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

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA
THURSDAY, APRIL 10, 2025
5:00 PM PUBLIC MEETING

CARDIFF SCHOOL MULTIPURPOSE ROOM • 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 upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our website.

The public's health and well-being are a top priority for the Board of Trustees of the Cardiff School District and you are urged to take all appropriate health and safety precautions.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 632-5890, Extension 101. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.

TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:
Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit a written request to the secretary before the meeting. When the Board President invites you to speak, please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time expires you will be prompted with a 15-second warning.

I. ORGANIZATIONAL ITEMS

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Ms. Rhea Stewart, President
Mr. Shad Thielman, Clerk
Mr. Richard Brocchini, Member
Mr. Andrew Howard, Member
Mr. Ashok Swaminathan, Member
Ms. Jill Vinson, Superintendent

D. Approve Agenda for April 10, 2025
(All items are action unless labeled information.)

E. Approve Minutes from the Regular Meeting of March 11, 2025

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, in accordance with the Brown Act, 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 submit 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

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. Approve Current Business Items:
   1. Purchase Orders; March 2025
   2. Commercial Warrants #14-263259 to #14-275962; $226,481.94
   3. Payroll Warrants March 2025; $846,995.21

B. Approve Enrollment Report as of April 7, 2025

C. Approval of Cardiff School District's Uniform Complaint Quarterly Report for January 1, 2025 - March 31, 2025

D. Removal of Items from Consent Calendar

E. Approve Consent Calendar

IV. GENERAL FUNCTIONS

A. Consider Ratification of the Collective Bargaining Agreement with the Cardiff Elementary Teachers' Association and Approval of the AB 1200, Disclosure of Collective Bargaining Agreement; this includes a 6.0% increase in 2024-25 school year retroactive to July 1, 2024 and a 3.5% increase in 2025-26 for all Classified, Confidential, and Classified Management Employees as well as the School Psychologist, Principal, and Director of Special Education Positions

B. Approve CSBA Board Policy Updates

V. PERSONNEL

A. Approve the Request from Certificated Employee #346-598 for a One-Year Term, .80 FTE Reduced Workload Assignment, Effective Beginning the 2025-26 School Year

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

A. Conference with Legal Counsel- Anticipated Litigation- Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (ONE potential case)

VIII. RECONVENE TO OPEN SESSION

IX. REPORT FROM CLOSED SESSION

X. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR BOARD MEETING, MARCH 11, 2025

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Tuesday, March 11, 2025, in the Cardiff School Multipurpose Room, located at 1888 Montgomery Ave, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:03 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Brocchini, Howard, Stewart, Swaminathan, Thielman

Members Absent: 0

Administrators Present: Vinson, Giroux, Scheftner

Visitors: Cheer & Sioux Critchlow
Michael Leyva
Davia & Jordan Meltzer

The agenda for the March 11th, 2025, Regular Board meeting was approved as presented.

MOTION: Thielman
SECOND: Swaminathan
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The minutes from the Regular Board Meeting of February 13, 2025, were approved as presented.

MOTION: Thielman
SECOND: Brocchini
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

Hearing Session:

- Cheer Critchlow, Trish d'Enremont, Jordan Meltzer, and Michael Leyva shared comments about the proposed fencing around Ada Harris School.
- CETA President Veronica Nguyen shared that teachers appreciate having the report card release days. She also stated that they appreciated this year's negotiations with the District, and they look forward to successfully wrapping up the process for the year.
- There is no report for ELAC/DELAC.
- There is no report for School Site Council; the next meeting will be on May 22, 2025.

- Cardiff SEA recently held a very successful 16th Annual Parent Gala. They are busy planning the 48th Annual Ice Cream Social.
- Principal Giroux complimented the fifth-grade team on their students' ingenious inventions and how well they crafted their pitches and presentations this year at Invention Convention. She reported that it was fantastic to see the Ability Awareness Week last week, where the students learned about different disabilities through hands-on activities like writing their names in braille. The students enjoyed guest speaker Jeremy McGhee as he told his story and rode his bike down the assembly steps. Ms. Stone is completing St. Patrick's Day-themed STEAM activities such as designing and building leprechaun ladders and traps. Ms. Easson's class performed their Biomes play last week. Second grade is working on writing biographies, and they will be going to the zoo. All are excited for Grandparents' Day at the end of this month, on March 27th and 28th.
- Principal Scheftner reported that the third graders are using literature to teach Compassionate Citizen; the students show their understanding by retelling how characters show compassion. Fourth grade is doing a novel study with the book Out of My Mind, where they explore themes of empathy and compassion, and they have connected what they are reading to both Compassionate Citizen and Ability Awareness. Six inventions (11 students) moved on to the state level for the Invention Convention in Torrance, CA. The counselors from Oak Crest came and presented to the 6th graders. March 28th is Silly Hat or Hair Day, and the Cardiff Way assembly.
- Trustee Swaminathan commented on how impressed he was with the fifth-grade Invention Convention. President Stewart shared an update from the CSBA Delegate Assembly. She also recently attended the Board Collaborative at Del Mar Heights Elementary. Trustees Swaminathan and Stewart attended negotiations on February 27th. Trustee Brocchini will attend a Brown Act course in the coming week.
- Superintendent Vinson congratulated Ada Harris PE Teacher Katharin Roth, on her decision to retire and her service to our students. Superintendent Vinson highlighted the specialty teachers and principals and their ongoing effort at both schools to integrate student wellness into the curriculum. As part of this work, the District is excited to partner with BCK Initiative, an educational program to help reduce waste and recycling. In addition, Principal Giroux will represent the District at SD3 meetings, a local collaborative that brings environmentally-minded districts together to share resources and best practices. Lastly, she reported that the District continues to monitor the potential for any budgetary impacts as a result of changes at the federal level.

The Consent Calendar was approved as presented.

MOTION: Howard
SECOND: Brocchini
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Board approved the Recommended Safety Improvements Project for Ada Harris Field and delegated authority to the Superintendent to take all steps necessary to complete the project.

MOTION: Brocchini
SECOND: Thielman

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Board approved the Revised 2024-25 Declaration of Need for Fully Qualified Educators.

MOTION: Howard
SECOND: Swaminathan
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Budget Changes through January 31, 2025 were approved as presented.

MOTION: Thielman
SECOND: Brocchini
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The District Certification of the Second Period Interim Report for the period ending January 31, 2025, was authorized.

MOTION: Howard
SECOND: Thielman
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Amended 2023-24 Prop 28 Expenditure Report was approved.

MOTION: Howard
SECOND: Swaminathan
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The retirement of Employee #413-336, effective August 2, 2025, was approved.

MOTION: Howard
SECOND: Thielman
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Retirement of Employee #215-803, effective June 3, 2025, was approved.

MOTION: Howard
SECOND: Thielman
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Teaching Reflection & Induction Lead/Mentor Job Description was approved.

MOTION: Swaminathan
SECOND: Thielman
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

The Multi-Tier Systems of Support Teacher Job Description was approved.

MOTION: Thielman
SECOND: Howard
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

Future agenda items will include board policies and potentially negotiations items.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 6:00 p.m. The meeting reconvened to open session at 6:58 p.m.

President Stewart reported that in closed session, the Board unanimously approved the release of employee #630-828.

