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

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA

THURSDAY, MAY 16, 2013 • 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. Gail Coakley, Member
Mr. Dave Clark, Member
Mr. Rick Cassar, Member
Ms. Jill Vinson, Superintendent

D. Approval of agenda for May 16, 2013
All items are action unless labeled information

E. Approve minutes from the regular meeting of April 18, 2013 ***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

Exhibit

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 #12-162559 to #12-173460 $59,164 ***B***
   3. Payroll Warrants, April, 2013, $452,345

B. Enrollment Report as of 05/09/13 ***C***

C. Adopt Resolution 12-13-06 Regarding State Education Protection Account (EPA) Funds For 2012-13 ***D***

D Adopt Resolution Numbers 12-13-07, 12-13-08, 12-13-09, 12-13-10, 12-13-11, 12-13-12, and 12-13-13 for Routine Payroll, Accounting and Financial Report Signature Authorizations to the San Diego County Office Of Education ***E***

E. Removal of items from Consent Calendar

F. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

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

V. GENERAL FUNCTIONS

A. Approve 2012-13 Single Plan for Student Achievement update ***F***

B. Approve 2013-14 Declaration of Need for Fully Qualified Educators ***G***

C. Conduct a Public Hearing: Regarding Ratification of the Collective Bargaining Agreement Between CETA and Cardiff School District ***H***

D. Approve AB 1200 document for certificated and classified employees ***I***

E. Consider ratification of Collective Bargaining Agreement between CETA and Cardiff School District ***J***

F. Consider approval of an increase in compensation for Classified Employees

Exhibit

V. GENERAL FUNCTIONS continued

G. Consider approval of an increase in compensation for Classified Confidential/Classified Management employees

H. Consider approval on an increase in compensation for Certificated Management employees

I. Conduct Public Hearing to discuss and accept State Categorical Funds For 2013-14 ***K***

J. Homework Update ***(Information)***

K. School Health Index ***(Information)***

L. Approve revised Instructional Support Specialist job description ***L***

VI. PERSONNEL

A. Consider request from certificated employee# 267-599 for 9% leave of absence for the 2013-14 school year ***M***

VII. FUTURE AGENDA ITEMS

VIII. 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

B. Public Employment Evaluation
Position: Superintendent

IX. REPORT FROM CLOSED SESSION (If applicable)

X. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR MEETING OF APRIL 18, 2013

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, April 18, 2013 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:05 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Cassar, Clark, Coakley, Orr, Whitehouse

Members absent: None

Administrators present: Vinson, Parker, Kissell

Visitors: Sienna Randall, SEA
Rebecca Jaworski
Mary Pat Culligan
Amy Nangle
Ken Hogan
Kerrie McDonnell

The agenda for April 18, 2013 was approved as presented.

MOTION: Clark
SECOND: Orr
CARRIED: 5:0

The minutes from the regular meeting of March 11, 2013 were approved as written.

MOTION: Coakley
SECOND: Clark
CARRIED: 5:0

Hearing Session:

- Mary Pat Culligan addressed the Board with her concerns regarding the special education program for her child. Amy Nangle and Rebecca Jaworski addressed the Board in support of Ms. Culligan's concerns. The Board referred the matter to the superintendent for the second time.

Hearing Session continued:

- Trish d'Entremont reported teachers are going to be voting on some issues. The results will be presented to the negotiations committee at their meeting on Monday.
- Brian Kissell reported blended learning was discussed at the ELAC/DELAC meeting.
- SEA is getting ready for the Ice-Cream Social, their next big fund raising event. Jason Daniels has decided to step down from his role as Vice-President. SEA thanks him for all of his time and dedication.
- Brian Kissell gave kudos to Mr. Back and a number of students who participated in an optional spring break homework project. They produced some incredibly creative "arcade" games out of boxes and other recycled materials. They have been setting them up during PE. The fence on the Southeast corner has been completed. It closes off the dumpers area. The 4/5 MAC parent information night is scheduled for May 1st. The Spring Concert performance is May 15th.
- Julie Parker reported staff is refreshed after the spring break. Kindergarten registration started on April 15th. There are 56 registrations so far. Kindergarten Information Night is next Wednesday. Teachers will be in attendance. MAC information night is next Wednesday.
- Superintendent Vinson thanked Sienna Randall and Jason Daniels for their dedication and hard work for the SEA this year. She reported the window coverings at both schools have been delivered and are in the process of being installed. She also thanked Brian Kissell and Julie Parker for their leadership in the Common Core. There has been some good dialogue happening. Ms. Vinson also acknowledged the great job Darcy Cook did organizing Family Ocean Night. Ms. Vinson reported on a Streetscape Design that a neighbor, Brett Farrow, is hoping to bring to the City of Encinitas. The preliminary proposal is for a sidewalk along the western edge of the school, more parking, a new entry point and traffic calming on San Elijo Avenue from Mozart Avenue to Montgomery.

The consent calendar was approved as presented.

MOTION: Coakley
SECOND: Cassar
CARRIED: 5:0

The Cardiff School District 2013-2016 Technology Plan was approved.

MOTION: Orr
SECOND: Clark
CARRIED: 5:0

Superintendent Vinson reported on the Let's Move Encinitas Taskforce. This is a project that the City of Encinitas, in partnership with WalkSanDiego (a non-profit organization), will work together to promote active public engagement, to culminate a plan for safe pedestrian routes throughout the city. The City may be inviting Board representation. This is a two-year commitment. The Board agreed to postpone appointing until the district is asked to participate.

Superintendent Vinson recommended that the Board adopt calendar option #1 based on the survey results. Option #1 starts August 26, 2014 and ends June 12, 2015. This version keeps the Thanksgiving and Family weeks in tact. It is also aligned with the San Dieguito Union High School District.

MOTION: Cassar
SECOND: Clark
CARRIED: 5:0

The Board approved a resolution electing to participate in the State's Alternative Interdistrict Attendance Program for the 2013-14 school year.

MOTION: Coakley
SECOND: Clark
CARRIED: 5:0

The Interdistrict Attendance Agreements for 2013-14 were approved for the following school districts:

Carlsbad Unified	Del Mar Union	Encinitas Union
Escondido Union	Oceanside Unified	Poway Unified
Rancho Santa Fe	San Diego City Schools	San Marcos Unified
Solana Beach	Vista Unified	La Mesa Spring Valley

MOTION: Orr
SECOND: Coakley
CARRIED: 5:0

Temporary contracted certificated employees #332-755, #327-760, #518-638, and #130-706 were released for the 2013-14 school year.

MOTION: Coakley
SECOND: Clark
CARRIED: 5:0

Consideration from a certificated employee for a four-year term Reduced Workload was deferred to closed session for discussion.

Future agenda items:

1. School Wellness
2. Site Plan
3. Update on Homework Policy

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:45 p.m. The meeting was reconvened at 7:00 p.m. President Whitehouse reported that no action was taken during the closed session.

The request from certificated employee #454-493 for a four-year reduced workload for two years at 80% and two years at 60% was declined. The Board approved the first year at 80% and the remaining three years at 60%.

