of the additional cost to transport.
- 2.1.3.3. In the event of an exception request for transportation services via this MOA regarding student eligibility or cost-sharing, County will review and respond to exception requests received from SDCSS on a case-by-case basis.
- 2.1.4. County will conduct background clearances of all drivers employed by contractors of SDCSS and who provide services under this agreement.
- 2.1.5. County will cover all costs associated with clearances of all drivers employed by contractors of SDCSS and who provide services under this agreement.

2.2. SDCSS

- 2.2.1. SDCSS co-located Education Liaisons will collaborate with County on all referrals for transportation services where transportation to the school of origin creates an additional cost for the SDC LEA.
- 2.2.2. SDCSS co-located Education Liaisons will meet with all caregivers and students to orient them to transportation service requirements when SDCSS contracted providers are transporting eligible students.
- 2.2.3. SDCSS co-located Education Liaisons will meet the students on initial day of transport when SDCSS contracted providers are transporting eligible students, except for students who have previously used and are familiar with the transportation services and may not need to be physically met by an Educational Liaison at school on the initial day of resuming transportation services.
- 2.2.4. SDCSS will issue a public bid for transportation providers, vet all applicants and ensure all awarded contract providers adhere to all applicable Education and Vehicle codes outlined in California Law relating to student transportation.
- 2.2.5. SDCSS will provide orientation to all transportation provider drivers.
- 2.2.6. SDCSS will provide a full time manager and secretarial support to administer all phases of the countywide transportation program and will fund all indirect costs associated with this agreement.
- 2.2.7. SDCSS manager will communicate with SDC LEAs regarding additional costs and services available pursuant to this MOA which the SDC LEAs may utilize for purposes of ensuring transportation is available to school of origin.
- 2.2.8. SDCSS will process all audit transfers and ensure additional costs are shared equally among all parties as agreed upon.

- 2.2.9. SDCSS will monitor the expenditures under this agreement, project usage and potential shortfalls in funding. As needed, SDCSS will facilitate the identification of resources needed to continue the provision of services under this agreement.
- 2.2.10. SDCSS will maintain all records required by the parties to this agreement.
- 2.2.11. SDCSS will provide quarterly reports to all parties.
- 2.2.12. SDCSS will report any incident involving injury or property damage during transportation provided by its contractor to the SDC LEA and County via email within 24 hours of having knowledge of incident.
- 2.2.13. In the event of a potential dispute, SDCSS will offer to mediate a meeting to attempt to resolve the concern before following the formal process referred to in item 4.
- 2.2.14. In the event of an exception request for transportation services via this MOA regarding student eligibility or cost-sharing, SDCSS will request exception review from County and will provide County the information needed to review the request.

2.3. SDC LEAs

- 2.3.1. SDC LEAs will collaborate with SDCSS co-located Education Liaisons to determine whether existing transportation options are available to transport a student to their school of origin, and if not, a cost effective method available to transport eligible students in foster care to school of origin and additional costs associated with doing so.
- 2.3.2. SDC LEAs will notify SDCSS co-located Education Liaisons when they determine that the most appropriate method of transportation will be to utilize SDCSS contracted services under this agreement.
- 2.3.3. When inter-district transportation is being provided to an eligible student the responsible SDC LEAs agree to each fund one third of the additional cost to transport.
- 2.3.4. When one responsible SDC LEA elects to waive reimbursement for the additional costs of transportation provided by that SDC LEA, the other responsible SDC LEA agrees to fund fifty percent of the remaining additional costs.
- 2.3.5. When intra-district transportation is being provided to an eligible student the SDC LEA agrees to fund 50% (fifty percent) of the additional cost to transport.
- 2.3.6. SDC LEAs will track and communicate to SDCSS manager the actual and additional costs they incur when the SDC LEA is providing transportation utilizing SDC LEA resources to transport a student in foster care to school of origin.

