

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, AUGUST 11, 2016 • 9:00 AM • PUBLIC MEETING
CARDIFF SCHOOL AUDITORIUM
1888 MONTGOMERY AVENUE • 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
Mr. Mark Whitehouse, President
Ms. Nancy Orr, Clerk
Mr. Dave Clark, Member
Ms. Siena Randall, Member
Mr. David Ross, Member
Ms. Jill Vinson, Superintendent

D. Approval of agenda for August 11, 2016
All items are action unless labeled information

E. Approve minutes from the regular meeting of June 9, 2016;
minutes from the special meeting of June 15, 2015; minutes from
the special meeting of June 16, 2016, and minutes from the special
meeting of July 7, 2015

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 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).*

- II. HEARING SESSION continued
 - 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

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 #14-125983 to #14-140062 \$142,290 **B**
#14-141288 to #14-145891 \$177,888
 - 3. Payroll Warrants, June, 2016 \$600,829 - July, 2016, \$172,216
- B. Approve Outdoor Education Program Contracts and Fee Schedule with San Diego County Office of Education for 2016-2017 **C**
- C. Approve personnel report for 8/11/16 **D**
- D. Approval of Cardiff School District's Uniform Complaint Quarterly Report for April 1, 2016 – June 30, 2016 **E**
- E. Approve Independent Contractor Agreement between Cardiff School District and JMD Landscape, Inc. **F**
- F. Approve Nonpublic Agencies Master Contract Between Cardiff School District and Dependable Nursing **G**
- G. Removal of items from Consent Calendar
- H. Approval of Consent Calendar

IV. GENERAL FUNCTIONS

- A. Consider approval to rescind Resolution 99-00-11 **H**
- B. Approve Five Year Major Maintenance Plan **I**
- C. Approve Cardiff School District Technology Plan 2016-2019 **J**

IV. GENERAL FUNCTIONS continued

- D. Approve July manual maintenance policy revisions: **K**
BP/AR 5111.1, BP 0450, BP/AR 3513.3, BP/AR 3553, BP 3555,
E 4112.9, 4212.9, 4312.9, BP 4113, AR 4222, AR 6164.41, BP 6179,
BP 2121, BB 9321

V. PERSONNEL

- A. Consider unpaid leave of absence request from certificated **L**
employee #496003 for the 2016-17 school year

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with the District's labor negotiator, Jill Vinson, regarding
negotiations with the Cardiff Elementary Teachers Association– Government
Code section 54957.6

VIII. REPORT FROM CLOSED SESSION (If applicable)

IX. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR MINUTES OF JUNE 9, 2016

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, June 9, 2016 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse 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: Bob Bonde
Ruth Frei
Gerald Sodomka
Jerry Peters
Bill Fairchild
Tricia Smith
Catherine Blakespear
Patrick O'Connor
Trish d'Entremont
Melanie Garcia – SEA
Adam Sweet – SEA

General Functions, Item B, Feasibility/Exploration of School Facilities Improvement Proposition Report was moved to the front of the agenda. The agenda for June 9, 2016 was approved as amended.

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

Exhibit A

The minutes from the regular meeting of May 12, 2016 were approved as written.

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

Public comments were received on agenda item B, Feasibility/Exploration of School Facilities Improvement Proposition Report.

Gerry Peters, resident, commented that the 22 million is a wish list. There is no justification for structures.

Catherine Blakespear, parent, spoke on the charm and eclectic feel of the old buildings and that the campus is K-3 and does not need to be a medical state-of-the-art facility as the presentation suggested.

Ruth Frei, resident, expressed that maintenance personnel have not been hired in 18 years and facilities have not been maintained adequately. Community should not be burdened.

Patrick O'Conner, resident, asked to Board to consider tabling the bond. Not enough information is being presented. He feels future enrollment will drop off.

Bill Fairchild, resident, feels the public/community has not been educated. He suggested the Board think about reconfiguring students to Ada Harris to reduce the need for a new auditorium and reduce the parking/traffic. He said the district should also budget for a maintenance man.

Bob Bonde spoke regarding his alternate plan that would cost the district a onetime \$730,000 to repair the roofs, windows, and other major facility needs in lieu of putting a bond on the ballot.

Tricia Smith, grandmother/resident, said Cardiff has a good design. Solar panels should be a consideration. The savings on electricity would defer some of the cost of the repairs. The bond would be an easier sell if we were "green".

Hearing Session:

- Trish d'Entremont reported teachers are winding up a busy year.
- Melanie Garcia introduced Adam Sweet, the SEA President for 2016-17. Melanie will be taking on the role of Major Donor Chairperson.

Hearing Session continued:

- Principal Parker reported her staff is enthusiastically wrapping up this school year and looking forward to summer.
- Principal Scheftner reported there are culminating events and celebrations happening, as well as novels that are being finished.
- Superintendent Vinson thanked Melanie for her two years of service to SEA. She acknowledged Julie, Janelle, and Siena for their representation on the Safe Routes to School Committee. The plan was approved last night at City Council. Ms. Vinson reported the Open House events were great. Teachers in grades 5-6 will be attending Quest CT this summer thru Cal State San Marcos. Ms. Vinson informed Trustees of a letter she received from Gayle Gustafson acknowledging the growth she has done due to Deb Heyer's Ed Tech support. At the end of year celebration we will be honoring the retirements of Dixie Jacobson, Jayne Hartman, and Nancy Robinson.

The consent calendar was approved as presented.

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

President Whitehouse opened the public hearing regarding the proposed Local Control Accountability Plan (LCAP) at 7:03 p.m. There being no public comment, the hearing was closed at 7:04 p.m.

The Local Control Accountability Plan (LCAP) was reviewed.

President Whitehouse opened the public hearing regarding the proposed 2016-17 district budget at 7:08. There being no public comment, the hearing was closed at 7:09 p.m.

The proposed 2016-17 district budget was reviewed.

The 2016-17 Declaration of Need for Fully Qualified Educators was approved.

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

The release of temporary teachers effective June 13, 2016 was approved.

MOTION: Randall

SECOND: Clark

AYES: Clark, Orr, Randall, Ross, Whitehouse

NOES: 0

ABSENT: 0

There being no other regular business to come before the board, the meeting was adjourned to closed session at 7:25 p.m. The meeting was reconvened at 8:30 p.m. President Whitehouse reported that no action was taken during the closed session. There being no other business to come before the Board, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

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

MINUTES
SPECIAL MEETING OF JUNE 13, 2016

The special meeting of the Governing Board of the Cardiff School District was held on Monday, June 13, 2015 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:02 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Clark, Randall, Ross, Whitehouse

Members absent: Orr

Administrators
present: Vinson, Scheftner, Parker

The agenda for June 13, 2016 was approved as presented.

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

The Local Control Accountability Plan (LCAP) was approved.

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

The 2016-17 district budget was adopted.

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

The amendments to the following articles of the Cardiff Elementary Teachers Association Collective Bargaining Agreement were approved:

Article XIV Employee Evaluation

Article XXIV Peer Assistance and Review

MOTION: Randall

SECOND: Ross

AYES: Clark, Randall, Ross, Whitehouse

NOES: 0

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

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

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

MINUTES
SPECIAL MEETING OF JUNE 16, 2016

The special meeting of the Governing Board of the Cardiff School District was held on Thursday, June 16, 2015 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:03 p.m. Trustees and visitors were led in the pledge of allegiance.

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

Members absent: None

Administrators
present: Vinson, Scheftner, Parker

Visitors: Rhea Stewart
Melissa Clark
Trish d'Entremont
Tricia Smith
Bob Bonde
Gerald Sodomka
Carolyn Howard
Patrick O'Connor

The agenda for June 16, 2016 was approved.

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

Ric Davy presented to the Board the Executive Summary of proposed project cost for Cardiff Elementary School. The Board considered the information and discussed the options.

Public Comment:

Bob Bonde said additional information had been obtained since the last meeting that altered his thinking. He suggested that since the \$400,000 deferred maintenance fund that was set up, is no longer producing a significant amount of interest. The funds should be used to do some of the major repairs and therefore no need to pursue a bond.

Gerald Sodomka asked the Board to be mindful of change orders and increased cost. There needs to be a project manager. He told the Board neighbors should be given public notices.

Trish d'Entremont spoke about individuals' attachment to these old buildings. She said we could preserve history even if the buildings change. She emphasized that we need to move forward and make safety, comfort, and well being a priority. She encouraged the Board to make the voters make the choice.

Carolyn Howard a 35-year resident encourages the bond.

Patrick O'Connor, a long time resident, advised coming up with a reasonable budget to keep with a reasonable plan.

Tricia Smith said she supports a partial bond issue. She said no one has said that the buildings are not unsafe. We have a good design and sense of calm. She would strongly support solar to be part of the new design. She still feels that low interest rates are not a good reason to tear down a school.

Resolution 15-16-18 of the Board of Trustees of the Cardiff School District ordering an election to authorize the issuance of School Bonds, establishing specifications of the election order, and requesting consolidation with elections occurring on November 8, 2016 was adopted.

MOTION: Randall

SECOND: Clark

AYES: Clark, Randall, Ross, Orr, Whitehouse

NOES: 0

There being no other regular business to come before the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

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

MINUTES
SPECIAL MEETING OF JULY 7, 2016

The special meeting of the Governing Board of the Cardiff School District was held on Thursday, July 7, 2016 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. Clerk Orr called the meeting to order at 5:10 p.m. Trustees and visitors were led in the pledge of allegiance.

President Whitehouse will be participating by phone via teleconference.

Members present: Clark, Orr, Randall, Ross, Whitehouse (teleconference)

Members absent: None

Administrators
present: Vinson

The agenda for July 9, 2016 was approved as presented.

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

Revised resolution 15-16-18 of the Board of Trustees of the Cardiff School District ordering an election to authorize the issuance of School Bonds, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 8, 2016.

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

The San Diego County Taxpayers Association School Construction and Professional Services Procurement Best Practices and the Oversight Committee Best Practices were adopted.

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

The regular board meeting scheduled for July 14, 2016 was cancelled.