MOTION: Thielman
SECOND: Howard
AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman
NOES: 0
ABSENT: 0

There being no other business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

_____ _____

Shad Thielman, Clerk Jill Vinson, Superintendent

MARCH 2025 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
		INSTRUCTIONAL SUPPLIES								
	3/3/25	CASEY PAYTE	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 116.64
5625	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 92.62
5642	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 105.29
5645	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 163.01
5621	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 118.44
5634	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 140.01
5627	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 75.60
5622	3/6/25	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 95.92
5644	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	222	Technology Supplies	$ 12.48
5647	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300005	222	Technology Supplies	$ 150.80
5560	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300008	222	Library Supplies	$ 14.77
5618	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	2420	4300008	222	Library Supplies	$ 162.48
5630	3/6/25	AMAZON CAPITAL SERVICES	0100	6770000	1110	1000	4300012	000	Instructional Supplies	$ 181.19
5637	3/6/25	AMAZON CAPITAL SERVICES	0100	6770000	1110	1000	4300012	000	Instructional Supplies	$ 215.30
	3/13/25	CORINNE RECTOR	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 96.83
5652	3/13/25	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 285.39
5664	3/13/25	USI INC.	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 274.11
5629	3/13/25	FOLLETT CONTENT SOLUTIONS LLC	0100	0000000	0000	2420	4300008	111	Library Supplies	$ 391.06
5665	3/17/25	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 1,247.36
5676	3/20/25	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	111	Instructional Supplies	$ 143.32
5666	3/24/25	BDJtech	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 355.58
5677	3/24/25	RASIX COMPUTER CENTER, INC.	0100	0000000	0000	2420	4300005	111	Technology Supplies	$ 985.40
	3/27/25	VIRGINIA LENAC	0100	0000000	1110	1000	4300000	222	Instructional Supplies	$ 82.87
										$ 5,506.47
		NON-INSTRUCTIONAL SUPPLIES								
5646	3/3/25	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 3,840.21
5591	3/3/25	WAXIE SANITARY SUPPLY	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 616.43
5631	3/6/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 250.60
5611	3/6/25	SCHOOL HEALTH CORP	0100	0000000	0000	3140	4300000	222	Health Supplies	$ 1,826.75
5643	3/6/25	ULINE	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 532.60
5368	3/13/25	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 267.27
5375	3/13/25	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for February	$ 125.49
5375	3/13/25	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for February	$ 103.42
5375	3/13/25	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for February	$ 80.81
	3/20/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	$ 216.20
	3/20/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	$ 279.00
	3/20/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	$ 74.43
	3/27/25	E3 DIAGNOSTICS INC	0100	0000000	0000	3140	4300000	000	Health Office Supplies	$ 242.79
	3/27/25	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	$ 121.49
										$ 8,577.49

4000 (SUPPLIES) TOTALS: BALANCE: 463,311 ACCUMULATED BALANCE: 429,688 REMAINING BALANCE: 33,623

		UTILITIES								
5371	3/3/25	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for February	$ 854.41
5371	3/3/25	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for February	$ 854.40
5376	3/3/25	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for February	$ 213.75
	3/6/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	$ 138.24
	3/6/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	$ 273.24
	3/6/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for March	$ 138.24
	3/10/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for February	$ 376.03
	3/10/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for February	$ 70.97
	3/10/25	AT&T	0100	0000000	0000	7200	5900001	000	Services for February	$ 60.59
5421	3/20/25	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for February	$ 7,360.96
5421	3/20/25	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for February	$ 17.02
5421	3/20/25	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for February	$ 1,315.34

5421	3/27/25	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for February	$	5,872.70
5376	3/31/25	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for February	$	386.11
											$17,932.00

SERVICES

5465	3/3/25	VILLANI EDUCATIONAL SUPPORT SERVICES	0100	6500000	5760	3120	5800000	000	Services for February	$	1,596.00
	3/6/25	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for February	$	501.93
5399	3/6/25	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment - March	$	217.76
5399	3/6/25	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment - March	$	318.51
5399	3/6/25	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment - March	$	217.76
5398	3/6/25	STERICYCLE	0100	0000000	0000	7200	5800000	000	Services for February	$	155.16
5370	3/6/25	EVERDRIVEN TECHNOLOGIES	0100	0000000	5760	3600	5100000	000	Transportation	$	4,964.12
5564	3/10/25	ACCOUNTABLE HEALTHCARE STAFFING	0100	6500000	5760	1190	5800000	000	Services for February	$	4,927.50
	3/10/25	BRIAN CRIST	0100	0000085	1110	1000	5800000	000	Music Boosters	$	450.00
	3/10/25	CONNOR BAGHERI	0100	0000085	1110	1000	5800000	000	Music Boosters	$	900.00
	3/10/25	KHOI LE	0100	0000085	1110	1000	5800000	000	Music Boosters	$	450.00
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	6,044.40
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	840.96
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	3,731.76
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	2,365.20
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	5,483.76
5411	3/10/25	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for February	$	402.96
5357	3/13/25	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	$	205.00
5357	3/13/25	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	$	73.00
	3/13/25	STANDARD ELECTRONICS	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	330.00
	3/13/25	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	5800000	000	Maintenance Services	$	2,716.49
	3/13/25	BEST BEST & KRIEGER LLP	0100	0000000	0000	7100	5800005	000	Services for February	$	2,451.10
	3/17/25	CITY OF ENCINITAS	0100	0000000	0000	8200	5500003	222	Sewer Services	$	2,836.88
	3/17/25	CITY OF ENCINITAS	0100	0000000	0000	8200	5500003	111	Sewer Services	$	4,105.56
5542	3/17/25	THE STEPPING STONES GROUP	0100	6500000	5760	3120	5800000	000	Services for December	$	819.45
5542	3/17/25	THE STEPPING STONES GROUP	0100	6500000	5760	3120	5800000	000	Services for January	$	1,092.60
5678	3/17/25	TITAN FIRE PROTECTION	0100	0000000	0000	2700	5800000	111	Maintenance Services	$	525.00
5678	3/17/25	TITAN FIRE PROTECTION	0100	0000000	0000	2700	5800000	222	Maintenance Services	$	675.00
	3/20/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	CSBA	$	350.00
5657	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	198.80
5658	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	5,580.00
5655	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	120.00
5659	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	728.44
5656	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	1,100.14
5660	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	4,330.00
5310	3/20/25	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	6,708.24
	3/20/25	STANDARD ELECTRONICS	0100	0000000	0000	8110	5800000	000	Maintenance Services	$	1,422.33
	3/20/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	5900001	000	Verizon - March Statement	$	264.54
	3/24/25	CITY TREASURER	0100	0000000	0000	7200	5800000	000	Services for 25/26 School Year	$	75.00
	3/24/25	RACHEL CARRILLO	0100	6500000	5760	3120	5800000	000	Services for March	$	2,100.00
5360	3/24/25	SOUTHCOAST HEATING	0100	0000000	0000	8200	5800000	000	Maintenance Services	$	345.00
	3/24/25	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	0100	0000000	0000	7100	5800005	000	Services for February	$	5,418.00
	3/27/25	CORINNE RECTOR	0100	6266000	1110	1000	5200000	222	Conference - CUE	$	598.00
	3/27/25	MICHELLE GIROUX	0100	6266000	0000	2420	5200000	000	Conference - CUE	$	334.81
	3/27/25	PATRICIA WILSON	0100	6266000	0000	2420	5200000	000	Conference - CUE	$	566.80
	3/27/25	SEBASTIAN ROSSI	0100	6266000	0000	2420	5200000	000	Conference - CUE	$	475.00
	3/27/25	SEBASTIAN ROSSI	0100	6266000	0000	2420	5200000	000	Mileage	$	353.64
5317	3/27/25	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	111	Services for April - June	$	231.00
5317	3/27/25	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	222	Services for April - June	$	231.00
5465	3/27/25	VILLANI EDUCATIONAL SUPPORT SERVICES	0100	6500000	5760	3120	5800000	000	Services for March	$	2,736.00
	3/31/25	BRIAN CRIST	0100	0000085	1110	1000	5800000	000	Music Boosters	$	400.00
	3/31/25	CONNOR BAGHERI	0100	0000085	1110	1000	5800000	000	Music Boosters	$	962.50
	3/31/25	KHOI LE	0100	0000085	1110	1000	5800000	000	Music Boosters	$	525.00
											$85,552.10

