

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, MAY 11, 2017 • 5:00 PM • PUBLIC MEETNG
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
 - Ms. Siena Randall, Member
 - Mr. Dave Clark, Member
 - Mr. David Ross, Member
 - Ms. Jill Vinson, Superintendent
 - D. Approval of agenda for May 11, 2017
All items are action unless labeled information
 - E. Approve minutes from the regular meeting of April 6, 2017 **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).*
 - 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 #14-240969 to #14-252076 \$133,892 **B**
 - 3. Payroll Warrants, April, 2017, \$ 904,738
- B. Enrollment Report as of 05/05/17 **C**
- C. Approval of Cardiff School District's Uniform Complaint Quarterly Report for January 1, 2017 – March 31, 2017 **D**
- D. Personnel Report **E**
- E. Removal of items from Consent Calendar
- F. Approval of Consent Calendar

IV. GENERAL FUNCTIONS

- A. Approve 2017-18 Declaration of Need for Fully Qualified Educators **F**
- B. Consider approval of certificated job descriptions **G**
- C. Consider approval from classified employee #260-077 for an unpaid leave of absence through 5/31/17
- D. Release of temporary teachers effective June 19, 2017 for employees: #600043, #332755, #601016 and #600042

V. FACILITIES

- A. Bond Implementation Update

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 APRIL 6, 2017

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, April 6, 2017 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. Trustee Orr arrived ten minutes late.

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

Members absent: None

Administrators
present: Vinson, Scheftner, Parker

Visitors: Adam Sweet, SEA
Amy Ramaker

The agenda for April 6, 2017 was approved as presented.

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

The minutes from the regular meeting of March 9, 2017 were approved as written.

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

Hearing Session:

- Amy Ramaker addressed the Board regarding AB 424.
- Janelle Scheftner reported there was good turnout for the ELAC/DELAC meeting on March 23rd. The next meeting is scheduled for May 11, 2017.
- Julie Parker reported the School Site Council will review the Dashboard presentation and have an overview of the LCAP.
- Adam Sweet reported the Gala was a big success. There are no final numbers to report at this time. Parent volunteers have been providing breakfast and lunch treats to staff every day this week at both school sites in honor of parent teacher conferences.

Hearing Session continued:

- Principal Parker reported first-grade classrooms were treated to some special guest penguins from Sea World this morning. Ms. Parker also reported that parent conferences went well. This year they were scheduled to take place before spring break.
- Principal Scheftner said conferences at Ada Harris also went well. The band sponsored a disco bingo fundraiser last week. The jog-a-thon and testing will take place after spring break.
- Adam Sweet and Dave Smiley reported the first Independent Committee Oversight Meeting that took place on March 30th. The Committee elected officers, reviewed responsibilities, and determined dates for the remainder of the year. Randy Peterson, Bond Program Manager, gave an overview of the project.
- Superintendent Vinson thanked the special education team for the successful Ability Awareness Fair that was organized at both school sites on Friday, March 24. Ms. Vinson reported that she and Randy Peterson met with a representative from the San Elijo JPA to discuss future accessibility of reclaimed water for Cardiff School. Julie Parker is continuing to work on the LCAP. She has surveyed all the stakeholders.
- Ms. Parker updated the Board on the Safe Routes to School Committee. The committee has met to discuss how neighbors' concerns can be addressed. Another meeting of the committee will be scheduled.

The consent calendar was approved as presented.

MOTION: Clark

SECOND: Orr

AYES: Clark, Orr, Randall, Ross, Whitehouse

NOES: 0

ABSENT: 0

Randy Peterson, Bond Program Manager, reported that the RPQ for an architect was advertised on Friday, March 31st. The Statement of Qualifications (SOQ) are due on April 14. Mr. Peterson has been verifying program information and preliminary costs. The firm of Campbell, Anderson & Associates has been engaged for cost estimating purposes. Mr. Peterson will be investigating state funding opportunities and engage School Facilities Consultants for state funding and agency processing.

The Strategic Plan update for 2017-2020 was approved.

MOTION: Clark

SECOND: Randall

AYES: Clark, Orr, Randall, Ross, Whitehouse

NOES: 0

ABSENT: 0

Principal Janelle Scheftner discussed the California School Dashboard and how the test scores will appear in the fall.

Revisions to BP 7215, Independent Citizens Oversight Committee Bylaws were approved.

MOTION: Randall

SECOND: Ross

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 5:47 p.m. The meeting was reconvened at 6:35 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 6:36 p.m.