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

There being no other regular business to come before the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

PO LISTING JULY 2016

PO #	Date	Supplier	Fund	Resource	Goal	Func	Object	Site	Description	Amount
Instructional Supplies										
	6/9	MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	4300000	111	Instructional supplies	9.95
	6/9	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional supplies	39.30
1112	6/9	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	000	Instructional supplies	568.07
	6/9	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional supplies	229.85
	6/9	SYNCB/AMAZON	0100	0000068	1110	1000	4300005	222	Instructional supplies	97.28
1071	6/9	B&H PHOTO	0100	6300000	1110	1000	4300005	222	Xerox supplies	1,888.53
1085	6/9	SYNCB/AMAZON	0100	6300000	1110	1000	4300005	111	Technology supplies	73.40
1089	6/9	MISSION FEDERAL CREDIT UNION	0100	6300000	1110	1000	4300006	222	Instructional supplies	37.26
1111	6/9	MISSION FEDERAL CREDIT UNION	0100	6300000	1110	1000	4300006	222	Instructional supplies	33.50
1073	6/10	KRYSTAL CLOVER	0100	6300000	1110	1000	4300006	111	Instructional supplies	126.24
1078	6/22	ACCUCUT	0100	0000000	1110	1000	4300000	111	Instructional supplies	470.00
1118	6/22	WHOO'S SMART	0100	0000000	1110	1000	4300000	111	Instructional supplies	1,026.42
1089	6/27	FITNESS FINDERS	0100	0000066	1110	1000	4300000	222	Instructional supplies	81.00
1101	6/27	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional supplies	30.32
1108	6/27	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	86.46
1070	6/27	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional supplies	229.85
1104	6/27	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	000	Instructional supplies	288.35
1071	6/27	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional supplies	757.00
1092	6/27	US GAMES	0100	0000000	1110	1000	4300000	222	Instructional supplies	554.79
1062	6/27	SYNCB/AMAZON	0100	0000068	1110	1000	4300005	222	Instructional supplies	97.28
1104	6/29	HOUGHTON MIFFLIN HARCOURT	0100	0000000	1110	1000	4300000	111	Instructional supplies	3,569.50

10,294.35

Non-Instructional Supplies										
	6/9	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office supplies	48.72
	6/9	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Meeting materials	32.08
	6/9	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Meeting supplies	156.53
	6/9	SAN DIEGUITO TROPHY	0100	0000000	0000	7100	4300000	000	End of year supplies	407.70
	6/9	SHELL	0100	8150000	0000	8110	4300000	000	Automotive supplies	244.04
	6/9	SYNCB/AMAZON	0100	0000000	0000	7200	4300000	000	Office supplies	90.06
	6/9	BRIAN SCHLEDORN	0100	0000000	0000	7100	4300000	000	End of year supplies	362.87
617	6/9	HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance supplies	1,127.08
	6/9	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Custodial phone	7.98
	6/9	MISSION FEDERAL CREDIT UNION	0100	8150000	0000	8110	4300000	000	Maintenance supplies	1,869.87
1085	6/9	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Office supplies	537.97
	6/10	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance supplies	172.85
1107	6/17	GRAINGER	0100	0000000	0000	8200	4300000	000	Maintenance supplies	36.27
	6/17	JACKIE MUSIL	0100	0000068	1110	1000	4300005	222	Technology supplies	384.35
1103	6/22	APPLE INC.	0100	0000068	1110	1000	4300005	222	Technology	750.00
	6/22	OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office supplies	67.04
	6/22	SHERWIN WILLIAMS	0100	8150000	0000	8110	4300000	000	Maintenance supplies	72.19
	6/27	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office supplies	42.32
	6/27	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office supplies	71.75
	6/27	MISSION FEDERAL CREDIT UNION	0100	8150000	0000	8110	4300000	000	Maintenance supplies	45.00
	6/27	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	7200	4300000	000	Office supplies	406.62
618	6/27	SITEONE LANDSCAPE SUPPLY LLC	0100	0000000	0000	8200	4300000	000	Maintenance supplies	534.50
	6/27	JACKIE MUSIL	0100	0000068	1110	1000	4300005	222	Technology supplies	678.57
1091	6/27	SYNCB/AMAZON	0100	0000068	1110	1000	4300005	111	Technology supplies	43.08
1102	6/27	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology supplies	219.28
1121	6/29	OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office supplies	47.11

8,455.83

4000 (SUPPLIES) TOTALS:	BALANCE: 253,498	ACCUMULATED BALANCE: 230,433	REMAINING BALANCE: 23,065
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Utilities										
756	6/9	EDCO WASTE	0100	0000000	0000	8200	5500002	222	Services May 2016	469.74
756	6/9	EDCO WASTE	0100	0000000	0000	8200	5500002	111	Services May 2016	469.74
789	6/9	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services June 2016	3,943.39
789	6/9	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services June 2016	5,756.87
	6/9	AT&T	0100	0000000	0000	7200	5900001	000	Services May 2016	5,962.54
	6/10	AT&T	0100	0000000	0000	7200	5900001	000	Services May 2016	17.13
755	6/17	San Diego Gas & Electric	0100	0000000	0000	8200	5500001	222	Services May 2016	3,875.29
	6/17	AT&T	0100	0000000	0000	7200	5900001	000	Services May 2016	292.60
	6/22	AT&T	0100	0000000	0000	7200	5900001	000	Services May 2016	4.63
755	6/29	San Diego Gas & Electric	0100	0000000	0000	8200	5500001	222	Services June 2016	190.21

20,982.14

Services									
654	6/9 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	6,789.60
	6/9 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Parking	35.00
754	6/9 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Services May 2016	96.00
754	6/9 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Services May 2016	60.00
	6/9 MISSION FEDERAL CREDIT UNION	0100	8150000	0000	8110	5600000	000	Maintenance services	1,820.56
	6/9 HARRIS COMPUTER CORP	0100	0000000	0000	7200	5800000	000	Transaction fees	158.75
	6/9 SAMUEL WILMURT	0100	0000085	1110	1000	5800000	111	Music boosters	320.00
	6/9 SOUTHCOAST HEATING & A/C	0100	8150000	0000	8110	5800000	000	Maintenance services	1,309.50
	6/9 STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting	32.00
	6/9 VAUGHN IRRIGATION SERVICES	0100	8150000	0000	8110	5800000	000	Maintenance services	213.14
	6/9 VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	Phone May 2016	62.76
795	6/10 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	000	Services June 2016	35.83
	6/10 CANON SOLUTIONS AMERICA, INC.	0100	0000000	0000	7200	5800000	000	Services May 2016	379.50
836	6/10 LEAPS-N-BOUNDS	0100	6500000	5770	1190	5800000	000	Occupational therapy	5,940.00
654	6/17 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	4,582.98
	6/17 CATHERINE GOLD	0100	0000085	1110	1000	5800000	111	Music boosters	1,860.00
	6/17 DEPENDABLE NURSING, LLC	0100	6500000	5770	1190	5800000	000	Nursing services	13,718.25
743	6/17 J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Services May 2016	3,648.00
	6/17 JAMES ROMEO	0100	0000085	1110	1000	5800000	111	Music boosters	440.00
	6/17 SAN DIEGO UNION-TRIBUNE, LLC	0100	0000000	0000	7100	5800000	000	Public notice	100.09
	6/17 WESTERN FIRE PROTECTION.	0100	8150000	0000	8110	5800000	000	Annual Inspection	297.00
	6/21 ROTARY CLUB OF ENCINITAS	0100	0000000	0000	7100	5300000	000	Annual dues	175.00
798	6/21 ARTIANO SHINOFF	0100	0000000	0000	7100	5800005	000	Services May 2016	187.00
	6/22 SCHOOL SERVICES OF CA, INC.	0100	0000000	0000	7200	5200000	000	Workshop May revision	155.00
917	6/22 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	222	Lease May 2016	237.32
766	6/22 TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease June 2016	201.97
917	6/22 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	111	Lease May 2016	237.33
	6/22 JUST THINK LITERACY, LLC	0100	0000000	1110	1000	5800000	000	Professional devel.	9,000.00
767	6/22 SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services June 2016	102.48
	6/27 COURTNEY JASPER	0100	0000000	0000	7200	5200000	000	Mileage	141.48
1116	6/27 CRAFTED CURRICULUM	0100	0000000	1110	1000	5200000	000	Professional devel.	300.00
	6/27 MARTHA BAILEY	0100	0000000	0000	7100	5200000	000	Mileage	42.12
1076	6/27 SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	1110	1000	5200000	000	Teacher workshop	25.00
1064	6/27 SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	1110	1000	5200000	000	Teacher workshop	75.00
795	6/27 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	222	Services May 2016	43.72
795	6/27 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	111	Services May 2016	143.05
795	6/27 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	000	Services May 2016	9.73
	6/27 PC REPAIR CENTER	0100	0000003	1110	1000	5600000	000	ipad repair	380.40
841	6/27 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	7200	5600000	000	Services May 2016	56.82
841	6/27 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	222	Services May 2016	146.66
841	6/27 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	111	Services May 2016	100.00
	6/27 JUDY LEMM CONSULTING	0100	0000000	0000	7100	5800000	000	Professional services	612.00
767	6/27 SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services August/ Septembe	409.92
	6/27 THE NYHART COMPANY	0100	0000000	0000	7200	5800000	000	Professional services	4,055.00
	6/27 VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	Phone June 2016	59.74
	6/29 ATEL COMMUNICATIONS INC.	0100	0000000	0000	7200	5800000	000	Maintenance services	127.50
	6/29 CANON FINANCIAL SERVICES, INC.	0100	0000000	0000	7200	5800000	000	Copier maintenance	379.50
	6/29 DEL MAR UNION SCHOOL DISTRICT	0100	0000000	0000	7200	5800000	000	Substitute consortium	3,619.00
	6/30 MUFG UNION BANK N.A.	0100	0000000	0000	7100	5800000	000	Professional services	2,400.00
									65,321.70
5000 (SERVICES)		BALANCE: 1,028,420		ACCUMULATED BALANCE: 906,657		REMAINING BALANCE: 121,763			