2.3.7. SDC LEAs agree to make claims for recouping transportation costs to SDCSS, not the County.

2.3.8. SDC LEAs may notify SDCSS manager of their decision to not utilize SDCSS contracted services for any reason and transport the eligible student in an alternate safe and age appropriate manner.

3. County Contribution to Additional Cost

Through June 30, 2022, the parties agree to implement this agreement and gather data on additional cost incurred in transporting foster students to their school of origin. SDC LEAs agree to notify SDCSS when they incur additional cost to transport an eligible student to school of origin in advance of transportation being provided. For the term of this agreement, and subject to annual renegotiation, reimbursement by the County to SDC LEAs for additional costs incurred to transport a student to their school of origin will be set and reimbursed at the rate of \$3.13/per mile, regardless of actual additional cost incurred or the percentages specified in Section 2 of this MOA. The parties agree to discuss this amount following collection of information on actual additional costs incurred.

4. Dispute Resolution Process

This agreement is subject to the following dispute resolution process outlined in California Education Code:

E. C. 48853.5 (f) (9) If a dispute arises regarding the request of a foster child to remain in the school of origin, the foster child has the right to remain in the school of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing dispute resolution process available to a pupil served by the local educational agency.

E. C. 48853.5 (i) (1) A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

5. Indemnity

5.1. Indemnity Claims Arising from the Sole Acts or Omissions of a Party:

Each Party to this Agreement hereby agrees to defend and indemnify the other Parties to this Agreement, their agents, officers and employees, from any claim, action or proceeding against the other Parties, arising solely out of its own acts or omissions in the performance of this Agreement. At each Party's sole discretion, each Party may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve any Party of any obligation imposed by this Agreement. Parties shall notify each other promptly of any claim, action or proceeding and cooperate fully in the defense.

- 5.2. Indemnity Claims Arising from Concurrent Acts or Omissions:** The Parties hereby agree to defend themselves from any claim, action or proceeding arising out of the concurrent acts or omissions of the Parties. In such cases Parties agree to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in paragraph 5.3 below.
- 5.3. Indemnity Joint Defense and Reimbursement and Reallocation:** Notwithstanding paragraph 5.2 above in cases where parties agree in writing to a joint defense, Parties may appoint joint defense counsel to defend the claim, action or proceeding arising out of the concurrent acts or omissions of Parties. Joint defense counsel shall be selected by mutual agreement of Parties. Parties agree to share the costs of such joint defense and any agreed settlement in equal amounts, except as follows: Parties further agree that neither party may bind the other to a settlement agreement without the written consent of both Parties. Where a trial verdict or arbitration award, in a joint defense case, allocates or determines the comparative fault of parties, Parties may seek reimbursement and/or reallocation of defense costs, judgments and awards, consistent with such comparative fault.
- 6. Insurance:** Prior to execution of this MOA, the parties must obtain at their own cost and expense, and keep in force and effect during the term of this MOA, including all extensions, appropriate insurance to cover any foreseeable losses under this MOA. The parties may maintain a program of self-insurance to meet the requirements of this paragraph.
- 7. Conformance With Rules And Regulations:** All parties shall be in conformity with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices, and certificates as are required. All parties shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health, and sanitation.
- 8. Permits and Licenses:** The parties certify that they possess and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the other parties, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. Each party reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
- 9. Governing Law:** This MOA shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of California.
- 10. Information Privacy and Security Provisions:** All parties to this MOA agree to comply with all applicable laws and regulations related to the privacy and security of

client's information, such as, but not limited to the confidentiality of the child welfare records per California Welfare & Institutions Code sections 827 and 10850. In addition, any data shared between the parties electronically shall occur via encrypted software.