Respectfully submitted,

Siena Randall, Clerk

Jill Vinson, Superintendent

MAY 2017 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
1409	4/5/17	CONTINENTAL MATHEMATICS LEAGUE	0100	0000000	1110	1000	4300000	111	Annual Subscription	95.00
	4/3/17	MISSION FEDERAL CREDIT UNION	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	170.92
	4/3/17	SASHA PAZANOWSKI	0100	0000000	1110	1000	4300000	111	Instructional Supplies	136.54
	4/3/17	MISSION FEDERAL CREDIT UNION	0100	0000068	1110	1000	4300005	111	Technology Supplies	25.03
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	2.91
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	55.23
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	11.04
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	22.09
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	11.04
1563	4/5/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	11.04
1571	4/5/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	12.41
1571	4/5/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	12.54
1571	4/5/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	5.17
1571	4/5/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	60.35
1572	4/5/17	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	284.46
1572	4/5/17	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	68.96
1572	4/5/17	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	220.89
1572	4/5/17	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	220.89
1541	4/5/17	THE OFFICE PAL	0100	0000000	0000	2420	4300005	222	Technology Supplies	500.25
1541	4/5/17	THE OFFICE PAL	0100	0000000	0000	2420	4300005	222	Technology Supplies	500.25
1541	4/5/17	THE OFFICE PAL	0100	0000000	0000	2420	4300005	222	Technology Supplies	500.25
1541	4/5/17	THE OFFICE PAL	0100	0000000	0000	2420	4300005	222	Technology Supplies	125.06
1541	4/5/17	THE OFFICE PAL	0100	0000000	0000	2420	4300005	222	Technology Supplies	92.44
	4/7/17	HOLLANDIA DAIRY	0100	0000000	1110	1000	4300000	111	Instructional Supplies	33.00
1551	4/19/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	4.69
1551	4/19/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	62.06
1551	4/19/17	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	8.53
1581	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	37.85
158	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	33.68
1585	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	139.64
1584	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	7.54
1584	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	7.54
1584	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	83.79
1581	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	13.77
1581	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	13.77
1581	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	13.77
1581	4/19/17	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional Supplies	2.80
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.88
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.13
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	23.37
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.13
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.13
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.13
1542	4/20/17	BOUND TO STAY BOUND BOOKS INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	21.52
1565	4/24/17	K/P CORPORATION	0100	0000000	1110	1000	4300000	222	Instructional Supplies	229.93
	4/24/17	MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	4300000	222	Instructional Supplies	19.69
1587	4/24/17	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	48.36
1545	4/24/17	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	49.10
1532	4/24/17	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	63.43
1532	4/24/17	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	37.02
1582	4/24/17	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional Supplies	28.66
1582	4/24/17	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional Supplies	26.98
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	35.87
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	15.85
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	12.70
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	10.56
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	13.52
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	20.64
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	21.14
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	35.87
1560	4/24/17	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Spec Ed Instructional Supplies	13.52
1555	4/24/17	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	5.27
1555	4/24/17	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	126.38
1555	4/24/17	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	62.41
1575	4/24/17	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	79.04
1555	4/24/17	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	11.95

1555	4/24/17 SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	12.69
1555	4/24/17 SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	63.38
1555	4/24/17 SYNCB/AMAZON	0100	0000000	0000	2420	4300005	111	Technology Supplies	10.65
	4/24/17 MISSION FEDERAL CREDIT UNION	0100	6300000	1110	1000	4300006	222	Instructional Supplies	28.96
1579	4/24/17 SYNCB/AMAZON	0100	0000000	0000	2420	4300008	111	Library Supplies	456.67