PO LISTING AUGUST 2016

PO #	Date	Supplier	Fund	Resource	Goal	Func	Object	Site	Description	Amount
Instructional Supplies										
1156	7/22	NASCO MODESTO	0100	0000000	1110	1000	4300000	222	Instructional supplies	295.66
1147	7/22	OFFICE DEPOT	0100	0000000	1110	1000	4300000	111	Instructional supplies	121.82
1196	7/23	OFFICE DEPOT	0100	0000000	1110	1000	4300000	111	Instructional supplies	84.24
1143	7/23	QUILL CORPORATION	0100	0000000	1110	1000	4300000	111	Instructional supplies	2.20
1129	7/23	QUILL CORPORATION	0100	0000000	1110	1000	4300000	111	Instructional supplies	7.84
1206	7/23	QUILL CORPORATION	0100	6500000	5770	1110	4300000	111	Sped. Instructional supp.	3.46
1183	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	100.87
1197	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	141.00
1150	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	359.86
1188	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	223.45
1186	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	542.52
1128	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	297.18
1176	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	473.41
1184	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	240.57
1181	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	63.69
1180	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	338.74
1194	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	299.02
1193	7/23	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	320.76
1163	7/26	BLICK ART MATERIALS	0100	0000000	1110	1000	4300000	222	Instructional supplies	776.91
1167	7/26	ERIC ARMIN INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	26.95
1189	7/26	KELLY PAPER	0100	0000000	1110	1000	4300000	222	Instructional supplies	118.91
	7/26	NEWSELA	0100	0000000	1110	1000	4300000	111	Instructional license	1,760.00
1159	7/26	OFFICE DEPOT	0100	0000000	1110	1000	4300000	111	Instructional supplies	45.65
1158	7/26	QUILL CORPORATION	0100	0000000	1110	1000	4300000	111	Instructional supplies	13.82
1199	7/26	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	69.47
1149	7/26	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	18.67
1177	7/26	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional supplies	1,339.84
1137	7/26	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	115.91
1238	7/26	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	14.26
1232	7/26	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	159.67
1229	7/26	SOUTHWEST SCHOOL &	0100	6500000	5770	1110	4300000	111	Sped. Instruct. supplies	68.80
1226	7/26	SOUTHWEST SCHOOL &	0100	6500000	5770	1110	4300000	111	Sped. Instruct. supplies	55.21
1166	7/26	THE OFFICE DEALER	0100	0000000	1110	1000	4300000	222	Instructional supplies	381.02
1209	7/26	THERAPY SHOPPE, INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	214.47
1227	7/26	CAMBIUM LEARNING	0100	0000000	0000	3160	4300000	000	Testing supplies	1,169.73
1141	7/26	US GAMES	0100	0000000	1110	1000	4300000	111	Instructional supplies	407.88
1153	7/26	US GAMES	0100	0000000	1110	1000	4300000	222	Instructional supplies	1,279.13
1162	7/27	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	24.00
1140	7/27	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	476.38
1144	7/27	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	111	Instructional supplies	622.46
1258	7/28	DEMCO, INC.	0100	0000000	1110	1000	4300000	111	Instructional supplies	20.88
1168	7/28	DEMCO, INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	24.56
1169	7/28	DEMCO, INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	133.37
1164	7/28	SCHOOL SPECIALTY, INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	108.60
1234	7/28	Super Duper Publications	0100	0000000	0000	3160	4300000	000	Speech assessment	273.95
1239	7/29	INTERACT	0100	0000000	1110	1000	4300000	111	Instructional supplies	96.70
1187	7/29	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	686.82
1185	7/29	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	178.98
1130	7/29	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	739.97
1135	7/29	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	732.65
1237	7/30	LAZEL	0100	0000000	1110	1000	4300000	111	Instructional license	109.95

16,181.86

Non-Instructional Supplies										
1178	7/23	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Office supplies	395.09
1138	7/26	HENRY SCHEIN INC.	0100	0000000	0000	3140	4300000	111	Health supplies	254.72

1198	7/27 COSTCO WHOLESALE	0100	0000000	0000	8200	4300000	000	Maintenance supplies	573.36
	7/27 HOME DEPOT CREDIT	0100	8150000	0000	8110	4300000	000	Maintenance supplies	2,030.63
1230	7/27 OFFICE DEPOT	0100	6500000	5770	1120	4300000	111	Office supplies	15.77
1253	7/27 RANCHO SANTA FE	0100	0000000	0000	2700	4300000	222	Security services	210.00
1253	7/27 RANCHO SANTA FE	0100	0000000	0000	2700	4300000	111	Security services	210.00
	7/28 SHERWIN WILLIAMS	0100	8150000	0000	8110	4300000	000	Maintenance supplies	53.19
	7/28 SHERWIN WILLIAMS	0100	8150000	0000	8110	4300000	000	Maintenance supplies	273.33
	7/30 MISSION FED Credit Union	0100	0000000	0000	7200	4300000	000	Office supplies	23.75
	7/30 MISSION FED Credit Union	0100	0000000	0000	7200	4300000	000	Office supplies	53.90

4,093.74

4000 (SUPPLIES) TOTALS: BALANCE: 275,189 ACCUMULATED BALANCE: 20,276 REMAINING BALANCE: 254,913

Utilities

755	7/26 San Diego Gas & Electric	0100	0000000	0000	8200	5500001	222	Services July 2016	224.61
755	7/26 San Diego Gas & Electric	0100	0000000	0000	8200	5500001	111	Services May 2016	15,791.72
	7/26 AT&T	0100	0000000	0000	7200	5900001	000	Services June 2016	365.04
789	7/27 SAN DIEGUITO WATER	0100	0000000	0000	8200	5500003	111	Services June 2016	2,674.65
756	7/27 EDCO WASTE	0100	0000000	0000	8200	5500002	222	Services June 2016	469.74
756	7/27 EDCO WASTE	0100	0000000	0000	8200	5500002	111	Services June 2016	469.74
	7/28 AT&T	0100	0000000	0000	7200	5900001	000	Services June 2016	5,962.54

25,958.04

Services

654	7/26 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	4,358.45
654	7/26 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	1,800.00
	7/26 DONNA KULBACKI	0100	0000000	1110	1000	5200000	000	CUE reimbursement	200.00
1195	7/26 UC REGENTS, UCSD	0100	0000000	1110	1000	5200000	000	Writing project	350.00
1249	7/26 ACSA	0100	0000000	0000	7100	5300000	000	Membership dues	1,653.75
754	7/26 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Services June 2016	96.00
754	7/26 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Services June 2016	60.00
754	7/26 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Services July 2016	60.00
754	7/26 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Services July 2016	96.00
	7/26 Toshiba Financial Services	0100	0000000	1110	1000	5600000	111	Office maintenance	1,378.84
798	7/26 ARTIANO SHINOFF	0100	0000000	0000	7100	5800000	000	Services June 2016	697.46
	7/26 J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Services June 2016	3,608.00
	7/26 Fagen Friedman & Fulfro	0100	0000000	0000	7100	5800005	000	Services June 2016	159.00
	7/26 VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	Phone July 2016	54.76
795	7/27 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	222	Services June 2016	196.50
795	7/27 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	111	Services June 2016	42.39
	7/27 AUTISM OUTREACH SO. CA	0100	6500000	5770	3120	5800000	000	Services June 2016	75.00
1213	7/27 BLACKBOARD, INC	0100	0000000	0000	2420	5800000	000	Technology	2,400.30
	7/27 NVLS Professional Services	0100	0000000	0000	7200	5800000	000	Professional services	725.00
	7/27 T.L. Shield & Associates, Inc.	0100	8150000	0000	8110	5800000	000	Services March 2016	158.00
1256	7/28 SAN DIEGO COUNTY	0100	0000000	0000	7100	5300000	000	SD schl board dues	102.40
1255	7/28 SD COUNTY OFFICE OF ED	0100	0000000	0000	7100	5300000	000	NCPDF dues	627.30
1263	7/28 Schools for Sound Finance	0100	0000000	0000	7100	5300000	000	Membership dues	1,000.00
841	7/28 Prudential Overall Supply	0100	0000000	0000	8200	5600000	222	Services June 2016	184.35
841	7/28 Prudential Overall Supply	0100	0000000	0000	7200	5600000	000	Services June 2016	12.10
841	7/28 Prudential Overall Supply	0100	0000000	0000	8200	5600000	111	Services June 2016	133.62
1260	7/28 Toshiba Financial Services	0100	0000000	1110	1000	5600000	111	Lease June 2016	256.03
1260	7/28 Toshiba Financial Services	0100	0000000	1110	1000	5600000	222	Lease June 2016	256.02
1259	7/28 Toshiba Financial Services	0100	0000000	0000	7200	5600000	000	Lease July 2016	201.97
1142	7/28 APPLE INC.	0100	0000000	0000	2420	5800000	000	Technology	22,761.44
	7/28 ATEL Communications Inc.	0100	0000000	0000	7200	5800000	000	Maintenance services	31.88
1212	7/28 EDMENTUM, INC.	0100	0000000	0000	2420	5800000	222	Instructional license	1,000.00
	7/28 HARRIS COMPUTER CORP	0100	0000000	0000	7200	5800000	000	Transaction fees	80.00
767	7/28 SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services May 2016	102.48
1211	7/28 SWANK MOTION PICTURES	0100	0000000	0000	2420	5800000	111	Site license	462.00
1211	7/28 SWANK MOTION PICTURES	0100	0000000	0000	2420	5800000	222	Site license	462.00

7/29	ACSA Reg. 18 superintendent	0100	0000000	0000	7100	5200000	000	ACSA local dues	40.00
7/29	SANTOSHA DEVELOPMENT	0100	0000000	0000	7100	5800000	000	Professional services	1,925.00
1250	7/29 Showcase Carpet Cleaning	0100	0000000	0000	8200	5800000	000	Maintenance services	2,538.48
									50,346.52
5000 (SERVICES)		BALANCE: 931,176		ACCUMULATED BALANCE: 76,305			REMAINING BALANCE: 854,871		

San Diego County Office of Education

SCIENCE OUTREACH PROGRAM FIELD TRIP AGREEMENT – 2016-2017

THIS AGREEMENT, made this July 1, 2016 and which will terminate on June 30, 2017, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and Cardiff School District hereinafter called the "District/School/Organization", mutually agree as follows:

1. Basis of Agreement

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct science outreach programs for schools and districts within the County of San Diego. For each science outreach program scheduled to serve the District/School/Organization, District/School/Organization agrees to adhere to the terms and conditions of this agreement.

It is understood that third parties (such as the Port of San Diego, County of San Diego, City of San Diego, San Diego County Water Authority and various other municipalities and water districts) sometimes agree to pay for a science outreach program to be delivered to a District/School/Organization. In these circumstances, County may invoice the third parties for the designated events (if the third party agrees) or will invoice the District/School/Organization (if the third party provides the funds directly to the District/School/Organization). The fees charged to third parties may be different than those stated below, based on the services requested by them.

Regardless of whether a third party funding source is involved, the District/School/Organization must still execute this agreement and be responsible for payment for any event which is not paid for by a third party.

2. Scope of Agreement

A. General

The County will make available and provide by this contractual agreement the following programs with pricing for school year 2016-2017:

- 1) Green Machine
\$455.00 per trip, serving up to four 1-hour classes of up to 30 students each
The Green Machine curriculum aligns with the California Science Content Standards for grades K-4. The presentation describes the journey from seed to dinner table through hands-on learning stations that enable students to learn where their food comes from. A musical and dramatic wrap-up reinforces the learning.
- 2) Splash Science Mobile Lab
\$677.00 per trip, serving up to four 1-hour classes of up to 36 students each
The Splash Science Mobile Lab curriculum aligns with the California Science Content Standards for grades 4-6. The presentation offers hands on learning opportunities for students at multiple learning stations; watershed/storm drain, GIS examination of local watersheds, water conservation, San Diego estuary, and microscope.
- 3) Marine Science Floating Lab
\$697.00 per trip, serving up to 40 people on one of two boats. This program consists of Half-day field trip on San Diego Bay with hands-on science instruction and materials.

B. County agrees to provide:

- 1) Instructional materials and equipment.
- 2) Boat transportation with qualified crew (Floating Lab only).
- 3) Curriculum and instruction.
- 4) Invoicing of the District/School/Organization for the field trip.