11. **Third Party Beneficiaries Excluded:** This MOA is intended solely for the benefit of County and SDCSS and SDC LEAs. Any benefit to any third party is incidental and does not confer on any third party to this MOA any rights whatsoever regarding the performance of this MOA. Any attempt to enforce provisions of this MOA by third parties is specifically prohibited.
12. **Amendments to MOA:** Any party may propose amendments to this MOA by providing written notice of such amendments to the other party. This MOA may only be amended by a written amendment signed by all parties.
13. **Severability:** If any terms or provisions of this MOA or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this MOA, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this MOA shall be valid and enforced to the maximum extent permitted by law.
14. **Full Agreement:** This MOA represents the full and entire agreement between the parties and supersedes any prior written or oral agreements that may have existed.
15. **Scope of MOA:** This MOA only applies to the program described herein and does not set forth any additional current or future obligations or agreements between the parties, except that the parties may by written amendment amend the scope of this MOA.
16. **Live Well San Diego Vision:** The County of San Diego, Health and Human Service Agency (HHSA), supports the *Live Well San Diego* vision of Building Better Health, Living Safely, and Thriving. *Live Well San Diego*, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners and contractors, to the extent feasible, are expected to advance this vision. Building Better Health focuses on improving the health of residents and supporting healthy choices. Living Safely seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. Thriving focuses on promoting a region in which residents can enjoy the highest quality of life.

16.1 Information about the *Live Well San Diego* can be found on the County's website and a website dedicated to the vision:

http://www.sdcounty.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html
<http://www.LiveWellSD.org>

17. **Term:** This MOA shall be effective as of July 1, 2019 and shall terminate on June 30, 2022.

18. **Termination For Convenience:** HHSA or the SDCSS may, by written notice stating the extent and effective date, terminate this MOA for convenience in whole or in part, at any time.

19. **Counterparts:** This MOA may be executed in any number of separate counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument. LEA members may be added as a party to this MOA as requested without formal amendment. Such shall have executed and delivered a joinder to the County of San Diego HHSA with a copy to SDCSS attached hereto as Exhibit A – Joinder of Additional Signatory to Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

County of San Diego

Dated: _____ By: _____
NICK MACCHIONE, FACHE
Agency Director
Health and Human Services Agency

San Diego County Superintendent of Schools

Dated: _____ By: _____
MICHAEL SIMONSON, Assistant
Superintendent, Business Services

EXHIBIT A – JOINDER OF ADDITIONAL SIGNATORY TO AGREEMENT

EXHIBIT A

JOINDER OF ADDITIONAL SIGNATORY TO AGREEMENT

Pursuant to, and in accordance with, Section 19 of the Memorandum of Agreement between the County of San Diego by and through its Health and Human Services Agency, the San Diego County Superintendent of Schools and San Diego County School Districts/Local Education Agencies, for the purpose of ensuring cost effective and efficient methods of transportation to school of origin for children in foster care in San Diego County, the [NEW PARTY] hereby acknowledges that it has received and reviewed a complete copy of the aforementioned Agreement and agrees that upon execution of this Joinder, [NEW PARTY] shall become a party to the Memorandum of Agreement and shall be fully bound by, and subject to, all of the covenants, terms and conditions of the Memorandum of Agreement as though an original party thereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

[NEW PARTY]

Dated: _____

By: _____
(Authorized Signature)

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

ALPINE UNION ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
DR. RICH NEWMAN, Superintendent
Alpine Union Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

BONSALL UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

CAJON VALLEY UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
SCOTT A. BUXBAUM
Assistant Superintendent
Cajon Valley Union Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

CARDIFF ELEMENTARY SCHOOL DISTRICT

Dated: _____ By: _____
JILL VINSON, Superintendent
Cardiff Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

CHULA VISTA ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

DEHESA ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
NANCY HAUER, Superintendent
Dehesa Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

DEL MAR UNION ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

ENCINITAS UNION ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
TIMOTHY B. BAIRD, Ed.D.
Superintendent
Encinitas Union Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

ESCONDIDO UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____

GARY M. ATTENBURG, Clerk, Board of
Education, Escondido Union Elementary
School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

FALLBROOK UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
HUGO A. PEDROZA, Ph.D.,
Superintendent
Fallbrook Union Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