\$ 5,298.72

NON-INSTRUCTIONAL SUPPLIES

	4/3/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Meeting Supplies	63.51
	4/3/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	95.26
1570	4/4/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	183.00
1172	4/5/17 HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	298.83
	4/5/17 LEE'S LOCK & SAFE	0100	0000000	0000	8200	4300000	000	Maintenance Services	131.28
1253	4/5/17 RANCHO SANTA FE	0100	0000000	0000	2700	4300000	111	Services for April	165.00
1253	4/5/17 RANCHO SANTA FE	0100	0000000	0000	2700	4300000	222	Services for April	165.00
	4/5/17 SHELL	0100	8150000	0000	8110	4300000	000	Automotive Supplies	194.00
1573	4/5/17 SOUTHWEST SCHOOL &	0100	0000000	0000	7200	4300000	000	Office Supplies	96.65
1570	4/7/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	1679.82
1570	4/7/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	5.00
1577	4/7/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	239.00
1173	4/7/17 SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	93.78
1578	4/11/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	20.47
1207	4/14/17 GRAINGER	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	45.34
1207	4/14/17 GRAINGER	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	90.68
1578	4/19/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	6.00
1578	4/19/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	31.25
1578	4/19/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	9.70
1578	4/19/17 APPLE INC.	0100	0000000	0000	7100	4300000	000	Office Supplies	3479.25
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	16.50
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	15.56
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	15.56
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	5.42
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	7.31
1588	4/19/17 OFFICE DEPOT	0100	0000000	0000	7200	4300000	000	Office Supplies	8.32
	4/20/17 RESER'S ORNAMENTAL IRON	0100	8150000	0000	8110	4300000	000	Maintenance Services	1000.00
	4/24/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	11.16
1173	4/26/17 SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	61.01
1173	4/26/17 SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	91.61
	4/26/17 VAUGHN IRRIGATION SERVICES INC	0100	8150000	0000	8110	4300000	000	Maintenance Services	690.00
	4/26/17 VAUGHN IRRIGATION SERVICES INC	0100	8150000	0000	8110	4300000	000	Maintenance Services	616.25
	4/26/17 VAUGHN IRRIGATION SERVICES INC	0100	8150000	0000	8110	4300000	000	Maintenance Services	1018.26
	4/26/17 VAUGHN IRRIGATION SERVICES INC	0100	8150000	0000	8110	4300000	000	Maintenance Services	420.00
	4/27/17 ALLIED BUILDING PRODUCTS	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	267.96

\$ 11,337.74

4000 (Supplies) Totals:

Balance: 275,189

Accumulated Balance: 224,447

Remaining Balance: 50,742

UTILITIES

1285	4/5/17 EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for March	469.74
1285	4/5/17 EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for March	469.74
1283	4/5/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for March	572.10
	4/5/17 AT&T	0100	0000000	0000	7200	5900001	000	Services for April	1942.91
1283	4/11/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for Feb & Mar	998.23
1283	4/11/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	000	Services for Feb & Mar	45.56
1283	4/11/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for Feb & Mar	468.43
1283	4/11/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for Feb & Mar	67.81
1310	4/14/17 SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	3272.67
1310	4/14/17 SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for March	5771.98
1310	4/14/17 SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	203.56
	4/18/17 AT&T	0100	0000000	0000	7200	5900001	000	Services for April	33.82
	4/18/17 AT&T	0100	0000000	0000	7200	5900001	000	Services for April	368.43
1310	4/19/17 SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	58.46
1310	4/19/17 SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for March	263.87
1283	4/19/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for Feb & Mar	769.61
1283	4/19/17 SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for Feb & Mar	879.44

\$ 16,656.36

SERVICES

	4/3/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Conference - SF2 Symposium	727.61
	4/3/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5200000	000	Conference - SF2 Symposium	341.88
	4/3/17 MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	5200000	000	Conference - Effective School Bonds Course	758.00