C. District/School/Organization agrees to:

- 1) Schedule their participation in the program of choice with the County by phone or email.
- 2) Provide a written request/authorization for the delivery of the program(s) in the form accepted by District (either a district PO, check or, for Private Schools only, a Personal Letter of Guaranty signed by the site administrator).
- 3) Send no more than the maximum number of allowed per Marine Science Floating Lab field trip (40, including chaperones/teachers). If the school arrives for the field trip with a group size of more than 40, the ship captain may, at his/her sole option; refuse to take more than the maximum of 40 on board or agree to accept additional passengers up to a maximum of 45 with the understanding that the District/School/Organization agrees to pay an additional fee of \$50 for each person in excess of 40. Group sizes in excess of 45 will not be accepted under any circumstances. If the group arrives with more than 40, and the ship captain refuses to take more than 40 on board, the group may elect to leave some behind or cancel the trip. If the trip is canceled by the group in this circumstance, there will be no refund or compensation to the District/School/Organization.
- 4) Provide a minimum of number of adult participants authorized by the District/School/Organization to supervise the students and participate in the delivery of each presentation during the day. The Green Machine requires a minimum of one participating adult, the Splash Science Mobile Lab requires two participating adults and the Marine Science Floating Lab requires a minimum of one participating adult.
 - a. Splash Lab and Green Machine only - If the school cannot provide the required participating adults, they must inform County a minimum of five days in advance of the scheduled field trip event. County will endeavor to locate suitable adults to participate in the presentation of the program in lieu of the school's participant(s) subject to a minimum charge of \$150 per participant provided by County.
- 5) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the scheduled trip. Cancellation with less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the normal fee for the field trip event. Cancellation with less than five (5) days notice will result in a cancellation fee equal to one hundred percent (100%) of the normal fee for the field trip event.
- 6) Pay the agreed upon fees upon receipt of invoice. District/School/Organization will be invoiced 30 days prior to the trip when possible and refunds will be processed based on the above guidelines if the field trip is canceled.
- 7) County may terminate individual scheduled presentations at any time due to mechanical breakdown or other reason outside of their control (sick staff, etc.). If County cancels a program, they will endeavor to reschedule with the District/School/Organization at the District/School/Organization's earliest convenience. If County cannot reschedule the canceled event at a mutually agreeable time, they will refund all fees paid for the undelivered event.

3. Authorization to Copy Materials

The County hereby authorizes the District/School/Organization to make copies of individual pages of the worksheets and teacher's guide as necessary and appropriate to enhance their participation in the County program. Copying materials for any other purpose is prohibited without the express permission of the County.

4. Confidentiality of Service or Work

All curriculum and participant information are considered proprietary and confidential. All requests for information relating to the County's program should be directed to the County Office.

5. Independent Contractor

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, the County is acting as an independent contractor and is not an officer, agent, or employee of the District/School/Organization.

6. Hold Harmless

The District/School/Organization agrees to hold harmless, defend, and to indemnify the San Diego County Superintendent of Schools, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

- A. Any injury to person, including death therefrom, or damage to property sustained by the District/School/Organization or any person, firm, student, teacher, volunteer, or corporation, employed directly or indirectly associated with or employed by it, however caused; and
- B. Any injury to person, including death therefrom, or damage to property sustained by any person, firm, student, teacher, volunteer, or corporation, caused by any act, neglect, default, or omission of the District/School/Organization, or of any person, firm, student, teacher, or corporation directly, or indirectly associated with or employed by it upon, or in connection with the services rendered pursuant to this agreement. The District/School/Organization at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the San Diego County Superintendent of Schools, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof.

7. Insurance Requirements

Both County and District/School/Organization shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School/Organization as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$2,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured and certificate holder under their policy.

8. Compliance With Laws

The District/School/Organization shall be subject to and shall comply with all Federal, State, and local laws, policies and regulations with respect to its performance under this agreement including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

9. Compensation/Costs and Payment Schedule

The contract price is a fixed fee per field trip based on the program and price indicated in Section 2 above. County will prepare and submit an invoice for each field trip. The District/School/Organization agrees to pay County's invoice on a Net 30 day basis from date of receipt of invoice.

10. Termination

It is mutually agreed that either party may terminate this agreement by giving a minimum of twenty (20) working days written notice.

11. Audit

The District/School/Organization agrees to maintain and preserve any pertinent books, documents, papers, and records related to this agreement until three years after termination of this agreement, and to provide access to said documents to the County or any of its duly authorized representatives for examination or audit.

12. **Safety**
District/School/Organization will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips under this agreement.
13. **Governing Law/Venue San Diego**
In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.
14. **Final Approval**
This agreement is of no force and effect until approved by signature by the San Diego County Superintendent of Schools or his designee, the Senior Director of Outdoor Education.
15. **Contract Participants**
If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.
16. **County Contact Person**
San Diego County Office of Education
Tina Chin, Senior Director Outdoor Education
6401 Linda Vista Road, Room 410, San Diego, California 92111-7399
(858) 292-3695 Fax (858) 571-7206
17. **Entire Agreement**
This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

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

Cardiff School District

School/District

By _____

Title _____

Date _____

Authorized or ratified by the

Board of Education

on _____

County Superintendent of Schools San Diego County Office of Education

_____ Authorized Signature
_____ Senior Director of Outdoor Education Title
_____ May 23, 2016 Date

Authorized by the San Diego County Board

Education on March 9, 2016

Please return only one copy of this page

Rules for acceptance and participation in these outreach programs are the same for everyone without regard to race, color or national origin, sex, age or disability.

**AGREEMENT FOR PARTICIPATION AND SERVICES 2016-2017
OUTDOOR EDUCATION PROGRAM**

THIS AGREEMENT is entered into this 1st day of July, 2016, by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE and Cardiff hereinafter called the SCHOOL/DISTRICT.

WHEREAS, the OFFICE operates for the schools of San Diego County an outdoor education program at designated sites and authorized by the Education Code Section 35335 and following and 8760 and following; and

WHEREAS, the SCHOOL/DISTRICT desires to participate in said program; NOW, THEREFORE, the parties agree as follows:

I Use and Occupancy of Outdoor Education Premises and Facilities

A. The OFFICE agrees to provide:

- (1) Administration and operation of the outdoor education program.
- (2) Outdoor science education and conservation instructional and supervision services for an educational program.
- (3) Sites, buildings, utilities, and maintenance.
- (4) Food and its preparation.
- (5) All staff other than school district employees accompanying students.
- (6) Preparation and distribution of outdoor school schedules designating the site to be attended and the specific dates of attendance.
- (7) Promotion of the outdoor school program.
- (8) Transportation for students while in camp.
- (9) Availability of health and accident insurance of pupils and to notify the SCHOOL/DISTRICT of the pertinent information.

B. The SCHOOL/DISTRICT agrees to:

- (1) Pay to the OFFICE a "district estimated fee" based on the number of SCHOOL/DISTRICT student's actual attendance at any time during each encampment.
- (2) In the event that the actual total number of SCHOOL/DISTRICT students attending during the agreement period is less than the minimum guaranteed number of students noted in section III.B., then the SCHOOL/DISTRICT shall pay OFFICE a "district estimated fee" to cover the difference between the guaranteed number and the number in actual attendance. Payments shall be made as noted in section B.(5).
- (3) Pay to the OFFICE, a "pupil fee" for each student in actual attendance at the encampment based on a daily rate calculated by dividing the total scheduled program "pupil fee" by the number of days in the scheduled program.
- (4) For purposes of this agreement:
 - (a) "Pupil fee" means that per pupil amount established by the OFFICE for a school year as the cost of a pupil's food, lodging, and support services, also referred to as "Operational Fee".
 - (b) "District estimated fee" means the minimum fee estimated by the OFFICE for each school year as the cost of the instructional program, also referred to as "Instructional Fee", and is subject to final adjustment at the close of the school year as provided in section I.B.(6) of this agreement.
 - (c) Attendance for any portion of a day shall be counted a full day in camp.
 - (d) No refund of fees shall be made for students sent home for disciplinary reasons.**
- (5) Payments to OFFICE for all fees under this agreement shall be made as follows:

- (a) For San Diego County School Districts and Schools, payment shall be made by way of an auditor's cash transfer initiated by the OFFICE after each student encampment and at year-end if section B.(2) is applicable. OFFICE will provide DISTRICT/SCHOOL appropriate detailed backup for all charges.
 - (b) For private schools and out-of-county schools/districts, or others not subject to an auditor's transfer, OFFICE will invoice the participating schools or districts and payment shall be made to OFFICE within 30 days of invoice. Invoices that are not paid in full within 30 days after invoice will be considered past due and will be subject to a 1.5% per month late fee on any outstanding balance which will compound until paid in full. If collections are necessary, debtor agrees to pay all costs of collection, including but not limited to reasonable attorney's fees, court costs, and third party collection agencies.
- (6) If the cost of the instructional program for the school year exceeds payments made by the participating SCHOOL/DISTRICTs as called for under Section I.B.(1) hereof, the excess cost shall be apportioned among the participating districts based on the actual per pupil attendance from each such district.
- (7) Provide transportation for pupils to and from outdoor school.
- (8) Secure necessary funding so no child will be denied the outdoor school experience because of inability to pay.
- (9) Provide approximately one classroom teacher for every 30 pupils to actively participate in the 24-hour per day program under the direction of the site administrator.
- (10) Comply with the outdoor school schedule.
- (11) Require each pupil attending an encampment to have the health and accident insurance referred to in I.A.(9) hereof.
- (12) SCHOOL/DISTRICT agrees, except in a case of active negligence of OFFICE, to indemnify, defend and hold OFFICE and State of California, its officers, agents and employees, harmless from any liability or claim of whatsoever nature, arising out of, or resulting from, SCHOOL/DISTRICT's use and occupancy of the premises and facilities and participation in the activities of the Outdoor Education Program under this agreement. The SCHOOL/DISTRICT at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the San Diego County Superintendent of Schools, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof. Additionally, SCHOOL/DISTRICT shall maintain general liability and property damage insurance in at least the minimum amount of \$2,000,000 to cover all activities under this agreement and provide OFFICE a certificate of insurance naming the OFFICE and State of California as additionally insured under the policy. Coverage under said policies shall not be reduced or canceled without thirty (30) days prior written notice to OFFICE and all required coverage shall be reinstated or replaced prior to expiration/cancellation date and new certificates naming the OFFICE and State of California as additionally insured under the policy shall be issued to OFFICE for the replacement policy or policies.
- (13) Provide all required information on the Application to Participate form for each school which will participate in the OFFICE Outdoor School program. Form shall be completed and submitted OFFICE by the deadline noted on the application form.
- (14) Provide to OFFICE, on timelines indicated, complete and accurate information for each student, teacher and school on all Outdoor School registration and health forms provided by the OFFICE. Forms are available via SDCOE website. Such information includes, but is not limited to; a complete and accurate list of the students and teachers from each school who will attend the Outdoor School Program. The required student information includes, but is not limited to; the student name, gender, ethnicity code, Child Nutrition program eligibility status (free, reduced, or paid), complete and accurate student health forms, information on requirements for special meals, authorizations for medications and prescriptions. Parental and physician signatures are required as noted on the forms. The OFFICE is authorized by the State of California Department of Education to obtain from the SCHOOL/DISTRICT all student information required to participate in the State and Federal child nutrition programs, including, but not limited to; each student's child nutrition eligibility status (Free, Reduced, Paid), ethnicity code, and other appropriate demographic or identifying information. **If you choose to not provide this information prior to the encampment the cost per student will increase by \$25.00.**

(15) Provide services and/or accommodations as specified in the student's IEP or Section 504 plan for all students with special needs participating in Outdoor School programs.

