

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

**REGULAR MEETING OF THE GOVERNING BOARD  
AGENDA**

**THURSDAY, JANUARY 17, 2013 • 5:00 PM • PUBLIC MEETNG  
CARDIFF SCHOOL AUDITORIUM  
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

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

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

- I. ORGANIZATIONAL ITEMS *Exhibit*
- A. Call to order
  - B. Pledge of allegiance
  - C. Roll call
    - Mr. Mark Whitehouse, President
    - Ms. Nancy Orr, Clerk
    - Ms. Gail Coakley, Member
    - Mr. Dave Clark, Member
    - Mr. Rick Cassar, Member
    - Ms. Jill Vinson, Superintendent
  - D. Approval of agenda for January 17, 2013  
***All items are action unless labeled information***
  - E. Approve minutes from the regular/organizational meeting of December 13, 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 #12-120229 to #12-130202 \$94,231 **B**
  - 3. Payroll Warrants, December, 2012, \$456,742
- B. Enrollment report as of 01/10/13 **C**
- C. Personnel report for 01/17/13 **D**
- D. Removal of items from Consent Calendar
- E. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

- A. Budget Update (**Information**)
- B. Discussion of Budget Assumptions (**Information**) **E**

V. GENERAL FUNCTIONS

- A. School Security (**Information**)
- B. Program Improvement Update (**Information**)

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with the District's labor negotiator, Jill Vinson, regarding negotiations with the Cardiff Elementary Teachers Association– Government Code Section 54957.6

VIII. REPORT FROM CLOSED SESSION (If applicable)

IX. ADJOURNMENT OF MEETING

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

**MINUTES**

**REGULAR/ORGANIZATIONAL MINUTES OF DECEMBER 13, 2012**

The regular/organizational meeting of the Governing Board of the Cardiff School District was held on Thursday, December 13, 2012 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. Nancy Orr called the meeting to order at 5:00 p.m. Trustees and visitors were led in the pledge of allegiance.

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

Members absent: None

Administrators  
present: Vinson, Parker, Kissell

Visitors: Lesly Easson, CETA  
Siena Randall, SEA

The Oath of Allegiance was administered to new board member Rick Cassar.

Mark Whitehouse was appointed President of the Board for 2013.

MOTION: Brown  
SECOND: Orr  
CARRIED: 5:0

Mr. Whitehouse presided over the remainder of the meeting.

Nancy Orr was elected Clerk of the Governing Board for 2013.

MOTION: Clark  
SECOND: Whitehouse  
CARRIED: 5:0

The following appointments were made:

1. The Superintendent was appointed secretary to the Board of Trustees.
2. Dave Clark was appointed representative to the Trustee Review Committee of the North Coastal Consortium for Special Education.

Exhibit A

3. Dave Clark and Nancy Orr were appointed to the City of Encinitas School District Liaison Committee.

MOTION: Coakley  
SECOND: Orr  
CARRIED: 5:0

The regular meetings of the Governing Board for 2013 were scheduled for 5:00 p.m. at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California on the following dates:

Thursday, January 17, 2013  
Thursday, February 14, 2013  
Thursday, March 14, 2013  
Thursday, April 18, 2013  
Thursday, May 16, 2013  
Thursday, June 6, 2013  
Thursday, July 11, 2013  
Thursday, August 15, 2013  
Thursday, September 12, 2013  
Thursday, October 10, 2013  
Thursday, November 14, 2013  
Thursday, December 12, 2013

The agenda for December 13, 2012 was approved as presented.

MOTION: Orr  
SECOND: Clark  
CARRIED: 5:0

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

MOTION: Clark  
SECOND: Orr  
ABSTAIN: 1:0  
CARRIED: 4:0

Hearing Session:

- Lesly Easson extended a welcome to new Trustee Rick Cassar on behalf of CETA. Teachers are getting students ready for winter performances.
- Brian Kissell reported that the reclassification criteria was reviewed at the ELAC/DELAC meeting.