1576	4/3/17 MISSION LINEN & UNIFORM	0100	0000000	0000	8200	5600000	111	Services for March	9.24
1576	4/3/17 MISSION LINEN & UNIFORM	0100	0000000	0000	8200	5600000	222	Services for March	11.49
1576	4/3/17 MISSION LINEN & UNIFORM	0100	0000000	0000	8200	5600000	000	Services for March	12.72
	4/3/17 ATEL COMMUNICATIONS INC.	0100	0000000	0000	7200	5800000	000	Maintenance Services	127.50
1171	4/5/17 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	3709.60
	4/5/17 DEBORAH HEYER	0100	0000000	1110	1000	5200000	000	Conference - CUE	381.98
	4/5/17 MARGIT BOYESEN	0100	0000000	1110	1000	5200000	000	Conference - CUE	163.92
1259	4/5/17 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	222	Lease Payment April	236.86
1259	4/5/17 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	111	Lease Payment April	236.85
	4/5/17 BRIAN O'DONNELL	0100	0000085	1110	1000	5800000	111	Music Boosters	760.00
	4/5/17 ELIZABETH ODENTHAL	0100	6500000	5770	1190	5800000	000	Professional Services	750.00
	4/5/17 KATIE YARBROUGH	0100	0000085	1110	1000	5800000	111	Music Boosters	470.00
1576	4/7/17 MISSION LINEN & UNIFORM	0100	0000000	0000	8200	5600000	000	Services for March	12.94
	4/7/17 SAN DIEGO OCCUPATIONAL THERAPY	0100	6500000	5770	1190	5800000	000	Services for March	962.50
	4/11/17 ANGIE CASTRELLON	0100	0000000	0000	2700	5200000	222	Conference - CELDT	32.10
1287	4/11/17 READY REFRESH BY NESTLE	0100	0000000	0000	8200	5500003	222	Services for March	98.02
1287	4/11/17 READY REFRESH BY NESTLE	0100	0000000	0000	8200	5500003	111	Services for March	35.55
	4/11/17 SHAUNA GILBERT, M.ED., ED.S., NCSP	0100	6500000	5770	3120	5800000	000	Psych Ed Evaluation	3800.00
1341	4/12/17 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	000	Services for March	12.10
1341	4/12/17 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	222	Services for March	129.42
1341	4/12/17 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	111	Services for March	125.00
	4/12/17 ENCINITAS BEE REMOVAL	0100	8150000	0000	8110	5800000	000	Maintenance Services	150.00
1259	4/14/17 TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment April	201.50
	4/14/17 HARRIS SCHOOL SOLUTIONS	0100	0000000	0000	7200	5800000	000	Merchant Fees for March	176.25
	4/14/17 ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	0100	0000000	0000	7100	5800005	000	Services for January	64.31
1574	4/18/17 J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	376.00
1398	4/18/17 SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services for March	102.48
	4/18/17 STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	64.00
1171	4/19/17 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	954.80
	4/19/17 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	96.00
	4/19/17 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	795.00
	4/19/17 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	60.00
	4/19/17 A QUICK SURVEY -	0100	8150000	0000	8110	5800000	000	Professional Services	1200.00
	4/19/17 CANON SOLUTIONS AMERICA, INC.	0100	0000000	0000	7200	5800000	000	Maintenance Services	1280.79
	4/19/17 CANON SOLUTIONS AMERICA, INC.	0100	0000000	0000	7200	5800000	000	Maintenance Services	379.50
1307	4/19/17 J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Maintenance Services	3704.40
1311	4/20/17 DEPENDABLE NURSING, LLC	0100	6500000	5770	1190	5800000	000	Services for March	6012.50
	4/20/17 LEAPS-N-BOUNDS	0100	6500000	5770	1190	5800000	000	Services for March	7170.00
	4/20/17 TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	5800000	000	Maintenance Services	1726.64
	4/20/17 ARTIANO SHINOFF	0100	0000000	0000	7100	5800005	000	Professional Services	34.92
	4/24/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Conference - SF2 Symposium	150.86
	4/24/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5200000	000	Conference - SF2 Symposium	32.00
	4/24/17 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5800000	000	Office Supplies	25.56
	4/26/17 VERIZON WIRELESS	0100	0000000	0000	7200	5900001	000	Statement - April	54.52
	4/28/17 AUTISM OUTREACH SOUTHERN CALIFORNIA	0100	6500000	5770	3120	5800000	000	Services for February	4868.75

\$ 43,586.06

5000 (Services) Totals: Balance: 931,175 Accumulated Balance: 825,554 Remaining Balance: 105,621

BOND EXPENSES

4/6/17 DAILY JOURNAL	2109	9010000	0000	8500	6200000	000	Professional Services	3.87
4/21/17 BEST BEST & KREIGER	2109	9010000	0000	8500	6200000	000	Professional Services	914.4
4/6/17 RANDY PETERSON	2109	9010000	0000	8500	6200000	000	Professional Services	11333.00

\$ 12,251.27

CARDIFF SCHOOL DISTRICT

Enrollment Form

May 5, 2017

		CARDIFF		
		BOYS	GIRLS	
K	Bjorstad	<u>10</u>	<u>9</u>	19
K	McNamara	<u>7</u>	<u>9</u>	16
K	Paccione	<u>10</u>	<u>8</u>	18
K	Sallans	<u>10</u>	<u>9</u>	19
K	Stone	<u>10</u>	<u>10</u>	20
				TOT K <u>92</u>
1	Carter	<u>10</u>	<u>9</u>	19
1	Easson	<u>10</u>	<u>9</u>	19
1	Hall	<u>8</u>	<u>10</u>	18
1	Kulb/Stuart	<u>11</u>	<u>8</u>	19
1	Miller	<u>8</u>	<u>10</u>	18
1	Doui/Boyesen	<u>7</u>	<u>5</u>	12
				TOT 1 <u>105</u>
2	Gustafson	<u>13</u>	<u>10</u>	23
2	Kavan	<u>13</u>	<u>10</u>	23
2	Redding	<u>13</u>	<u>10</u>	23
2	Doui/Boyesen	<u>9</u>	<u>7</u>	16
				TOT 2 <u>85</u>
3	Hamilton	<u>8</u>	<u>11</u>	19
3	Payte	<u>8</u>	<u>12</u>	20
3	Doui/Boyesen	<u>7</u>	<u>7</u>	14
				TOT 3 <u>53</u>
Wilson		<u>0</u>	<u>0</u>	TOT <u>0</u>
Subtotal		<u>172</u>	<u>163</u>	
SCHOOL TOTAL			<u>335</u>	
DISTRICT TOTAL			<u>703</u>	

