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

REGULAR MEETING OF THE GOVERNING BOARD

AGENDA

TUESDAY, MAY 8, 2012 • 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. Andy Brown, III, President
Ms. Nancy Orr, Clerk
Ms. Gail Coakley, Member
Mr. Dave Clark, Member
Mr. Mark Whitehouse, Member
Ms. Jill Vinson, Superintendent

D. Approval of agenda for May 8, 2012
All items are action unless labeled information

E. Approve minutes from the regular meetings of April 19, 2012 and the special meeting of April 23, 2012 ***A***

II. HEARING SESSION

A. Public Comments (*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/Conferences
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 #12-031404 to #12-041320 $69,202 ***B***
   3. Payroll Warrants, April, 2012, $458,930

B. Enrollment report as of 5/2/12 ***C***

C. Adopt Resolution Numbers 11-12-04; 11-12-05; 11-12-06; 11-12-07; 11-12-08; 11-12-09 and 11-12-10 for routine payroll and financial report signature authorizations to the San Diego County Office of Education ***D***

D. Approve Nonpublic Agencies Master Contract Between Cardiff School District and Dependable Nursing, Inc. ***E***

E. Removal of items from Consent Calendar

F. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Budget update **(Information)** ***F***

B. Conduct Public Hearing to Discuss and Accept State Categorical Funds for 2012-13 ***G***

V. GENERAL FUNCTIONS

A. Second reading and adoption of the Single Plan for Student Achievement, 2011-12 Update ***H***

B. Review and consider revision to Administrative Regulation 5111, Students, Admission ***I***

C. First reading of Board Policy 5111, Students, Admission ***J***

D. School Lunch Committee update ***(Information)***

E. Extended Day Program update ***(Information)***

F. Wireless Network update ***(Information)***

Exhibit

V. GENERAL FUNCTIONS (continued)

G. Energy Efficiency Update ***(Information)***

H. Consider the cancellation of the July12, 2012 regular Board meeting

VI. PERSONNEL

A. Approve Resolution 11-12-11 Calling for Elimination of a Classified Position in the Extended Day Program ***K***

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

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 19, 2012

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, April 19, 2012 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Brown called the meeting to order at 5:04 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present:	Brown III, Clark, Coakley, Orr, Whitehouse
Members absent:	None
Administrators present:	Vinson, Parker, Kissell
Visitors:	Trish d'Entremont, CETA Daniel Turitto

The agenda for April 19, 2012 was approved as presented.

MOTION: Coakley
SECOND: Orr
CARRIED: 5:0

The minutes from the regular meeting of March 8, 2012 were approved as written.

MOTION: Coakley
SECOND: Clark
CARRIED: 5:0

Hearing Session:

- Dan Turitto addressed the Board regarding the Transitional Kindergarten Program. He requested the District consider implementing a program for those students who do not meet the kindergarten age requirements.
- Trish d'Entremont reported about 20 members attended today's CETA meeting. An update of the last negotiation meeting was given.
- The ELAC/DELAC Committee will meet next week. They will be discussing the Mission Federal Credit Union Financial Literacy Program.

Exhibit A

Hearing Session continued:

- School Site Council has been discussing the Single Plan for Student Achievement, which will be on the next board agenda for approval.
- The SEA meeting was well attended last night. Michelle Martini-Brown will be chairing the Ice-Cream Social. Jason Daniels shared the technology survey results.
- Brian Kissell reported on a partnership with Mission Federal Credit Union for a program called "Mission to Save". This is a savings plan for students that will begin in the fall. Mr. Kissell also announced the formation of a MAC 4/5 class for the 2012-13 school year. There will be a parent information night on May 2nd. The third graders will be performing an "Earth Day" play tomorrow. The fourth graders will be heading west, doing their covered wagon project. STAR testing is coming up the week of May 7th. The sixth graders are getting ready for middle school.
- Julie Parker reported Darcy Cook did a great job coordinating Family Ocean Night last week. They had a great turnout. The Science-filled week culminated with an ocean parade and a sing-a-long on Friday. The Kiwanis book mobile came to campus and donated books to 75 students. Kindergarten Parent Information Night is scheduled for Wednesday, April 25th. Tours will follow the assembly on Friday. Ms. Parker reported that after discussions, dialogue, and input with both staffs, Cardiff School will implement weekly Early Release Wednesdays next year. One Wednesday a month will be used for site staff meetings and one for district-wide meetings. The discussion will take place as a staff for the productive use of the other afternoons for planning and collaboration purposes within and across grade levels. The daily schedule will change to 8:15 to 2:35. Wednesday dismissal time will be at 12:15 p.m. Kindergarten will be dismissed at 12:15 every day for the first half of the school year.
- Superintendent Vinson reported that Janice Murray, and Cindy Hellmann announced they will be retiring at the end of the school year. Carolyn Howard will also be retiring. The sixth grade GATE students competing at the Destination Imagination Regional's won and have qualified for the Nationals in Knoxville, Tennessee. Superintendent Vinson thanked the custodians for completing various projects over family week and spring break. Ms. Vinson attended a feeder district meeting at San Dieguito Union High School District to discuss the formal Bond measure they are considering placing on the ballot.

The consent calendar was approved as presented.

MOTION: Coakley
SECOND: Orr
CARRIED: 5:0

Superintendent Vinson reported many districts are not planning on offering a Transitional Kindergarten Program. Cardiff is examining how a program would look if the District chose to offer it. Ms. Vinson said that other districts are not going to offer the program but are making plans to be prepared. Ms. Vinson participated in a meeting with area districts to collaborate on the language of the Admission Policy. It will be brought to the Board for approval next month.

Revisions to Board Bylaws 9270, Conflict of Interest, were approved.

MOTION: Orr
SECOND: Coakley
CARRIED: 5:0

The October board meeting date was changed to Tuesday, October 9, 2012 at 6:00 p.m.