Hearing Session continued:

- Julie Parker reported the new School Site Council met and reviewed the school improvement status. They are also working on the Site Plan.
- Siena Randall reported SEA has changed their meeting agenda to allow for a more thorough report from district representatives.
- Brian Kissell reported Ada Harris will partner with the YMCA after the winter break to start the Playground Partner program. The academic survey has been completed. The band placed 3<sup>rd</sup> in the holiday parade. The winter concert is taking place next Thursday.
- Julie Parker reported that since our last board meeting, parent conferences have taken place and they were very successful. Preventive measures have been incorporated to help prevent any more iPad thefts. Staff will be attending a two-day math workshop in January. Devon Azzam will be returning to the "Grow Your Lunch" program in January as well.
- Trustees reported they attended the Annual California School Boards Association workshop that was held in San Francisco. They highlighted keynote speakers.
- Superintendent Vinson welcomed Siena Randall, SEA Co-President. Ms. Vinson thanked everyone that worked on The Race To The Top grant. We were not selected as a finalist but she was proud of the completed application submitted. She is looking forward to coming back after the winter break. She thanked Julie Parker and her team for working hard during her absence.

The consent calendar was approved as presented.

MOTION: Coakley  
SECOND: Orr  
CARRIED: 5:0

The budget changes through 10/31/12 were approved.

MOTION: Orr  
SECOND: Coakley  
CARRIED: 5:0

The First Interim Budget State Report for the period ending October 31, 2012 was approved.

MOTION: Clark  
SECOND: Orr  
CARRIED: 5:0

The annual audit report for 2011-12 was accepted.

MOTION: Orr  
SECOND: Coakley  
CARRIED: 5:0

The Memorandum of Understanding with the San Diego County Office of Education for inclusion in the procurement, configuration and implementation of a countywide Enterprise Resource Planning solution, was approved.

MOTION: Orr  
SECOND: Clark  
CARRIED: 5:0

Future agenda items:

1. Budget

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 6:17 p.m. The meeting was reconvened at 6:55 p.m. President Whitehouse reported that no action was taken during the closed session. There being no other business to come before the Board, the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