5000 (SERVICES) TOTALS: BALANCE: 1,504,969 ACCUMULATED BALANCE: 1,113,726 REMAINING BALANCE: 391,243

CARDIFF

K	Glass	20
K	McNamara	20
K	Sallans	19
K	Stone	19
	TOT K	78
1	Douil/Hamilton	23
1	Easson	22
1	Wood	23
1	Stuart	22
	TOT 1	90
2	Boyesen	21
2	Kavan	21
2	Payte	23
2	Redding	22
	TOT 2	87
	Wilson	8
	TOT	8
	Subtotal	**263**

ADA HARRIS

3	Herrman	22
3	Milliken	20
3	Murray	20
3	Switzler	22
	TOT 3	84
4	Cope	23
4	Brice	23
4	Green	23
4	Mihaly	22
4	Atalla	20
	TOT 4	111
5	d'Entremont	20
5	Ensberg	20
5	Price	21
5	Yant	22
	TOT 6	83
6	Jewell	24
6	Nguyen	23
6	Therriault	17
6	Tiersma	24
	TOT 6	88
	May	13
	TOT	13
	Subtotal	**379**

DISTRICT TOTAL **642**

Cardiff School District
Cardiff by the Sea, California 92007
April 10, 2025

ITEM: APPROVE CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT QUARTERLY REPORT FOR JAN 1, 2025 THROUGH MAR 31, 2025

BACKGROUND:
Governing boards of school districts in California are required to review and approve the District's Quarterly Report of Complaints regarding instructional materials, facilities and teacher staffing. This is the third Quarterly Report prepared for the period of January 1, 2025 to March 31, 2025. No complaints have been received for this period.

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

FINANCIAL IMPLICATIONS:
There are no current financial implications at this time.

RECOMMENDATION:
It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for January 1, 2025 through March 31, 2025.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Summitted By: Jennifer Hatter
Title: Support Staff
Report Date: 4/7/2025
Quarter: 1/1/2025 - 3/31/2025

Number of Complaints for Quarter:

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

Print Go Back

San Diego County Office of Education

6401 Linda Vista Road

San Diego, CA 92111-7319

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Uniform Complaint Procedure

Cardiff School District
Cardiff-by-the-Sea, California 92007
April 10, 2025

ITEM: CONSIDER RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE CARDIFF ELEMENTARY TEACHERS ASSOCIATION AND APPROVAL OF THE AB 1200; DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

BACKGROUND

The District and the Cardiff Elementary Teachers' Association (CETA) are in their second year of a three-year contract. The District and CETA have concluded negotiations and have a tentative settlement.

CURRENT CONSIDERATIONS

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

- Retroactive to July 1, 2024, increase the salary schedule by 6.00% for all current eligible bargaining unit members.
- Effective July 1, 2025, upon commencement of the 2025-2026 fiscal year, increase the salary schedule by 3.50% for all current eligible bargaining unit members.

FINANCIAL IMPLICATIONS

The 2024-2025 increase to the teachers' salary schedule will cost $393,167. The funding source for the proposed settlement is the District's general fund.

RECOMMENDATION

It is respectfully recommended that the Board ratify the collective bargaining agreement with the Cardiff Elementary Teachers Association and approve the AB 1200; disclosure of collective bargaining agreement.

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES℠

San Diego County Office of Education **Main Campus**
6401 Linda Vista Road, San Diego, CA 92111
858-292-3500 | www.sdcoe.net

April 7, 2025

Jill Vinson
Superintendent
Cardiff School District
1888 Montgomery Ave.
Cardiff by the Sea, CA 92007

Dear Superintendent Vinson:

We have received the Cardiff School District's Disclosure of Collective Bargaining Agreement in accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Government Code 3547.5. The disclosure indicates that the proposed agreement is effective July 1, 2024, through June 30, 2026, for the district's certificated Cardiff Elementary Teachers Association bargaining unit, as well as all classified employees and all management employees. This will be acted upon by the governing board at its meeting on April 10, 2025.

The agreement calls for the following:

- 6.0% on-schedule salary increase retroactive to July 1, 2024
- 3.5% on-schedule salary increase effective July 1, 2025
- The District maximum monthly contribution towards health and welfare benefits shall increase by $65.30 per month, retroactive to December 1, 2024

The district projects the fiscal impact from these agreements to be approximately:

- 2024-25: $ 665,000
- 2025-26: $ 943,000
- 2026-27: $ 767,000

The district superintendent and chief business official have certified that the cost of the collective bargaining agreement can be met during the term of the agreement. Furthermore, E.C. 42142 requires school districts to incorporate necessary budget revisions in the current year budget within 45 days of board approval of a collective bargaining agreement. Please forward a copy of the budget revisions and the signed certification to our office upon board approval of the collective bargaining agreement.

Questions or concerns may be directed to me at (858) 295-6702, or Alex Wilmot, Business Advisor at (858) 295-6649. This letter can be found on our website at: https://www.sdcoe.net/administrative-services/business-services/district-financial-services/business-advisory-services.

Sincerely,



Brent Watson
Executive Director
District Financial Services

BW: AW: VS

cc: Courtney Jasper, Chief Business Officer, Cardiff School District
Retirement Reporting Unit, San Diego County Office of Education

San Diego County Office of Education

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Cardiff School District
Name of Bargaining Unit:	Cardiff Elementary Teachers Association
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2024 (date) and ending: June 30, 2026 (date)

If this agreement is part of a multi-year agreement, indicate all fiscal years covered by the agreement.
Enter the on-schedule % increase for each fiscal year. (Do not report off-schedule increases in this section)

Fiscal Year	2024-25	2025-26	
% Increase	6.00%	3.50%	

The Governing Board will act upon this agreement on: April 10, 2025 (date)

Budget Revisions to be adopted by: (no later than 45 days after approval) May 25, 2025 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation Fund 01- General Fund	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements) Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
1.	**Salary Schedule**	$ 4,983,750	299,025.00	483,922.13	483,922.13
	On-Schedule increase		6.00%	9.16%	8.39%
2.	**Step & Column** Increase or decrease in the cost of step & column as a result of the settlement	$ 2,929	177.00	108.00	109.00
			6.04%	3.48%	3.39%
3.	**Other Compensation** Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.				
4.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 1,093,434	$ 65,606	$ 74,321	
			6.00%	6.41%	0.00%
5.	**Health/Welfare Plans**	$ 456,381	28,359.00		
			6.21%	0.00%	0.00%
6.	**Total Bargaining Unit Compensation** Add Items 1 through 5 to equal 6	$ 6,536,494	$ 393,167	$ 558,351	$ 484,031
			6.01%	8.06%	6.46%
7.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	44.60			
8.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 146,558	$ 8,815	$ 12,519	$ 10,853
			6.01%	8.06%	6.46%