MOTION: Orr
SECOND: Clark
CARRIED: 5:0

Superintendent Vinson reported the committee has been receiving help from a purchasing/contract specialist at SDCOE to prepare the Wireless Network Installation RFP for publication.

Everyday Energy walked the facilities with Julie Parker, Brian Kissell, and the two custodians at each site. Their finance person is working on some ideas that will be presented to the committee when they meet next week. Ms. Vinson explained additional information on SDG&E's pricing is needed before any commitments to any energy efficiency projects are made.

The request from certificated employee #267-599 for a 20% leave of absence for the 2012-13 school year was approved.

MOTION: Orr
SECOND: Coakley
CARRIED: 5:0

The request from certificated employee #443-490 for a four-year term Reduced Workload was deferred to closed session for discussion.

Future agenda items:

1. Wireless Network update
2. Energy Efficiency update
3. Transitional Kindergarten

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:55 p.m. The meeting was reconvened at 6:20 p.m.

The request from certificated employee #443-490 for a four-year term Reduced Workload was approved as follows: 80% for the 2012-14 school years; 60% for 2014-16 school years with retirement at the end of 2015-16 school year.

MOTION: Orr
SECOND: Clark
CARRIED: 5:0

There being no other business to come before the Board, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

_____ _____

Nancy Orr, Clerk Jill Vinson, Superintendent

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

MINUTES
SPECIAL MEETING OF APRIL 23, 2012

The special meeting of the Governing Board of the Cardiff School District was held on Monday, April 23, 2012 at the Cardiff School District, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. Clerk Orr called the meeting to order at 5:30 p.m. Trustees were led in the pledge of allegiance.

Members present: Clark, Orr, Whitehouse

Members absent: Brown, Coakley

Administrators present: Vinson

The agenda for April 23, 2012 was approved as presented.

MOTION: Whitehouse
SECOND: Clark
CARRIED: 3:0

The request from certificated employee #443-490 for a 20% leave of absence for the 2012-13 school year was granted.

MOTION: Whitehouse
SECOND: Clark
CARRIED: 3:0

There being no other business to come before the Board, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

_____ _____

Nancy Orr, Clerk Jill Vinson, Superintendent

2011-2012 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
4/6	18501	3	0800	1110	1000	4300	000	SCHOOL SPECIALTY	BINDERS	$52.57
4/6	18511	3		1110	1000	4300	222	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	$56.72
4/6	18508	3		1110	1000	4300	222	OFFICE ADVANTAGE	FILE FOLDERS & CLIPS	$64.70
4/6	18508	3		1110	1000	4300	111	OFFICE ADVANTAGE	SHEET PROTECTORS	$9.39
4/11	18512	3	0000-068	1110	1000	4300	000	CAROLINA BIOLOGICAL	HERMIT CRABS	$62.85
4/13	18543	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	$311.98
4/13	18510	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	CONSTRUCTION PAPER	$170.46
4/13	18489	3	0000-066	1110	1000	4300	222	APPLE INC	IPAD GENERATION 3	$543.67
4/17	18558	3		1110	1000	4300	111	OFFICE ADVANTAGE	PACKING TAPE	$7.87
4/18	18182	3		1110	1000	4300	222	LAUREL BRETALL	REIMBURSE/PAPER CUPS	$14.20
4/20	18542	3	0800	1110	1000	4300	000	OFFICE DEPOT	STAFF DEVELOPMENT SUPPLIES	$63.72
4/20	18520	3	0800	1110	1000	4300	000	OFFICE DEPOT	STAFF DEVELOPMENT SUPPLIES	$282.77
4/20	18522	3	0800	1110	1000	4300	000	OFFICE DEPOT	STAFF DEVELOPMENT SUPPLIES	$65.71
4/25	18533	3	0800	1110	1000	4300	111	NCS PEARSON, INC.	OLSAT8 BOOKLETS	$720.16
4/27	18541	3		1110	1000	4300	222	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	$112.32
4/27	18541	3	0800	1110	1000	4300	000	SCHOOL SPECIALTY	BINDERS	$6.42
4/27	18546	3		1110	1000	4300	222	RENAISSANCE LEARNING	ACCELERATED READER	$2,000.00
4/6	18184	3			3160	4300	000	EDUCATIONAL DATA SYST.	CELDT EXCESSIVE MATERIALS	$43.18
4/27	18586	3			3160	4300	000	UNIVERSITY OF OREGON	DIBELS DATA SYSTEM	$398.00
4/6	18117	3			7100	4300	000	SMART & FINAL	FOOD FOR STAFF DEVELOPMENT	$19.96
4/13	18544	3			7100	4300	000	APPLE INC.	APPLE BATTERY CHARGER	$31.25
4/20	18072	3			7100	4300	000	ENCINITAS ROTARY CLUB	MEALS	$16.00
4/6	18068	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	$1,209.67
4/25	18482	3			8200	4300	000	RCP BLOCK & BRICK	CRUSHED ROCK & SOIL	$43.10
4/25	18553	3			8200	4300	000	RCP BLOCK & BRICK	CRUSHED ROCK	$86.20
4/25	18563	3			8200	4300	000	RCP BLOCK & BRICK	ADHESIVE FOR RETAINING WALL	$51.59
4/25	18556	3			8200	4300	000	AGRI SERVICE, INC.	TOPSOIL	$392.15
4/27	18068	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	$621.13
4/6	18537	6	4201	1110	1000	4300	000	BRIAN KISSELL	REIMBURSE/FOOD FOR MTG	$28.45
4/13	18544	6	9010	1110	1000	4300	222	APPLE INC.	VOLUME VOUCHER	$500.00
4/13	18528	6	6500	5770	3120	4300	000	SOUTHWEST SCH SUPPLY	AUDIO CASSETTES	$20.69
4/25	18534	6	6500	5770	3120	4300	000	NCS PEARSON INC.	INSTRUCTIONAL MATERIALS	$405.52
4/13	18524	6	8150		8110	4300	000	JOHNSTONE SUPPLY	RETURN GRILLE FOR BATHRMS	$135.70
4/13	18048	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	$645.16
4/25	18527	6	8150		8110	4300	000	DECKER, INC.	PENCIL SHARPENERS	$202.41
4/24	18067	6	8150		8110	4300	000	ARCO	GASOLINE FOR TRUCK	$348.75
4/27	18546	3	0000-068	1110	1000	4300-005	222	RENAISSANCE LEARNING	ACCELERATED READER	$614.82
4/13	18526	6	6300	1110	1000	4300-005	222	SUPPLYMASTER, INC.	PRINTER INK CARTRIDGES	$395.66
4/27	18525	6	6300	1110	1000	4300-005	222	SEHI COMPUTER PRODUCTS	PHASER INK CARTRIDGES	$1,042.80
4/13	18500	3	0000-068	1110	1000	4300-006	111	SUMMIT LEARNING	INSTRUCTIONAL MATERIALS	$295.20
4/13	18498	3	0000-068	1110	1000	4300-006	111	NASCO MODESTO	INSTRUCTIONAL MATERIALS	$491.96
4/27	18587	3	0000-068	1110	1000	4300-006	000	JEFF REDDING	REIMBURSE/SCIENCE SPECIMENS	$264.66
4/26	18583	3	0000-068	1110	1000	4300-006	000	CHERYL FROKE	REIMBURSE/SCIENCE SUPPLIES	$66.05
4/13	18463	6	6300	1110	1000	4300-006	222	WARDS NATURAL SCIENCE	CRAYFISH	$55.29
4/20	18364	6	6300	1110	1000	4300-006	222	JENNIFER BAUMGARTNER	REIMBURSE/SCIENCE SUPPLIES	$94.85
4/20	18187	6	6300	1110	1000	4300-006	111	AMY SHIREMAN	REIMBURSE/SCIENCE SUPPLIES	$109.00
4/27	18588	6	6300	1110	1000	4300-006	222	JAN HAMILTON	REIMBURSE/SCIENCE SUPPLIES	$38.42

