

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

**REGULAR MEETING OF THE GOVERNING BOARD  
AGENDA**

**THURSDAY, AUGUST 9, 2012 • 9:00 AM • PUBLIC MEETING  
CARDIFF SCHOOL AUDITORIUM  
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the board meeting are available for inspection at the Cardiff School District, 1888 Montgomery Avenue, Cardiff.

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications, including auxiliary aids or services, in order to participate in the public meeting of the district's governing board, please contact the office of the District Superintendent by sending a written request to the District Office at 1888 Montgomery Avenue, Cardiff-by-the-Sea, California, or by faxing the request to (760) 942-5831. Notification by letter or fax 72 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the district shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

I. ORGANIZATIONAL ITEMS *Exhibit*

- A. Call to order
- B. Pledge of allegiance
- C. Roll call
  - Mr. Andy Brown, III, President
  - Ms. Nancy Orr, Clerk
  - Ms. Gail Coakley, Member
  - Mr. Dave Clark, Member
  - Mr. Mark Whitehouse, Member
  - Ms. Jill Vinson, Superintendent
- D. Approval of agenda for August 9, 2012  
***All items are action unless labeled information***
- E. Approve minutes from the regular meeting June 14, 2012 **A**

II. HEARING SESSION

- A. Public Comments *(The purpose of the Board meeting is to conduct the School Board's business in public. The Board welcomes and encourages public comments however Board members may not respond to comments during the public comment portion of the agenda. Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the governing board's jurisdiction may do so, but must present a written request. Please hand your form to the secretary before the meeting. Presentations are limited to 3 minutes per person per topic. The total amount of time to be allowed on any item is fifteen minutes, unless the time limit is waived by a majority vote of the Board. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; or 3) refer the matter to a future agenda).*
- B. Cardiff Elementary Teachers Association
- C. ELAC/DELAC
- D. School Site Council
- E. Cardiff SEA
- F. School Reports
- G. Reports on Workshops/Conference
- H. Superintendent's Report

III. CONSENT CALENDAR

*Items listed in the Consent Calendar are considered to be routine and are acted on by the Board in one motion unless members of the Board request specific items to be discussed or pulled. It is understood that the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.*

- A. Approval of Current Business Items:
  - 1. Purchase Orders
  - 2. Commercial Warrants
    - June, #12-055463 to #12-064547 \$158,543 **B**
    - July, #12-069474 to #12-075265 \$157,850
  - 3. Payroll Warrants, June, 2012, \$455,818 July, 2012, \$ 111,799
- B. Approve Personnel Report **C**
- C. Approve Outdoor Education and Marine Science Floating Laboratory contracts for 2012-13 with SDCOE **D**
- D. Approve 2012-13 Consolidated Application for funding Categorical Programs, Part I **E**
- E. Removal of items from Consent Calendar
- F. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

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

V. GENERAL FUNCTIONS

- A. Review and consider revision to Board Policy 6154, Instruction, Homework/Makeup Work **F**
- B. Review and consider revision to Administrative Regulation 6154, Instruction, Homework/Makeup Work **G**
- C. Energy Efficiency Update (**Information**)

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
- B. Public Employee Evaluation Position: Superintendent

VIII. REPORT FROM CLOSED SESSION (If applicable)

IX. ADJOURNMENT OF MEETING

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

**MINUTES**  
**REGULAR MEETING OF JUNE 14, 2012**

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, June 14, 2012 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Brown called the meeting to order at 5:02 p.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Brown III, Clark, Coakley, Orr, Whitehouse

Members absent: None

Administrators  
present: Vinson, Parker, Kissell

Visitors: Meghan Laurs, SEA  
Daniel Turitto

The agenda for June 14, 2012 was approved as presented.

MOTION: Coakley  
SECOND: Clark  
CARRIED: 5:0

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

MOTION: Whitehouse  
SECOND: Orr  
CARRIED: 5:0

Hearing Session:

- Dan Turitto spoke in favor of the homework policy changes and encouraged the committee to seek board approval. He also expressed concern regarding the content of the privacy issue regarding cell phones on Board Policy 5131. Mr. Turitto also encouraged the approval of Admission Policy 5111.