Will this agreement trigger a "Me Too" agreement with another bargaining unit? **Yes**

Impact on Other Funds

Will this agreement have an impact on any other funds?		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
Y/N	Adult Education Fund				
Y/N	Child Development Fund				
Y/N	Cafeteria Fund				
Y/N	Other Enterprise Fund				
Y/N	Other Fund				

San Diego County Office of Education

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Cardiff School District
Name of Bargaining Unit:	Classified, Cert & Class Mgmt. & Confidential Emplyees and Psychologist
Certificated, Classified, Other:	Other

The proposed agreement covers the period beginning: July 1, 2024 (date) and ending: June 30, 2026 (date)

If this agreement is part of a multi-year agreement, indicate all fiscal years covered by the agreement.
Enter the on-schedule % increase for each fiscal year. (Do not report off-schedule increases in this section)

Fiscal Year	2024-25	2025-26	
% Increase	6.00%	3.50%	

The Governing Board will act upon this agreement on: April 10, 2025 (date)

Budget Revisions to be input by: (no later than 45 days after approval) May 25, 2025 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation Fund 01- General Fund	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements) Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
1.	**Salary Schedule** On-Schedule increase	$ 2,638,687	158,321.22 6.00%	256,216.51 9.16%	256,216.51 8.39%
2.	**Step & Column** Increase or decrease in the cost of step & column as a result of the settlement	$ 39,580	791.00 2.00%	817.00 2.02%	750.00 1.82%
3.	**Other Compensation** Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.		- 0.00%	- 0.00%	- 0.00%
4.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 972,088	$ 58,578	$ 94,799	
5.	**Health/Welfare Plans**	$ 129,264	5,170.00 4.00%	5,376.00 4.00%	 0.00%
6.	**Total Bargaining Unit Compensation** Add Items 1 through 5 to equal 6	3,779,619.00	$ 222,860	$ 357,209	$ 256,967 #REF!
7.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	41.25			
8.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 91,627	$ 5,403 5.90%	$ 8,660 8.92%	$ 6,229 5.89%

Impact on Other Funds

Will this agreement have an impact on any other funds?		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
Y/N	Adult Education Fund				
Y/N	Child Development Fund				
Y/N	Cafeteria Fund	247,861	14,872	9,195	9,471
Y/N	Other Enterprise Fund	563,620	33,817	17,865	16,423
Y/N	Other Fund				

9. Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and other comments and explanations as necessary.

As a part of a two-year salary agreement, retroactive to July 1, 2024, all current elibigle employees will receive a 6.00% increase to the salary schedule. Effective July 2025, upon commencement of the 2025-2026 fiscal year, the salary schedule for all current eligible employees will be increased by 3.50%. For each eligible full-time unit member the maximum monthly contribution from the District towards the actual cost of health and welfare benefits (medical, dental, vision, and life) shall increase by $65.30 per month, effective December 1, 2024. This was previously agreed to in a side letter ratified in October 2024.

10. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

There were no additional steps, columns, or ranges added to the salary schedule.

B. Proposed Negotiated Changes in Non-Compensation items (class size adjustments, staff development days, teacher prep time, etc.)

There were no changes made to non-compensation items.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

This agreement will not have an impact on instructional programs or support programs.

Will the increase in costs as a result of the agreement necessitate budget reductions in the current or subsequent two fiscal years?

○ YES ● NO

If yes, please specify the amount of the budget reductions necessary for each fiscal year

2024-25	2025-26	2026-27

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

This agreement does not include any contingency language.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

There are no other major provisions that are impacted by this agreement.

F. Source of Funding for Proposed Agreement:

1. Current Year

The increase will be funded by general fund revenues.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

This agreement is not a singe year agreement.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

This 2-year agreement is funded by general fund revenues which is derived mostly from property taxes.

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (1/31/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 12,089,251		$ -	$ 12,089,251
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 124,915		$ -	$ 124,915
Other Local Revenue	8600-8799	$ 285,200		$ -	$ 285,200
TOTAL REVENUES		$ 12,499,366		$ -	$ 12,499,366
EXPENDITURES					
Certificated Salaries	1000-1999	$ 4,556,905	$ 259,614		$ 4,816,519
Classified Salaries	2000-2999	$ 1,745,120	$ 104,707		$ 1,849,827
Employee Benefits	3000-3999	$ 2,253,732	$ 115,977		$ 2,369,709
Books and Supplies	4000-4999	$ 330,327		$ -	$ 330,327
Services and Other Operating Expenditures	5000-5999	$ 1,053,730		$ -	$ 1,053,730
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 403,865			$ 403,865
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 10,343,679	$ 480,298	$ -	$ 10,823,977
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 359,752	$ -		$ 359,752
Contributions	8980-8999	$ (1,523,419)	$ -	$ -	$ (1,523,419)
OPERATING SURPLUS (DEFICIT)*		$ 272,516	$ (480,298)	$ -	$ (207,782)
BEGINNING FUND BALANCE	9791	$ 2,084,585			$ 2,084,585
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 2,357,101	$ (480,298)	$ -	$ 1,876,803
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719		$ -	$ -	$ -
Restricted	9740				
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780			$ -	$ -
Reserve for Economic Uncertainties	9789			$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 2,357,101	$ (480,298)	$ -	$ 1,876,803

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (1/31/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 56,363		$ -	$ 56,363
Federal Revenue	8100-8299	$ 301,260		$ -	$ 301,260
Other State Revenue	8300-8599	$ 941,068		$ -	$ 941,068
Other Local Revenue	8600-8799	$ 452,659			$ 452,659
TOTAL REVENUES		$ 1,751,350		$ -	$ 1,751,350
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,355,001	$ 81,300	$ -	$ 1,436,301
Classified Salaries	2000-2999	$ 340,869	$ 20,452	$ -	$ 361,321
Employee Benefits	3000-3999	$ 1,039,969	$ 33,977	$ -	$ 1,073,946
Books and Supplies	4000-4999	$ 132,985		$ -	$ 132,985
Services and Other Operating Expenditures	5000-5999	$ 451,238			$ 451,238
Capital Outlay	6000-6999	$ -			$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 218,500		$ -	$ 218,500
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 3,538,562	$ 135,729	$ -	$ 3,674,291
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -		$ -
Contributions	8980-8999	$ 1,523,419	$ -	$ -	$ 1,523,419
OPERATING SURPLUS (DEFICIT)*		$ (263,792)	$ (135,729)	$ -	$ (399,521)
BEGINNING FUND BALANCE	9791	$ 1,781,547			$ 1,781,547
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 1,517,755	$ (135,729)	$ -	$ 1,382,026
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740		$ -	$ -	$ -
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 1,517,755	$ (135,729)	$ -	$ 1,382,026