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Nancy Orr, Clerk

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Jill Vinson, Superintendent

## 2012-2013 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
12/18	18695	3	0800	1110	1000	4100	111	HOUGHTON MIFFLIN	MATH PRACTICE WKBK GR 5	\$860.78
12/7	19075	3		1110	1000	4300	111	USI ED & GOV. SALES	LAMINATING FILM	\$797.13
12/7	19074	3	0000-068	1110	1000	4300	000	EDUCATIONAL INNOVATIONS	STUDENT TIMERS	\$82.97
12/7	18683	3		1110	1000	4300	222	WEEKLY READER	MAGAZINE SUBSCRIPTIONS	\$157.87
12/7	19038	3		1110	1000	4300	222	ELGIN SCHOOL SUPPLY CO	PAINT BRUSHES	\$25.21
12/12	18894	3		1110	1000	4300	111	LYNNE BRIDGES	REIMBURSE/ART SUPPLIES	\$57.92
12/19	19060	3	0000-068	1110	1000	4300	000	SPORTS SUPPLY GROUP	PE EQUIPMENT	\$717.55
12/19	19085	3		1110	1000	4300	222	OFFICE DEPOT	CARD STOCK & PENCILS	\$144.41
12/19	19062	3	0000-066	1110	1000	4300	222	OFFICE DEPOT	PRE-SHARPENED PENCILS	\$61.42
12/19	19072	3	0000-068	1110	1000	4300	000	NASCO MODESTO	SCIENCE SUPPLIES	\$499.03
12/19	19061	3		1110	1000	4300	222	FREE FORM CLAY	CLAY & GLAZES	\$360.06
12/18	19065	3	0000-066	1110	1000	4300	222	ELGIN SCHOOL SUPPLY CO	PENCIL SHARPENERS	\$129.30
12/18	19022	3		1110	1000	4300	111	AMAZON.COM	JOURNEY TO TOPAZ BOOKS	\$246.55
12/18	19034	3			2420	4300	111	AMAZON.COM	TECH SUPPLIES	\$102.90
12/19	19085	3			7100	4300	000	OFFICE DEPOT	FILE FOLDERS	\$15.98
12/7	18930	3			8200	4300	000	WAXIE SANITARY SUPPLY	FLOOR TOOL FOR VACUUM	\$59.40
12/19	18679	3			8200	4300	000	HYDRO-SCAPE	ANNUAL RYE SEED	\$144.59
12/7	19064	6	6500	5770	1190	4300	222	NCS PEARSON INC.	CASL RECORD FORMS	\$49.87
12/7	19063	6	6500	5770	3120	4300	000	THERAPY SHOPPE	INSTRUCTIONAL MATERIALS	\$80.72
12/18	19048	6	6500	5770	3120	4300	000	AMAZON.COM	TIME TIMERS	\$56.48
12/7	18795	6	8150		8110	4300	000	SHELL	GAS FOR TRUCK	\$376.98
12/7	19103	6	8150		8110	4300	000	PEP BOYS	CUSTODIAL SUPPLIES	\$61.97
12/14	19114	6	8150		8110	4300	000	NORTH COUNTY EQUIPMENT	CUSTODIAL SUPPLIES	\$19.48
12/14	18687	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	\$229.79
12/19	19133	6	8150		8110	4300	000	GRADY LOGAN GLASS	REPAIR BROKEN WINDOWS	\$285.77
12/19	18865	6	8150		8110	4300	111	LEE'S LOCK & SAFE	KEYS	\$16.59
12/19	18865	6	8150		8110	4300	222	LEE'S LOCK & SAFE	KEYS	\$88.36
12/21	18795	6	8150		8110	4300	000	SHELL	GAS FOR TRUCK	\$248.57
12/19	19069	3	0000-068	1110	1000	4300-005	111	AMAZON.COM	MULTIPLE AUDIO SPLITTER	\$41.79
12/18	19078	3	0000-068	1110	1000	4300-005	111	EDHELPER	SUBSCRIPTIONS	\$89.96
12/18	19078	3	0000-068	1110	1000	4300-005	222	EDHELPER	SUBSCRIPTIONS	\$119.94
12/18	19034	3	0000-068	1110	1000	4300-005	111	AMAZON.COM	TECH SUPPLIES	\$115.11
12/7	19001	6	6300	1110	1000	4300-006	111	STEPHANIE FOEHL	REIMBURSE/SCIENCE SUPPLIES	\$228.19
12/18	19005	3			2420	4300-008	111	AMAZON.COM	GAMES/MAGNETIC POETRY	\$173.30
12/19	19086	6	6300	1110	1000	4300-012	000	SOUTHWEST SCH SUPPLY	MARKERS & GLUE STICKS	\$9.83
12/19	19087	6	6300	1110	1000	4300-012	000	OFFICE DEPOT	MARKERS, GLUE STICKS & TAPE	\$64.41
12/18	19102	6	6300	1110	1000	4300-012	000	ELGIN SCHOOL SUPPLY CO	PRANG WATERCOLORS	\$29.84
12/18	19097	6	6300	1110	1000	4300-012	000	DICK BLICK ART MATERIALS	ART MATERIALS	\$55.94
12/18	19095	3		1110	1000	4400	222	APPLE INC.	REPLACE STOLEN IPADS	\$10,031.14

**4000 BALANCE: \$633,208      ACCUMULATED BALANCE: \$180,082.17      REMAINING BALANCE: \$453,125.83**

12/14	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$1,150.00
12/17	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$2,060.00
12/7	19108	3			7100	5200	000	GAIL COAKLEY	REIMBURSE/CONF. EXPENSES	\$290.57
12/7	19002	3			7100	5200	000	MARK WHITEHOUSE	REIMBURSE/CONF. EXPENSES	\$448.14
12/14	18752	3			7100	5200	000	MISSION FEDERAL	CSBA EXPENSES	\$128.95