Hearing Session continued:

- Meghan Laurs reported the SEA budget was approved at the last meeting. The hiring of specialty teachers will be supported. A donor who previously donated \$20,000 increased his donation to \$60,000 this year, which put the annual total over \$300,000 surpassing the District goal of \$245,000. The balance will be put into reserves. New officers were elected. Meghan said she will be stepping down to Vice President. Jason Daniels will continue in the role of President. Donors who contributed \$300 or more were recognized in the SEA newsletter. The annual Honor Society Dinner was held to recognize those donors who have made considerable contributions. Michelle Martini-Brown was awarded the "Mission to Volunteer" award for her leadership of the Gala and the Ice-Cream Social. The Dinners Out restaurant for this month is Hot-dogs-on-a-Stick.
- Julie Parker thanked the Board for their leadership and support. Staff are enthusiastic about returning and starting another exciting school year.
- Brian Kissell echoed Ms. Parker's sentiments. Sixth grade promotion is tomorrow. There are many end-of-year activities taking place.
- Superintendent Vinson thanked Meghan Laurs for the invaluable amount of work that she contributed as part of the SEA Officers and parent community. Ms. Vinson reported 16 staff members will be attending the ISTE Technology Conference in San Diego the week of June 25<sup>th</sup>. After the conference Julie, Brian, Jackie and she will be putting on a technology professional growth workshop for the group of teachers that attend.

The consent calendar was approved as presented.

MOTION: Coakley  
SECOND: Orr  
CARRIED: 5:0

The public hearing regarding adoption of the District 2012-13 budget was opened at 5:18 p.m. There being no speakers, the public hearing was closed at 5:19 p.m.

The proposed budget for 2012-13 was adopted.

MOTION: Coakley  
SECOND: Orr  
CARRIED: 5:0

The Declaration of Need for Fully Qualified Educators for the 2012-13 school year was approved.

MOTION: Coakley  
SECOND: Whitehouse  
CARRIED: 5:0

Superintendent Vinson reported there is still uncertainty regarding the transitional kindergarten program. There will be a screening process for those students who just missed the birth date cutoff to see if they are ready for kindergarten. Ms. Vinson said we will keep watching for updates on the Transitional Kindergarten Program and revisit the policy.

The revisions to Administrative Regulation 5111, Students, Admission, was approved.

MOTION: Orr  
SECOND: Whitehouse  
CARRIED: 5:0

The revisions to Board Policy 5131, Students, Conduct, was approved.

MOTION: Whitehouse  
SECOND: Clark  
CARRIED: 5:0

Revisions to the following Administrative Regulations and Board Policies were approved in one motion: Board Policy 6163.4, Instruction, Student Use of Technology; Administrative Regulation 6163.4, Instruction, Student Use of Technology; Board Policy 4040, All Personnel, Employee Use of Technology; Administrative Regulation 4040, All Personnel, Employee Use of Technology.

MOTION: Whitehouse  
SECOND: Clark  
CARRIED: 5:0

Julie Parker reported that the Homework Committee met to discuss the homework policies. The committee is not looking at eliminating homework, just changing the baseline of required minutes. Currently our policy requires a set number of homework minutes per grade level. Ideally we would change that requirement to be a baseline of zero minutes on which each teacher may build on with meaningful activities as necessary and appropriate to the grade level. The hope is to get away from the concept of rote nightly homework based upon a required number of minutes. The committee met today to review feedback and address concerns. The hope of the committee is to work as a subcommittee to draft a revision to our current board policy on homework and bring it to our August board meeting for approval. Teachers would discuss implementation of the policy again upon returning in August. The policy update would be shared with parents at the start of the school year and teachers would have the opportunity to share with parents at Back-to-School Night what kinds of activities they might expect their children to bring home during the school year.

The proposal for Network Wireless Installation for the district from Logical Choice in the amount of \$98,750.00 was accepted.

MOTION: Whitehouse  
SECOND: Coakley  
CARRIED: 5:0

The lease between Apple, Inc. and Cardiff School District for student iPads was approved.

MOTION: Whitehouse  
SECOND: Clark  
CARRIED: 5:0

Mark Whitehouse reviewed the energy efficiency usage feasibility and cost for Cardiff School District. He reported a committee was formed to explore the issue. He summarized the committee's timeline and findings. At this time, the committee feels weighing the risks and the benefits to this project and also factoring in the current state of uncertainty of school financing in general, the committee reached the conclusion that they were not comfortable recommending at project at this time. However, they recommend reevaluating in the middle of the 2012-13 school year. They are aware of the rebate that has been secured by Everyday Energy for \$290,000 that lapses in 18 months.

The revisions to Administrative Regulation 3311, Business and Noninstructional Operations, Bids and Board Policy 3311, Business and Noninstructional Operations, Bids were approved.

MOTION: Orr  
SECOND: Clark  
CARRIED: 5:0

Future agenda items:

1. Homework Policy

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 6:15 p.m.