II. Agreement Period and Termination

- A. The term of this agreement shall commence on **July 1, 2016** and will continue through **June 30, 2017**.
B. This agreement may be terminated at any time upon mutual agreement of the parties involved.

III. Fees and Minimum Guaranteed Participation

- A. The fee schedule is established each year and is adopted by the Board of Education. The applicable adopted fee schedule for fiscal year **2016-2017** is attached and is hereby made a part of this agreement.
B. The SCHOOL/DISTRICT guarantees payment of the "district estimated fee" to the Office for not less than 85% of the total projected participation from all schools from the district as noted below during the school year.
Minimum number of students per school as follows:

School	Scheduled	Guaranteed	Days	Week of
Ada Harris	117	99	5	6/5/2017

Executed by the parties on the dates shown below their respective signatures.

Cardiff
School/District

By _____

Title _____

Date _____

County Superintendent of Schools
San Diego County Office of Education



Authorized Signature

Senior Director, Outdoor Education
Title

May 23, 2016
Date

Authorized or ratified by the Board of Education on:

Authorized by the San Diego County Board of
Education on:

March 9, 2016

Rules for acceptance and participation in the outdoor school program are the same for everyone without regard to race, color or national origin, sex, gender or handicap.

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

August 11, 2016

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Barbara Miller	Teacher	8/23/16 (1.0 FTE)
Patricia Wilson	Special Education Teacher	8/23/16 (2 nd Year Prob. Contract – 1.0 FTE)
Margaret Clune	Special Education Teacher	8/23/16 (2 nd Year Prob. Contract – 1.0 FTE)
Kate Therriault	Teacher	8/23/16 (1.0 FTE)
Marissa Herrman	Teacher	8/23/16 (1.0 FTE)
Nick Cataldo	Teacher	8/23/16 (Temporary Contract – 1.0 FTE)
Corinne Rector	Teacher	8/23/16 (Temporary Contract – 1.0 FTE)
Sarah Pacetti	Teacher	8/23/16 (Temporary Contract – 0.6 FTE)
Jill Candelaria	Science Specialist – CS	8/23/16 (Teacher Hourly)
Cat Gold	Band Director	8/23/16 (Teacher Hourly)
Shawn Back	P.E. Teacher	8/23/16 (Teacher Hourly)
Liz Jones	P.E. Teacher	8/23/16 (Teacher Hourly)
Lynne Bridges	Performing Arts Teacher	8/23/16 (Teacher Hourly)

Exhibit D

Cardiff School District
Cardiff-by-the-Sea, California 92007

August 11, 2016

ITEM: **APPROVAL OF CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT
QUARTERLY REPORT FOR APRIL 1, 2016 – JUNE 30, 2016**

BACKGROUND

Governing boards of school districts in California are required to review and approve the district's quarterly report of complaints regarding instructional materials, facilities and teacher staffing. Attached for your approval is the 2015/2016 4th quarterly report, prepared for the period of April 1, 2016 – June 30, 2016. No complaints have been received for this period.

CURRENT CONSIDERATION

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

FINANCIAL IMPLICATION

There are no current financial implications at this time.

RECOMMENDATION

It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for April 1, 2016 – June 30, 2016.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

[Back to Home Menu](#)

User ID:

Quarter to
Add:

Please fill in the following table. Enter 0 in any cell that does not apply.

Number of Complaints for Quarter			
	Received	Resolved	Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy Management	0	0	0

Submitted
By:

Title:

[Main Menu](#)

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

August 11, 2016

ITEM: **APPROVE INDEPENDENT CONTRACTOR AGREEMENT
 BETWEEN CARDIFF SCHOOL DISTRICT AND JMD
 LANDSCAPE, INC.**

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons for the furnishing of special services... if such persons are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying an independent contractor requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

JMD Landscape, Inc. will provide landscape maintenance for the district.

FINANCIAL IMPLICATIONS

The amount to be paid to JMD Landscape, Inc. is \$44,452.80. To be paid out of the general fund. This amount is in the 2016-17 budget.

RECOMMENDATION

It is respectfully recommended that the Board approve the Independent Contractor Agreement between Cardiff School District and JMD Landscape, Inc.

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

August 11, 2016

ITEM: **APPROVE NONPUBLIC AGENCIES MASTER CONTRACT
BETWEEN CARDIFF SCHOOL DISTRICT AND DEPENDABLE
NURSING**

BACKGROUND

California Government Code Section 53060 authorizes school districts "to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required..."

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP's mandate special services. The District does not employ full-time nurses; therefore, we are contracting with a nonpublic agency for these services.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$51,800.00.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between Cardiff School District and Dependable Nursing.

Cardiff School District
Cardiff-by-the-Sea, California 92007

August 11, 2016

ITEM: **CONSIDER APPROVAL TO RESCIND RESOLUTION 99-00-11**

BACKGROUND

On October 15, 1999 the Cardiff School District Governing Board approved a resolution which, subject to the sale of the District's Lake Drive property, would designate \$400,000 in a Deferred Maintenance Account. The account would be augmented by any interest that it earned, the earned interest would be matched annually through the District's general fund, and the funds would be used for major facility maintenance and repairs.

CURRENT CONSIDERATION

Over the years, the interest earned in this account has not been sufficient to warrant the ongoing justification for maintaining the balance. Rescinding this resolution would allow the funds to be shifted into Routine Restricted Maintenance, where they could be allocated to major maintenance projects.

FINANCIAL IMPLICATION

There are no current financial implications at this time.

RECOMMENDATION

It is respectfully recommended that the Board consider approval to rescind Resolution 99-00-11.

Five Year Major Maintenance Plan

Major Maintenance Account

Fiscal Year	Beginning Balance	% of General Fund Budget	District Contribution	Estimated Solar Savings	Total Contribution	Expenditures	Net Ending Balance
2017-18	351,773	2.0%	185,108	-	536,881	313,000	223,881
2018-19	301,773	2.0%	187,998	150,000	489,771	350,500	139,271
2019-20	276,773	2.0%	191,757	150,000	468,530	354,000	114,530
2020-21	251,773	3.0%	274,372	150,000	526,145	444,500	81,645
2021-22	226,773	3.0%	273,116	150,000	499,889	445,000	54,889

5 Year District Project Plan					
Project Category	2017-18	2018-19	2019-20	2020-21	2021-22
Lighting	3,000	3,000	3,000	3,000	3,000
Electrical	25,000	25,000	25,000	25,000	25,000
Floor Covering	25,000	25,000	25,000	25,000	25,000
HVAC	25,000	25,000	25,000	25,000	25,000
Paving	67,000	104,000	104,000	104,000	104,000
Plumbing	15,000	15,000	15,000	15,000	15,000
Roofing	17,000	17,000	20,000	110,000	110,000
Doors & Walls	1,500	1,500	1,500	1,500	1,500
Painting	50,000	50,000	50,000	50,000	50,000
Windows	5,000	5,000	5,000	5,000	5,000
Maintenance Service Providers	79,500	80,000	80,500	81,000	81,500
TOTAL	313,000	350,500	354,000	444,500	445,000

Cardiff School District



Technology Plan

July 1, 2016 - June 30, 2019

TABLE OF CONTENTS

1. Plan Duration, Overview and Vision

2. Goals and Strategies

2a. Describe the District's current access to instructional technology and current use of digital tools.

2b. Describe the LEA's policy, practices, and/or replacement policy that ensures equitable technology access for all students.

2c. Describe goals to use technology to improve teaching and learning. Describe how the LEA's budget (LCAP) supports these goals.

2d. Describe goals and an implementation plan, with annual activities, to address Internet Safety and the appropriate and ethical use of technology in the classroom.

3. Professional Development

4. Infrastructure, Hardware, Technical Support, and Software

4a. Describe the existing hardware, Internet access, electronic learning resources, technical support, and asset management already in the LEA that will be used to support the Curriculum and Professional Development Components of the plan.

4b. Describe the technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by the LEA's teachers, students, and administrators to support the activities in the Curriculum and Professional Development components of the plan.

5. Monitoring and Evaluation

6. Contact Information

1. Plan Duration, Overview and Vision

The Cardiff School District Technology Plan was written to guide the use of technology for teaching and learning over the next three years, from July 1, 2016 through June 30, 2019.

Our district is located in coastal North County San Diego. The district is comprised of 729 students in grades K-6 on two elementary school campuses, Cardiff Elementary (grades K-3 with 376 students) and Ada Harris Elementary (grades 3-6 with 353 students). Our school district has a Hispanic population of 18.7% and we serve 7.5% English language learners; 13.7% percent of our students are eligible for free or reduced lunch.

The Cardiff School District envisions a 21st century teaching and learning environment in which technology plays an integral role. As a 1:1 iPad district (one iPad per student), we believe it's important to teach our students digital citizenship in order for them to behave safely, participate responsibly, and think critically in our digital world. We are a Common Sense Media digitally certified district. Our website is: www.cardiffschools.com

Students will use technology seamlessly as they creatively collaborate, communicate, think critically and problem solve. Educators will ensure student success through meaningful instruction and technologically enhanced curriculum. A blended learning environment in English Language Arts and Mathematics will automate and personalize rote concept practice and allow teachers time to engage students in creative application of concepts and higher order thinking skills. Emphasis will continue to be placed on educating the whole child through the arts, sciences, and wellness activities.

Students will become caring, civic-minded individuals who are successful, contributing members of the global economy.

2. Goals and Strategies

2a. Describe the District's current access to instructional technology and current use of digital tools.

The District is committed to our 1:1 iPad Program (one iPad for every student). This program allows all students to have access to instructional technology and digital tools. It enables our life-long learners to:

- Take ownership of learning
- Be engaged and motivated by digital content
- Access the most up-to-date information
- Learn at their own pace and in any place
- Benefit from diverse content for different learning styles
- Showcase understanding in multiple ways
- Be innovative and creative critical thinkers and problem solvers
- Collaborate in connected classroom
- Receive prompt feedback on progress
- Be future ready and prepared for the technology based real-world

The District supports the 1:1 iPad program by providing a suite of tools for the iPad (as described in section 4A-Existing Electronic Learning Resources) that each student can use to create, publish and present. In addition to district apps, grade-level classrooms use a variety of apps to support their instruction.

An important element of a successful 1:1 learning program is the accessibility of student work on the device. Schoology, our district-wide student learning management system, provides a personalized and centralized learning platform. It allows teachers to create and deliver engaging digital content that is organized and accessible to students at all times. Schoology facilitates prompt feedback on progress that informs instruction and tracks student understanding. Plus, it accommodates online class discussions and collaboration. Google Apps for Education also plays a role in sharing information between teachers and student devices.

In the Library media center, students have access to use technology on a weekly basis to research books and are able to use an app to borrow digital books on their iPad.