## 2012-2013 Purchase Order Listing

12/14	18738	3			7100	5200	000	WESTIN HOTEL/CSBA	CONFERENCE ACCOMMODATIONS	\$2,299.74
12/19	18717	3			7100	5200	000	MARTHA BAILEY	REIMBURSE/MILEAGE	\$38.30
12/7	19106	3			7200	5200	000	SD CO SUPT OF SCHOOLS	CONFERENCE REGISTRATION	\$175.00
12/14	18700	3			7200	5200	000	SHARON IVERSEN	REIMBURSE/MILEAGE	\$59.66
12/18	19128	3			7100	5300	000	SCHOOL SERVICES OF CA	CONTRACT RENEWAL	\$2,220.00
12/14	18841	3			8200	5500-001	111	SDG&E	SERVICE FOR 11/6-12/7	\$5,027.13
12/14	18841	3			8200	5500-001	222	SDG&E	SERVICE FOR 11/6-12/7	\$2,699.90
12/7	18780	3			8200	5500-002	111	EDCO WASTE	SERVICE FOR NOV	\$426.64
12/7	18780	3			8200	5500-002	222	EDCO WASTE	SERVICE FOR NOV	\$426.64
12/14	18864	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR NOV	\$26.93
12/14	18864	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR NOV	\$52.63
12/14	18864	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR NOV	\$26.00
12/19	18835	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 10/30-11/29	\$1,416.22
12/19	18836	3			8200	5500-003	000	SAN DIEGUITO WATER	SERVICE FOR 10/1-12/3	\$188.03
12/19	18836	3			8200	5500-003	111	SAN DIEGUITO WATER	SERVICE FOR 10/1-12/3	\$280.81
12/19	18836	3			8200	5500-003	222	SAN DIEGUITO WATER	SERVICE FOR 10/1-12/3	\$3,909.19
12/14	18748	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
12/14	18748	3			8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00
12/19	19131	3		1110	1000	5600	222	SD DIGITAL SOLUTIONS	MAINTENANCE AGREEMENT	\$285.66
12/19	19130	3		1110	1000	5600	111	SD DIGITAL SOLUTIONS	MAINTENANCE AGREEMENT	\$285.66
12/14	18773	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
12/7	18837	3			7200	5600	000	PRUDENTIAL OVERALL	MATS	\$10.70
12/14	18773	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	\$79.00
12/7	18837	3			8200	5600	111	PRUDENTIAL OVERALL	TOWELS & MOPS	\$77.22
12/7	18837	3			8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	\$89.83
12/12	19109	3			8200	5600	000	BJ'S RENTALS	RENTAL OF SKIP LOADER	\$399.61
12/19	19132	3			8200	5600	000	VAUGHN IRRIGATION	REPAIR LEAKING BACKFLOW	\$220.50
12/19	18865	6	8150		8110	5600	111	LEE'S LOCK & SAFE	REPAIR LOCK FOR MP ROOM	\$143.75
12/19	19136	6	8150		8110	5600	000	BJ'S RENTALS	RENT 10" GRINDER	\$290.45
12/12	19110	3	0800	1110	1000	5800	111	MAD SCIENCE OF SD	GATE PROGRAM	\$1,259.00
12/14	19050	3	0000-085	1110	1000	5800	111	CATHERINE GOLD	PERCUSSION COACH	\$560.00
12/17	19049	3	0000-085	1110	1000	5800	111	MICHAEL MENDELSON	BAND DIRECTOR	\$540.00
12/18	19127	3		1110	1000	5800	000	AUDIOMETRICS	EARSCAN CALIBRATION	\$100.00
12/7	18871	3			7100	5800	000	TECHMASTERS, INC.	E-RATE CONSULTING SERVICES	\$93.75
12/19	19134	3			7100	5800	000	SAN MARCOS UNIFIED	REIMBURSE/SUBSTITUTE TEACHER	\$236.38
12/19	18872	3			7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$32.00
12/19	18781	3			7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	\$102.48
12/7	19107	3			8200	5800	000	RIGOBERTO MARTINEZ	LEVEL SOCCER FIELD & SEED	\$750.00
12/14	18767	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE FOR DEC	\$4,167.00
12/19	19007	6	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	\$375.00
12/19	19129	6	6500	5770	1190	5800	000	MELISSA HAIDER	PHYSICAL THERAPY	\$332.50
12/18	18920	6	6500	5770	1190	5800	000	JOANNE K. DANSSAERT	PHYSICAL THERAPY	\$315.00
12/14	19119	6	8150		8110	5800	000	FREDRICKS ELECTRIC	TROUBLESHOOT WATER PUMP	\$75.00
12/19	19135	6	8150		8110	5800	000	FREDRICKS ELECTRIC	REPLACE LAMPS IN PARKING LOT	\$1,993.70
12/19	19035	3			7100	5800-005	000	FAGEN FRIEDMAN & FULFROST	LEGAL SERVICES FOR NOV.	\$262.00
12/19	18982	3			2700	5900-001	111	AT&T	SERVICE FOR 11/4-12/3	\$123.81
12/19	18982	3			2700	5900-001	222	AT&T	SERVICE FOR 11/4-12/3	\$123.81
12/14	18984	3			7200	5900-001	000	AT&T	OPTIMAN LINES 11/20-12/19	\$3,554.17
12/19	18982	3			7200	5900-001	000	AT&T	SERVICE FOR 11/4-12/3	\$123.82