The meeting was reconvened at 6:45 p.m. President Brown reported that no action was taken during the closed session. There being no other business to come before the Board, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

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Nancy Orr, Clerk

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Jill Vinson, Superintendent

## 2011-2012 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
6/8	18625	3		1110	1000	4300	000	SONGS FOR TEACHING	CD/BOOK SETS	\$50.89
6/13	18589	3	0800	1110	1000	4300	111	NCS PEARSON, INC.	OLSAT8 BOOKLETS & LABELS	\$911.69
6/13	18504	3	0000-068	1110	1000	4300	222	DEVON AZZAM	REIMBURSE/GARDEN SUPPLIES	\$50.02
6/12	18655	3	0000-066	1110	1000	4300	222	ELIZABETH JONES	REIMBURSE/TEACHING SUPPLIES	\$42.07
6/15	18615	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	ARTCRAFT PAPER & FOLDERS	\$86.04
6/20	18652	3		1110	1000	4300	111	EPS/SCH SPECIALTY LITERAC\	WORDLY WISE 3000	\$398.25
6/20	18651	3		1110	1000	4300	111	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	\$150.32
6/20	18645	3		1110	1000	4300	111	SCHOLASTIC INC.	STAGE A RBOOK STUDENT ED.	\$450.06
6/15	18597	3			2420	4300	111	XEROX CORP.	PHASER SERVICE AGREEMENT	\$394.20
6/15	18644	3			2420	4300	111	SUPPLYMASTER, INC.	PRINTER CARTRIDGES	\$249.55
6/15	18631	3			2420	4300	111	SEHI COMPUTER PROD.	PHASER INK STICKS	\$521.40
6/15	18627	3			2420	4300	000	APPLE INC.	APPLECARE FOR MACPRO	\$199.00
6/20	18633	3			2420	4300	111	AMAZON	PRINTER CARTRIDGES	\$108.64
6/16	18336	3			3160	4300	000	EDUCATIONAL TESTING SERV	STAR PRE-ID SERVICES	\$326.40
6/8	18117	3			7100	4300	000	SMART & FINAL	FOOD & SUPPLIES	\$138.30
6/8	18595	3			7100	4300	000	OFFICE DEPOT	SIGNATURE STAMP	\$30.16
6/7	18072	3			7100	4300	000	ENCINITAS ROTARY CLUB	MEALS	\$46.00
6/15	18664	3			7100	4300	000	SAN DIEGUITO TROPHY	CLOCKS FOR RETIREES	\$444.47
6/15	18665	3			7100	4300	000	SAN DIEGUITO TROPHY	JEWELRY BOX FOR RETIREE	\$56.78
6/19	18126	3			7100	4300	000	MISSION FED CREDIT UNION	SUPT. EXPENSES	\$63.96
6/20	18658	3			7100	4300	000	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$25.07
6/20	18633	3			7100	4300	000	AMAZON	PRINTER CARTRIDGES	\$27.45
6/19	18669	3			7100	4300	000	HELEN RAMSAY	REIMBURSE/SUPPLIES	\$66.61
6/15	18640	3			8200	4300	000	WAXIE	CUSTODIAL SUPPLIES	\$502.66
6/20	18649	3			8200	4300	000	MAINTEX, INC.	CUSTODIAL SUPPLIES	\$662.18
6/20	18646	3			8200	4300	000	MISSION JANITORIAL	CUSTODIAL SUPPLIES	\$407.14
6/22	18068	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$897.39
6/13	18660	6	6500	5770	1120	4300	111	RENEE STEEL	REIMBURSE/TEACHING SUPPLIES	\$50.80
6/13	18176	6	6500	5770	1120	4300	111	LEAH ALAGNA	REIMBURSE/TEACHING SUPPLIES	\$74.70
6/13	18048	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	\$546.17
6/22	18067	6	8150		8110	4300	000	ARCO	GASOLINE	\$177.34

**4000 BALANCE: \$291,926    ACCUMULATED BALANCE: \$240,375.05    REMAINING BALANCE: \$51,550.95**

6/13	17972	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$4,458.00
6/18	17972	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$4,036.00
6/8	18187	3	0800	1110	1000	5200	000	AMY SHIREMAN	REIMBURSE/MILEAGE	\$48.83
6/13	18647	3	0800	1110	1000	5200	000	SD CO SUPT OF SCHOOLS	WORKSHOP REGISTRATION	\$125.00
6/13	18656	3		1110	1000	5200	111	LISA BEAUCHAMP	REIMBURSE/MILEAGE	\$23.87
6/15	18605	3	0800	1110	1000	5200	000	US REGENTS, UCSD	WORKSHOP REGISTRATION	\$300.00
6/19	18666	3	0800	1110	1000	5200	000	EDUCATORS COOPERATIVE	COMMON CORE STANDARDS WKSF	\$750.00
6/18	18551	3	0800	1110	2140	5200	000	ISTE	CONFERENCE REGISTRATION	\$3,445.00
6/7	18375	3			2420	5200	222	JACKIE MUSIL	REIMBURSE/MILEAGE	\$46.62
6/14	18323	3			2420	5200	111	ROSE MONSANTO	REIMBURSE/MILEAGE	\$48.84
6/12	18302	3			7100	5200	000	MARTHA BAILEY	REIMBURSE/MILEAGE	\$88.25
6/20	18529	3			7100	5200	000	SCHOOL SERVICES OF CA	MAY REVISION WORKSHOP	\$250.00
6/15	18410	3			7200	5200	000	SHARON IVERSEN	REIMBURSE/MILEAGE	\$65.16