2011-2012 Purchase Order Listing

4/27	18552	3			2420	4300-008	222	AMAZON	BOOKS - BIOGRAPHIES	$74.85
4/27	18554	3		1110	1000	4300-010	222	TOLEDO PE SUPPLY	PE EQUIPMENT	$116.09
4/27	18555	3		1110	1000	4300-010	222	SPORTIME	PE EQUIPMENT	$387.54

4000 BALANCE: $291,926 ACCUMULATED BALANCE: $217,679.55 REMAINING BALANCE: $74,246.45

4/18	17972	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	$4,020.00
4/27	17972	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	$2,534.00
4/6	18549	3	0800	1110	1000	5200	000	KATHY PEERY	REIMBURSE/CONF. EXPENSES	$412.66
4/25	18575	3	0800	1110	1000	5200	000	PATRICIA D'ENTREMONT	REIMBURSE/CONF. EXPENSES	$252.44
4/25	18251	3	0800	1110	1000	5200	000	JULIE PARKER	REIMBURSE/CONF. EXPENSES	$287.44
4/20	18564	3			7100	5200	000	GAIL COAKLEY	REIMBURSE/CONF. EXPENSES	$405.45
4/25	18126	3			7100	5200	000	MISSION FEDERAL	SUPERINTENDENT EXPENSES	$37.00
4/17	18107	3			8200	5500-001	111	SDG&E	SERVICE FOR 3/9-4/9	$4,779.13
4/17	18107	3			8200	5500-001	222	SDG&E	SERVICE FOR 3/9-4/9	$2,898.62
4/6	18071	3			8200	5500-002	111	EDCO WASTE	SERVICE FOR MARCH	$426.64
4/6	18071	3			8200	5500-002	222	EDCO WASTE	SERVICE FOR MARCH	$426.64
4/11	18106	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 2/29-3/27	$980.20
4/18	18095	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR MARCH	$26.93
4/18	18095	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR MARCH	$52.63
4/18	18095	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR MARCH	$26.00
4/20	18105	3			8200	5500-003	111	SAN DIEGUITO WATER	SERVICE FOR 1/30-4/2	$283.97
4/20	18105	3			8200	5500-003	000	SAN DIEGUITO WATER	SERVICE FOR 1/30-4/2	$188.03
4/20	18105	3			8200	5500-003	222	SAN DIEGUITO WATER	SERVICE FOR 1/23-3/26	$3,924.99
4/11	18124	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	$60.00
4/18	18289	3		1110	1000	5600	111	OCE IMAGISTICS INC.	OVER USAGE CHARGES	$68.31
4/18	18289	3		1110	1000	5600	222	OCE IMAGISTICS INC.	OVER USAGE CHARGES	$34.79
4/25	18572	3		1110	1000	5600	111	FARBER PIANO SERVICE	PIANO TUNING	$140.00
4/26	17997	3		1110	1000	5600	111	OCE	LEASE PAYMENT	$754.62
4/26	17997	3		1110	1000	5600	222	OCE	LEASE PAYMENT	$752.62
4/17	18074	3			2700	5600	111	PITNEY BOWES	LEASE PAYMENT	$52.80
4/17	18074	3			2700	5600	222	PITNEY BOWES	LEASE PAYMENT	$52.80
4/17	18005	3			7100	5600	000	OCE	OVER USAGE CHARGES	$101.85
4/17	18074	3			7200	5600	000	PITNEY BOWES	LEASE PAYMENT	$52.80
4/17	18005	3			7200	5600	000	OCE	OVER USAGE CHARGES	$101.84
4/20	18094	3			7200	5600	000	PRUDENTIAL OVERALL	MATS	$10.70
4/20	18094	3			8200	5600	111	PRUDENTIAL OVERALL	TOWELS & MOPS	$102.96
4/20	18094	3			8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	$143.36
4/18	18432	6	8150		8110	5600	111	T.L. SHIELD & ASSOC.	SERVICE WHEEL CHAIR LIFT	$137.00
4/25	18577	6	8150		8110	5600	000	BJ'S RENTALS	CEMENT MIXER & JACK HAMMER	$94.60
4/17	18561	3	0000-004	1110	1000	5800	111	CERTIFIED TRANSPORT.	BUS FOR 6TH GRADE CAMP	$874.00
4/24	18225	3	0000-085	1110	1000	5800	111	JACK HILL	BAND DIRECTOR	$600.00
4/24	18223	3	0000-085	1110	1000	5800	111	STEVE BROWN	INSTRUMENTAL COACHING	$240.00
4/24	18306	3	0000-085	1110	1000	5800	111	SARAH BROWN	INSTRUMENTAL COACHING	$200.00
4/24	18224	3	0000-085	1110	1000	5800	111	ALBERTO CABRERA III	INSTRUMENTAL COACHING	$400.00
4/27	18521	3			2420	5800	111	SHI INTERNATIONAL CORP	ENDPOINT PROTECTION	$1,694.56
4/27	18546	3			2420	5800	000	RENAISSANCE LEARNING	ACCELERATED READER	$1,383.58
4/6	18011	3			2700	5800	111	RSF SECURITY SYSTEMS	MONITORING ALARM SYSTEMS	$210.00
4/6	18011	3			2700	5800	222	RSF SECURITY SYSTEMS	MONITORING ALARM SYSTEMS	$210.00