JAMUL-DULZURA UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
NADINE BENNETT, Superintendent
Jamul-Dulzura Union Elementary
School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

JULIAN UNION ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
BRIAN M. DUFFY, Superintendent
Julian Union Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

LA MESA-SPRING VALLEY ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
GUIDO MAGLIATO, Assistant
Superintendent, La Mesa-Spring Valley
Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

LAKESIDE UNION ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____

ANDREW S. JOHNSON, Ed. D.
Superintendent, Lakeside Union
Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

LEMON GROVE ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

NATIONAL ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____

PAULA JAMESON-WHITNEY, Assistant
Superintendent, Educational Services
National Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SAN PASQUAL UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
SHANNON HARGROVE, Superintendent
San Pasqual Union Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SAN YSIDRO ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____

PETER WONG, Interim Chief Business
Official, San Ysidro Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SANTEE ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____

KARL CHRISTENSEN, Assistant
Superintendent, Business Services
Santee Elementary School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SOUTH BAY UNION ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SPENCER VALLEY ELEMENTARY SCHOOL
DISTRICT

Dated: _____ By: _____
JULIE Z. WEAVER, Superintendent
Spencer Valley Elementary School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

VALLECITOS ELEMENTARY
SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

ESCONDIDO UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
LUIS IBARRA, Superintendent
Escondido Union High School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

FALLBROOK UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
HUGO A. PEDROZA, Ph.D.,
Superintendent
Fallbrook Union High School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

GROSSMONT UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
SCOTT PATTERSON, Deputy
Superintendent, Business Services
Grossmont Union High School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

JULIAN UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SAN DIEGUITO UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
DOUGLAS GILBERT, Director of
Purchasing
San Dieguito Union High School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SWEETWATER UNION HIGH SCHOOL
DISTRICT

Dated: _____ By: _____
KAREN MICHEL, C.F.O.
Sweetwater Union High School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

BORREGO SPRINGS UNIFIED SCHOOL
DISTRICT

Dated: _____ By: _____
MARK STEVENS, Superintendent
Borrego Springs Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

CARLSBAD UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
CHRIS WRIGHT, Assistant
Superintendent, Business Services
Carlsbad Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

CORONADO UNIFIED SCHOOL
DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

MOUNTAIN EMPIRE UNIFIED SCHOOL
DISTRICT

Dated: _____ By: _____
KATHLEEN GRANGER, Superintendent
Mountain Empire Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

OCEANSIDE UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
DUANE COLEMAN, Ed.D., Superintendent
Oceanside Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

POWAY UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
TIMOTHY W. PURVIS, Director of
Transportation, Poway Unified School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

RAMONA UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
ANNE L. STAFFIERI, Superintendent
Ramona Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SAN MARCOS UNIFIED SCHOOL
DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

VALLEY CENTER-PAUMA UNIFIED SCHOOL
DISTRICT

Dated: _____ By: _____
RON MCCOWAN, Superintendent
Valley Center-Pauma Unified School
District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

VISTA UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
DONNA CAPERTON, Assistant
Superintendent, Business Services
Vista Unified School District

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

WARNER UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

JUVENILE COURT AND COMMUNITY
SCHOOLS

Dated: _____ By: _____
MICHAEL SIMONSON, Assistant
Superintendent, Business Services

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

HAWKING CHARTER SCHOOLS

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

GUAJOME PARK ACADEMY

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

GUAJOME LEARNING CENTER

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Additional Signatories to Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Signed by:

SAN DIEGO UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
(Authorized Signature)

Name (Type or Print)

Title

Cardiff School District
Cardiff-By-The-Sea, California 92007

October 10, 2019

**ITEM: PUBLIC HEARING DETERMINING SUFFICIENCY OF
INSTRUCTIONAL MATERIAL**

BACKGROUND

Education Code 60119 requires school districts to hold a public hearing and determine through a Board resolution determining that each pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education:

Mathematics
Science
History – Social Science
English/language arts, including the English Language Development

CURRENT CONSIDERATIONS

Based upon the recommendation of the San Diego County Office of Education, Resolution 19-20-02 is attached, which determines that each pupil in each school operated by the Cardiff School District has sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board for the 2019-2020 fiscal year.