## 2011-2012 Purchase Order Listing

6/20	18529	3			7200	5200	000	SCHOOL SERVICES OF CA	MAY REVISION WORKSHOP	\$125.00
6/18	18551	6	6535	5770	1120	5200	000	ISTE	CONFERENCE REGISTRATION	\$239.00
6/8	18621	6	6500	5770	3120	5200	000	SD CO SUPT OF SCHOOLS	REGISTRATION/TRAINING	\$15.00
6/12	17997	3		1110	1000	5600	111	OCE	LEASE PAYMENT	\$754.62
6/12	17997	3		1110	1000	5600	222	OCE	LEASE PAYMENT	\$752.62
6/20	18289	3		1110	1000	5600	111	OCE IMAGISTICS INC.	OVERAGE CHARGES	\$28.82
6/20	18289	3		1110	1000	5600	222	OCE IMAGISTICS INC.	OVERAGE CHARGES	\$5.98
6/7	18005	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
6/12	18005	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
6/7	18005	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
6/13	18094	3			7200	5600	000	PRUDENTIAL OVERALL	MATS	\$10.70
6/12	18005	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
6/13	18094	3			8200	5600	111	PRUDENTIAL OVERALL	TOWELS, MOPS	\$128.70
6/13	18094	3			8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	\$169.10
6/13	18662	6	8150		8110	5600	000	VAUGHN IRRIGATION	REPAIR FAILED BACKFLOW	\$1,941.68
6/20	18671	6	8150		8110	5600	000	JACKSON & BLANC	REPAIR A/C UNIT IN RM. 24 (CAR)	\$1,702.00
6/7	18225	3	0000-085	1110	1000	5800	111	JACK HILL	BAND DIRECTOR	\$880.00
6/7	18224	3	0000-085	1110	1000	5800	111	ALBERTO CABRERA III	INSTRUMENTAL COACHING	\$760.00
6/7	18306	3	0000-085	1110	1000	5800	111	SARAH BROWN	INSTRUMENTAL COACHING	\$220.00
6/7	18223	3	0000-085	1110	1000	5800	111	STEVE BROWN	INSTRUMENTAL COACHING	\$1,130.00
6/19	18668	3	0800	1110	1000	5800	111	DAVE YANT SIGNS	GATE ACADEMY - CARTOONING	\$1,000.00
6/7	18091	3			7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	\$102.48
6/15	18139	3			7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$64.00
6/19	18017	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE/JUNE	\$4,166.00
6/15	18468	6	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	\$750.00
6/20	18112	6	6500	5770	1190	5800	000	JOANNE K DANSSAERT, PT	PHYSICAL THERAPY	\$525.00
6/20	18672	6	3310	5770	1190	5800	000	DEPENDABLE NURSING	LICENSED NURSING SERVICES	\$10,442.25
6/20	18220	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$2,700.00
6/20	18010	6	7230		3600	5800	000	SHERRY BENDER	SPECIAL ED TRANSPORTATION	\$390.72
6/20	18226	6	8150		8110	5800	000	WESTERN FIRE PROTECTION	FIRE SPRINKLER INSPECTION	\$297.00
6/22	18677	6	8150		8110	5800	000	JACKSON & BLANC	REPAIR A/C MP RM & RM 8 (AH)	\$579.00
6/13	18661	3	0000-068	1110	1000	4300-004	222	RYAN GARRETT	REIMBURSE/CRAFT SUPPLIES	\$69.92
6/13	18604	3	0000-068	1110	1000	4300-004	222	DARCY COOK	REIMBURSE/OCEAN WK SUPPLIES	\$56.34
6/7	18375	3	0000-068	1110	1000	4300-005	222	JACKIE MUSIL	REIMBURSE/TECH SUPPLIES	\$506.99
6/20	18632	3	0000-068	1110	1000	4300-005	111	AMAZON	DVD DUPLICATOR & SLEEVES	\$281.30
6/20	18633	3	0000-068	1110	1000	4300-005	111	AMAZON	AIR DUSTERS & CALCULATOR	\$37.53
6/22	18375	3	0000-068	1110	1000	4300-005	222	JACKIE MUSIL	REIMBURSE/IPAD CASES	\$52.93
6/15	18631	6	6300	1110	1000	4300-005	111	SEHI COMPUTER PROD.	PHASER INK STICKS	\$1,263.91
6/7	18187	6	6300	1110	1000	4300-006	111	AMY SHIREMAN	REIMBURSE/SCIENCE SUPPLIES	\$67.51
6/22	18364	6	6300	1110	1000	4300-006	222	JENNIFER BAUMGARTNER	REIMBURSE/SCIENCE SUPPLIES	\$16.14
6/15	18107	3			8200	5500-001	111	SDG&E	SERVICE FOR 5/9-6/8	\$7,143.85
6/15	18107	3			8200	5500-001	222	SDG&E	SERVICE FOR 5/9-6/8	\$3,149.86
6/7	18071	3			8200	5500-002	111	EDCO WASTE	SERVICE FOR MAY	\$426.64
6/7	18071	3			8200	5500-002	222	EDCO WASTE	SERVICE FOR MAY	\$426.64
6/15	18095	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR MAY	\$26.93
6/15	18095	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR MAY	\$52.63
6/15	18095	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR MAY	\$26.00
6/20	18106	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 5/1-5/31	\$2,200.38
6/20	18105	3			8200	5500-003	000	SAN DIEGUITO WATER	SERVICE FOR 4/2-5/29	\$175.39