2011-2012 Purchase Order Listing

4/20	18111	3			7100	5800	000	TECHMASTERS, INC.	ERATE CONSULTING FOR MARCH	$62.50
4/17	18578	3			7100	5800	000	SHARP REES-STEALY	FIT FOR DUTY EXAM	$197.25
4/20	18091	3			7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	$102.48
4/6	18550	3			8200	5800	000	RIGOBERTO MARTINEZ	REPAIR BROKEN MAINLINE	$250.00
4/25	18576	3			8200	5800	000	VAUGHN IRRIGATION	ANNUAL BACKFLOW TESTS	$1,202.31
4/20	18017	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE FOR APRIL	$4,166.00
4/25	18112	6	6500	5770	1190	5800	000	JOANNE K. DANSSAERT, PT	PHYSICAL THERAPY	$420.00
4/25	18475	6	6500	5770	1190	5800	000	BRIDGES ED CORP	STAFF TRAINING/OBSERVATION	$898.80
4/25	18220	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	$2,400.00
4/27	18468	6	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	$1,375.00
4/25	18579	6	6500	5770	3110	5800	000	SOC. COMMUNICATION SPEC	S/L ASSESSMENT	$750.00
4/25	18580	6	6500	5770	3120	5800	000	JILL WECKERLY, PH.D.	EVALUATION FOR SP. ED. SERV.	$2,850.00
4/25	18573	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	ANNUAL SPRINKLER INSPECTION	$819.00
4/25	18308	3			7100	5800-005	000	FAGEN FRIEDMAN FULFROST	LEGAL SERVICES FOR MARCH	$66.00
4/24	18388	3			7100	5800-005	000	STUTZ, ARTIANO, SHINOFF	LEGAL SERVICES FOR MARCH	$404.25
4/24	18570	3		1110	1000	5800-100	000	DESTINATION IMAGINATION	GATE TEAM REGISTRATION	$1,000.00
4/13	18560	3			2700	5900-001	222	ATEL COMMUNICATIONS	NEW REPLACEMENT PHONES	$711.09
4/27	18275	3			2700	5900-002	222	UPS	SHIPPING CHARGES	$17.02

5000 BALANCE: $715,686 ACCUMULATED BALANCE: $440,971.34 REMAINING BALANCE: $274,714.66

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of May 2, 2012

CARDIFF

		BOYS	GIRLS		
K	Bjorstad	12	10	22	
K	Hall	11	9	20	
K	McNamara	10	8	18	
K	Paccione	13	9	22	
K	Stone	13	9	22	
K	Reese	0	0	0	
				TOT K	104
1	Carter	12	10	22	
1	Easson	12	9	21	
1	Froke	12	9	21	
1	Kulbacki	11	10	21	
1	Sallans	14	8	22	
1	Doui/Boye	9	8	17	
1	Reese	0	0	0	
				TOT 1	124
2	Gust/Stua	14	8	22	
2	Kavan	14	7	21	
2	Payte	13	10	23	
2	Redding	13	10	23	
2	Doui/Boye	8	7	15	
2	Reese	0	0	0	
				TOT 2	104
3	Hamilton	10	12	22	
3	Pacetti/Paz	13	10	23	
3	Doui/Boye	4	6	10	
				TOT 3	55
	Boy/Girl Subtotal	218			169
	SCHOOL TOTAL	387			
	DISTRICT TOTAL	774			

ADA HARRIS

		BOYS	GIRLS		
3	Peery	13	9	22	
3	Hellmann	11	12	23	
3	Switzler	10	11	21	
3	Steel	1	0	1	
				TOT 3	67
4	d'Entremont	15	13	28	*
4	Jacobson	14	12	26	*
4	Murray, J.	15	13	28	*
4	Trees	12	17	29	*
4	Steel	0	1	1	
				TOT 4	112
5	Ensberg	14	10	24	
5	Murray, S	13	12	25	
5	Price	13	12	25	
5	Yant	13	11	24	
5	Steel	1	0	1	
				TOT 5	99
6	Brice	14	13	27	
6	Heyer	15	14	29	
6	Jewell	13	12	25	
6	Layman	15	12	12	
6	Steel	1	0	1	
				TOT 6	109
	Boy/Girl Subtotal	203			184
	SCHOOL TOTAL	387			

* Supported by Flex Teacher

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

May 8, 2012

ITEM: **ADOPT RESOLUTION NUMBERS 11-12-04, 11-12-05; 11-12-06; 11-12-07; 11-12-08; 11-12-09; AND 11-12-10 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:
11-12-04 permits the County Superintendent of Schools to originate intra-budget transfers necessary for the year-end closing;
11-12-05 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;
11-12-06 authorizes Sharon Iversen or Sandie Luehrs to sign the Payroll Payment Order;
11-12-07 authorizes SDCOE to release credential held warrants to employees;
11-12-08 authorizes Sandie Luehrs or Jill Vinson to sign Commercial Warrants;
11-12-09 authorizes Sandie Luehrs or Jill Vinson to authorize reissue of new payroll and commercial warrants;
11-12-10 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 11-12-04 through 11-12-10.