		ADA HARRIS		
		BOYS	GIRLS	
3	Pacet/Paz	<u>9</u>	<u>9</u>	18
3	Switzler	<u>8</u>	<u>9</u>	17
				TOT 3 <u>35</u>
4	Green	<u>11</u>	<u>11</u>	22
4	Herrman	<u>13</u>	<u>9</u>	22
4	Mihaly	<u>8</u>	<u>13</u>	21
4	Price	<u>13</u>	<u>9</u>	22
4	Trees	<u>10</u>	<u>13</u>	23
				TOT 4 <u>110</u>
5	Cataldo	<u>13</u>	<u>9</u>	22
5	d'Entremont	<u>13</u>	<u>10</u>	23
5	Ensberg	<u>11</u>	<u>9</u>	20
5	Murray	<u>12</u>	<u>11</u>	23
5	Yant	<u>8</u>	<u>12</u>	20
				TOT 5 <u>108</u>
6	Brice	<u>13</u>	<u>8</u>	21
6	Jewell	<u>10</u>	<u>12</u>	22
6	Nguyen	<u>9</u>	<u>13</u>	22
6	Rector	<u>12</u>	<u>9</u>	21
6	Therriault	<u>13</u>	<u>9</u>	22
				TOT 6 <u>108</u>
Clune		<u>6</u>	<u>1</u>	TOT <u>7</u>
Subtotal		<u>192</u>	<u>176</u>	
SCHOOL TOTAL			<u>368</u>	

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

May11, 2017

ITEM: **APPROVAL OF CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT
QUARTERLY REPORT FOR JANUARY 1, 2017 – MARCH 31, 2017**

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 2016/2017 3rd quarterly report, prepared for the period of January 1, 2017 – March 31, 2017. 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 January 1, 2017 – March 31, 2017.

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

May 11, 2017

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Nick Cook	Bilingual Office Asst.	04/24/17 (PT, Range 13, Step 1)
John McMillan	Extended Day Director	05/10/17 (F/T, Range 27, Step 4)
Anne Neal	Office Manager, CS	08/14/17 (F/T, Range 24, Step 2)

Exhibit E



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2017-18

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Cardiff School District District CDS Code: 68007

Name of County: San Diego County CDS Code: 37

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 /11 /17 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2018.

Submitted by (Superintendent, Board Secretary, or Designee):

Jill Vinson

Superintendent

Name

Signature

Title

(760) 942-5831

(760) 632-5890

05/03/17

Fax Number

Telephone Number

Date

1888 Montgomery Avenue, Cardiff CA 92007

Mailing Address

jill.vinson@cardiffschools.com

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	1
Bilingual Authorization (applicant already holds teaching credential)	0
List target language(s) for bilingual authorization: _____	
Resource Specialist	0
Teacher Librarian Services	0

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	0
Special Education	0
TOTAL	0

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.

**CARDIFF SCHOOL DISTRICT
ELEMENTARY STEAM (Science, Technology, Engineering, Arts, and Mathematics)
TEACHER**

DEFINITION:

Under the general supervision of the Principal, is responsible for planning, developing, instructing and evaluating an effective STEAM program for elementary students that supports the Common Core State Standards, Next Generation Science Standards, and International Society for Technology in Education Standards, utilizing effective research-based instructional strategies, and developing curriculum and assessments.

DUTIES:

Plans, communicates and carries out effective instruction to maximize hands-on, project based science, technology, engineering, art, and math lessons to maximize learning for all students;

Engages and supports all students in learning by using a variety of instructional strategies and resources to respond to students' diverse needs and by engaging students in problem solving, critical thinking, innovative design and computational thinking;

Creates and maintains an effective makerspace/lab environment for learning that integrates technology, including opportunities for coding and robotics, engages students in purposeful learning activities and encourages collaborative interactions among students;

Establishes and maintains standards for student behavior, managing routines, transactions and instructional time effectively;

Demonstrates knowledge of subject matter content and student development by organizing curriculum to maximize student understanding;

Plans, monitors and adjusts instruction and designs inquiry-based learning experiences for all students that incorporate Common Core State Standards, Next Generation Science Standards, and International Society for Technology in Education Standards, and includes repertoire of instructional strategies;

Defines student learning outcomes and communicates and exchanges learning goals with students, classroom teachers and families to improve academic progress as needed;