## 2011-2012 Purchase Order Listing

6/20	18105	3	8200	5500-003	111	SAN DIEGUITO WATER	SERVICE FOR 4/2-5/29	\$277.65
6/20	18105	3	8200	5500-003	222	SAN DIEGUITO WATER	SERVICE FOR 3/26-5/21	\$3,321.43
6/13	18124	3	8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
6/22	18676	3	7191	5800-004	000	WILKINSON HADLEY KING	ANNUAL AUDIT PROGRESS BILL	\$2,000.00
6/22	18388	3	7100	5800-005	000	STUTZ, ARTIANO, SHINOFF	LEGAL SERVICES FOR MAY	\$948.65

**5000 BALANCE: \$715,686    ACCUMULATED BALANCE: \$541,355.98    REMAINING BALANCE: \$174,330.02**

## 2012-2013 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
7/25	18693	3	0800	1110	1000	4100	222	HOUGHTON MIFFLIN	MATH BOOKS	\$9,498.85
7/25	18694	3	0800	1110	1000	4100	222	HOUGHTON MIFFLIN	PHONICS/SPELLING BOOKS	\$2,980.06
7/25	18695	3	0800	1110	1000	4100	111	HOUGHTON MIFFLIN	READ/SPELLING BOOKS	\$1,175.76
7/27	18701	3	0800	1110	1000	4100	222	MCGRAW-HILL	BRWL PUPIL KITS	\$2,087.65
7/20	18752	3		1110	1000	4300	000	APPLE STORE/MASTERCARD	ITUNES CARDS	\$240.00
7/25	18702	3	0000-090	1110	1000	4300	111	MCGRAW-HILL	SRA NUMBER WORLDS	\$1,559.46
7/27	18716	3		1110	1000	4300	111	SOUTHWEST BINDING	BINDING COMBS	\$302.49
7/27	18697	3		1110	1000	4300	111	SD CNTY SUPT OF SCHOOLS	ENVELOPE/DISCIPLINE NOTICE	\$166.05
7/27	18701	3		1110	1000	4300	222	MCGRAW-HILL	STARTWRITE PAPER	\$270.33
7/10	18700	3			7100	4300	000	SHARON IVERSEN	REIMBURSE/OFFICE SUPPLIES	\$35.99
7/12	18717	3			7100	4300	000	MARTHA BAILEY	REIMBURSE/OFFICE SUPPLIES	\$34.99
7/20	18752	3			7100	4300	000	IKEA/MASTERCARD	CLOCK	\$10.76
7/11	18679	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$725.68
7/18	18679	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$727.57
7/27	18692	3			8200	4300	000	WAXIE	CUSTODIAL SUPPLIES	\$1,638.59
7/25	18710	6	7091	1110	1000	4300	111	MCGRAW-HILL	SRA NUMBER WORLDS	\$2,323.17
7/27	18749	6	8150		8110	4300	000	SHERWIN-WILLIAMS	PAINT	\$32.10
<b>4000 BALANCE:</b>		<b>\$312,685</b>		<b>ACCUMULATED BALANCE:</b>		<b>\$23,809.50</b>		<b>REMAINING BALANCE: \$288,875.50</b>		
7/10	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$900.00
7/9	18598	3	0800	1110	1000	5200	000	BUREAU OF ED & RESEARCH	CONFERENCE REGISTRATION	\$369.00
7/11	18622	3	0800	1110	1000	5200	000	UC REGENTS, UCSD	WORKSHOP REGISTRATION	\$600.00
7/18	18659	3	0800	1110	1000	5200	000	CA LEAGUE OF SCHOOLS	CONFERENCE REGISTRATION	\$438.00
7/27	18776	3	0800	1110	1000	5200	000	CAROLYN VAN LEAR	REIMBURSE/CONF EXPENSES	\$141.31
7/13	18072	3			7100	5300	000	ENCINITAS ROTARY CLUB	ANNUAL DUES	\$175.00
7/13	18678	3			7100	5300	000	ACSA	ANNUAL DUES	\$1,443.00
7/25	18762	3			7100	5300	000	CSBA	ANNUAL DUES	\$4,306.00
7/25	18760	3			7100	5300	000	SD CNTY SCH BRDS ASSOC.	ANNUAL DUES	\$143.96
7/25	18763	3			7100	5300	000	SD CNTY SUPT OF SCHOOLS	NCPDF ANNUAL DUES	\$503.88
7/18	18748	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
7/9	18686	3		1110	1000	5600	111	OCE	LEASE PAYMENT	\$754.62
7/9	18686	3		1110	1000	5600	222	OCE	LEASE PAYMENT	\$752.62
7/27	18773	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
7/27	18773	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
7/27	18680	6	8150		8110	5600	000	BJ'S RENTALS	RENTED LAWN AERATOR	\$143.70
7/13	18729	3			2420	5800	000	SCHOOLWIRES, INC.	WEB HOSTING SERVICE	\$1,731.00
7/9	18688	3			2700	5800	111	BLACKBOARD CONNECT	PHONE NOTIFICATION SYSTEM	\$1,146.00
7/9	18688	3			2700	5800	222	BLACKBOARD CONNECT	PHONE NOTIFICATION SYSTEM	\$1,146.00
7/13	18725	3			2700	5800	111	RSF SECURITY SYSTEMS	MONITOR FIRE & INTRUSION	\$210.00
7/13	18725	3			2700	5800	222	RSF SECURITY SYSTEMS	MONITOR FIRE & INTRUSION	\$210.00
7/25	18759	3			7100	5800	000	CSBA	GAMUT ONLINE	\$1,500.00
7/20	18751	3			8200	5800	000	DRAIN PATROL/MASTERCARD	CHECK FOR LEAK	\$370.00
7/26	18767	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE/JULY	\$4,167.00
7/27	18774	6	8150		8110	5800	000	CARROLL PLUMBING	REPAIR WATER HEATER	\$756.35
7/25	18764	3			7200	5900-002	000	FEDEX	SHIPPING CHARGES	\$33.55