Computer Labs offer weekly pull out times for classes to work on desktop computers to use a variety of programs such as:

- Web 2.0 tools (a combination of concepts, trends, and technologies that focus on user collaboration, sharing of user-generated content, and social networking)
- Google Apps for Education's software suite
- Apple's software suite
- Coding
- Keyboarding
- Minecraft

Additionally, Ada Harris has created a Broadcast Studio where students produce videos that represent their learning environment at the school and to share them with others.

Administrative tasks supported by technology include:

- Regular email communication with parents and staff
- Weekly digital epackets to parents
- District website
- Shared electronic documents
- Upper grade teachers electronic gradebook
- Attendance
- Report cards
- Registration
- Digital archiving
- Lunchroom management
- Online payments for parents

Student data used to inform instruction, to track a student's progress toward meeting all content standards, to improve California Assessment of Student Performance and Progress (CAASPP) scores, and to demonstrate college and career readiness includes:

- DIBELS assessment
- ST Math reports
- CAASPP results
- Read180
- Accelerated Reader
- Moby Max
- Web 2.0 tools

2b. Describe the LEA's policy, practices, and/or replacement policy that ensures equitable technology access for all students.

All student groups have equal and appropriate access to the available technology in the school setting. Each student has an iPad, therefore, access does not differ for different subpopulations of students. An inventory of spare iPads is maintained for immediate use for students whose iPad breaks or is lost.

Our Electronic Communication paper form collects information on home Internet availability. At the time of this publication, there are 10 families at Ada Harris and 6 at Cardiff School without parent email addresses which is one indication of Internet availability. Students without Internet access at home have time available in the classroom before, during and after school to complete any assignments requiring the Internet. Local libraries also have free Internet access available.

2c. Describe goals to use technology to improve teaching and learning. Describe how the LEA's budget (LCAP) supports these goals.

In three years, building upon the Common Core State Standards, the Next Generation Science Standards (NGSS), the College- and Career- Readiness Anchor Standards and the International Society for Technology in Education Standards (ISTE), classrooms will continue to integrate technology by having one iPad per student and will regularly include the following goals:

- Student-centered learning that is personalized and competency-based.
- Blended Learning where technology enables students to be self-directed, self-regulated and to take ownership for their learning. A flexible blended learning environment which provides opportunities for students to make meaningful choices, set goals, receive ongoing assessments and have pathways to demonstrate competency-based mastery learning at the student's own pace.
- Teacher collaboration analyzing and evaluating student data to inform instruction and mentor students.
- Teacher collaboration and reflection designing student-centered learning experiences integrating technology and applying the latest pedagogy for best teaching practices.
- Utilization of Open Educational Resources (OER) with curated digital content to support curriculum development (i.e. Gooru, CK-12, SBAC, OER Commons, Better Lesson, Amazon K-12 Education).

- Students and teachers working within all four levels of the SAMR model, exhibiting a shift from content consumption to content creation, reflecting Bloom's Taxonomy and higher order thinking skills.
- Deeper learning opportunities employing Project-Based Learning (PBL) wherein students inquire, investigate and gain in-depth knowledge in core content areas through authentic real-world situations. Products demonstrate understanding, critical thinking, innovation and are shared with a broad audience.
- UDL (Universal Design for Learning) in pursuance of removing barriers and to facilitate learning using multiple means to represent content, express understanding and engage learners.
- Ensure accommodations for students without home Internet access.
- Adaptive and formative assessments with real-time results, that are embedded in the learning.
- Online and F2F grade-level performance tasks and summative assessments.
- Foster non-cognitive competencies and habits of success. (i.e. positive self-concept, personal interest self-assessment, goal setting, responsibility, organization, growth mindset, perseverance, leadership and self-awareness).
- Learning dashboards accommodating a learner's profile considering strengths, needs, personal interest, grouping and connection preferences, modalities and goals.
- Interactive online textbooks and data-driven programs.
- Online student portfolios showcasing curated student work samples, reflections, and evidence of student learning and growth.
- Innovative learning spaces that inspire and optimize the five C's (collaboration communication, creativity, critical thinking/problem solving, and choice).
- Computer science instruction supporting critical thinking and problem solving (Robotics, Coding, Computational Thinking, STREAM (Science, Technology, Research, Engineering and Math), Minecraft, Makerspace, Game-based learning).

Our LCAP goals include the use of technology and are closely aligned with our curricular goals:

- The district's budget include allocations to acquire the hardware, electronic learning resources, infrastructure, professional development, and technical support necessary to implement the plan.
- The federal eRate program supports the cost of Internet services.
- Our parent-staff organization, the Cardiff SEA, partners with the district to support our 1:1 initiative and technology.

2d. Describe goals to address Internet Safety and the appropriate and ethical use of technology in the classroom.

Students in the Cardiff School District work within a safe and secure digital environment. Our district is recognized as a Common Sense School District and is dedicated to teaching digital literacy and citizenship to our students. Digital citizenship refers to the ability to be a safe, responsible and respectful citizen online. The Common Sense Education's K-12 Digital Citizenship Curriculum helps the District in creating a positive school culture that supports the safe and responsible use of technology .

Our goals are as follows:

- Continue using Common Sense Media curriculum to teach digital literacy (including ethical and copyright usage, Internet Safety) to students at all grade levels by classroom teachers, the Ed Tech Teacher, and the library media specialist.
- Annually renew the District's certification of Common Sense Media to be CIPA compliant (Children's Internet Protection Act).
- Review and update as needed District policies regarding Internet safety
- Review and update as needed the required Acceptable Use Policies form that is signed annually by parents, students, and staff.
- Continue web filtering services with San Diego County Office of Education's (Websense).

3. Professional Development

Describe goals for providing professional development opportunities based on your LEA needs assessment data and the Curriculum Component of the plan.

Based on the District's goals and priorities, as well as an annual Technology Survey given to all certificated staff members, a Professional Development (PD) calendar will be developed each year by the Technology Leadership team (consisting of the Superintendent, Site Principals, District Technology Coordinator, and District Ed Tech Teacher). Most PD will take place on Wednesday afternoons during early release time.

District-wide PD gives an overview of a topic with grade-level followup for structured support. Presenters will include teachers, tech support staff, administrators and outside consultants. Depending on the content, the PD in-service will be optional or mandatory for staff members.

Individualized and small group trainings occur during early release time when district-wide PD is not scheduled. Technology integration is also modeled in classrooms by the Ed Tech Teacher for all classroom teachers on a regular basis.

For the next three years, the focus will be on the following professional development:

1. Project-Based Learning
2. Universal Design for Learning (UDL)
3. Blended Learning Classroom Models
4. Accessibility - new guidelines and best practices
5. Google Apps for Education
6. Digital Literacy using Common Sense Media (classrooms, computer labs, and Learning Resource Centers)
7. SAMR Technology Integration model (Substitution, Augmentation, Modification, Redefinition)
8. Performance tasks in ELA and Math
9. Online assessments with immediate feedback - formative (ongoing, embedded in the learning) and summative (cumulative evaluations)

In addition to the above areas, the Technology Leadership team will informally survey staff members throughout the year about the areas of technology in which they would like to receive PD services.

The District also sends a team (administrators, teachers and support staff) to local technology conferences for educators, such as the Computer-Using Educators (CUE) conference.

4. Infrastructure, Hardware, Technical Support, and Software

4a. Describe the existing hardware, Internet access, electronic learning resources, technical support, and asset management already in the LEA that will be used to support the Curriculum and Professional Development Components of the plan.

Existing Hardware and Internet Access:

The District has successfully met the hardware goals stated in our previous Tech Plan (2013-16) which are listed below:

- One iPad for every student in the district
- Replaced Ada Harris teacher laptops in the summer of 2013
- All regular classrooms at Ada Harris have wall-mounted projectors instead of projectors on carts
- A projector upgrade schedule is in place for Cardiff School classrooms

All regular classrooms in the District have the following minimum hardware:

- an LCD projector mounted to the wall or ceiling
- a document camera
- one iPad for each student
- a cart to contain, power and sync classroom iPads
- a classroom inkjet printer

Staff at each site have access to:

- School-wide networked color laser printers
- A network color scanner
- A computer lab
- An automated circulation and catalog system in the site libraries (with at least one student lookup station)
- Both schools share one Polycom video conferencing system that provides additional distance learning opportunities for students. (Video conferencing can also be achieved through an iPad app.)

Additionally Ada Harris has a Broadcast Studio consisting of:

- A Studio-quality Macintosh specially configured as a video editing station
- Specialized software including WireCast, a package for live recording and on-the-fly special effects
- A green-screen room (extra large green screen from floor to ceiling)
- A complete set of Studio lights with daytime balanced temperature
- HD video cameras and broadcast-level microphones

We have invested in our infrastructure and equipment to support our 1:1 Program. The San Diego County of Education (SDCOE) Network Services division supports our district in maintaining and upgrading our network equipment. With SDCOE's advice, the District has standardized on Cisco routing and switching equipment which includes the firewall appliance. Each school site has sufficient electrical capacity and upgraded network equipment. Classrooms have an analog telephone (VOIP is not available).

Ada Harris school has a gigabit fiber optics (AT&T's Opt-e-Man) connection to SDCOE with a committed rate of 50Mbps. Cardiff School and the District (located at the same site) connect to Ada Harris with Opt-e-Man fiber at a committed rate of 50Mbps. With the current equipment, both sites can increase that committed rate to 100Mbps as needed in the future.

At the time of this writing, the district is converting to AT&T's Switched Ethernet (ASE) as 100 Mbps bandwidth with a multimode fiber interface. This will double our current bandwidth at approximately the same cost and growth is available to 1 Gbps. Discounts are actualized via the state Calnet contract and the federal erate program. The District will continue to monitor the bandwidth usage at the District and two school sites.

The Main Distribution Frame (MDF) and the Intermediate Distribution Frames (IDF) where the network equipment resides, at both schools, are properly air-conditioned. The router and main switches were upgraded in July 2010 and are scheduled to be replaced in the summer of 2017.

Computers at all sites are Internet capable. All classrooms have 6 data ports except for the portable classrooms which only have 2 ports. For these classrooms, small Ethernet switches are used as needed to expand wired Internet accessibility.

The district subscribes to the Internet filtering service Websense which is managed by SDCOE.

At the beginning of the 2012-2013 school year, a Xirrus wireless network was installed at both school sites. Thirty-four arrays were mounted throughout the district. These arrays contain a total of 104 access points (300Mbps 802.11n) to allow enough wireless coverage for classrooms with one iPad per student (1:1) with reasonable usage. All wireless equipment supports 802.11a/b/g/n devices at either 2.4 ghz or 5.0 ghz rates.

In the 2015-16 school year, each site's wireless coverage was improved by installing additional access points to cover zones with weak signals and dropped connections.

The district has a Google Apps for Education domain account for staff emails, electronic calendars, and collaboration of documents. Students are also assigned a Google account as needed for classroom purposes.

To facilitate home/school communication, we use our District Website (www.cardiffschools.com) powered by Schoolwires and Blackboard Connect's mass communication software for emails and phone calls to our parents and staff.