Cooperates with Principal and staff in providing and supporting STEAM-related programs, events and activities as needed;

Collaborates and communicates with grade level teams to ensure cohesive instructional planning, performs school-related responsibilities;

Participates in staff meetings and serves on various school committees as assigned;

Performs other duties as assigned

ELEMENTARY STEAM TEACHER

PAGE 2

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices, theories and standards pertinent to the specific assignment
- Basic instructional methods and techniques
- Skills aligned with grade-level practices
- Classroom management techniques and appropriate disciplinary actions
- Health and safety practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office equipment and other equipment pertinent to the specific assignment
- Educational expectations based on the Common Core State Standards, the Next Generation Science Standards, and the International Society for Technology in Education Standards
- 21st Century learning skills; best practices in science instruction; project-based learning
- Research and current trends relate to student achievement differentiated instruction and research-based instructional practices that promote effective learning environments
- Best practices of and applications of technology to teaching, learning and assessment

Ability to:

- Provide effective instruction to small or large groups of students in a learning environment
- Monitor and discipline student behavior according to approved policies and procedures
- Understand and follow oral and written instructions
- Maintain a safe, clean, and orderly learning environment
- Learn the procedures, functions and limitations of assigned duties
- Communicate effectively with children and adults
- Work well with students, school staff, parents and others
- Exhibit strong interpersonal skills using tact, patience and courtesy
- Exhibit strong organizational skills
- Operate instructional and office equipment, including computers and associated software

EDUCATION/EXPERIENCE:

Valid California Multiple Subject Teaching Credential/ CLAD or equivalent
Experience with STEAM Education preferred

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; speak; and listen. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Exposure to climatic elements; intermittent noise; frequent interruptions; potential for contact with blood-borne pathogens and communicable diseases.

CARDIFF SCHOOL DISTRICT ELEMENTARY PHYSICAL EDUCATION TEACHER

DEFINITION:

Under the general supervision of the Principal, is responsible for planning developing and instructing an effective elementary physical education program; developing in each student and understanding of the relationship of good body function and exercise; motivating each student to cultivate physical fitness, hygienic habits, and good social and emotional adjustment; discovering and developing talents to students in physical achievement; developing strength, skill, agility, poise, and coordination in individual, dual and team physical activities and sports, in accordance with each student's ability.

DUTIES:

Teaches knowledge and skills in physical fitness, health education, and individual, dual or team sports, utilizing course of study adopted by the Board of Education and other appropriate learning activities;

Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district;

Works cooperatively with other teachers in planning a balanced physical education program;

Analyses, demonstrates, and explains basic skills, knowledges and strategies of formal sports, games rhythms, and fundamentals of body movement;

Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student the extent feasible;

Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of students;

Establishes and maintains standards of student behavior needed to provide an orderly, productive environment in the physical education areas;

Communicates with parents and school staff regarding individual student progress as needed;

Cooperates with Principal and staff in providing physical education programs for school events and programs as needed;

Participates in staff meetings and serves on various school committees as assigned;

Performs other duties as assigned.

ELEMENTARY PHYSICAL EDUCATION TEACHER

Page 2

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices, theories and standards pertinent to the specific assignment
- Basic instructional methods and techniques
- Skills aligned with grade-level practices
- Classroom management techniques and appropriate disciplinary actions
- Health and safety practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office equipment and other equipment pertinent to the specific assignment

Ability to:

- Provide effective instruction to small or large groups of students in a learning environment
- Monitor and discipline student behavior according to approved policies and procedures
- Maintain a safe, clean and orderly learning environment
- Understand and follow oral and written instructions
- Learn the procedures, functions and limitations of assigned duties
- Communicate effectively with children and adults
- Work well with students, school staff, parents and others
- Exhibit strong interpersonal skills using tact, patience and courtesy
- Exhibit strong organizational skills
- Operate physical education, instructional and office equipment, including computers and associated software

EDUCATION/EXPERIENCE:

Valid California Single Subject Teaching Credential (Physical Education)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to see to perform assigned duties; hear and speak to exchange information; stand or sit for extended periods of time; possess dexterity of hand and fingers to operate computer and other equipment as appropriate for the assignment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift light objects.

WORK ENVIRONMENT:

The noise level in the work environment varies. Work is predominately on the playground and/or other indoor/outdoor environments; exposure to seasonal heat and cold or adverse weather; potential for contact with blood borne pathogens and communicable diseases.

CARDIFF SCHOOL DISTRICT ELEMENTARY MUSIC TEACHER

DEFINITION:

Under the general supervision of the Principal, is responsible for planning, developing, and instructing an effective music education program for elementary students that supports the VAPA Music Content Standards and helps them grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences including singing, moving to music, playing of instruments and listening.