## 2012-2013 Purchase Order Listing

5000 BALANCE: \$684,767    ACCUMULATED BALANCE: \$22,158.99    REMAINING BALANCE: \$662,608.01

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

August 9, 2012

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>
Lynne Bridges	Performing Arts Specialist, AH	08/21/12 (P/T, 16.5 Hrs/Wk)
Stephanie Foehl	Science/GATE Specialist, AH	08/21/12 (P/T, 27.5 Hrs/Wk)
Alex Frumovitz	Science Specialist, CS	08/21/12 (P/T, 22 Hrs/Wk)
Adriana Riley	Technology Specialist, AH	08/21/12 (P/T, 19.5 Hrs/Wk)

**AGREEMENT FOR PARTICIPATION AND SERVICES 2012-2013  
OUTDOOR EDUCATION PROGRAM**

THIS AGREEMENT is entered into this **1st** day of **July, 2012**, by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE and Cardiff School District hereinafter called the SCHOOL/DISTRICT.

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

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

**I Use and Occupancy of Outdoor Education Premises and Facilities**

**A. The OFFICE agrees to provide:**

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

**B. The SCHOOL/DISTRICT agrees to:**

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

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





## San Diego County Office of Education

### MARINE SCIENCE FLOATING LAB FIELD TRIP AGREEMENT – 2012-2013

THIS AGREEMENT, made this July 1, 2012 and which will terminate on June 30, 2013, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and Cardiff School District hereinafter called the "District/School", mutually agree as follows:

**1. Basis of Agreement**

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct various programs for school districts within the County of San Diego. District/School agrees to participate in these programs in accordance with the terms and conditions of this agreement.

**2. Scope of Agreement**

A. General

The County will make available and provide by contractual agreement the following programs:

- 1) Marine Science Floating Laboratory:  
This program consists of a half-day field trip on San Diego Bay with hands-on science instruction and materials.

The County will coordinate the curriculum and activities of the above programs to provide students the opportunity to study marine biology, oceanography, history and economics in a "real world" environment.

B. County agrees to provide:

- 1) Boat transportation with qualified crew
- 2) Required instructional materials and on-board equipment
- 3) Marine Science curriculum and instruction
- 4) Scheduling of District/School participation
- 5) Invoice the District/School for field trip.

All trips are subject to cancellation due to severe weather conditions. In the event of inclement weather causing a cancellation of field trip, County will endeavor to reschedule the trip at a time that is agreeable to the District/School, however, such rescheduling is not guaranteed.