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (1/31/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 12,145,614		$ -	$ 12,145,614
Federal Revenue	8100-8299	$ 301,260		$ -	$ 301,260
Other State Revenue	8300-8599	$ 1,065,983		$ -	$ 1,065,983
Other Local Revenue	8600-8799	$ 737,859		$ -	$ 737,859
TOTAL REVENUES		$ 14,250,716		$ -	$ 14,250,716
EXPENDITURES					
Certificated Salaries	1000-1999	$ 5,911,906	$ 340,914	$ -	$ 6,252,820
Classified Salaries	2000-2999	$ 2,085,989	$ 125,159	$ -	$ 2,211,148
Employee Benefits	3000-3999	$ 3,293,701	$ 149,954	$ -	$ 3,443,655
Books and Supplies	4000-4999	$ 463,312		$ -	$ 463,312
Services and Other Operating Expenditures	5000-5999	$ 1,504,968		$ -	$ 1,504,968
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 622,365		$ -	$ 622,365
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 13,882,241	$ 616,027	$ -	$ 14,498,268
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 359,752	$ -	$ -	$ 359,752
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 8,724	$ (616,027)	$ -	$ (607,303)
BEGINNING FUND BALANCE	9791	$ 3,866,132			$ 3,866,132
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,874,855	$ (616,027)	$ -	$ 3,258,828
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,874,855	$ (616,027)	$ -	$ 3,258,828

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Fund 63 - Other Enterprise Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 12,089,251	$ 12,427,154	$ 12,775,194
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 124,915	$ 123,000	$ 122,000
Other Local Revenue	8600-8799	$ 285,200	$ 285,200	$ 290,200
TOTAL REVENUES		$ 12,499,366	$ 12,835,354	$ 13,187,394
EXPENDITURES				
Certificated Salaries	1000-1999	$ 4,816,519	$ 4,982,047	$ 5,031,281
Classified Salaries	2000-2999	$ 1,849,827	$ 1,914,570	$ 1,971,007
Employee Benefits	3000-3999	$ 2,369,709	$ 2,452,648	$ 2,526,258
Books and Supplies	4000-4999	$ 330,327	$ 335,000	$ 340,000
Services and Other Operating Expenditures	5000-5999	$ 1,053,730	$ 1,074,803	$ 1,155,413
Capital Outlay	6000-6999	$ -	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 403,865	$ 404,000	$ 405,000
Transfers of Indirect Costs	7300-7399	$ -	$ -	$ -
Other Adjustments				$ -
TOTAL EXPENDITURES		$ 10,823,977	$ 11,163,068	$ 11,428,959
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 359,752	$ -	$ -
Contributions	8980-8999	$ (1,523,419)	$ (1,500,000)	$ (1,500,000)
OPERATING SURPLUS (DEFICIT)*		$ (207,782)	$ 172,286	$ 258,435
BEGINNING FUND BALANCE	9791	$ 2,084,585	$ 1,876,803	$ 2,049,089
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 1,876,803	$ 2,049,089	$ 2,307,524
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -		
Restricted	9740			
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ -		
Reserve for Economic Uncertainties	9789	$ -		
Unassigned/Unappropriated Amount	9790	$ 1,876,803	$ 2,049,089	$ 2,307,524

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 56,363	$ 54,000	$ 54,000
Federal Revenue	8100-8299	$ 301,260	$ 179,008	$ 179,131
Other State Revenue	8300-8599	$ 941,068	$ 745,982	$ 745,982
Other Local Revenue	8600-8799	$ 452,659	$ 458,000	$ 460,000
TOTAL REVENUES		$ 1,751,350	$ 1,436,990	$ 1,439,113
EXPENDITURES				
Certificated Salaries	1000-1999	$ 1,436,301	$ 1,486,571	$ 1,506,118
Classified Salaries	2000-2999	$ 361,321	$ 373,967	$ 383,316
Employee Benefits	3000-3999	$ 1,073,946	$ 1,111,534	$ 1,139,322
Books and Supplies	4000-4999	$ 132,985	$ 116,000	$ 116,500
Services and Other Operating Expenditures	5000-5999	$ 451,238	$ 450,000	$ 450,000
Capital Outlay	6000-6999	$ -	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 218,500	$ 220,000	$ 220,000
Transfers of Indirect Costs	7300-7399	$ -	$ -	$ -
Other Adjustments				
TOTAL EXPENDITURES		$ 3,674,291	$ 3,758,072	$ 3,815,256
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 1,523,419	$ 1,500,000	$ 1,500,000
OPERATING SURPLUS (DEFICIT)*		$ (399,521)	$ (821,082)	$ (876,143)
BEGINNING FUND BALANCE	9791	$ 1,781,547	$ 1,382,026	$ 560,944
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 1,382,026	$ 560,944	$ (315,199)
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ -		
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 1,382,026	$ 560,944	$ (315,199)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Cardiff School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Cardiff Elementary Teachers Association

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 12,145,614	$ 12,481,154	$ 12,829,194
Federal Revenue	8100-8299	$ 301,260	$ 179,008	$ 179,131
Other State Revenue	8300-8599	$ 1,065,983	$ 868,982	$ 867,982
Other Local Revenue	8600-8799	$ 737,859	$ 743,200	$ 750,200
TOTAL REVENUES		$ 14,250,716	$ 14,272,344	$ 14,626,507
EXPENDITURES				
Certificated Salaries	1000-1999	$ 6,252,820	$ 6,468,618	$ 6,537,399
Classified Salaries	2000-2999	$ 2,211,148	$ 2,288,537	$ 2,354,323
Employee Benefits	3000-3999	$ 3,443,655	$ 3,564,182	$ 3,665,580
Books and Supplies	4000-4999	$ 463,312	$ 451,000	$ 456,500
Services and Other Operating Expenditures	5000-5999	$ 1,504,968	$ 1,524,803	$ 1,605,413
Capital Outlay	6000-6999	$ -	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 622,365	$ 624,000	$ 625,000
Transfers of Indirect Costs	7300-7399	$ -	$ -	$ -
Other Adjustments		$ -	$ -	$ -
TOTAL EXPENDITURES		$ 14,498,268	$ 14,921,140	$ 15,244,215
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 359,752	$ -	$ -
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (607,303)	$ (648,796)	$ (617,708)
BEGINNING FUND BALANCE	9791	$ 3,866,132	$ 3,258,828	$ 2,610,032
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 3,258,828	$ 2,610,032	$ 1,992,324
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,258,828	$ 2,610,032	$ 1,992,324

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Cardiff School District
Cardiff Elementary Teachers Association

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2024-25	2025-26	2026-27
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 14,858,020	$ 14,921,140	$ 15,244,215
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 14,858,020	$ 14,921,140	$ 15,244,215
d.	Projected P-2 ADA	603	600	600
e.	State Standard Minimum Reserve Percentage for this District	4.00%	4.00%	4.00%
f.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line e, or $69,000)	$ 594,321	$ 596,846	$ 609,769

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 1,876,803	$ 2,049,089	$ 2,307,524
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 1,876,803	$ 2,049,089	$ 2,307,524
f.	Reserve for Economic Uncertainties Percentage	12.63%	13.73%	15.14%

3. Do unrestricted reserves meet the state minimum reserve amount?

	Yes		No	
2024-25	Yes	X	No	
2025-26	Yes	X	No	
2026-27	Yes	X	No	

4. If no, how do you plan to restore your reserves?

J. CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year-All Funds

Budget Adjustment Categories:	**Budget Adjustment Increase/(Decrease)**
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 664,716
Ending Balance(s) Increase/(Decrease)	$ (664,716)