Existing Electronic Learning Resources

By no means is the following list an exclusive list of electronic learning resources, but rather a basic list of resources to implement curricular goals and activities:

District-wide computer applications

- Microsoft Office (Word, Excel, PowerPoint)
- iLife Suite (iMovie, iPhoto, Garageband)
- iWorks (Pages, Keynote, Numbers)
- Google Apps for Education

Other software programs and/or web subscriptions used at one or both of the schools are:

- Schoology
- Houghton Mifflin Science eServices
- Accelerated Reader
- Scholastic's Read180 and SRI
- Earobics
- Stationary Studio
- Read, Write & Type
- Edutyping
- Scott Foresman History–Social Science for California
- Pearson 6th grade Science
- Fitnessgram

District iPad apps:

- Apple Apps (Pages, iMovie, iPhoto, Keynote, GarageBand)
- Google Apps (Drive, Docs, Slides)
- Notability
- Comic Life
- Explain Everything
- ST Math
- Digital Content Portal (from SDCOE)

Each grade level team is allocated funds to purchase additional apps that are appropriate for students in their grade level.

Existing Technical Support:

Our technical support staff consists of the District Technology Coordinator, the Ed Tech Teacher and two part-time technology support specialists available on site to assist, instruct and troubleshoot technology problems with staff and students. The Ada Harris position is also responsible for maintaining the network and servers on site.

The District Ed Tech Teacher assists teachers to design content and to personalize learning for students. In addition, the Ed Tech Teacher stays current on latest teaching and learning trends and provides professional development through online tutorial videos, grade-level meetings, face to face, and with job embedded modeling. Bi-monthly collaborative co-taught lessons with the classroom teacher strengthens content, pedagogy and technology integration in a blended mastery-based learning environment.

At Cardiff School, the tech specialist is employed 15 hours per week to support staff. There is also a part-time Computer Lab instructor at the school who works with the classroom teachers to ensure that lessons in the lab correspond to classroom curriculum. Classrooms are scheduled once per week in the computer lab.

Support staff attends technology meetings hosted by SDCOE that reach out to all county districts to discuss best practices, updated requirements and laws and the sharing of ideas as pertinent to technology in school districts.

In addition to the on-site technical support, SDCOE's network staff installs and supports our network routers and switches as well as advise us on our Windows Server network setup and usage.

Existing Asset Management

The district is in the process of transitioning from an older, Filemaker Pro asset management tool to a more robust, web-based Information Technology Service Management Solution called SysAid. At the minimum, both systems document the purchase of devices, details of the make and model, serial number; tracks device location, repair records and recycling date.

In addition to providing this tracking information, SysAid provides the flexibility of purchasing additional modules (such as a Deskhelp module) to supplement and augment technology support management tools if needed.

Electronic devices (desktop and mobile) are tagged with an internal district inventory tag that can be scanned. Inventory tags on the mobile devices scan directly into our mobile inventory app.

Mobile devices are secured in locked, iPad carts when not in use.

4b. Describe the technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by the LEA's teachers, students, and administrators to support the activities in the Curriculum and Professional Development components of the plan.

Hardware Needed:

The following represents the needed technology to support Cardiff School District's education and curricular goals of this plan:

- Student iPad2s need replaced in order to take advantage of advanced classroom management features of the latest iOS
- Teacher laptops need to be replaced with upgraded, more robust laptops
- Caching servers need to be installed to balance high-demand periods when apps and iOS updates occur which would affect the performance of the wireless network
- The replacement schedule for projectors at both schools needs to be completed so all projectors will have an HDMI port to connect to an Apple TV
- Increased number of student laptops are needed to benefit upper grade classrooms to promote blended learning and station rotation, plus increase the number of student lookup stations in the libraries

Electronic Learning Resources Needed:

- The district will develop an evaluation rubric to guide the purchase of future electronic learning resources.
- The District will research and support funding to purchase computer adaptive software programs and apps that are aligned to the California Common Core Standards in Language Arts.
- Grade level teams need to continue to work with their site principal to identify and assess electronic learning resources as appropriate.
- Students would benefit from an effective iPad management software tool in the classroom such as Apple's Classroom app (which requires an iPad 4 at the minimum) to oversee iPad activity.

Networking and Telecommunications Infrastructure Needed:

The District completed a network upgrade of new switches and routers at both sites in the summer of 2010. The end-of-life date for the network equipment is June 2018 and equipment will need to be replaced at that time, if not sooner.

As described in section 4a,, the district is converting to AT&T's Switched Ethernet with 100 Mbps bandwidth; bandwidth and infrastructure are sufficient to support this plan and to make use of emerging technologies. We will continue to monitor the bandwidth.

We will revisit the need and feasibility to purchase and implement a Voice Over Internet Protocol telephone system.

Physical Plant Modifications Needed:

There are no physical plant modifications needed to accommodate the networking and telecommunications infrastructure at this time.

Technical Support Needed:

An important piece in successfully implementing a Technology Plan is to ensure adequate technology personnel are in place to support staff and students. With expanded technology capabilities at the district and the school level, it is critical that our technology and infrastructure is functioning at all times.

At the minimum, Technology Support staff are responsible for:

- Maintaining hardware equipment (such as servers, computers, iPads, printers, doc cameras and projectors)
- Troubleshooting Internet issues
- Ordering technology supplies, including printer supplies
- Functioning as system administrator for different software applications
- Maintaining asset inventory

It is just as important to continue funding a full time Ed Tech Teacher to assist staff members to effectively integrate technology into the curriculum that strengthens content and pedagogy in a blended learning environment.

With all this in mind, we will monitor the tech department's workload and compare that with the district's support needs.

Asset Management Needed

As discussed in section 4a, the District needs to complete the transition to SysAid, a more robust inventory system than our current program. Along with this hardware inventory, an improved, more cohesive software tracking system needs to be completed within SysAid, or another method.

5. Monitoring and Evaluation

Describe the plan and process for evaluating the plan's implementation, overall progress and impact on teaching and learning.

The plan's overall progress will be continuously evaluated throughout the year by the following:

- An annual Technology Survey will be given to all certificated staff members to determine needs and to monitor progress toward our technology goals.
- Teachers will be asked periodically throughout the school year to evaluate their individual progress and provide input to their site administrator. Based upon teacher input and in response to any new developments and opportunities, we will adjust our goals and priorities and provide appropriate professional development.
- Monthly technology leadership meetings are held to discuss and evaluate technology's current impact on teaching and learning.
- An annual Technology Plan Review evaluates the plan's progress and goals that were met or not met shall be discussed, as well as any unexpected outcomes, and adjustments will be made as needed

The plan's impact on teaching and learning will be continuously evaluated throughout the year by the following:

- Within the Annual Update of LCAP, data on student achievement and engagement is collected and reviewed.
- Measures of student academic growth include:
 - CAASPP results
 - Standards based report cards
 - Grade level assessments
- Measures of student engagement include:
 - The Gallup Student Poll
 - Parent-teacher conferences
 - Digital student portfolios
 - Increased attendance,
 - Student and parent climate surveys (grades 3 - 6)

6. Contact Information

Education Technology Plan Review System (ETPRS) Contact Information

County & District Code: 37 - 68007

School Code

(Direct-funded charters only): n/a

LEA Name: Cardiff School District

*Salutation: Ms.

*First Name: Jill

*Last Name: Vinson

*Job Title: Superintendent

*Address: 1888 Montgomery Ave.

*City: Cardiff-by-the-Sea

*Zip Code: 92007-2313

*Telephone: 760-632-5890

Fax: (760) 942-5831

*E-mail: jill.vinson@cardiffschools.com

Please provide backup contact information.

1st Backup Name: Jackie Musil

E-mail: jackie.musil@cardiffschools.com

2nd Backup Name: Julie Parker

E-mail: julie.parker@cardiffschools.com

* Required information in the ETPRS

Students

The Board of Education desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 – School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal of the Superintendent's determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, 2012

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Secretary of State, Safe at Home Program:

<http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Policy

approved:

CARDIFF SCHOOL DISTRICT

Students**Criteria for Residency**

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. In the event a joint custody arrangement exists between 2 parents, the student must sleep at the home of the parent residing in the district at least three (3) school days per week. (Education Code 48200)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

3. The student has been admitted through an interdistrict attendance option. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

5. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

Proof of Residency

Prior to admission in district schools, students shall provide proof of residency

(cf. 5111 – Admission)

The Superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 – Admission)

(cf. 5125 – Student Records)

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any two of the following: (Education Code 48204.1)

1. Property tax bill with parent name and property address, indicating home owner's exemption.
2. Rent or lease agreement with parent name and address, and the manager or owner's name and phone number.
3. Current utility bill containing name, address, and date (or utility company work order/request for service, dated within the past 60 days, to be replaced by first bill received), from gas and electric company, water district, or phone company.

Failure to Verify Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. (Education Code 48204.1) Reasonable efforts include but are not limited to, home visits and investigations by a private detective.

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment. Before any such denial or revocation is final, the parent/guardian shall be sent written notice of the fact leading to the decision. The notice also shall inform the parent/guardian that she/he may provide new material evidence of residency, in writing, to the Superintendent or designee within 10 school days. The Superintendent or designee shall review any new evidence and make a final decision within 10 school days.

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications

and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent or designee may request the actual residence address to the purpose of establishing residency within district boundaries. (Government Code 6206, 6207)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

Office for Civil Rights, U.S. Department of Education:

<http://www2.ed.gov/about/offices/list/ocr>

Regulation

approved: September 21, 2015

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

(11/07 11/11) 12/15

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 5131 - Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the

requirements of Education Code 32281. (Education Code 32288)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.
(Education Code 32282)

(cf. 1340 – Access to District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7101-7165 Safe and Drug Free Schools and Communities

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

Early Warning, Timely Response: A Guide to Safe Schools, August 1998

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention:

<http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center:

http://www.secretservice.gov/ntac_ssi.shtml

Policy CARDIFF SCHOOL DISTRICT

adopted: September 28, 2015 Cardiff-By-The-Sea, California

revised:

Business and Noninstructional Operations

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.62 - Tobacco)
(cf. 5141.23 - Asthma Management)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

These prohibition apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board:

<http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy

adopted: November 16, 2015

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

Business and Noninstructional Operations

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit

him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Regulation

approved: November 16, 2015

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for disaggregation of achievement data. (Education Code 49558)

(cf. 6162.51 - State Academic Achievement Tests)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch program application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1, if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of the and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and the local agency, and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service:

<http://www.fns.usda.gov/cnd>

Policy

adopted: April 14, 2016

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

Business and Noninstructional Operations**Applications**

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal

3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data.