MOTION: Cassar
SECOND: Clark
CARRIED: 5:0

There being no other business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

_____ _____

Nancy Orr, Clerk Jill Vinson, Superintendent

2012-2013 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
4/23	19307	3	0800	1110	1000	4300	000	LAS CASUELAS RESTAURANT/MC	CUE DINNER	$933.45
4/26	19284	3		1110	1000	4300	222	SOUTHWEST SCHOOL SUPPLY	CONSTRUCTION PAPER & STARCH	$217.84
4/26	19290	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	CARD STOCK	$25.60
4/30	19301	3		1110	1000	4300	222	MEDCO	NURSING SUPPLIES	$28.13
4/30	19298	3	0000-001	1110	1000	4300	222	AMAZON.COM	INSTRUCTIONAL MATERIALS	$363.74
4/24	19269	3			2420	4300	111	SEHI COMPUTER PRODUCTS	INK FOR PHASER 8560	$997.92
4/27	19319	3			3160	4300	000	UNIVERSITY OF OREGON	DIBELS DATA SYSTEM	$776.00
4/24	18861	3			7100	4300	000	ENCINITAS ROTARY CLUB	MEALS	$16.00
4/24	19286	3			7200	4300	000	SD CO SUPT OF SCHOOLS	ABSENCE FORMS PRINTED	$92.88
4/23	19262	3			7200	4300	000	CARSON DELLOSA/MC	OFFICE SUPPLIES	$38.61
4/24	18679	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	$549.60
4/29	19297	3			8200	4300	000	WAXIE	CUSTODIAL SUPPLIES	$1,370.85
4/19	19268	6	6300	1110	1000	4300	111	ACADEMIC SUPPLIER	PRINTER INK CARTRIDGES	$442.13
4/8	18687	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	$584.04
4/5	18795	6	8150		8110	4300	000	SHELL	GASOLINE FOR TRUCK	$270.78
4/19	19303	6	8150		8110	4300	000	CONSOLIDATED ELECTRICAL	LAMPS & SUPPLIES	$687.73
4/26	18749	6	8150		8110	4300	000	THE SHERWIN-WILLIAMS CO.	PAINT	$182.72
4/5	19295	3	0000-068	1110	1000	4300-005	111	MATTHEW JEWELL	REIMBURSE/REFLECTOR APP	$12.99
4/5	19091	3	0000-068	1110	1000	4300-005	222	JACKIE MUSIL	REIMBURSE/REPAIR & DVDs	$264.99
4/19	19274	3		1110	1000	4300-005	111	APPLE INC.	VOLUME VOUCHER	$100.00
4/24	19285	3	0000-068	1110	1000	4300-005	111	OFFICE DEPOT	CLEANING DUSTER	$32.39
4/24	19266	3	0000-068	1110	1000	4300-005	222	ENCHANTED LEARNING	1 YEAR SUBSCRIPTION RENEWAL	$125.00
4/26	19288	3	0000-068	1110	1000	4300-005	111	THE TREEHOUSE, INC.	8 GB FLASH DRIVES	$63.18
4/26	19282	3	0000-068	1110	1000	4300-005	111	SQUIRRELS, LLC	REFLECTOR APP	$125.00
4/26	19282	3	0000-068	1110	1000	4300-005	222	SQUIRRELS, LLC	REFLECTOR APP	$125.00
4/5	19001	6	6300	1110	1000	4300-006	111	STEPHANIE FOEHL	REIMBURSE/SCIENCE SUPPLIES	$166.30
4/23	19280	6	6300	1110	1000	4300-006	222	INSECT LORE/MC	LADYBUG LARVAE & ADULTS	$42.85
4/5	19296	3	0000-068	1110	1000	4300-012	000	DAGMAR LANDEL	REIMBURSE/ART SUPPLIES	$290.28

4000 BALANCE: $642,294.00 ACCUMULATED BALANCE: $255,237.63 REMAINING BALANCE: $387,056.37

4/19	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	$2,995.00
4/30	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	$2,015.00
4/5	19108	3			7100	5200	000	GAIL COAKLEY	REIMBURSE/CONF. EXPENSES	$305.33
4/23	18752	3			7100	5200	000	SD AIRPORT/UNITED CAB/MC	CONFERENCE EXPENSES	$66.00
4/5	19108	3			7200	5200	000	GAIL COAKLEY	REIMBURSE/CONF. EXPENSES	$305.32
4/17	18841	3			8200	5500-001	111	SDG&E	SERVICE FOR 3/11-4/9	$4,528.67
4/17	18841	3			8200	5500-001	222	SDG&E	SERVICE FOR 3/11-4/9	$2,769.47
4/5	18780	3			8200	5500-002	111	EDCO WASTE	SERVICE FOR MARCH	$426.64
4/5	18780	3			8200	5500-002	222	EDCO WASTE	SERVICE FOR MARCH	$426.64
4/5	18835	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 2/27-3/27	$1,453.40
4/24	18836	3			8200	5500-003	000	SAN DIEGUITO WATER	SERVICE FOR 1/28-4/1	$235.59
4/24	18836	3			8200	5500-003	111	SAN DIEGUITO WATER	SERVICE FOR 1/28-4/1	$281.33
4/24	18836	3			8200	5500-003	222	SAN DIEGUITO WATER	SERVICE FOR 1/22-3/25	$3,015.99
4/24	18864	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR MARCH	$26.99
4/24	18864	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR MARCH	$52.75
4/24	18864	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR MARCH	$26.06

2012-2013 Purchase Order Listing

4/19	18748	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	$60.00
4/19	18921	3			8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	$96.00
4/17	18686	3		1110	1000	5600	111	CANON FINANCIAL SERV.	OCE LEASE PAYMENT	$754.37
4/17	18686	3		1110	1000	5600	222	CANON FINANCIAL SERV.	OCE LEASE PAYMENT	$756.38
4/17	18773	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	$79.00
4/17	18773	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	$79.00
4/24	18837	3			7200	5600	000	PRUDENTIAL OVERALL SUPPLY	MATS	$10.70
4/24	18837	3			8200	5600	111	PRUDENTIAL OVERALL SUPPLY	TOWELS & MOPS	$102.96
4/24	18837	3			8200	5600	222	PRUDENTIAL OVERALL SUPPLY	TOWELS, MOPS & MATS	$133.24
4/24	19311	6	8150		8110	5600	000	TRANE	REPAIR UNIT ON M/P ROOM	$426.68
4/24	18979	6	8150		8110	5600	000	SAN DIEGO REFRIGERATION	REPAIR MILK COOLER	$162.00
4/24	18978	6	8150		8110	5600	000	STANDARD ELECTRONICS	REPAIRED SPEAKER WIRING	$190.00
4/24	19310	6	8150		8110	5600	000	FREDRICKS ELECTRIC	REPLACE BALLAST/MOVE STROBE	$439.00
4/23	19308	6	8150		8110	5600	000	EVANS TIRES/MC	REPAIR TRUCK LIFT GATE	$553.74
4/29	19260	6	8150		8110	5600	000	WAXIE	REPAIR FLOOR MACHINE	$714.34
4/5	19050	3	0000-085	1110	1000	5800	111	CATHERINE GOLD	PERCUSSION COACH	$500.00
4/5	19079	3	0000-085	1110	1000	5800	111	STEVE BROWN	WOODWIND COACH	$840.00
4/23	19049	3	0000-085	1110	1000	5800	111	MICHAEL MENDELSON	BAND DIRECTOR	$780.00
4/23	19079	3	0000-085	1110	1000	5800	111	STEVE BROWN	WOODWIND COACH	$880.00
4/26	19229	3		1110	1000	5800	111	YMCA	PLAYGROUND PARTNERS	$321.00
4/30	19320	3	0800	1110	1000	5800	000	SD CO SUPT OF SCHOOLS	SILICON VALLEY MATH INITIATIVE	$500.00
4/30	19172	3			2700	5800	111	RSF SECURITY SYSTEMS	SPECIAL PATROL SERVICES	$135.00
4/30	19172	3			2700	5800	222	RSF SECURITY SYSTEMS	SPECIAL PATROL SERVICES	$135.00
4/24	18781	3			7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	$102.48
4/23	18767	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE FOR APRIL	$4,166.00
4/24	18920	6	6500	5770	1190	5800	000	JOANNE K. DANSSAERT, PT	PHYSICAL THERAPY	$420.00
4/24	19258	6	6500	5770	1190	5800	000	BRIDGES EDUCATIONAL CORP	SPECIAL ED CONSULTANT	$361.90
4/24	18946	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	$2,390.00
4/26	19007	6	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	$565.50
4/24	19167	6	8150		8110	5800	000	ALOHA SLIDING DOOR	WINDOW REPAIRS AT AH	$400.00
4/24	19035	3			7100	5800-005	000	FAGEN FRIEDMAN & FULFROST	LEGAL SERVICES	$242.00