C. District/School agrees to:

- 1) Schedule participation in the program with the County by phone. Payment in the form of a Purchase Order or check is required to schedule a trip. Only private schools who do not utilize Purchase Orders may submit the Personal Guarantee of Payment that is found on our website. Each field trip shall be limited to a maximum of thirty-six (36) students and a maximum of four (4) accompanying adults. The fully executed reservation form becomes an addendum to this agreement and will be used to determine the appropriate fee based on the schedule note in item (2.C.4), below.

- 2) Participating SCHOOLS must provide a minimum of one adult participant who holds a valid California teaching credential who is authorized by the District/School to supervise the students aboard the vessel and will aid in presenting the program if requested. Private organizations such as the Girl Scouts are exempt from this requirement.
- 3) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the trip. Less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the contract amount being charged to the District/School. The cancellation fee will be waived if the County is able to schedule a substitute paying group into your reserved time slot.
- 4) Pay the appropriate fees for services rendered upon receipt of invoice. The fees will be based on the following schedule:

Marine Science Floating Lab Field Trip	\$660.00
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**3. Authorization to Copy Materials**

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

**4. Confidentiality of Service or Work**

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

**5. Independent Contractor**

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

**6. Hold Harmless**

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

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

7. **Insurance Requirements**

Both County and District/School shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$1,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured under their policy.

8. **Compliance With Laws**

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

9. **Compensation/Costs and Payment Schedule**

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

10. **Termination**

It is mutually agreed that either party may terminate this agreement by giving a twenty (20) working day written notice. District/School may be subject to cancellation charges if termination is less than twenty days, as noted above in paragraph (2.C.3) above.

11. **Audit**

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

12. **Safety**

District/School will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips. County to provide all appropriate water safety equipment as required by Coast Guard regulations for each student and adult on board.

13. **Governing Law/Venue San Diego**

In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

14. **Final Approval**

This agreement is of no force and effect until approved by signature by the Director of Outdoor Education.

15. **Contract Participants**

If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.

16. **County Contact Person**

San Diego County Office of Education  
Outdoor Education Program Director  
6401 Linda Vista Road, Room 410, San Diego, California 92111-7399  
(858) 292-3695 Fax (858) 571-7206

17. **Entire Agreement**

This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

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

Cardiff School District  
District/School  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Authorized or ratified by the  
Board of Education  
on \_\_\_\_\_

County Superintendent of Schools San Diego County Office of Education

Authorized Signature
Director of Outdoor Education
Title
June 8, 2012
Date

Authorized by the San Diego County Board  
Education on March 13, 2012

**Please return only one copy of this page**

Rules for acceptance and participation in the Marine Science Floating Lab program are the same for everyone without regard to race, color or national origin, sex, age or handicap.

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

August 9, 2012

ITEM: **APPROVE 2012-13 CONSOLIDATED APPLICATION FOR FUNDING CATEGORICAL PROGRAMS PART I**

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**BACKGROUND**

The California Department of Education Consolidated Application for Funding Categorical Aid Programs, Part I and Part II must be submitted by a local educational agency applying for funds from any of the following programs: Economic Impact Aid (EIA), Title I, and Title II.

**CURRENT CONSIDERATIONS**

The 2012-13 Consolidated Application for Funding Categorical Aid Programs is submitted for Board approval. Part I is available for review in the district office.

**FINANCIAL IMPLICATIONS**

Actual entitlements are not available until after the State budget is adopted.

**RECOMMENDATION**

It is respectfully recommended that the Board approve the 2012-13 Consolidated Application for Funding Categorical Aid Programs, Part I.

**HOMEWORK/MAKEUP WORK**

~~The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. good homework practices are consistent with good teaching. Homework should be assigned not simply as a matter of routine, but only when there is clear purpose in regard to student learning.~~

*(cf. 6011 - Academic Standards)*

~~The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training about the purpose and effectiveness of homework based on current research, and in designing relevant, challenging and the design of meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.~~

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4131 - Staff Development)*

~~Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.~~

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

**Makeup Work**

Students who miss schoolwork because of an absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

*(cf. 5113 - Absences and Excuses)*

**HOMEWORK/MAKEUP WORK (continued)**

*Legal Reference:*

EDUCATION CODE

*48205 Absences for personal reasons*

*48913 Completion of work missed by suspended student*

*48980 Parental notifications*

*58700-58702 Tutoring and homework assistance program; summer school apportionment credit*

*Management Resources:*

SBE POLICIES

*Parent Involvement in the Education of Their Children, 1994*

*Policy Statement on Homework, 1995*

Policy  
adopted: 2/11/08

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

## HOMEWORK/MAKEUP WORK

### Designing Quality Types of Homework

Homework assignments ~~are~~ shall be designed to meet ~~different~~ specific instructional purposes. ~~To obtain maximum benefit from homework,~~ Homework shall be assigned only after the teacher first determines the instructional benefit purpose of the assignment.