School Principal
Intervention Teacher

In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program are maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program is not publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Regulation
approved: April 14, 2016
revised:

CARDIFF SCHOOL DISTRICT
Cardiff-By-The-Sea, California

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for disaggregation of achievement data. (Education Code 49558)

(cf. 6162.51 - State Academic Achievement Tests)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch program application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1, if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of the and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and the local agency, and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service:

<http://www.fns.usda.gov/cnd>

Policy

adopted: April 14, 2016

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

All Personnel

E 4112.9(a)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR 11023	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
Electronically to all employees, no more than twice per school year per child needing medication	Education Code 49414.7	AR 5141.21	Request for volunteers to administer emergency antiseizure medication; training to be provided
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees via employee handbook, or to each new employee	2 CCR 11096; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment	Education Code 44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.21	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Exhibit
version:

CARDIFF SCHOOL DISTRICT
Cardiff-by-the-Sea

Personnel

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 – District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the

County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

33126 School accountability report card
35035 Additional powers and duties of superintendent
35186 Complaint process
37616 Assignment of teachers to year-round schools
44225.6 Commission report to the legislature re: teachers
44250-44277 Credentials and assignments of teachers
44314 Subject matter programs, approved subjects
44824 Assignment of teachers to weekend classes
44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations
80020-80020.5 Additional assignment authorizations
80335 Performance of unauthorized professional services
80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan
6312 Local agency education plans
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellence Educators
Every Student Succeeds Act 2016-17 School Year Transition Plan April 20016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

The Administrator's Assignment Manual – Updates and Revisions, May 2014

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, re. May 4, 2016

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: January 11, 2016
revised:

CARDIFF SCHOOL DISTRICT
Cardiff-By-The-Sea, California

Personnel

Qualifications

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Duties

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45344)

(cf. 4112.2 Certification)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

Regulation

approved: January 11, 2016

revised:

CARDIFF SCHOOL DISTRICT

Cardiff-By-The-Sea, California

Children With Disabilities Enrolled By Their Parents In Private School

AR 6164.41

Instruction

Definitions

Parentally placed private school children with disabilities means children with disabilities who are voluntarily enrolled by their parents/guardians in a private school or facility within district boundaries, including children who are attending a private school or facility within district boundaries but who reside in another district or state. (34 CFR 300.131)

Private school or facility means a private full-time day school, including a religious school, located within district boundaries, that has filed an affidavit with the California Department of Education pursuant to Education Code 33190 and is registered in the California Private School Directory.

Consultation with Private School Representatives

The Superintendent or designee shall consult with all private school representatives and representatives of parents/guardians of parentally placed private school children with disabilities during the design and development of equitable services for the children. In order to ensure a meaningful and timely consultation, the consultation shall include: (20 USC 1412(a)(3); 34 CFR 300.134; Education Code 56301)

1. The child find process and how parentally placed private school children suspected of having a disability can participate equitably
2. How parents/guardians, teachers, and private school officials will be informed of the child find process
3. The determination of the proportionate share of federal funds available to serve parentally placed private school children with disabilities and how this share is calculated
4. How the consultation process will operate throughout the school year to ensure that identified children can meaningfully participate in equitable services
5. How, where, and by whom equitable services will be provided including a discussion about the types of services, alternate service delivery mechanisms, how services will be apportioned if funds are insufficient to serve all of the identified children, and how and when those decisions will be made

6. In the event that the district and private school disagree on the provision of or the types of services, how the district will provide the private school officials with a written explanation of the reasons that the district chose to not provide the services

When meaningful and timely consultation has occurred, the district shall obtain a written affirmation signed by the representatives of participating private schools. If the private school representatives do not provide the affirmation within a reasonable period of time, the district shall forward documentation of the consultation process to the California Department of Education. (34 CFR 300.135; Education Code 56172)

After the consultation has occurred, the district shall ensure an annual count of the number of parentally placed children with disabilities attending private schools located within the district. This count shall be conducted between October 1 and December 1 each year and shall be used to determine the amount the district must spend on providing equitable services to the children in the subsequent fiscal year. (34 CFR 300.133)

Provision of Services

A child with a disability parentally placed in a private school has no individual right to receive some or all of the special education and related services that he/she would receive if enrolled in public school. Such a child may receive a different amount of services than students with disabilities in public schools. (34 CFR 300.137, 300.138)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

The district shall evaluate all identified parentally placed private school children with disabilities for purposes of considering them for equitable services. This evaluation shall be conducted in accordance with the timelines and procedures for evaluating public school students with disabilities pursuant to 34 CFR 300.300-300.311, including providing the parent/guardian with a copy of the procedural safeguards notice. (34 CFR 300.131, 300.504)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

In order to ensure that each child entitled to special education and related services from the district receives an offer of a free appropriate public education (FAPE), the district where the child resides shall develop an individualized education program (IEP) for each identified child who attends a private school located in the district and who resides in the district.

However, the district shall not develop an IEP if the parent/guardian makes clear his/her intention to keep the child enrolled in private school. In such situations, the

district shall obtain written certification confirming the parent/guardian's intention to keep his/her child enrolled in private school, including the fact that he/she is not interested in the development of an IEP or the district's offer of FAPE. If the parent/guardian does not provide confirmation in writing, the district shall obtain oral confirmation of the parent/guardian's intention and confirm the conversation in writing.

If the child resides in a different district, then this district and the district of residence shall work together to ensure that the parent/guardian receives an offer of FAPE in accordance with law.

The district shall develop and implement an individual services plan (ISP) for each identified private school child with a disability that describes the equitable services that the district will provide, as agreed to by the district and private school representatives during the consultation process. (34 CFR 300.138)

The ISP shall be developed, reviewed, and revised consistent with 34 CFR 300.121-300.324. A representative of the private school shall be invited to attend each ISP team meeting. If the representative cannot attend the meeting, the district shall use other methods to ensure the representative's participation, including individual or conference calls. (34 CFR 300.137, 300.138)

(cf. 6159 - Individualized Education Program)

The district may provide services on the private school premises, including a religious school, to the extent consistent with law. The services shall be provided by personnel meeting the same standards as personnel providing services in the public school. The personnel shall either be district employees or contractors of the district. (34 CFR 300.138, 300.139)

The district shall offer transportation to the child if services are provided on a site other than the child's school and the ISP team determines that transportation is necessary for the child to benefit from or participate in the services provided in the ISP. Depending on the timing of the services, the district shall provide transportation from the child's school or home to the service site and from the service site to the child's school or home. (34 CFR 300.139)

The district may place equipment and supplies in a private school for the period of time necessary to provide the services pursuant to the ISP. All such equipment shall remain the property of the district and must be able to be removed without causing damage to the private school. The district shall remove the equipment when no longer required by the child, when the child no longer attends the private school, or when removal is necessary to prevent unauthorized use. (34 CFR 300.144)

Instruction

The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf. 0460 – Local Control and Accountability Plan)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.5 - Student Success Teams)

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6142.7 – Physical Education and Activity)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

(cf. 1020 – Youth Services)

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental instruction outside the regular school day. In such cases, written parent/guardian consent shall be obtained for the student's participation.

Supplemental instruction shall be offered to students in grades 2-9 who have been retained or recommended for retention at their current grade level. (Education Code 37252.2, 48070.5)

(cf. 5123 – Promotion/Acceleration/Retention)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37223 Weekend classes

37252-37254.1 Supplemental instruction, summer school

42238.01-42238.07 Local control funding formula

46100 Length of school day

48070-48070.5 Promotion and retention

48200 Compulsory education

48985 Translation of notices

51210-51212 Courses of study, elementary schools

51220-51228 Courses of study, secondary schools

52060-52077 Local control and accountability plan

60603 Definitions, core curriculum areas

60640-60649 California Assessment of Student Performance and Progress

60850-60859 High school exit examination, especially:

60851.5 Suspension of high school exit examination

CODE OF REGULATIONS, TITLE 5

11470-11472 Summer school

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION GUIDANCE

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: December 14, 2015
revised:

CARDIFF SCHOOL DISTRICT
Cardiff-By-The-Sea, California

Administration

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

(cf. 2120 - Superintendent Recruitment and Selection)

(cf. 4312.1 - Contracts)

(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. The general duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

2. The duration of the contract, which shall be for no more than four years pursuant to Education Code 35031

3. The salary, benefits, and other compensation for the position

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. The criteria, process, and procedure for evaluation and the conditions for reemployment

(cf. 2140 - Evaluation of the Superintendent)

5. The conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

6. Matters related to liability and indemnification against demands claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

The Board may deliberate about terms of the contract in closed session at a regular meeting. Discussions regarding the salary, salary schedule, or other compensation may occur in closed session only as permitted under Government Code 54957.6 between the Board and its designated representative(s) (the "labor exception"), for the purpose of reviewing the Board's position or instructing the designated representative(s) prior to or

during bona fide negotiations with the current or prospective Superintendent.
(Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

During an existing contract, the Board may reemploy the Superintendent on mutually agreed upon terms and conditions. However, the Superintendent's contract shall be extended only by Board action subsequent to a satisfactory evaluation of the Superintendent's performance and in accordance with Government Code 3511.2.

Increases to the Superintendent's salary shall be at the sole discretion of the Board.

Decision not to Reemploy

If the Board determines to not reemploy the Superintendent at the expiration of his/her contract, the Board shall provide written notice to him/her at least 45 days in advance of the expiration of the term of the contract, pursuant to Education Code 35031. It is the responsibility of the Superintendent to remind the Board in a timely manner of the requirement to give notice.

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In such event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months

left on the contract. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or no cash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Governance Consulting Services: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

Policy CARDIFF SCHOOL DISTRICT

adopted: September 28, 2015 Cardiff-By-The-Sea, California

revised:

Board Bylaws

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 - Access to District Records)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold a closed session under the “personnel exception” to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from

the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4315 - Evaluation/Supervision)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its

designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussion of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

(cf. 2121 – Superintendent's Contract)

Closed sessions may take place prior and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation on one or more unrepresented employees.

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy right of any other student. (Education Code 35146, 48912, 49070)

(cf. 5117 – Interdistrict Attendance)
(cf. 5119 – students Expelled from Other Districts)
(cf. 5125.3 – Challenging Student Records)
(cf. 5144 – Discipline)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))

2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following:
(Government Code 54956.9)

a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to

conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student suspension)

44929.21 Districts with ADA of 250 or more

48912 Governing board suspension

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of students records

60617 Meetings of governing board

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6252-6270 California Public Records Act

54950-54963 The Ralph M. Brown Act

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

San Diego Union v. City Council, (1983) 146 Cal.App. 3d 947

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

57 Ops.Cal.Atty.Gen 209 (1974)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

Bylaw
adopted: October 1, 2015
revised:

CARDIFF SCHOOL DISTRICT
Cardiff-By-The-Sea, California

July 26, 2016

Dear Jill Vinson,

Since being hired in 2009 as the District Nurse, I have been so fortunate to be a part of the Cardiff School District community. Over the years I have built incredible friendships, developed professionally, and have watched my own children thrive academically and socially. Unfortunately, at this time I have been faced with many difficult decisions. After much consideration, I would like to ask for a years leave of absence due to financial necessity. I deeply value my position within the district, and appreciate your consideration on this matter.

Sincerely,

Erin Anderson