6000 BALANCE: $759,699 ACCUMULATED BALANCE: $470,612.60 REMAINING BALANCE: $289,086.40

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of May 9, 2013

CARDIFF

		BOYS	GIRLS		
K	Bjorstad	12	12	24	
K	Kulbacki	11	12	23	
K	McNamara	12	11	23	
K	Paccione	11	12	23	
K	Stone	11	13	24	
K	Reese	0	0	0	
				TOT K	117
1	Carter	14	8	22	
1	Easson	12	11	23	
1	Hall	13	10	23	
1	Sallans	12	11	23	
1	Doui/Boye	8	6	14	
1	Reese	0	0	0	
				TOT 1	105
2	Froke	10	10	20	
2	Gust/Stua	10	10	20	
2	Kavan	11	9	20	
2	Payte	11	10	21	
2	Redding	12	8	20	
2	Doui/Boye	8	8	16	
2	Reese	0	0	0	
				TOT 2	117
3	Hamilton	13	7	20	
3	Pacetti/Paz	12	9	21	
3	Doui/Boye	7	7	14	
				TOT 3	55
	Boy/Girl Subtotal	210			184
	SCHOOL TOTAL	394			

ADA HARRIS

		BOYS	GIRLS		
3	Peery/Layman	11	10	21	
3	Switzler	13	8	21	
3	Steel	1	0	1	
				TOT 3	43
4	Ford	12	9	21	
4	Green	13	10	23	
4	Jacobson	11	11	22	
4	Trees	12	11	23	
4	Price/d'Entre	12	14	26	
4	Steel	0	0	0	
				TOT 4	115
5	Ensberg	14	14	28	*
5	Murray	14	13	27	*
5	Yant	13	15	28	*
5	Price/d'Entre	14	12	26	
5	Steel	0	1	1	
				TOT 5	110
6	Brice	14	12	26	
6	Heyer	13	11	24	
6	Jewell	14	12	26	
6	Wenn	15	10	25	
6	Steel	1	0	1	
				TOT 6	102
	Boy/Girl Subtotal	197			173
	SCHOOL TOTAL	370			

* Supported by Flex Teacher

DISTRICT TOTAL 764

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

May 16, 2013

ITEM: **ADOPT RESOLUTION 12-13-06 REGARDING STATE EDUCATION PROTECTION ACCOUNT (EPA) FUNDS FOR 2012-13**

BACKGROUND

Pursuant to Article XIII, Section 36 of the California, school districts are required to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the Governing board makes the spending determinations in an open session of a public meeting. Monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost.

FINANCIAL IMPLICATIONS

The State Constitution guarantees $200 per P-2 ADA. The amount the district will receive for 2012-13 will be $145,590. The income has been previously recognized in the interim reports, so this amount is not considered new money. All of the funds will be used for classroom teacher salaries and benefits.

RECOMMENDATION

It is recommended that the board adopt Resolution 12-13-06 regarding state Education Protection Account Funds for 2012-13.

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

May 16, 2013

ITEM: **ADOPT RESOLUTION NUMBERS 12-13-07, 12-13-08, 12-13-09, 12-13-10, 12-13-11, 12-13-12, AND 12-13-13 FOR ROUTINE PAYROLL, ACCOUNTING AND FINANCIAL REPORT SIGNATURE AUTHORIZATIONS TO THE SAN DIEGO COUNTY OFFICE OF EDUCATION**

BACKGROUND

Pursuant to various sections of the Education Code, it is necessary that the governing board adopt a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district.

CURRENT CONSIDERATIONS

Attached are seven resolutions:
12-13-07 permits the County Superintendent of Schools to originate intra-budget transfers necessary for the year-end closing;
12-13-08 authorizes Sandie Luehrs to receive district mail from SDCOE and Sandie Luehrs or Sharon Iversen to pick up warrants from SDCOE; also allows San Dieguito Union High School District to pick up payroll warrants;
12-13-09 authorizes Sharon Iversen or Sandie Luehrs to sign the Payroll Payment Order;
12-13-10 authorizes SDCOE to release credential held warrants to employees;
12-13-11 authorizes Sandie Luehrs or Jill Vinson to sign Commercial Warrants;
12-13-12 authorizes Sandie Luehrs or Jill Vinson to authorize reissue of new payroll and commercial warrants;
12-13-13 authorizes Sandie Luehrs or Jill Vinson to authorize the temporary transfer of cash between funds;

FINANCIAL IMPLICATIONS

There are no fiscal implications to the budget.

RECOMMENDATION

It is respectfully recommended that the Board adopt 12-13-07 through 12-13-13.

12-13-07

INTRA-BUDGET TRANSFER RESOLUTION AT THE CLOSE OF SCHOOL YEAR #12-13-07

School Year 2012-13

Cardiff School District
San Diego County, California

ON MOTION of member _____, seconded by member _____

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to Education Code Section 42601/85201 the Superintendent of Schools, San Diego County Office of Education, may make such transfers between the undistributed reserve and any expenditure classification or classifications or balance any expenditure classification of the budget of the district for the school year as are necessary to permit the payment of obligations of the district incurred during said school year.

PASSED AND ADOPTED by said Governing Board on May 16, 2013 (date) by the following vote:

AYES: Members
NOES: Members
ABSENT: Members

STATE OF CALIFORNIA
SS
COUNTY OF SAN DIEGO

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

_____
Secretary/Clerk of the Governing Board

RECORD OF INTRA-BUDGET TRANSFERS

From Budget Classification									To Budget Classification									Amount
ACCOUNT NUMBER									ACCOUNT NUMBER									
Fund-Sub	Resrce-Sub	Goal	Func-Sub	Objt-Sub	Sch	Loc	Cat	P|Yr	Fund-Sub	Resrce-Sub	Goal	Func-Sub	Objt-Sub	Sch	Loc	Cat	P|Yr	

Instructions: Send one copy to the San Diego County Office of Education. Complete district copy when information is available and file for future reference and audit purposes.

Form 162 – Financial Acctg.
San Diego County Office of Education 3/99

Carbonless Form

WHITE- SDCOE CANARY- SDCOE PINK- School District

12-13-08

RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION

Cardiff School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2013 through June 30, 2014.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (***one person only***) to receive mail from the Accounting/Payroll Sections is Sandie Luehrs.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

   Sandie Luehrs or Sharon Iversen or designated employee from San Dieguito Union HIgh School District who is authorized to pick up payroll for Cardiff School District.

	mail	hold	consortium	
3.	Check one		X	Monthly payroll warrants each and every month.
	Check one		X	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 5/16/13 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Sandie Luehrs

Sharon Iversen

Facsimile signature(s), if applicable:
(Rubber Stamp)

Sandie Luehrs

12-13-09

PAYMENT ORDER RESOLUTION

Cardiff School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2013 through June 30, 2014.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Sharon Iversen or Sandie Luehrs.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 **(merit system districts only)**, no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

_____, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 5/16/13 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

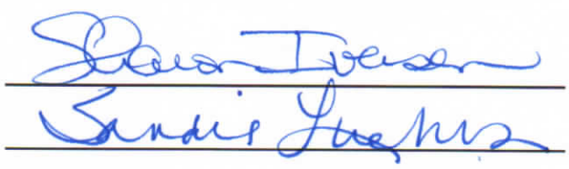
STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

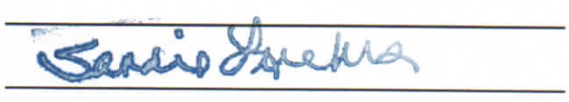
I, Jill Vinson, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501





12-13-10

RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES

Cardiff School District, San Diego County ON MOTION OF member _____, seconded by member _____ effective July 1, 2013 through June 30, 2014.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on 5/16/13 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

_____
Secretary/Clerk of the Governing Board

12-13-11

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS)

Cardiff School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2013 through June 30, 2014.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Sandie Luehrs or Jill Vinson be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 5/16/13 (date) by the following vote:

AYES:_____MEMBERS

NOES:_____MEMBERS

ABSENT:_____MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

_____
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Sandie Luehrs

Jill Vinson

Facsimile signature(s), if applicable:
(Rubber Stamp)

Sandie Luehrs

Jill Vinson

Resolution 12-13-12

AUTHORIZING THE REPLACEMENT OF WARRANTS

2013/14

Cardiff School District, San Diego County **ON MOTION** of Member , seconded by Member the following Resolution is adopted:

WHEREAS, during the course of business, this School District issues payroll and commercial warrants for the payments of goods and services received by the District; and

WHEREAS, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and

WHEREAS, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.