Subsequent Years- All Funds

Budget Adjustment Categories:	**Budget Adjustment Increase/(Decrease)**
Revenues/Other Financing Sources	
Expenditures/Other Financing Uses	$ 952,560
Ending Balance(s) Increase/(Decrease)	$ (952,560)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Certifications

☑ I hereby certify ☐ I am unable to certify

☑ **The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.**

☑ **The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.**

Jill Quinn — **District Superintendent (Signature)** — 3/25/25 — **Date**

● I hereby certify ○ I am unable to certify

☑ **The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.**

☑ **The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.**

Chief Business Official (Signature) — 3/25/25 — **Date**

Contact Person: Courtney Jasper — Telephone Number: 760-632-5890

Parent/Teacher Organization Contact Information (attach additional page if more space is needed) — E-mail address

CSBA POLICY GUIDE SHEET
April 2025

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0460 – Local Control and Accountability Plan

Policy updated to reflect **NEW LAW (SB 153, 2024)** which (1) requires Learning Recovery Emergency Funds received by districts to be included in the local control and accountability plan (LCAP) or annual update to the LCAP for the period July 1, 2025 to June 30, 2028, (2) extends the date to July 1, 2027 by which an Individuals with Disabilities Education Act Addendum is required to be completed by identified districts, (3) provides that if the Governing Board is unable to review local indicator data due to an emergency specified in law, the local indicator data is required to be reviewed at the next Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed is required to be adopted and submitted to the California Department of Education. Additionally, policy updated to reflect **NEW LAW (SB 114, 2023)** which requires districts that receive local control funding formula equity multiplier funding to include specific goals in the LCAP for each school generating such funding. In addition, policy updated to clarify that the District English Learner Advisory Committee may serve as the district's LCAP English Learner Parent Advisory Committee.

Administrative Regulation 0460 – Local Control and Accountability Plan

Regulation updated to reflect **NEW LAW (SB 153, 2024)** which (1) requires the Superintendent to present the annual report on the update to the local control and accountability plan and budget overview for parents/guardians as a nonconsent item at a regularly scheduled meeting of the Governing Board, and (2) extends the date to July 1, 2027 by which an Individuals with Disabilities Education Act Addendum is required to be completed by identified districts.

Board Policy 1250 – Visitors/Outsiders

Policy updated to (1) emphasize in the philosophical statement that visitation by parents/guardians and community members be consistent with the policy, the accompanying administrative regulation and procedures established by the Superintendent or designee, (2) clarify that visits during school hours are required to be arranged with the principal or designee, and (3) delete options regarding required registration when entering school buildings or grounds, in keeping with the removal of the distinction between visitors and outsiders throughout the policy and accompanying administrative regulation, and instead require everyone but staff and students to register upon arrival. Additionally, policy updated to change from being permissive to required (1) the provision of a visible means of identification for anyone who is not a student or staff member, (2) for any visitor who is in a school building or on school grounds, to behave in an orderly manner, and (3) the principal or designee's request that any individual who is causing a disruption to immediately leave school grounds. In addition, policy updated to add that the principal report to the Superintendent or designee anytime a request by a registered sex offender to enter the school campus or grounds is received.

Administrative Regulation 1250 – Visitors/Outsiders

Regulation updated to remove the distinction between visitors and outsiders, requiring everyone but staff and students to register upon arrival. Regulation also updated to add language regarding the principal or designee's authorization to issue a stay away letter if a visitor has shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school.

Board Policy 3320 – Claims and Actions Against the District

Policy updated to incorporate material from the accompanying administrative regulation, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy.

Additionally, policy updated to reference **NEW LAW (AB 452, 2023)** which provides that there are no time limits for the commencement of actions for the recovery of damages for claims of childhood sexual assault that occurred on or after January 1, 2024, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff's attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration, and in conjunction with **NEW LAW (SB 558, 2023),** that the statute of limitations for acts of childhood sexual assault that occurred on or before December 31, 2023 is what was set forth in law on December 31, 2023. In addition, policy updated to (1) generalize and thereby make timeless the language regarding the monetary limit for a limited civil case, (2) require the Board, when a claim is presented late and is not accompanied by an application to present a late claim, to give written notice as specified to avoid potentially waiving certain legal defenses, and (3) clarify that the written notice indicating that a claim was not presented timely and is being returned without further action be done in accordance with a specified Government Code section. Policy also updated to reflect the legal change of the term "Roster of Public Agencies" to "Registry of Public Agencies", and to provide more detail regarding the information that is required to be filed with the Secretary of State and County Clerk.

Board Policy 3515.5 – Sex Offender Notification

Policy updated to clarify that a district employee to whom sex offender information is disclosed by a law enforcement entity may only disclose the information when authorized by the law enforcement entity and in the manner authorized. Additionally, policy updated to include the purposes for which a registered sex offender's electronic mail address or username used for instant messaging or social networking or other internet identifier may be used by the district police/security department or released to another law enforcement entity.

Administrative Regulation 3515.5 – Sex Offender Notification

Regulation updated to emphasize that the components of the plan for receiving and communicating information about registered sex offenders residing within district boundaries are related to the safety of children. Additionally, regulation updated to include the specific means of providing notice when the principal has granted permission to a person who is required to register as a sex offender to come into a school building or upon school grounds to volunteer at the school.

Board Policy 3540 - Transportation

Policy updated to incorporate expanded learning opportunities in the philosophical statement, and reflect **NEW LAW (SB 88, 2023)** which (1) requires the district to obtain specified attestations from any private entity with which it contracts to provide student transportation, (2) provides for requirements for vehicles used to provide student transportation for compensation, and (3) adds qualification requirements for drivers who provide transportation to students.

Board Policy 5113.1 – Chronic Absence and Truancy

Policy updated to move to the philosophical paragraph language which provides that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible. Additionally, policy updated to incorporate strategies identified by the California Department of Education for encouraging student attendance, and reflect **NEW LAW (SB 153, 2024)** which, beginning July 1, 2025, authorizes districts to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences.

Administrative Regulation 5113.1 – Chronic Absence and Truancy

Regulation updated to reflect **NEW LAW (SB 691, 2024)** which revises truancy parent/guardian notification requirements. Additionally, regulation updated to delete repealed language related to the delay of driving privileges, and reflect **NEW LAW (SB 153, 2024)** and **NEW LAW (AB 176, 2024)** which, beginning July 1, 2025, authorize districts to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences.

Policy 0460: Local Control And Accountability Plan

Status: DRAFT

Original Adopted Date: 03/12/2019 | **Last Revised Date:** 05/09/2024 | **Last Reviewed Date:** 03/17/2025

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP) and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each year. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP and the annual update shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. (Education Code 52060, 52064)

An "unduplicated student" is a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth, as defined in Education Code 42238.01. (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth, students experiencing homelessness, or long-term English learners. (Education Code 52052)

Beginning July 1, ~~2025~~ 2027, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, ~~2025~~ 2027, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, ~~2028~~ 2030, whichever occurs first. The IDEA Addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the adoption of the LCAP and the annual update, the Board shall separately adopt a ~~local control funding formula~~ LCFF budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Advisory Committees

The Board shall establish a parent advisory committee, which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English Learner Parent Advisory Committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The District English Learner Advisory Committee (DELAC) may serve as the district's LCAP English Learner Parent Advisory Committee, as specified in Administrative Regulation 6174 - Education for English Learners.