Designing quality ~~Most homework assignments requires consideration of~~ may be classified into one of four factors, each of which affects a student's motivation to approach the assignment and their perseverance in completing it. ~~types of assignment.~~ They ~~are:~~ include:

1. Academic Purpose

Tasks should have a clear academic purpose, which is directly related to current classroom instruction and activities. Students should easily understand the value of the task or be told explicitly how it helps learning.

Practice

~~This is the most common and simple type of assignment. Practice is given to help students master specific skills. Practice exercises are limited to material presented in class and understood by the learner.~~

2. Competence

Assignments should have a positive effect on a student's sense of competence. Students should be able to complete all homework assignments independently.

Preparation

~~This assignment is given to prepare students to gain maximum benefit from subsequent lessons.~~

3. Ownership

Quality homework assignments promote ownership when they:

- Allow for choices
- Offer students an opportunity to personalize their work
- Allow students to share information about themselves or their lives
- Tap emotions, feelings, or opinions about a subject
- Allow students to create products or presentations
- Create opportunities for family involvement in learning



### Extension

~~This assignment is given to determine if the student can transfer a new skill or concept to a new situation. Extension assignments differ from practice in the degree of application and abstract thinking required. Practice assignments require very little abstract thinking.~~

#### 4. Aesthetics

Assignments should be presented in a way that is visually appealing and engaging to students. Teachers should be mindful of spacing and visual clutter on written pages.

### Creative

~~This assignment requires the student to integrate many skills and concepts in the process of producing a response. Creative assignments usually take a week or more to complete.~~

### Procedures in Making Homework Assignments

1. ~~Provide~~ Send information home to parents at Back to School Night outlining homework expectations ~~what will be expected during~~ for the school year.
2. Provide clearly defined instructions to students ~~children~~ that will enable them to complete the assignment independently.
3. Assign ~~Make~~ long-term homework projects ~~creative assignments~~ sufficiently far in advance to enable students to budget their time.

AR 6154(b)

### HOMEWORK/MAKEUP WORK

#### Considerations In ~~Making~~ Creating Quality Homework Assignments

1. Assignments should be given only to meet specific learning objectives. ~~based upon the individual needs of the pupil.~~ The quantity and quality of the assignment should contribute directly to the achievement of the individual learner.
2. Assignments should be made meaningful through clear explanation of ~~by explaining~~ the purpose ~~type~~ of the assignment, what is to be done, how it is to be done, and when it is due.
3. Assignments should be directly related to current classroom activities.

4. Materials not readily available to students at home should be distributed at the time the assignment is given.
5. In order to be meaningful ~~effective~~, assignments shall ~~are expected to be either reviewed by the teacher or discussed as a class.~~
6. Assignments should reflect the same high standard of legibility, neatness, and content as expected in the classroom.
7. Although parents are encouraged to be aware of and when appropriate participate in their child's assignment, the assignment should be clearly understood by the student and not require initial instruction or supervision by the parent.
8. Homework assignment should generally be assigned on Mondays through Thursdays. Holiday and weekend assignments should be assigned only under unusual circumstances or for long-term projects.
9. Homework assignments should not be used as punishment for pupils.
10. Careful consideration should be given to the time involved to complete the assignment. This includes consideration for differences between the capabilities of students and the impact of homework on family time. ~~The following schedule represents a suggested guide that should include both assigned work as well as independent/family reading time:~~

<u>Grade</u>	<u>Minutes Per Day</u>	<u>Days Per Week</u>
Kindergarten	15 minutes	three or four days
One – two	15 – 30 minutes	three or four days
Three – four	30 – 45 minutes	three or four days
Five	45 – 60 minutes	three or four days
Sixth	60 – 75 minutes	three or four days

11. Grades shall not be given for homework assignments or for homework completion.

AR 6154(c)

## **HOMEWORK/MAKEUP WORK**

### **Responsibility For Homework**

1. The teacher is responsible for providing:
  - a. Communication between home and school
  - b. Quality assignments that meet individual student needs

- c. Quality assignments that are clearly understood and ~~attainable~~ achievable by the student
  - d. Discussion ~~Evaluation~~ of assignments and feedback to student and parent
  - e. Coordination of quantity of assignments with other departmentalized teachers
  - f. Periodic due dates on longer projects when possible
2. The student is responsible for:
- a. The return of completed assignments in an accurate, neat, and timely ~~a~~ fashion as possible
  - b. Assisting teacher and parent by the careful transfer of materials between home and school
3. The Parent is responsible for:
- a. Maintaining an awareness of homework procedures provided by teacher
  - b. Providing an after school schedule that allows time to complete assigned work
  - c. Providing a comfortable, well lighted work environment that is free of distractions
  - d. Providing encouragement and support
  - e. Contacting the teacher with questions or concerns

Regulation  
approved: 2/11/08  
revised: 6/7/11

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