NOW, THEREFORE BE IT RESOLVED by the governing Board of the Cardiff School District of San Diego County, California, that the Superintendent and Director, Fiscal Services shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

	Manual Signature	Facsimile Signature
Sandie Luehrs		
Jill Vinson		

PASSED AND ADOPTED by said Governing Board on May 16,2013.

AYES:

NOES:

ABSENT:

I, Jill Vinson, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

CARDIFF SCHOOL DISTRICT
RESOLUTION 12-13-13
Resolution to Establish Temporary Interfund Transfer of Special or Restricted Fund Moneys

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code section 42603, and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED, that the Governing Board of the Cardiff School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2013-14 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or Director, Fiscal Services:

General Fund	(03, 06)	Developer's Fees	(25)
Food Services Fund	(13)		
Child Care Services	(63)		
Deferred Maintenance	(14)		

PASSED AND ADOPTED by the Governing Board on May 16, 2013 by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

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

WITNESSED my hand this 16th day of May 2013.

_____
Clerk/Secretary of the Governing Board



Single Plan for Student Achievement

2012 - 2013 Update

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A. INTRODUCTION

1. DISTRICT DESCRIPTION:

Although the Cardiff community is part of the City of Encinitas, Cardiff School District is maintained as a separate, self-directed entity. It is one of the smallest districts in the county of San Diego. Together, the two district schools, Cardiff Elementary School and Ada Harris Elementary School, have an enrollment of approximately 765 students. The intimate size of the district fosters unique learning opportunities for our students' educational growth. Parent and community support and involvement are vital factors in shaping a positive atmosphere of collaboration.

Recognizing that young elementary school students and older elementary school students have different social, academic and physical needs, the district has separated the schools by grade level. Cardiff Elementary School has students in grades Kindergarten through third. Ada Harris Elementary School has students in third through sixth grade.

The success of the educational approach in the Cardiff School District is evidenced by our students' outstanding performance on the standardized testing required by the State of California. Cardiff Elementary School students have some of the highest test scores of all public schools in San Diego County on the standardized tests administered in Spring 2012.

2. MISSION STATEMENT

Mission Statement
EDUCATE students to be critical thinkers and learners now and for the future **FOSTER** in all students the desire and confidence to fulfill their unique potential: intellectually, physically, and emotionally. **TEACH** students about diverse culture and develop in them a respect for and appreciation of that culture. **PREPARE** students with the skills and knowledge to become ethical, responsible and productive students, community members and citizens. **ENCOURAGE** family and community support and involvement in the education process.

3. STRATEGIC PLAN GOALS 2009-2014

Goal 1: Hold students accountable for high standards of behavior and promote global citizenship.

- Objective: Staff will emphasize, model, and integrate positive behavior traits in district policy, classroom and group discussions, at assemblies, and in all student, staff, and parent interactions. (1.1)
- Objective: Provide opportunities for community service activities involving students. (1.2)
- Objective: Provide training for staff and students in conflict resolution techniques. (1.3)
- Objective: Support the development and implementation of behavior intervention for students. (1.4)

Goal 2: Provide a rigorous academic program for all students, focusing on the whole child through challenging and engaging curriculum, instruction and assessment.

- Objective: Regularly review and evaluate instructional materials to ensure continued alignment with state content standards. (2.1)
- Objective: Develop district-wide assessments aligned with state content standards and classroom instruction. (2.2)
- Objective: Continue to implement and refine classroom strategies and intervention programs to support all students working below grade level. (2.3)
- Objective: Provide differentiated instruction for all students. (2.4)
- Objective: Align instructional staff development plan with district objectives and teacher needs using collaboration, articulation, and practical professional development. (2.5)
- Objective: Provide enrichment opportunities including visual and performing arts. (2.6)
- Objective: Utilize the District Technology Plan to inspire and support all learners. (2.7)

Goal 3: Promote and facilitate parent and community involvement.

- Objective: Engage parents and the larger community to support strategic plan goals using human resources to promote education and social development. (3.1)

- Objective: Actively support ongoing home/school communication, emphasizing the importance of a positive, collaborative relationship, as well as providing information regarding school and district policies. (3.2)

Goal 4: Secure and maximize funding to maintain and improve programs, staffing and curriculum delivery.

- Identify and utilize outside educational programs and resources that support District Standards, strengthen the curriculum, and expand funding opportunities through strategic partnerships. (4.1)

- Maintain and publicize regular classroom/site needs lists to let parents know specific materials, supplies, and equipment needed to support classroom and school programs. (4.2)

- Actively support the Cardiff SEA in all projects and fund-raising efforts to maximize resources available to district students. (4.3)

Goal 5: Ensure high quality facilities for students and staff to promote and have access to an effective educational program in a secure environment.

- Maintain safe and appropriate access to both campuses. (5.1)

- Refine and monitor community agreements and facility use procedures to provide appropriate outside access to both campuses. (5.2)

B. DISTRICT DEMOGRAPHICS

Enrollment (as of Oct. 3 of that school year)	Cardiff				Ada Harris			
Year	09-10	10-11	11-12	12-13	09-10	10-11	11-12	12-13
Total Enrollment	364	383	385	395	383	389	385	368
English Language Learners	44	45	44	30	57	55	46	41
GATE Students	0	0	0	0	28	30	34	37
Economically Disadvantaged	51	39	49	47	87	49	66	62

	Year	Asian	Hispanic	Black	Filipino & Pacific Islander	American Indian	White	Two or More	Other
Cardiff School	**09-10**	14	61	0	4	2	281		2
	10-11	10	64	1	3	1	304		0
	11-12	7	65	1	3	0	286	23	0
	12-13	5	60	1	2		293	34	
Ada Harris	**09-10**	6	69	1	3	3	297		4
	10-11	5	70	2	4	4	304		0
	11-12	6	65	0	0	4	307	3	0
	12-13	8	66	1	4	1	284	4	

Ethnicity (as of Oct. 3 of that school year)

C. STANDARDS AND ASSESSMENTS

1. SUMMARY OF ASSESSMENTS:

On-going assessment is a critical piece of the instructional program in the Cardiff School District. Assessment results are used to determine student achievement and progress toward mastery of district standards. Assessments are continually reviewed and updated as appropriate and necessary. Assessment results are shared with parents on student report cards and at parent conferences. CST and CELDT results are provided to parents. Students who are not meeting district standards are offered additional academic assistance in their area of need. The following are descriptions of the formal assessments administered at Cardiff and/or Ada Harris School:

Performance-Based Writing Assessment: A teacher-directed writing sample with a specified prompt. This assessment is given annually. Students are graded on a 4-point rubric for content and a 3-point checklist for conventions. A copy of this assessment is kept in the student's cum folder.

Performance-Based Reading Assessment: Also known as a "Running Record," students read a grade-level appropriate book and retell details to demonstrate comprehension. Accuracy Level is scored by a percentage of correctly decoded words; Reading Fluency Level and Comprehension Level are scored on a scale from 1 to 3. This assessment is used in the primary grades.

Spelling Assessments: A list of age-appropriate high frequency words that are assessed at each grade level.

Standards-Based Math Assessments: Tests that determine student progress relative to District Math Standards given at each grade level at each trimester.

Standards-Based Reading Assessments: Tests that determine student progress relative to District Language Arts Standards given at each grade level at each trimester.

California English Language Development Test (CELDT): A standardized test given annually to English Language learners to determine their English language proficiency level. Students are scored at one of five proficiency levels, from Beginning to Advanced. ELD instruction is based on a student's CELDT level.