FINANCIAL IMPLICATIONS

There is no financial impact with regards to the Public Hearing.

RECOMMENDATION

It is recommended that the Board President announce that the Public Hearing regarding this issue be opened. Following the public hearing, it is recommended that the Board approve Resolution 19-20-02.

Exhibit G

RESOLUTION

Cardiff School District

Resolution Number 19-20-02

Resolution Determining Sufficiency of Instructional Materials

On motion of Member _____ Seconded by Member _____ the following resolution is adopted:

WHEREAS, in order to receive state instructional materials funds, the Governing Board is required by Education Code Section 60119 to make a diligent effort to hold a public hearing and adopt a resolution by the eighth week of the school year, determining that each pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, reading/language arts.

WHEREAS, as part of the hearing required, the Governing Board must also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for these subjects.

WHEREAS, “sufficient textbooks or instructional materials” means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each pupil.

THEREFORE BE IT RESOLVED, that the Governing Board hereby determines, as required by Education Code Section 60119, that the school district has sufficient instructional materials for each pupil in the following areas:

1. Mathematics
2. Science
3. History-social science
4. Reading/language arts, including the English language development of an adopted program

PASSED AND ADOPTED by the Governing Board on October 10, 2019 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I Jill Vinson, Clerk/**Secretary** of the Governing Board, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date October 10, 2019.

Clerk/Secretary of the Governing Board

Articles for Consideration
Negotiations 2019-20

Article XII – Leaves

Article XVII Employee – Benefits

Article XVIII – Salaries

Side Letter
Between
Cardiff School District
and
Cardiff Elementary Teachers' Association (CETA)

Approval of Health & Welfare Cap for all Current Eligible District Employees

The Cardiff School District Negotiations Team, including District and CETA representatives, are meeting to discuss the teachers' contract for the 2019-20 school year. At this time both parties and the Cardiff School Board agree to:

An increase to the annual Health & Welfare cap to \$8,001.80 effective January 1, 2020. The total approximate cost of the increase is \$12,432.

It is understood that this increase to the Health & Welfare cap is part of the total 2019-20 negotiations package between the Cardiff School District and CETA.

Jill Vinson
Superintendent

Cynthia Switzler
CETA President

Date

Date

**CARDIFF SCHOOL DISTRICT
EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

DEFINITION:

Under the direction of the Superintendent; performs a variety of highly complex, independent administrative and secretarial duties in support of the Superintendent's Office; serves as recording secretary to the Board of Education; coordinates, organizes and performs complex administrative functions related to certificated personnel, classified personnel, and special education compliance; provides communication and coordination of information and activities as directed.

TYPICAL DUTIES:

Acts as the executive and confidential secretary to the Superintendent and Board of Trustees

Attends Board meetings and performs administrative assistant duties for the Board, including coordination and preparation of agenda and supporting materials

Takes notes and prepares minutes following Board meetings

Maintains and updates Board policy manuals

Serves as Custodian of Record, maintaining files of official Board minutes, resolutions, and appropriate attachments

Articulates District policy and procedures and conveys information regarding District programs and functions; makes decisions on procedural matters within the scope of the position's responsibilities

Provides guidance and acts as a resource person to school site secretarial staff; relays concerns and initiates follow up

Coordinates calendars for the Superintendent and Board; receives, sorts, routes and responds to mail; schedules appointments, meetings and travel; facilitates logistics for large scale events as needed

Receives visitors and telephone calls from the public, staff, parents and students; exercises judgment in providing information, referring to an appropriate staff member, or scheduling an appointment with the Superintendent

Assists the Superintendent and the Board by effectively communicating in a timely fashion with staff, parents, and the community, using the communication and technological tools available (website messaging, email messaging, etc.)