DUTIES:

Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music to elementary students;

Plans/executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time;

Provides individual and small group instruction in order to adapt the music curriculum to the needs of each student. Encourages students to develop individual musical skills to the greatest extent possible;

Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of students;

Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse. Makes minor adjustments and requests repairs to instruments as required;

Evaluates each student's musical growth, performance, and musical understanding. Assesses each individual's contribution to the performance of the group;

Communicates with parents and school staff regarding individual student progress as needed;

Selects appropriate music, books and instructional aids to enhance learning and requisitions and instructional supplies as necessary;

Cooperates with Principal and staff in providing musical programs for school events, and programs as needed;

Participates in staff meetings and serves on various school committees as assigned;

Performs other duties as assigned

ELEMENTARY MUSIC TEACHER

Page 2

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices, theories and standards pertinent to the specific assignment
- Basic instructional methods and techniques
- Skills aligned with grade-level practices
- Classroom management techniques and appropriate disciplinary actions
- Health and safety practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office equipment and other equipment pertinent to the specific assignment

Ability to:

- Provide effective instruction to small or large groups of students in a learning environment
- Monitor and discipline student behavior according to approved policies and procedures
- Understand and follow oral and written instructions
- Maintain a safe, clean, and orderly learning environment
- Learn the procedures, functions and limitations of assigned duties
- Communicate effectively with children and adults
- Work well with students, school staff, parents and others
- Exhibit strong interpersonal skills using tact, patience and courtesy
- Exhibit strong organizational skills
- Operate instructional and office equipment, including computers and associated software
- Play and teach musical instruments pertinent to the specific assignment

Education/Experience:

Valid California Single Subject Teaching Credential (Music)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

The noise level in work environment varies. Work is predominantly in multi-purpose room/classroom, school environment

**CARDIFF SCHOOL DISTRICT
ELEMENTARY INSTRUMENTAL MUSIC
COORDINATOR**

DEFINITION:

Under the general supervision of the Principal, is responsible for planning, developing, and instructing an effective elementary instrumental music and band program.

DUTIES:

Selects and orders music and maintains music library;

Plans and directs the selection, ordering, storing, and maintenance of district owned musical instruments;

Auditions and selects pupils for participation in performing instrumental groups;

Plans, conducts or oversees rehearsals. Coordinates instrumental rehearsal schedule and oversees music coaches;

Arranges transportation for performances. Supervises pupils on the way to and from performances;

Collaborates with the Music Boosters to develop and work within the annual instrument music budget;

Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of students;

Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse. Makes minor adjustments and requests repairs to instruments as required;

Selects appropriate music, books and instructional aids to enhance learning and requisitions musical instruments and instructional supplies as necessary;

Cooperates with Principal and staff in providing musical programs for school events and programs as needed;

Communicates with parents and school staff regarding individual student progress as needed;

Supports the work of the Music Boosters and parent volunteers;

Directs and conducts band in concerts, parades and public performances;

Instruct students in sectionals as needed;

Performs other duties as assigned;

ELEMENTARY INSTRUMENTAL MUSIC COORDINATOR

Page 2

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices, theories and standards pertinent to the specific assignment
- Basic instructional methods and techniques
- Skills aligned with grade-level practices
- Classroom management techniques and appropriate disciplinary actions
- Health and safety practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office equipment and musical instruments pertinent to the specific assignment

Ability to:

- Provide effective instruction to small or large groups of students in a learning environment or at performances
- Monitor and discipline student behavior according to approved policies and procedures
- Maintain a safe, clean and orderly learning environment
- Understand and follow oral and written instructions
- Learn the procedures, functions and limitations of assigned duties
- Communicate effectively with children and adults
- Work well with students, school staff, parents and others
- Exhibit strong interpersonal skills using tact, patience and courtesy
- Exhibit strong organizational skills
- Operate instructional and office equipment, including computers and associated software
- Play and teach musical instruments pertinent to the specific assignment

Education/Experience:

Valid California Single Subject Teaching Credential (Music)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

Work is predominantly in multi-purpose room/classroom, school environment. The noise level in the work environment varies.

CARDIFF SCHOOL DISTRICT SCHOOL PSYCHOLOGIST

DEFINITION:

Under the general supervision of the Superintendent, is responsible for providing psychological services to students in the District including, but not limited to, psycho-educational assessment and diagnosis of specific learning, emotional, and behavioral disabilities, case study evaluation, recommendations for remediation or placement, other pertinent psychoeducational interventions, reevaluation of such students, and individual and small group counseling for designated students.