California Standards Test (CST): A California standards-based test given to all students in grades 2-12 in the areas of English Language Arts and Mathematics, and in Science to students in grade 5. Students are scored at one of five proficiency levels, from Far Below Basic to Advanced. This statewide assessment is given annually in May.

PE Assessment: A state-mandated performance-based test given to all fifth graders.

2. SUMMARY OF CALIFORNIA ASSESSMENT RESULTS:

CST

Percent of students at Level Proficient or Advanced

TOTAL STUDENT POPULATION

	ENGLISH LANG ARTS				MATH			
	'09	'10	'11	'12	'09	'10	'11	'12
Grade 2	82	85	83	84	83	86	85	89
Grade 3	78	70	74	77	84	78	80	92
Grade 4	97	96	88	90	96	93	84	81
Grade 5	82	84	85	85	78	82	87	84
Grade 6	87	86	86	86	84	84	81	77

ENGLISH ONLY STUDENTS

	ENGLISH LANG ARTS				MATH			
	'09	'10	'11	'12	'09	'10	'11	'12
Grade 2	85	89	86	85	86	90	89	90
Grade 3	81	76	79	80	86	83	84	95
Grade 4	98	98	90	94	97	94	85	84
Grade 5	86	86	89	88	85	85	91	85
Grade 6	91	91	91	89	87	89	85	81

ENGLISH LANGUAGE LEARNERS

	ENGLISH LANG ARTS				MATH			
	'09	'10	'11	'12	'09	'10	'11	'12
Grade 2	63	59	54	72	72	59	53	86
Grade 3	36	42	36	75	63	43	61	75
Grade 4	62	72	80	64	100	80	72	60
Grade 5	47	57	38	64	40	57	38	75
Grade 6	67	70	40	50	67	50	50	28

SOCIOECONOMICALLY DISADVANTAGED STUDENTS

	ENGLISH LANG ARTS				MATH			
	'09	'10	'11	'12	'09	'10	'11	'12
Grade 2	60	65	44	65	60	60	55	86
Grade 3	45	55	37	44	66	48	48	69
Grade 4	NA	94	72	70	NA	88	70	55
Grade 5	63	65	69	69	57	59	63	62
Grade 6	64	78	55	71	71	66	60	32

HISPANIC OR LATINO STUDENTS

	ENGLISH LANG ARTS				MATH			
	'09	'10	'11	'12	'09	'10	'11	'12
Grade 2	65	66	72	53	75	66	57	73
Grade 3	39	44	50	58	69	50	68	89
Grade 4	NA	73	72	73	NA	86	80	56
Grade 5	65	63	50	76	62	57	64	78
Grade 6	75	70	53	65	70	65	58	46

California English Language Development (CELDT) Data: Fall 2012

Grade	California English Language Development Test (CELDT) Results										
	Advanced		Early Advanced		Intermediate		Early Intermediate		Beginning		Number Tested
	#	%	#	%	#	%	#	%	#	%	#
K	0		3	25	4	33.5	1	8	4	33.5	12
1	1	12.5	4	50	2	25	0		1	12.5	8
2	0		3	37.5	2	25	3	37.5	0		8
3	3	37.5	2	25	2	25	1	12.5	0		8
4	2	17	4	33	5	42	0		1	8	12
5	4	27	7	47	2	13	0		2	13	15
6	4	40	5	50	0		1	10	0		10
Total	14		28		17		6		8		73

* number of students tested not statistically significant

3. SUMMARY OF ACADEMIC PERFORMANCE INDEX (API), 2008 – 2012

The Public Schools Accountability Act (PSAA) of 1999 required the California Superintendent of Public Instruction, with approval of the State Board of Education, to develop an **Academic Performance Index (API)** to measure the performance of schools. The purpose of the API is to measure the academic performance and progress of schools. It consists of three separate scores. The API *raw score* represents a sum of weighted scores in all tested curricular areas. The range is from 200 to 1000, with 800 being the statewide target. The *statewide rank (SR),* compares a school's ranking with schools statewide. The *similar schools rank (SSR),* shows how well the school performed when compared with schools having similar background characteristics. Schools are ranked in deciles, with 1 being lowest and 10 being highest.

From API results, schools will be held accountable for improving students' academic performance. Schools are ranked according to their API and are expected to show improvement in students' academic achievement by meeting annual API growth targets, including growth targets for each numerically significant ethnic and socio-economically disadvantaged subgroup in a school. The school's API growth is considered relative to the interim statewide API performance target of 800. Schools that score above 800 are required to annually maintain the score above 800 to meet the performance target.

API Results

	2008	2009	2010	2011	2012
District	**894**	**924**	**931**	**927**	**928**
Cardiff	**907**	**940**	**944**	**935**	**919**
Ada Harris	**889**	**919**	**926**	**924**	**931**

AYP Results

English Language-Arts

	2008	2009	2010	2011	2012
Criteria	**35.2**	**46**	**56.8**	**67.6**	**78.4**
District All Students	**75.3**	**83.2**	**84.8**	**82.6**	**84.3**
District Hispanic or Latino					**64.7**
District Socioeconomically Disadvantaged					**65.5**

AYP Results

Mathematics

	2008	2009	2010	2011	2012
Criteria	**37**	**47.5**	**58**	**68.5**	**79**
District All Students	**77.8**	**83.8**	**85.4**	**83.4**	**84.8**
District Hispanic or Latino					**69.4**
District Socioeconomically Disadvantaged					**60.7**

D. IMPROVEMENT PRIORITIES

1. GOALS FOR IMPROVING STUDENT PERFORMANCE

Planned Improvements in Student Performance

The school site council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of instructional support programs. As a result, it has adopted the following goals, related actions, and expenditures to raise the academic performance of student groups not meeting state standards:

DISTRICT GOAL #1: All statistically significant subgroups will meet the Safe Harbor AYP goal for students scoring proficient or above in English-Language Arts on the Spring 2013 CST.

Student groups and grade levels to participate in this goal: All students grades 2-6.	**Anticipated annual performance growth for each group:** Listed below are the percentages of statistically significant subgroups Grades 2-6 who will be proficient or advanced on the Spring 2013 CST test in English-Language Arts. **Student Group** — **2013 Safe Harbor Target** Hispanic - 72.4% Socioeconomically Disadvantaged - 71.4%
Means of evaluating progress toward this goal: Student achievement data in instructional support programs	**Group data to be collected to measure academic gains:** CST testing data

Actions to be Taken to Reach This Goal	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Sources
- Implementation of the following instructional support programs (see appendix for program descriptors): RAD, Learning Lab, Reading Lab I and Reading Lab II, Classroom Instructional Aides	September-May	Salaries and benefits for instructors	$284,150	- Title I - Title 3 - EIA - Targeted Instruction - School Improvement

DISTRICT GOAL #2: All statistically significant subgroups will meet the Safe Harbor AYP goal for students scoring proficient or above in Mathematics on the Spring 2013 CST.

Student groups and grade levels to participate in this goal: : All students grades 2-6.	**Anticipated annual performance growth for each group:** Listed below are the percentages of statistically significant subgroups Grades 2-6 who will be proficient or advanced on the Spring 2013 CST test in Mathematics. **Student Group** — **2013 Safe Harbor Target** Hispanic - 68.1% Socioeconomically Disadvantaged - 59.1%
Means of evaluating progress toward this goal: Student achievement data in instructional support programs	**Group data to be collected to measure academic gains:** CST testing data

Actions to be Taken to Reach This Goal	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Source
- Update curriculum for Math Concepts to a cohesive sequential K-6 curriculum (SRA Number Worlds). - Math Tutoring - Weekly support for targeted students - Successmaker and IXL: Open sessions for students - Before School Math Support provided by a credentialed teacher twice weekly for 6th grade students -Monthly Grade level meetings to monitor progress of target students -Professional Development: SDCOE Common Core Training with Mathematics - January 2013 (District-wide) Greater San Diego Mathematics Educators Conference - February 2013	November-May	Salaries and benefits for instructors Math Concepts Curriculum Workshop Fees and Substitute Teachers	$5,000 $3,800 $2,000	Supplemental Programs (all reimbursable by state) Supp. Programs Staff Development Budget

2. ACTION PLAN AND RECOMMENDED EXPENDITURES

Support for Planned Improvements in Student Performance

The school site council has analyzed the planned program improvements and supports the following academic programs and related expenditures to raise the academic performance of all student groups:

INSTRUCTIONAL SUPPORT PROGRAMS

RAD PROGRAM: (All students grades 1-3) Small-group, guided process reading instruction at each student's ability level. Instruction takes place within the classroom three days a week for 30 minutes by three trained paraprofessionals and the classroom teacher.