Transmits confidential, controversial, or sensitive information involving contacts with a wide variety of individuals, including the District's legal representatives and the media

Performs special projects, researches and prepares various forms and reports on behalf of the Superintendent; attends to administrative details on special matters as assigned

Designs and implements systems to maintain complex files and records

Attends a variety of meetings; takes, prepares and distributes minutes as appropriate

Performs clerical and technical tasks associated with recruitment and employment of staff

Prepares all job vacancy postings and posts with appropriate agencies; sets up interviews
Prepares and reviews pre-employment documents, employee orientation and mandated trainings
Receives Criminal Offense Record information (background checks) from the Department of Justice for applicants for employment
Schedules pre-placement examinations for new employees and receives results
Establishes and maintains confidential employee personnel files
Enters employee position information in personnel system
Completes forms for classified employees PERS qualification and sends out notification letters to employees that become PERS/STRS eligible
Assists with verification of employment for District employees and substitutes
Assists with tracking credential renewals
Prepares seniority lists in preparation for layoff
Receives and processes Workman's Compensation claims, including scheduling of initial doctor's appointments
Conducts audits/reports as requested by San Diego County Office of Education and as needed
Assists the Superintendent in gathering information and preparing materials for negotiation sessions
Prepares and distributes collective bargaining contracts and salary schedules
Develops and produces the school district calendar and employee holiday calendar
Performs clerical and technical tasks associated with District special education compliance
Maintains special education files
Reviews IEP data to verify accuracy in the Special Education Information System
Prepares State pupil count for special education
Prepares contracts/performance agreements for transportation and related services for special education students
Prepares and tracks Memorandum of Understanding (MOU) agreements with other school districts
Processes Inter-District Transfer application requests and maintains records of approved applications
Coordinates Facility Use Requests for outside use of District facilities
Update changes to the Annual Notification reflecting current State/Federal laws; provide for distribution to all staff and families
Assists in the collection of Developer Fees
Assists with California Public Records Act requests
Performs related duties as assigned

KNOWLEDGE OF:

District policies, laws, rules and regulations related to functions of the Superintendent's office
Function and secretarial operations of an administrative office
Function of District departments and programs
Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Agenda preparation and distribution techniques
Interpersonal skills using tact, patience, and courtesy
Receptionist and telephone techniques and etiquette
Letter and report writing, editing, and proofreading
Data management
Storage and retrieval systems
Operation of a variety of office equipment, including a computer and assigned software and tech tools

ABILITY TO:

Effectively perform a variety of independent, highly responsible and complex clerical, technical and administrative support services
Assist the Superintendent confidentially and with discretion
Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
Plan, coordinate, and organize office activities and flow of communications as needed
Assure efficient, accurate, and timely completion of office and program projects and activities
Prioritize and schedule work in order to meet deadlines and follow timelines
Establish and maintain a variety of complex and confidential files and records
Communicate effectively both orally and in writing
Understand and follow oral and written directions
Compose effective correspondence independently
Organize and prepare complex written documents concerning a broad spectrum of subject matter
Communicate effectively with the public using a variety of tech tools
Work efficiently under pressure, with frequent interruptions
Perform in situations requiring specialized knowledge, using tact and good judgment
Be well-organized, detail-oriented and work accurately
Type or input data at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Work effectively with widely diverse individuals and/or groups
Work flexible hours as needed by the assignment

Education/Experience:

Any combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include completion of high school or equivalent and five years of progressively responsible experience performing secretarial or administrative assistance duties. Human resources/personnel experience, public school experience, and college-level coursework in communications, public relations, business, public administration, or a closely related field are desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls, talk and hear. The employee is occasionally required to reach with hands and arms, bend at the waist, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment is primarily an office setting, with frequent interruptions and a moderate noise level. There is daily contact with District and school staff, parents, community members and the public.