The Superintendent or designee shall present the LCAP and the annual update to each of these committee(s) before they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP and the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and Board Policy 3100 - Budget. (Education Code 52062)

Adoption and Submission

The Board shall adopt the LCAP and the annual update prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

Not later than five days after adoption of the LCAP, the annual update, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the annual update, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP and the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the LCAP and the annual update so that they can be approved. (Education Code 52071)

If the Board is unable to review local indicator data due to any emergency specified in Education Code 46392, the local indicator data shall be reviewed at the next Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed shall be adopted and submitted to CDE. (Education Code 52064.5)

Revisions

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Technical Assistance

If the district's LCAP and the annual update are not approved, the district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071.

Regulation 0460: Local Control And Accountability Plan

Status: DRAFT

Original Adopted Date: 11/12/2020 **| Last Revised Date:** 05/09/2024 **| Last Reviewed Date:** 03/17/2025

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness

   The LCAP shall identify goals for each of the following state priorities:

   a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

   b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

   c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02, and students with disabilities

   d. Student achievement, as measured by all of the following, as applicable:

      i. Statewide assessments of student achievement

      ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved CTE standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs

      iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

      iv. The English learner reclassification rate

      v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

      vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

   e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

   f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school

connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Governing Board

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above

   Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by Items #1-3 above, the Superintendent or designee may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority area

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40% percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas

   The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Timeline

By February 28 of each year, the Superintendent or designee shall provide a report to the Board on the annual update to the LCAP and the budget overview for parents/guardians. The report, which shall be presented to the Board at a regular meeting as a nonconsent item, shall include all available midyear outcome data related to metrics identified in the current year's LCAP and all available midyear expenditure and implementation data on all actions identified in the current year's LCAP. (Education Code 52062)

By May 15, but in no event later than May 31, the Superintendent or designee shall present the drafts of the LCAP

and the annual update to the committees listed in the accompanying Board policy for review and comment and shall provide each committee with a reasonable date by which each committee shall provide comments on the drafts. The Superintendent or designee shall respond in writing to comments received from the committee(s) no later than the public hearing on the LCAP and the annual update.

At the same time as the drafts of the LCAP and the annual update are presented to these committees, the Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. The notification shall also provide the deadline by which all written comments must be received, which shall be no later than the deadline for comments from the committee(s). All such written notifications shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

Availability

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, the annual update, the IDEA Addendum as applicable, and the local control funding formula budget overview for parents/guardians on the homepage of the district's website and the performance overview portion of the Dashboard. (Education Code 52064.1, 52064.3, 52065)

Policy 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 09/28/2015 **| Last Reviewed Date:** 03/17/2025

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours ~~should~~ shall be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

The principal or designee ~~may~~ shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

~~The Board encourages all individuals to assist~~ Any visitor who is in ~~maintaining a safe and secure school environment by behaving~~ a building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the principal or designee ~~may~~ shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds, in accordance with Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification. The principal shall report to the Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission is granted or denied. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. ~~The principal also shall report to the Superintendent or designer anytime he/she gives such written permission.~~

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Regulation 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 09/28/2015 **| Last Reviewed Date:** 03/17/2025

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors~~/outsiders~~ while they are on school grounds.

~~**Outsider Registration**~~

~~Outsiders~~ Any person who is not a student or staff member shall register immediately upon entering any school ~~premises during~~ building or grounds when school ~~hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2~~ is in session. (Education Code 35160)

1. ~~A student of the school, unless currently under suspension~~
2. ~~A parent/guardian of a student of the school~~
3. ~~A Governing Board member or district employee~~
4. ~~A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request~~
5. ~~A representative of a school employee organization who is engaged in activities related to the representation of school employees~~
6. ~~An elected public official~~
7. ~~A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station~~

Registration Procedure

In order to register, ~~an outsider~~ a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. ~~His/her name~~ Name, address, and occupation
2. ~~His/her age~~ Age, if less than 21
3. ~~His/her purpose~~ Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

The principal or designee may refuse to register ~~any outsider if he/she~~ visitor if the principal or designee reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee ~~or school officer~~ may revoke any visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee shall request that the individual promptly leave school grounds. If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.

When a visitor is directed to leave, the principal or designee shall inform the visitor that if the visitor reenters the school within seven days the visitor may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal ~~to the Superintendent or principal~~ either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why ~~he/she~~ the person believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Policy 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: 08/09/2018 **| Last Reviewed Date:** 03/18/2025

The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Board in accordance with such procedures prior to filing a lawsuit against the district for money or damages.

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

Time Limitations

The following time limitations apply to the presentation of claims for money or damages against the district:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action (Government Code 911.2)

2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action (Government Code 911.2)

3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905, that are subject to a claims presentation procedure in another statute or regulation, shall be presented to the Board in accordance with the applicable governing statute or regulation (Government Code 905

Receipt of Claims

A claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's JPA or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant

2. The post office address to which the person presenting the claim desires notices to be sent

3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted

4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim

5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known

6. The amount claimed if it totals less than $10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed

   If the amount claimed exceeds $10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee shall, within 45 days, give written notice, in the manner specified in Government Code 911.3, that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit

2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim

3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4.

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim
5. If the Board takes no action on the claim, the claim shall be deemed rejected

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of $50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

~~**Roster of Public Agencies**~~

If the Board, or Superintendent when appropriate, allows the claim, in whole or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913)

Registry of Public Agencies

Within 10 days of any change in the full, legal name of the district, the mailing address of the Board, or the names, titles, and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

Policy 3515.5: Sex Offender Notification

Status: DRAFT

Original Adopted Date: 11/16/2015 **| Last Reviewed Date:** 03/17/2025

In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency notifies the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

~~To protect the~~Any district ~~and its employees from liability, employees shall disseminate~~ employee to whom sex offender information ~~in good faith, and~~ is disclosed by a law enforcement entity shall disclose the information only ~~in the manner and to the extent~~ when authorized by the law enforcement ~~agency~~ entity and in the manner authorized.

The Superintendent or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's ~~Internet~~ Megan's Law website.

Regulation 3515.5: Sex Offender Notification

Status: DRAFT

Original Adopted Date: 11/16/2015 **| Last Reviewed Date:** 03/18/2025

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within district boundaries. ~~He/she~~ The Superintendent or designee shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent or designee shall appoint a staff member to serve as the liaison with law enforcement regarding ~~these matters~~ sex offender information in relation to the safety of children

2. The Superintendent or district liaison shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information

3. Law enforcement shall be informed that all notifications and correspondence should be directed to the liaison as well as the individual school sites

   A letter shall be sent annually to local law enforcement, identifying the name, phone number, and address of the liaison.