LEARNING LAB: (At-risk students grade K-2) Small group reading intervention. Instruction is delivered as a pull-out on a regular schedule by a certificated teacher and paraprofessionals under the direction of the certificated teacher.

READING LAB: (At-risk students grades 3-6) Small group intensive reading intervention at the students' instructional reading level. The program consists of daily pull-out for 45 minutes as well as some push-in support. Instruction is delivered by a certificated teacher and by paraprofessionals under the direction of the certificated teacher.

ELD PROGRAM: (English Learner students grade K-6) Small group English language support delivered under the supervision of a credentialed teacher on a pull-out or push-in basis.

MATH CONCEPTS PROGRAM: (At-risk students grades 3-6) Small group remedial math support delivered by a credentialed teacher three days per week for 40 minutes a session.

MATH TUTORING PROGRAM: (At-risk students grades 3-6) After school review and support with current classroom math instruction. The program is supervised by a credentialed teacher one afternoon a week for one hour.

INSTRUCTIONAL AIDES: (All Students K-6) Instructional aides provide instructional support to students within the classroom an average of at least 90% of their funded time. They utilize small group participation and individual teaching in the core curriculum areas at the direction of the classroom teacher. Each classroom is currently allocated four hours per week.

E. EQUAL ACCESS / SCHOOL CLIMATE

All students have equitable access to, and the opportunity to participate in and benefit from, high-quality curricular activities. Students and employees are not, on the basis of gender, excluded from participation in, denied the benefits of, or subjected to harassment or other forms of discrimination in any program or activity.

F. GOVERNANCE

The School Site Council will review the Single Plan for Student Achievement and establish new goals annually and, if necessary, make other modifications in the plan to reflect changing needs and priorities. The Single Plan for Student Achievement will be recommended by the Site Council and approved the Board of Trustees.

G. PROGRAMS/BUDGET

Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated.

State Programs		**Allocation**
X	Economic Impact Aid/ English Learner Program Purpose: Develop fluency in English and academic proficiency of English learners	$70,735

Federal Programs under No Child Left Behind (NCLB)		Allocation
X	Title I, Part A: Targeted Assistance Program Purpose: Help educationally disadvantaged students in eligible schools achieve grade level proficiency	$83,063
x	Title II, Part A: Teacher and Principal Training and Recruiting Purpose: Improve and increase the number of highly qualified teachers and principals	$15,596
x	Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students Purpose: Supplement language instruction to help limited-English-proficient (LEP) students attain English proficiency and meet academic performance standards	$11,556
X	Title III, Part B: Immigrant Purpose: Support learning environments that promote academic achievement for English-learners.	$1,500

H. ASSURANCES AND SIGNATURES

Recommendations and Assurances

The school site council recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The school site council is correctly constituted and was formed in accordance with district governing board policy and state law.

2. The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.

3. The school site council sought and considered all recommendations from the following groups or committees before adopting this plan*:*

   ___ English Learner Advisory Committee

4. The school site council reviewed the content requirements for school programs included in this *Single Plan for Student Achievement* and believes all such content requirements have been met.

5. This school plan is based on analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.

6. This school plan was adopted by the school site council at a public meeting on: _____.

Attested:

_____	_____	_____
Printed name of school principal	Signature of school principal	Date
_____	_____	_____
Printed name of SSC chairperson	Signature of SSC chairperson	Date

I. SCHOOL SITE COUNCIL MEMBERS

Members of the School Site Council 2012 - 2013

SCHOOL STAFF	PARENTS
Principals: Julie Parker Brian Kissell	Jenn Baumgartner Ellen Bergan Kristin Maxwell Yvette Wagner
Teachers: Keith Carter Susie Murray	
Support Staff: Tracy Conrey	

J. APPENDIX

1. ACRONYMS AND GLOSSARY

API	Academic Performance Index; A statewide scale used to compare schools based upon annual CAT-6 test results.
Assessment	Wide range of testing or measurement tasks used to determine student achievement.
At-risk	Students who are not progressing due to either academic, social-emotional, behavioral, or truancy issues.
AYP	Adequate Yearly Progress.
BCLAD	Bilingual, Cross-cultural Language and Academic Development; credential authorizing holder to teach ELD, SDAIE, and primary language content. (Also see CLAD).
Benchmarks	Selected skills and concepts that confirm grade-level performance.
BTSA	Beginning Teacher Support & Assessment; statewide program to ensure success of all 1st and 2nd year teachers.
CELDT	A state mandated test given annually to all EL students to determine English fluency.
CLAD	Cross-cultural Language and Academic Development; credential or certificate authorizing holder to teach ELD and SDAIE. (Also see BCLAD).
Content Standards	Standards specifying what teachers are expected to teach and what students are expected to learn.
Core Curriculum	Cardiff District School Board approved subjects taught to all students.
CSR	Class Size Reduction; State program limiting class size for grades K-3 to 20 students.
CST	California Standards Test given annually to each student in grades 2-6.
DELAC	District English Learners Advisory Committee; is a group of parents, teachers and staff who provide guidance, standards and direction for the Cardiff District teachers and School Board in setting policy and standards for English Language learners.

Economically Disadvantaged Student	A State financial designation of students who come from households below a certain financial level and who qualify for free or reduced lunch.
EIA	Economic Impact Aid; program that provides supplementary funds to be used for compensatory education service for Limited English Proficiency students.
EL	English Learner; student who is not currently proficient in English and whose primary language is not English.
ELD	English Language Development; the systematic use of instructional strategies designed to promote the acquisition of English language and literacy by students whose primary language is not English.
English Only Students	Students who speak English as their primary language.
FEP	Fluent English Proficient; a second language student is classified FEP when he/she can demonstrate English-language proficiency comparable to that of the average native speaker and can participate equally in the regular educational program.
Framework	California Department of Education descriptions of curricular goals and standards.
GATE	Gifted and Talented Education; Students qualify in grades 4-6 based on either intellectual ability or academic achievement.
Guided Process Reading	Reading instruction in which the teacher provides the structure and purpose for reading and for responding to the material read. The teacher also guides students through the reading by directly teaching skills/concepts and by asking cueing and/or comprehension questions.
IEP	Individual Education Plan; a plan specifying the goals, objectives, and programs for a special education student.
Integrated Curriculum	Lesson that incorporates more than one subject such as a combination of science and math.
Intermediate Grades	4^{th}, 5^{th}, and 6^{th} grades.
Interventions	Resources, strategies, and actions to improve behavior or academic skills.
LAS	Language Assessment Scale; an assessment tool for determining students' proficiency in oral language.

Leadership Team	A group of school staff and faculty that works with the principal to help plan and direct school-wide programs.
Learning Lab	Small group reading intervention. Instruction is delivered as a pull-out on a regular schedule by a certificated teacher and paraprofessionals under the direction of the certificated teacher.
LEP	Limited English Proficient; a student who has not developed the English language skills necessary to succeed in English at a level equivalent to English only students.
Migrant Education	A program to provide supplementary education services to children believed to be educationally deprived due to interruptions in their schooling attributed to the mobility of the family.
Minimum Day	A state designation of the minimum hours of schooling required for the day to be considered a "school day" and reimbursable for state funding. Minimum days at Cardiff and Ada Harris are when student dismissal is at approximately 12:00.
Multiple Measures	A compilation of a variety of assessment instruments used to measure student progress towards grade-level standards.
NSLP	National School Lunch Program; Students qualify based upon level of parent income.
Performance Standard	Standards defining the degree of mastery or level of attainment.
Primary Grades	Kindergarten, 1st, 2nd, and 3rd grades.
Progress Report	Report to parents of a child's grades; provided at the end of each trimester (November, March, and June).
RAD	Reading Advancement and Development; a reading program for grades K-3 that focuses on small-group guided-process reading.
RAP	Reading Advancement Program; a reading intervention program for students in grades 3-6.
Resource Specialist	Special Education teacher trained to help students with learning disabilities.
RSP	Resource Specialist Program; special education program supporting students in a regular education class.
School Accountability Report Card	The School Accountability Report Card (SARC) is a state mandated document that includes school data and information. Each school maintains its own SARC and updates it annually.
School Board of Trustees	Members of an elected 5-member Board responsible for District policy. The Cardiff School Board meets monthly.