DUTIES:

Performs psychological evaluations of students who have been referred for evaluation of educational problems that may result in the provision of special education, including the diagnosis of specific learning, emotional and behavioral disabilities of students within legally mandated time limits

Provides a written report of these evaluations, including recommendations for further educational interventions, and specific suggestions to the school personnel working directly with the student

Attends the IEP meetings and 504 meetings for students as needed. Assists in the development of goals and objectives for students who need counseling to benefit from their individual education programs

Re-evaluates students already in special programs as required by IDEA and/or requested by the IEP team within legally mandated time limits

Explains the results of psychological evaluation and objectives of the special program to parents at IEP meetings

Helps teachers of special programs to provide suitable learning experiences and to select proper instructional materials for achieving the objectives of the program

Consults with teachers in the development and implementation of classroom methods and procedures designed to facilitate pupil learning and to overcome learning and behavioral disorders. Conducts "functional analysis assessment" for students who may need Behavior Intervention Plans and assists with the development of the Behavior Intervention Plan. Assists with the development of Behavior Support Plans when requested to do so

Works closely with speech therapists, and school nurses, health technicians to cooperatively plan for providing help to students where appropriate

SCHOOL PSYCHOLOGIST

Page 2

Provides short-term counseling and crisis intervention assistance to students at the request of the school principals when appropriate and when other resources and agencies are not immediately available

Provides individual and small group psychological counseling as a DIS service, to meet social, emotional, and behavioral goals written in IEPs

Refers and consults with various community agencies. May serve as a liaison between the school, the family, and community resources

Participates in Student Study Team meetings at the request of the school principals

Attend conferences, workshops and meetings related to special education/psychology at district and county level

Maintains accurate records of evaluations completed and logs of counseling sessions provided

Performs other related duties as may be assigned by the Superintendent

EDUCATION/EXPERIENCE:

General Pupil Personnel Services Credential with the authorization to serve as a psychologist; or a Standard Designated Services Credential in Pupil Personnel Services with an authorization in psychology. Master's Degree including all courses necessary to meet credential requirements. School experience is preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; speak; and listen. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Work is predominately in an office/classroom/school environment.

CARDIFF SCHOOL DISTRICT DIRECTOR OF SPECIAL EDUCATION

DEFINITION:

Under the general supervision of the Superintendent, is responsible for organizing, developing and supervising the K-6 special education programs in the District; coordinating placement for preschool students with disabilities; advising teachers, specialists and administrators in the appropriate placement of individuals with special needs; and monitoring the implementation of the individualized programs.

DUTIES:

Establishes and facilitates procedures for the identification, of eligible students and for their placement in special education programs

Coordinates assessment of students who may be eligible for special education programs

Assists in the evaluation of District special education programs

Provides leadership and serves as a resource person to special education personnel

Serves on the Cabinet of the North Coastal Consortium for Special Education (NCCSE)

Plans, prepares and monitors assigned budget

Coordinates and monitors compliance with local, state and federal requirements

Arranges, schedules and conducts inservice training for staff, parents and others as appropriate

Participates in IEP meetings as appropriate

Assists individual school sites in developing school-based programs and student study teams to deal with students-at-risk

Assists special education personnel in the implementation of individualized programs for special education students in all subject areas

Assists in planning for initial placement of students

Coordinates transition of students from preschool to elementary programs, from elementary to high school district, and between programs as needed.

Identifies available state and local resources, and coordinates with public and private agencies, organizations, and personnel to secure and provide services for students with disabilities

DIRECTOR OF SPECIAL EDUCATION

Page 2

Oversees supervision, evaluation and placement of instructional aides working in special education assignments

Assists with school, district and consortium program reviews

Participates in the selection of personnel for special education

Maintains a high level of knowledge regarding special education issues, changes in law, case law, and educational methods in order to ensure the excellence of the District's special education program

Attends appropriate professional development activities at school, district, county and state levels

Advises staff and administrators of legal requirements governing special education programs

Provides technical assistance to teachers and administrators as needed

Develops and maintains accurate and timely records

Participates in parent/community meetings, board meetings and school meetings and makes presentations as appropriate

Performs other related duties as may be assigned by the Superintendent

EDUCATION/EXPERIENCE:

Valid California special education teaching credential, clinical services credential or a school psychologist authorization. Minimum of five years of successful experience working with school-aged students is required. Strong oral and written communication skills are desirable. Strong interpersonal and organizational skills are desirable. Master's degree or beyond is required; advanced education in special education is preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; speak; and listen. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Work is predominately in an office/classroom/school environment.