4. The Superintendent or district liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the district and law enforcement

5. The Superintendent or district liaison shall, at the beginning of each school year, notify parents/guardians of the district's willingness and intention to work with law enforcement on ~~this matter~~ keeping children safe from sex offenders and shall explain the appropriate roles and responsibilities of both the district and law enforcement

   This communication shall also explain:

   a. The reporting requirements pursuant to Penal Code 290 and 290.45, including the fact that law enforcement is the agency best able to assess the relative danger of a sex offender

   b. The ability of the parents/guardians to contact law enforcement for additional information and to view the information on the Department of Justice's (DOJ) Megan's Law ~~Internet~~ website

6. When law enforcement notifies the district of the residency or employment of a sex offender within district boundaries, the Superintendent or district liaison shall consult with law enforcement about the appropriate scope of the disclosure~~. When authorized by law enforcement, the superintendent or liaison may disclose information about a sex offender to the following staff:~~

   ~~a. The principal of the school which is in the attendance area of the sex offender's residence or place of employment~~

   ~~b. Teachers and classified personnel at that school, including staff responsible for visitor registration~~

   ~~c. Principals and staff at adjacent schools, as appropriate~~

   ~~d. Security staff~~

   ~~e. Bus drivers~~

   ~~f. Yard supervisors~~

7. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or district liaison in order to help ensure that the district is able to respond appropriately

8. If an identified sex offender is seen on or near school grounds or around any ~~student~~ child, staff shall immediately contact the district liaison, who shall inform local law enforcement accordingly.

Notification to Parents/Guardians

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent or district liaison shall collaborate with local law enforcement in order to determine an appropriate response. This response may include:

1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office~~. This article shall encourage parents/guardians to contact local law enforcement and access the Department of Justice's (DOJ) Megan's Law Internet website for additional information.~~

2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders~~. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.~~

3. A mailing of a letter, at district expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders~~. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.~~

The article and mailings listed above shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law website for additional information.

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, ~~he/she~~ the principal or designee shall notify the parent/guardian of each student at that school, at least 14 days in advance, ~~using one of the methods specified in Education Code 48981,~~ that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. ~~(Penal Code 626.81)~~ This notice shall be provided by regular mail or any other method normally used by the district to communicate with parents/guardians in writing. If a parent/guardian requests such notice in electronic format, the district shall provide electronic notice. (Education Code 48985, Penal Code 626.81)

Policy 3540: Transportation

Status: DRAFT

Original Adopted Date: 11/12/2020 | **Last Revised Date:** 04/13/2023 | **Last Reviewed Date:** 03/17/2025

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, including expanded learning opportunities programs, promote regular attendance, and reduce tardiness. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services. The district's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law.

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

Transportation Contracts

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools to provide necessary transportation services. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802, 39803)

Prior to contracting with a private entity for student transportation services, the district shall obtain written attestations from the entity that: (Education Code 39879)

1. The entity does not have any applicable law violations at the time of applying for the contract
2. The entity will maintain compliance with applicable laws for the duration of the contract
3. Under the contract, only drivers who meet the requirements specified in Education Code 39877 will work
4. The entity has on file all the reports and documents required pursuant to Education Code 39877 for the duration of the contract, including, but not limited to, updated, revised, or modified reports and documents, and that the reports and documents shall be available for inspection by the district

Any vehicle used to provide student transportation for compensation shall meet both of the following requirements: (Education Code 39879)

1. Be inspected every 12 months, or every 50,000 miles, whichever comes first, at a facility licensed by the Bureau of Automotive Repair to ensure that the vehicle passes a 19-point vehicle inspection, as adopted by the Public Utilities Commission and as specified in D.13-09-045, before allowing the vehicle to be driven, except for vehicles which are already subject to a statutory inspection program
2. Be equipped with a first aid kit and a fire extinguisher

Expenses and Fees

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)

Safety and Monitoring

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

Policy 5113.1: Chronic Absence And Truancy

Status: DRAFT

Original Adopted Date: 11/09/2017 | **Last Revised Date:** 11/12/2020 | **Last Reviewed Date:** 03/17/2025

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy, including in relation to grade level and student subgroup patterns of chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, including personalized relationships between students and teachers and/or support staff; school-based health services; letters alerting parents/guardians to the value of regular school attendance, including the use of bilingual aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Regulation 5113.1: Chronic Absence And Truancy

Status: DRAFT

Original Adopted Date: 11/09/2017 **| Last Revised Date:** 11/12/2020 **| Last Reviewed Date:** 03/18/2025

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, a valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5, and Administrative Regulation 5113 - Absences and Excuses. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and Item #3 in "Addressing Truancy" below.

A student who is struggling academically may be offered tutoring or other supplemental instruction, as appropriate.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

Whenever chronic absenteeism is linked to a health, social-emotional, family, or other nonschool issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and the student's family.

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

The Superintendent, attendance supervisor, or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truancies the student has committed:

1. Initial truancy

    a. The student shall be reported to the Superintendent, attendance supervisor, or designee (Education Code 48260)

    b. The student's parent/guardian shall be notified, by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

        i. The student is truant

        ii. The parent/guardian is obligated to compel the student to attend school ~~and, if the parent/guardian fails to meet this obligation, the parent/guardian may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.~~

        iii. Alternative educational programs are available in the district

        iv. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy

        v. ~~The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code 48264 if found away from home and absent from school without a valid excuse.~~ Mental health and supportive services may be available to the student and the family

        vi. ~~If the student is at least 13 years of age but under age 18, the student may be subject to the suspension, restriction, or delay of driving privilege pursuant to Vehicle Code 13202.7.~~ School personnel are available to meet with the student and family to develop strategies to support the student's attendance at school

        vii. ~~It is recommended that the parent/guardian accompany the student to school and attend classes~~ Research shows that missing 10 percent of school for any reason can translate into students having difficulty learning to read by third grade, achieving in middle school, and graduating from high school

    c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223 (Education Code 48264.5)

    d. The student and, as appropriate, the student's parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance (Education Code 48264.5)

    e. The Superintendent, attendance supervisor, or designee may notify the district attorney and/or probation officer of the student's name and the name and address of the student's parents/guardians (Education Code 48260.6)

2. Second truancy

    a. Any student who has once been reported as a truant shall again be reported to the Superintendent, attendance supervisor, or designee as a truant if the student is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year (Education Code 48261)

    b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223 (Education Code 48264.5)

c. The student may be assigned to an after-school or weekend study program within the county and, if the student fails to successfully complete this study program, the student shall be subject to Item #3 below (Education Code 48264.5)

d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and the student's parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call (Education Code 48262)

e. The student may be given a written warning by a peace officer

A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with Item #1b above (Education Code 48260.6)

3. Third truancy (habitual truancy)

a. A student who is habitually truant, a chronic absentee, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a SARB program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee (Education Code 48263, 48264.5)

b. Upon making a referral to the SARB or the probation department, the Superintendent, attendance supervisor, or other person designated to make the referral shall provide the student, the student's parent/guardian, and SARB or probation department with documentation of the interventions undertaken at the school

Additionally, the attendance supervisor or designee shall provide the student and the student's parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and the student's parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the truancy mediation program or other similar program, the student shall be subject to Item #4 below (Education Code 48264.5)

4. Fourth truancy

a. Upon the fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court (Education Code 48264.5; Welfare and Institutions Code 601)

b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school

The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

~~5. Chronic truancy (unexcused absence for 10 percent of school days)~~

~~a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.~~

~~b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to~~

– ~~Penal Code 270.1.~~

Records

The Superintendent, attendance supervisor, or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. In addition, the attendance supervisor, designee, and/or the staff persons who have direct contact with the student or parent/guardian shall document all their contacts regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent, attendance supervisor, or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)