INTRA-BUDGET TRANSFER RESOLUTION AT THE CLOSE OF SCHOOL YEAR 11-12-04

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 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 8, 2012 (date) by the following vote:

AYES: Members
NOES: Members
ABSENT: Members

STATE OF CALIFORNIA
SS
COUNTY OF SAN DIEGO

I, Jill Vinson, 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

ACCOUNT NUMBER								
Fund-Sub	Resrce-Sub	Goal	Func-Sub	Objt-Sub	Sch	Loc	Cst	PjYr

To Budget Classification

ACCOUNT NUMBER									Amount
Fund-Sub	Resrce-Sub	Goal	Func-Sub	Objt-Sub	Sch	Loc	Cst	PjYr	

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.

11-12-05

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, 2012 through June 30, 2013.

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 5/8/2012 (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

11-12-06

PAYMENT ORDER RESOLUTION

Cardiff School District, San Diego County ON MOTION OF member _____, seconded by member _____ effective July 1, 2012 through June 30, 2013.

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 5/8/12 (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

11-12-07

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, 2012 through June 30, 2013.

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 5/8/12 (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

CARDIFF SCHOOL DISTRICT
RESOLUTION 11-12-10
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 2012-13 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 8, 2012 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 8th day of May 2012.

_____
Clerk/Secretary of the Governing Board

11-12-08

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, 2012 through June 30, 2013.

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 5/8/12 (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)
Sandie Luehrs	Sandie Luehrs
Jill Vinson	

Resolution 11-12-09

AUTHORIZING THE REPLACEMENT OF WARRANTS

2012/13

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 8, 2012.

AYES:

NOES:

ABSENT:

I, Jill Vinson, Clerk 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.

_____
Clerk of the Governing Board

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

May 8, 2012

ITEM: **APPROVE NONPUBLIC AGENCIES MASTER CONTRACT BETWEEEN CARDIFF SCHOOL DISTRICT AND DEPENDABLE NURSING , INC.**

BACKGROUND

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

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

CURRENT CONSIDERATION

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

FINANCIAL IMPLICATIONS

The cost is not to exceed $74,880.

RECOMMENDATION

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

Exhibit E

CARDIFF SCHOOL DISTRICT
SUMMARY
2012/13

			Unrestricted	Restricted	TOTAL
BEGINNING BALANCE			**1,816,568**	**0**	**1,816,568**
REVENUES	Revenue Limit		5,449,117	44,587	5,493,704
	Federal Revenue		0	230,851	230,851
	State Revenue		301,855	143,137	444,992
	Local Revenue - Restricted	Special Ed	0	274,180	274,180
	Local Revenue from SEA	Salaries	153,628	0	153,628
	All other Local Revenue		150,307	0	150,307
	District Contribution		(578,047)	578,047	0
	TOTAL REVENUE		**5,476,860**	**1,270,802**	**6,747,662**
EXPENDITURES	Certificated Salaries		2,978,002	535,832	3,513,834
	Classified Salaries		1,064,561	174,353	1,238,914
	Benefits		895,283	147,026	1,042,309
	Books/Supplies		194,686	80,459	275,145
	Services		454,360	209,406	663,766
	Equipment		39,365	0	39,365
	Tuition - (Special Ed Regional)		0	115,395	115,395
	Indirect		(4,026)	4,026	0
	Transfer to Other Districts		0	4,305	4,305
	TOTAL EXPENDITURES		**5,622,231**	**1,270,802**	**6,893,033**
TRANSFERS OUT	Transfer to Deferred Maintenance	**7619**	**35,029**	**0**	**35,029**
EXCESS/DEFICIENCY			**(145,371)**	**0**	**(145,371)**
ENDING BALANCE					**1,636,168**
RESERVE	Economic Uncertainty				**(779,706)**
	Potential Trigger ($370/ada)				**(272,764)**
	Revolving Cash				**(1,500)**
NET ENDING BALANCE	Unappropriated				**582,198**
TARGET RESERVE	(Difference between PT & RL)			**1,559,412**	
BOARD RECOMMENDED	(50% Difference between PT & RL)			**779,706**	
STATE MINIMUM RESERVE	(4% of expenditures & transfers out)			**277,122**	