SDAIE	Specially Designed Academic Instruction in English; the systematic use of instructional strategies designed to make grade-level core curriculum comprehensible to English Learners.
SDC	Special Day Class; a self-contained special education class for students who cannot be successful in a regular classroom.
SLP	School & Library Improvement Program; State block grant to help schools improve library and curricular programs. SLP expenditures should reflect site plan goals and priorities.
SSC	School Site Council; is a group of parents, community members, classroom teachers, school staff and principals. The SSC is responsible for the annual School plan, the district's school safety plans, and the district strategic plans. These plans provide the direction for recommending the allocation of SIP monies to school programs and projects. The School Board accepts or rejects the SSC recommendations. Conducting SSC functions is a State requirement for schools receiving SIP funding.
SST	Student Study Team; a team of school staff who meet to discuss appropriate ways to improve student performance, behavior, or attendance.
Standards	The skills and strategies which students are expected to know and be able to do, in each subject at each grade level.
STAR	Standardized Testing and Reporting; state term for mandated annual testing of students in grades two through eleven.
Title I	Federally funded program to assist students who are performing well below grade level in reading and/or math. Funding formula is based upon National School Lunch Program (NSLP) participants.

State of California
Commission on Teacher Credentialing
Certification, Assignment and Waivers 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: 2013-14
☐ 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 m ake 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 / 16 / 13 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, 2014.

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

Jill Vinson		Superintendent
Name	*Signature*	*Title*
760-942-5831	760-632-5890	
Fax Number	*Telephone Number*	*Date*

1888 Montgomery Avenue, Cardiff-by-the-Sea, 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:

Name	*Signature*	*Title*
Fax Number	*Telephone Number*	*Date*

Mailing Address

EMail Address

▶ *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)	_____
☐ Bilingual Authorization (applicant already holds teaching credential) List target language(s) for bilingual authorization: _____	_____
☐ Resource Specialist	_____
☐ Teacher Librarian Services	_____
☐ Visiting Faculty Permit	_____

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 intern 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 intern program? ☐ Yes ☒ No

If yes, how many interns do you expect to have this year? 0

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

_____

_____

_____

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

We have not experienced any problems recruiting credentialed teachers.

_____

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

May 16, 2013

ITEM: **PUBLIC HEARING ON SALARY INCREASE PROPOSAL FOR CERTIFICATED EMPLOYEES**

BACKGROUND

There is a legal requirement that the public be provided an opportunity to comment on the salary increase proposal.

RECOMMENDATION

It is recommended that opportunity be provided by public comment at this meeting through an announcement by the president as follows:

"Now is the time and place for comments from the public concerning the salary increase for certificated employees of Cardiff School District. Are there any comments?"

FINANCIAL IMPLICATIONS

Holding of public hearing carries no fiscal considerations.

Cardiff School District
Cardiff By The Sea, California 92007

May 16, 2013

ITEM: **APPROVE DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT (AB 1200)**

BACKGROUND INFORMATION

Assembly Bill 1200, enacted by the State Legislature in 1991, increased the responsibility of the county offices of education in reviewing school districts' budgets, specifically with regard to maintaining fiscal prudence and solvency. This includes adequate reporting of multi-year commitments and collective bargaining agreements. AB 1200 also mandated responsibility of school districts to disclose fiscal obligations. New legislation now mandates that not only the Superintendent, but also the Chief Business Official sign the disclosure.

CURRENT CONSIDERATIONS

This agenda item brings to the Board the Disclosure of Collective Bargaining Agreement, which was submitted to the San Diego County Office of Education on April 24, 2013.

SDCOE has provided a written response to the disclosure.

FINANCIAL IMPLICATIONS

This disclosure is for reporting purposes only. The cost of the salary increase is provided in another agenda item.

RECOMMENDATION

It is respectfully recommended that the Board approve the Disclosure of Collective Bargaining Agreement.

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Cardiff School District

Name of Bargaining Unit: Cardiff Elementary Teachers Association Certificated: X Classified: _____

The proposed agreement covers the period: Beginning: 7/1/2012 Ending: 6/30/2013

This agreement will be acted upon by the Governing Board at its meeting on: 16-May-13
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement					
		Current Year 2012 - 2013		Year 2 20__ - 20__		Year 3 20__ - 20__	
	(a) $	(b) $	(c) %	(b) $	(c) %	(b) $	(c) %
1. **Step & Column** - Increase (Decrease) due to movement plus any changes due to settlement	$3,086,265		0.00%		0.00%		0.00%
2. **Salary Schedule** - Increase (Decrease)	$3,086,265	$120,364.00	3.90%		0.00%		0.00%
3. **Other Compensation** - Increase (Decrease) in Stipends, Bonuses, etc.	$3,086,265	$0.00	0.00%		0.00%		0.00%
4. **Statutory Benefits** - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	$393,005.00	$15,327.00	3.90%		0.00%		0.00%
5. **Health/Welfare Benefits** - Increase (Decrease)	$221,148.00	$10,822.00	4.89%		0.00%		0.00%
6. **Total Compensation** - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	$3,700,418	$146,513.00	3.96%	$0.00	0.00%	$0.00	0.00%
7. **Total Number of Represented Employees**	45.00	45.00					
8. **Total Compensation Cost for Average Employee** - Increase (Decrease)	$82,231.51	$3,255.84	3.96%				

Impact on other Funds: No Impact

Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213);
GC § 3547.5 (Statutes of 2004, Chapter 52)

Cardiff School District

Name of Bargaining Unit: Classified Employees Certificated: _____ Classified: X

The proposed agreement covers the period: Beginning: 7/1/2012 Ending: 6/30/2013

This agreement will be acted upon by the Governing Board at its meeting on: 16-May-13
Date

A. Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement					
		Current Year 2012 - 2013		Year 2 20__ - 20__		Year 3 20__ - 20__	
	(a) $	(b) $	(c) %	(b) $	(c) %	(b) $	(c) %
1. **Step & Column** - Increase (Decrease) due to movement plus any changes due to settlement	$1,154,729		0.00%		0.00%		0.00%
2. **Salary Schedule** - Increase (Decrease)	$1,154,729	$45,034.00	3.90%		0.00%		0.00%
3. **Other Compensation** - Increase (Decrease) in Stipends, Bonuses, etc.	$1,154,729	$0.00	0.00%		0.00%		0.00%
4. **Statutory Benefits** - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	$186,489.00	$7,273.00	3.90%		0.00%		0.00%
5. **Health/Welfare Benefits** - Increase (Decrease)	$51,000.00	$3,092.00	6.06%		0.00%		0.00%
6. **Total Compensation** - Increase (Decrease) Total Lines 3(a), 4(a), 5(a)	$1,392,218	$55,399.00	3.98%	$0.00	0.00%	$0.00	0.00%
7. **Total Number of Represented Employees**	70.00	70.00					
8. **Total Compensation Cost for Average Employee** - Increase (Decrease)	$19,888.83	$791.41	3.98%				

Impact on other Funds: Enterprise Fund (63) $9,604; Cafeteria Fund (13) $3,901.

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$7,630,191
b. State Standard Minimum Reserve Percentage for this District	4.00%
c. Projected P-2 ADA	725.00
d. State Standard Minimum Reserve Amount for this District *(Line 1a times Line 1b, or $50,000, whichever is greater, for a district with less than 1,001 ADA)*	$305,207.64

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	$1,014,513.00
b. General Fund Budgeted Unrestricted Unappropriated Amount	$974,197.00
c. Special Reserve Fund 17-Bugeted Designated for Economic Uncertainties	$0.00
d. Special Reserve Fund 17-Budgeted Unappropriated Amount	$0.00
e. Total District Budgeted Unrestricted Reserves	$1,988,710.00

3. Do unrestricted reserves meet the state standard minimum reserve amount? **Yes** No

G. Certification

The information provided in this document summarized the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and Government Code § 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

District Superintendent (Signature) — Date: 24-Apr-13

Chief Business Official (Signature) — Date: 24-Apr-13

Contact Person: Sandie Luehrs Telephone No.: 760-632-5890

Revised: 06/06

Supplement

H. Impact of Proposed Agreement on Current Year Operating Budget*

Date of governing board approval of budget revisions in Col. 2: 16-May-13
in accordance with Education Code § 42142 and Government Code § 3547.5

Provide a copy of board-approved budget revisions and board minutes. In addition, provide two expenditure reports generated by the district's financial system: one showing the budget by major object before the changes and a second showing the budget by major object after the changes.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2, provide a revised report upon approval of the district governing board.

	(Col. 1) Latest Board-Approved Budget Before Settlement as of 1/31/13	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) (Cols. 1 + 2 + 3) Total Impact on Budget
REVENUES:				
Revenue Limit Sources (8010-8099)	5,794,315			5,794,315
Remaining Revenues (8100-8799)	1,876,214			1,876,214
TOTAL REVENUES	7,670,529	0	0	7,670,529
EXPENDITURES:				0
1000 Certificated Salaries	3,482,849	120,364		3,603,213
2000 Classified Salaries	1,256,506	45,034		1,301,540
3000 Employee Benefits	1,055,772	36,514		1,092,286
4000 Books and Supplies	652,295			652,295
5000 Services and Operating Expenses	749,175			749,175
6000 Capital Outlay	0			0
7000 Other	196,653			196,653
TOTAL EXPENDITURES	7,393,250	201,912	0	7,595,162
OPERATING SURPLUS (DEFICIT)	277,279	(201,912)	0	75,367
OTHER SOURCES AND TRANSFERS IN				0
OTHER USES AND TRANSFERS OUT	35,029			35,029
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	242,250	(201,912)	0	40,338
BEGINNING BALANCE	1,949,872			1,949,872
CURRENT YEAR-ENDING BALANCE	2,192,122	(201,912)		1,990,210
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)				0
Restricted (9740)				0
Committed (9750/9760)	1,500			1,500
Assigned (9780)				0
Reserve Economic Uncertainties (9789)	1,014,513			1,014,513
Unassigned/Unappropriated (9790)	1,176,109			974,197

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown on page 1, please explain:

*This supplement is a composite recap of "all" the bargaining agreements shown on the preceding pages.

Revised: 07/2011

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

May 16, 2013

ITEM: **PROPOSED SETTLEMENT OF COLLECTIVE BARGAINING WITH THE CARDIFF ELEMENTARY TEACHERS' ASSOCIATION**

BACKGROUND INFORMATION

The District and the Cardiff Elementary Teachers' Association (CETA) have engaged in collective bargaining for the 2012-13 school year. The parties have reached a tentative agreement that is submitted herewith for the Board's approval.

CURRENT CONSIDERATIONS

The proposed settlement of collective bargaining with CETA includes the following terms:

- Increase the salary schedule by 3.9% effective July 1, 2012.
- Modify Article XVII, section 1.A. to state "The District will contribute $5,541.70 for the calendar year, January to December 2013 for all full time bargaining unit members covered by this agreement for Health and Welfare benefits. For part-time bargaining unit members, the district will contribute a pro-rated amount of the $5,541.70 for Health and Welfare benefits based upon the full-time equivalent (FTE) of the unit member's position."

FINANCIAL IMPLICATIONS

The total estimated cost of the proposed settlement described above is $201,912. The funding source for the proposed settlement is the general fund of the district.

RECOMMENDATION

It is recommended that the Board approve the proposed settlement, as described above, of collective bargaining with the Cardiff Elementary Teachers' Association.

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

May 16, 2013

ITEM: **PUBLIC HEARING TO DISCUSS AND ACCEPT STATE CATEGORICAL FUNDS FOR 2013-14**

BACKGROUND

Education Code Section 42605 allows school districts to use funds from a specified list of State categorical programs for any educational purpose. This flexibility is available for the period of 2008-09 through 2013-14. The funds are referred to as "Tier 3 Categorical funds".

As a condition of receipt of the funds, an open public hearing must be held at a regularly scheduled board meeting to take testimony from the public on the proposed use of funding. Following the public hearing, the governing board must discuss and approve or disapprove the proposed use of funding. Attachment A lists each program and the proposed use of funds for 2013-14

FINANCIAL IMPLICATIONS

Holding of public hearing carries no fiscal considerations.

RECOMMENDATION

It is recommended that opportunity be provided by public comment at this meeting through an announcement by the president as follows:

"Now is the time and place for comments from the public concerning the use of state categorical funds for 2013-14 for the Cardiff School District. Are there any comments?"

After hearing comments, the president should close the public hearing.

Following the public hearing, it is recommended that the Board approve the use of state categorical funds for 2013-14.

Attachment A

TIER 3
CATEGORICALS
2013-14

SOURCE OF FUNDS

Art/Music Block Grant	10,063.00
GATE	8,269.00
Instructional Materials	39,983.00
PAR	5,148.00
Professional Development	37,883.00
Math/Reading Professional Development	4,009.00
Math/Reading Professional Development/EL	2,003.00
Targeted Instruction	66,219.00
School/Library Improvement	92,159.00
Supplemental Hours	7,444.00
Teacher Credential Block Grant (BTSA)	13,046.00
TOTAL REVENUE	**286,226.00**

USE OF FUNDS

GATE Teacher
Music Teacher
Learning Lab Teacher
Reading Lab Teacher
Textbooks
Travel & Conference - teachers
GATE Academies
Basic Aid Fair Share Reduction

CARDIFF SCHOOL DISTRICT

INSTRUCTIONAL SUPPORT SPECIALIST

DEFINITION:

Under the direction of the principal and in collaboration with certificated staff, create specialized inquiry-based experiences for small and large groups of students; assist in planning specialized school events and outreach programs.

DUTIES:

Works with students and teachers to supplement standards-based instruction using inquiry-based experiences in an assigned area of specialty; demonstrates skills and techniques pertinent to the assignment; discusses theories, dynamics and history which apply to the subject matter;

Plans for scheduled presentations and activities, and develops instructional materials that promote interest in assigned subject matter;

Assures the health and safety of students by following health and safety practices and procedures; maintains clean, orderly and safe learning environment;

Meets with teachers to coordinate lessons that support classroom activities; confers with teachers concerning student progress and behavior;

Participates with school staff in planning for specialized school events and programs; Researches grant opportunities to benefit the district's instructional programs;

Assists with the acquisition, organization and maintenance of equipment and instructional materials;

Communicates with staff and parents regarding program activities; prepares correspondence, brochures and newsletters;

Designs and prepares appropriate displays, decorations and bulletin boards;

Operates a computer and other office equipment as assigned; maintains files and records necessary to the successful execution of the program;

Participates in staff meetings and serves on various school committees as assigned; Perform other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices and theories 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 instruction to small or large groups of students in a laboratory or other learning environment
- Monitor and discipline student behavior according to approved policies and procedures
- Maintain a laboratory or other learning environment in a safe, clean and orderly condition
- 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
- Operate instructional and office equipment, including computers and associated software

Education/Experience:

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include completion of at a minimum a high school diploma or its equivalent, and preferably a bachelor's degree in a field appropriate to the assignment. Experience working with students and/or children in an organized setting is also preferred.

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:

Classroom, science laboratory or other learning environment.