PROJECTED REVENUE
2012/13

					General	Restricted	Total
REVENUE LIMIT							
	State - DOC			8011	10,099	0	10,099
	Property Tax - HOE			8021	52,803	0	52,803
	PT - Secured			8041	186,347	0	186,347
	PT - Unsecured			8042	5,222,455	0	5,222,455
	Special Ed	Prop Tax Trans		8091	(22,587)	22,587	0
	Special Ed			8097	0	22,000	22,000
		TOTAL			**5,449,117**	**44,587**	**5,493,704**
FEDERAL REVENUE							
	Title I		3010	8290	0	67,466	67,466
	Special Ed		3310	8181	0	122,588	122,588
	Special Ed		3315	8182	0	8,257	8,257
	Special Ed		3320	8182	0	15,611	15,611
	Special Ed		3345	8182	0	74	74
	Title III LEP (Consortium)		4201	8287	0	4,305	4,305
	Title III Immigrant		4201	8290	0	2,100	2,100
	Title III LEP		4203	8290	0	10,450	10,450
		TOTAL			**0**	**230,851**	**230,851**
STATE REVENUE							
	EIA		7091	8311	0	70,735	70,735
	Transportation		7230	8311	0	33,714	33,714
	CSR		0000	8434	379,134	0	379,134
	Tier 3 Categoricals		0800	8590	273,262	0	273,262
	Basic Aid Fair Share	9.57% cut	0800	8590	(435,593)	0	(435,593)
	Lottery		1100	8560	85,052	0	85,052
	Restricted Lottery		6300	8560	0	13,409	13,409
	Special Ed		6512	8590	0	25,000	25,000
	Special Ed		6530	8590	0	33	33
	Special Ed		6535	8590	0	246	246
	Misc		0000	8590	0	0	0
		TOTAL			**301,855**	**143,137**	**444,992**
LOCAL REVENUE							
	Special Ed		6500	8792	0	274,180	274,180
	Rental			8650	116,714	0	116,714
	Interest			8660	11,500	0	11,500
	Misc			8699	22,093	0	22,093
	SEA (salaries)			8699	153,628	0	153,628
		TOTAL			**303,935**	**274,180**	**578,115**
TRANSFERS							
	To Special Ed			8980-001	(480,161)	480,161	0
	To Transportation			8980-002	(43,886)	43,886	0
	To Restricted Maint			8980-003	(54,000)	54,000	0
		TOTAL			**(578,047)**	**578,047**	**0**
TOTAL REVENUE					**5,476,860**	**1,270,802**	**6,747,662**

EXPENDITURES
2012/13

	Salaries & Benefits	Books and Supplies	Services	Equipment	Transfers/ Indirect	TOTAL
FUNCTION (General Fund)						
Instruction	3,591,063	44,330	30,140			3,665,533
Tier 3 Categoricals	95,325	40,750	7,500			143,575
Library/Technology	143,132	29,606	20,935	39,365		233,038
School Administration	396,415	-	28,140			424,555
Health Services	25,756	-	-			25,756
Pupil Testing	-	10,500	-			10,500
Board/Superintendent	246,310	9,000	45,560			300,870
External Audit	-	-	9,500			9,500
District Administration	204,742	4,000	52,870			261,612
Indirect	-	-	-		(4,026)	(4,026)
Maintenance	118,026	1,500	-			119,526
Operations	117,077	55,000	244,240			416,317
Other	-	-	15,475		35,029	50,504
TOTAL GENERAL FUND	**4,937,846**	**194,686**	**454,360**	**39,365**	**31,003**	**5,657,260**
RESOURCE (Restricted Fund)						
Title I	65,180	500	-		1,966	67,646
Title III Immigrant	-	2,100	-		4,305	6,405
Title III LEP	-	10,450	-			10,450
Restricted Lottery	-	13,409	-			13,409
Special Education	723,536	29,000	102,806		115,395	970,737
EIA	68,675	-	-		2,060	70,735
Transportation	-	-	77,600			77,600
Restricted Maintenance	-	25,000	29,000			54,000
TOTAL RESTRICTED FUND	**857,391**	**80,459**	**209,406**		**123,726**	**1,270,982**
GRAND TOTAL	**5,795,237**	**275,145**	**663,766**	**39,365**	**154,729**	**6,928,242**

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

May 8, 2012

ITEM: **PUBLIC HEARING TO DISCUSS AND ACCEPT STATE CATEGORICAL FUNDS FOR 2012-13**

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 2012-13.

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 2012-13 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 2012-13.

TIER 3
CATEGORICALS
2012-13

SOURCE OF FUNDS

Art/Music Block Grant	10,062.00
GATE	8,269.00
Instructional Materials	40,049.00
PAR	5,148.00
Professional Development	37,873.00
Math/Reading Professional Development	4,009.00
Math/Reading Professional Development/EL	2,003.00
Targeted Instruction	58,448.00
School/Library Improvement	92,131.00
Supplemental Hours	7,444.00
TOTAL REVENUE	**265,436.00**

USE OF FUNDS

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



Single Plan for Student Achievement

2011 - 2012 Update

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1. Acronyms and Glossary

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 775 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 2011.

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. 1 of that school year)	Cardiff				Ada Harris			
Year	08-09	09-10	10-11	11-12	08-09	09-10	10-11	11-12
Total Enrollment	366	364	383	385	373	383	389	385
English Language Learners	57	44	45	44	44	57	55	46
GATE Students	0	0	0	0	28	28	30	34
Economically Disadvantaged	57	51	39	49	72	87	49	66

	Year	Asian	Hispanic	Black	Filipino & Pacific Islander	American Indian	White	Two or More	Other
Cardiff School	**08-09**	10	70	0	2	4	276		4
	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	
Ada Harris	**08-09**	8	71	2	4	2	283		3
	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

Ethnicity (as of Oct. 1 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			
	'08	'09	'10	'11	'08	'09	'10	'11
Grade 2	71	82	85	88	89	83	86	85
Grade 3	68	78	70	74	78	84	78	80
Grade 4	76	97	96	88	82	96	93	84
Grade 5	78	82	84	85	71	78	82	87
Grade 6	83	87	86	86	70	84	84	81

ENGLISH ONLY STUDENTS

	ENGLISH LANG ARTS				MATH			
	'08	'09	'10	'11	'08	'09	'10	'11
Grade 2	75	85	89	86	92	86	90	89
Grade 3	72	81	76	79	80	86	83	84
Grade 4	83	98	98	90	86	97	94	85
Grade 5	80	86	86	89	75	85	85	91
Grade 6	90	91	91	91	76	87	89	85

ENGLISH LANGUAGE LEARNERS

	ENGLISH LANG ARTS				MATH			
	'08	'09	'10	'11	'08	'09	'10	'11
Grade 2	50	63	59	54	71	72	59	53
Grade 3	25	36	42	36	63	63	43	61
Grade 4	33	62	72	80	58	100	80	72
Grade 5	60	47	57	38	47	40	57	38
Grade 6	18	67	70	40	10	67	50	50

ECONOMICALLY DISADVANTAGED STUDENTS

	ENGLISH LANG ARTS				MATH			
	'08	'09	'10	'11	'08	'09	'10	'11
Grade 2	44	60	65	83	73	60	60	55
Grade 3	43	45	45	68	43	66	48	48
Grade 4	50	NA	94	56	64	NA	88	70
Grade 5	60	63	65	69	45	57	59	63
Grade 6	53	64	78	70	43	71	66	60

NON ECONOMICALLY DISADVANTAGED STUDENTS

	ENGLISH LANG ARTS				MATH			
	'08	**'09**	**'10**	**'11**	**'08**	**'09**	**'10**	**'11**
Grade 2	76	89	89	89	92	90	92	90
Grade 3	73	84	77	80	85	87	86	87
Grade 4	86	98	95	93	88	96	94	88
Grade 5	82	87	89	88	79	85	87	92
Grade 6	89	93	89	94	74	87	90	88

California English Language Development (CELDT) Data: Fall 2011

Grade	California English Language Development Test (CELDT) Results										
	Advanced		Early Advanced		Intermediate		Early Intermediate		Beginning		Number Tested
	#	%	#	%	#	%	#	%	#	%	#
K	1	7	4	27	5	33	2	13	3	20	15
1			1	10	5	50	3	30	1	10	10
2	2	22	3	33	4	45					9
3			6	46	5	39	2	15			13
4	2	13	8	54	5	33					15
5	4	36	5	46	1	9			1	9	11
6	4	50	3	38	1	12					8
Total	13		30		26		7		5		81

* number of students tested not statistically significant

3. SUMMARY OF ACADEMIC PERFORMANCE INDEX (API), 2007 – 2011

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

	2007	**2008**	**2009**	**2010**	**2011**
District	**882**	**894**	**924**	**931**	**927**
Cardiff	**895**	**907**	**940**	**944**	**935**
Ada Harris	**878**	**889**	**919**	**926**	**924**

AYP Results

English Language-Arts

	2007	**2008**	**2009**	**2010**	**2011**
Criteria	**24.4**	**35.2**	**46**	**56.8**	**67.6**
District All Students	**71.0**	**75.3**	**83.2**	**84.8**	**82.6**
District English Learners	**29.7**	**40**	**54**	**61.9**	**48.3**

AYP Results

Mathematics

	2007	2008	2009	2010	2011
Criteria	26.5	37	47.5	58	68.5
District All Students	76.7	77.8	83.8	85.4	83.4
District English Learners	45.9	50	63	58.7	56.7

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 AYP goal of 78.4% proficient or above in English-Language Arts on the Spring 2012 CST.				
Student groups and grade levels to participate in this goal: All students grades 2-6.		**Anticipated annual performance growth for each group:** At least 78.4% of Grade 2-6 statistically significant groups of students will be at Proficient or Advanced on the Spring 2011 CST test in English-Language Arts.		
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 -General Fund

DISTRICT GOAL #2: All statistically significant subgroups will meet the AYP goal of 79% proficient or above in Mathematics on the Spring 2012 CST.

Student groups and grade levels to participate in this goal: All students grades 2-6.	**Anticipated annual performance growth for each group:** At least 79% of Grade 2-6 statistically significant groups of students will be at Proficient or Advanced on the Spring 2012 CST test in Mathematics.
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
- Math Concepts - Math Tutoring - Successmaker - Before School Math Support	November-May	Salaries and benefits for instructors	$5,000	Supplemental Programs (all reimbursable by state)

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-3) 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		**2011-2012 Allocation**
X	Economic Impact Aid/ English Learner Program Purpose: Develop fluency in English and academic proficiency of English learners	$69,901

Federal Programs under No Child Left Behind (NCLB)		2011-2012 Allocation
X	Title I, Part A: Targeted Assistance Program Purpose: Help educationally disadvantaged students in eligible schools achieve grade level proficiency	$83,485
x	Title II, Part A: Teacher and Principal Training and Recruiting Purpose: Improve and increase the number of highly qualified teachers and principals	$15,687
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	$10,450
X	Title III, Part B: Immigrant Purpose: Support learning environments that promote academic achievement for English-learners.	$1700

H. ASSURANCES AND SIGNATURES

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*:*

   __X_ 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: ___April 24, 2012___.

Attested:

_____Julie Parker_____	_____	_____
Printed name of school principal	Signature of school principal	Date
____ __Keith Carter_____	_____	_____
Printed name of SSC chairperson	Signature of SSC chairperson	Date

I. SCHOOL SITE COUNCIL MEMBERS

Members of the School Site Council 2011 - 2012

SCHOOL STAFF	PARENTS
Principals: Julie Parker Brian Kissell	Jill Secard Wehtahnah Tucker Helen Ojeda
Teachers: Keith Carter Cindy Hellman	
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.

ADMISSION

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, or affidavit from the parent/guardian.

Entrance Age Requirements

Kindergarten

A child shall be admitted to a kindergarten maintained by the school district at the beginning of a school year, or at a later time in the same year if the child will have his or her fifth birthday on or before one of the following dates:

1. ~~December 2 of the 2011-12 school year~~.
2. November 1 of the 2012-13 school year.
3. October 1 of the 2013-14 school year.
4. September 1 of the 2014-15 school year and each school year thereafter.

First Grade

A child shall be admitted to a first grade maintained by the school district if the child will have his/her birthday on or before one of the following dates:

1. November 1 of the 2012-12 school year.
2. October 1 of the 2013-14 school year.
3. September 1 of the 2014-15 school year and each year thereafter.

A child who has completed a year of kindergarten maintained by a private or public school shall be admitted to first grade unless the parents and the school district agree that the child may continue in kindergarten for not more than an additional school year. (Education Code 48011)

Grades 1 -6

When a child has been legally enrolled in the public schools of another district within or out of state, he/she may be enrolled in school and placed in the grade attained in the former school. The parent/guardian should be advised that the principal may adjust grade placement at a later date if conditions warrant. When adjustments are necessary, the parent/guardian is informed and a parent conference generally is arranged by the principal.

ADMISSION

Early ~~Entry~~ Entrance to Kindergarten

A child who becomes five years old after ~~December 2~~ the cutoff date for that school year may be admitted into kindergarten, with parental approval, at any time after his/her fifth birthday during the school year when the Superintendent or designee determines on a case-by-case basis that such admittance is in the child's best interests.

~~The Superintendent or designee shall provide parents/guardians with information as to the effects, advantages and disadvantages of early entry into kindergarten. (Education Code 48000)~~

Classroom space must be available.

Procedure for Early Entrance to Kindergarten

1. Parent(s) or guardian(s) of a potential early entry pupil may submit a letter of petition for entry to the Superintendent's designee.
2. Superintendent's designee will review the petition to determine space availability. The parent will be advised of the advantages and disadvantages of early school entrance. (Education Code 48000)
3. Parent(s) will be required to provide evidence that the child has attained a level of readiness mentally, socially, and developmentally which will allow him/her to successfully complete the full kindergarten program during that school year, including the mastery of minimum competencies in math, language arts, and reading.
4. After receipt of the evidence provided by the parent(s), the Superintendent's designee shall review and approve or disapprove the petition for early entrance and notify the parents or guardian of his/her recommendations and review the appeal procedure.

Early Entrance to First Grade

A child who has been lawfully admitted to kindergarten may be placed in the first grade at the discretion of the Superintendent's designee if the child is ready for first grade work.

Procedures for Early Entrance to First Grade

The Superintendent's designee shall investigate a proposed placement in first grade to ensure that the following State Board of Education criteria, pursuant to Title 5, Section 200:

1. The child is at least five years of age.
2. The child has attended a public or private school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.
3. The child is in the upper 5 percent of the child's age group in terms of general mental ability.
4. The physical development and social maturity of the child are consistent with the child's advanced mental ability.
5. The parent or guardian has filed a written statement with the district that approves placement in first grade.

ADMISSION

Appeal Procedures

The parent(s) or guardian(s) has the right to appeal the decision to the District Superintendent. The appeal must be filed in the Superintendent's office within fifteen (15) calendar days after receiving notification of disapproval. Within ten (10) days of receipt of the appeal, a meeting with the Superintendent and parent(s) will be held. Superintendent will make the final decision within five (5) days.

(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)
(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference:
EDUCATION CODE
46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
46600 Agreements for admission of students desiring interdistrict attendance
48000 Minimum age of admission (kindergarten)
48002 Evidence of minimum age required to enter kindergarten or first grade
48010 Minimum age of admission (first grade)
48011 Admission from kindergarten or other school; minimum age
48050-48053 Nonresidents
48200 Children between ages of 6 and 18 years (compulsory full-time education)
48350-48361 Open Enrollment Act
48850-48859 Educational placement of foster youth
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies
49700-49704 Education of children of military families
HEALTH AND SAFETY CODE
120325-120380 Education and child care facility immunization requirements
121475-121520 Tuberculosis tests for students
CODE OF REGULATIONS, TITLE 5
200 Promotion from kindergarten to first grade
201 Admission to high school
CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 42
11431-11435 McKinney Homeless Assistance Act

Management Resources:
CSBA PUBLICATIONS
Transitional Kindergarten, Issue Brief, July 2011
OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Dear Colleague Letter, May 6, 2011
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Office for Civil Rights, U.S. Department of Education: http://www2.ed.gov/about/offices/list/ocr

Regulation
approved: 1/16/08
Revised: 02/09/12
Revised:

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

ADMISSION

The Governing Board Encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures. The Superintendent or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations. Nonresidents may apply for Interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference:
EDUCATION CODE
46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
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WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Office for Civil Rights, U.S. Department of Education: http://www2.ed.gov/about/offices/list/ocr

Board Policy approved:

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

CARDIFF SCHOOL DISTRICT

Resolution No. 11-12-11

RESOLUTION CALLING FOR ELIMINATION OF A)
CLASSIFIED POSITION IN THE EXTENDED DAY PROGRAM)

ON MOTION OF Member _____, seconded by Member _____, the following resolution is adopted by the Governing Board of the Cardiff School District of San Diego County, California;

WHEREAS, this Board has determined that a lack of work and/or funds condition exists with the meaning and intent of Education Code Section 45308;

WHEREAS, this Board finds it necessary, and in the interests of the school district, to reduce specified classified position;

THEREFORE, BE IT RESOLVED, that because of lack of work and/or funds, certain services now being provided by the District through one (1) classified employee will be discontinued, and the position set forth in Exhibit A attached hereto and incorporated herein by reference, listed by classification, shall be eliminated. The employee holding this position listed on Exhibit A will receive a 30-day written notice that the current position is being abandoned;

BE IT FURTHER RESOLVED, that the Cardiff School District, be authorized and directed to provide final formal notice to employee in accordance with District rules, regulations and pertinent provisions of the Education Code of the State of California.

PASSED AND ADOPTED this 8th day of May, 2012, by the Governing Board of the Cardiff School District of San Diego County, California, by the following votes:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

I, Nancy Orr, Clerk of the Governing Board of the Cardiff School District School District of San Diego County, California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the said Board at the regular meeting thereof held at its regular place of meeting at the time and by the vote stated above, which resolution is on file in the office of said Board.

_____
Clerk of the Governing Board

EXHIBIT A

Classification	Number of Positions	Current Work Assignments		Proposed Work Assignment		Notes
		Months	Hours	Months	Hours	
Extended Day Site Supervisor	1	10	5	0	0	Eliminate position