## 2012-2013 Purchase Order Listing

12/14 18822 3	7200 5900-002 000	POSTAGE-BY-PHONE	POSTAGE FOR METER	\$750.00
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**5000 BALANCE: \$736,451    ACCUMULATED BALANCE: \$293,129.39    REMAINING BALANCE: \$443,321.61**

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of January 10, 2013

<b>CARDIFF</b>				<b>ADA HARRIS</b>			
	<b>BOYS</b>	<b>GIRLS</b>		<b>BOYS</b>	<b>GIRLS</b>		
K Bjorstad	<u>12</u>	<u>11</u>	23	3 Peery/Layman	<u>11</u>	<u>9</u>	20
K Kulbacki	<u>12</u>	<u>12</u>	24	3 Switzler	<u>13</u>	<u>8</u>	21
K McNamara	<u>12</u>	<u>11</u>	23	3 Steel	<u>1</u>	<u>0</u>	1
K Paccione	<u>11</u>	<u>12</u>	23				<b>TOT 3</b> <u>42</u>
K Stone	<u>12</u>	<u>12</u>	24				
K Reese	<u>0</u>	<u>0</u>	0				
			<b>TOT K</b> <u>117</u>				
1 Carter	<u>14</u>	<u>9</u>	23	4 Ford	<u>11</u>	<u>10</u>	21
1 Easson	<u>11</u>	<u>11</u>	22	4 Green	<u>13</u>	<u>10</u>	23
1 Hall	<u>13</u>	<u>9</u>	22	4 Jacobson	<u>10</u>	<u>10</u>	20
1 Sallans	<u>12</u>	<u>10</u>	22	4 Trees	<u>12</u>	<u>11</u>	23
1 Doui/Boye	<u>8</u>	<u>6</u>	14	4 Price/d'Entre	<u>12</u>	<u>14</u>	26
1 Reese	<u>0</u>	<u>0</u>	0	4 Steel	<u>0</u>	<u>0</u>	0
			<b>TOT 1</b> <u>103</u>				<b>TOT 4</b> <u>113</u>
2 Froke	<u>11</u>	<u>10</u>	21	5 Ensberg	<u>14</u>	<u>12</u>	26 *
2 Gust/Stua	<u>9</u>	<u>10</u>	19	5 Murray	<u>14</u>	<u>13</u>	27 *
2 Kavan	<u>11</u>	<u>9</u>	20	5 Yant	<u>13</u>	<u>15</u>	28 *
2 Payte	<u>11</u>	<u>10</u>	21	5 Price/d'Entre	<u>14</u>	<u>12</u>	26
2 Redding	<u>12</u>	<u>8</u>	20	5 Steel	<u>0</u>	<u>1</u>	1
2 Doui/Boye	<u>8</u>	<u>8</u>	16				<b>TOT 5</b> <u>108</u>
2 Reese	<u>0</u>	<u>0</u>	0				
			<b>TOT 2</b> <u>117</u>				
3 Hamilton	<u>13</u>	<u>8</u>	21	6 Brice	<u>14</u>	<u>12</u>	26
3 Pacetti/Paz	<u>12</u>	<u>9</u>	21	6 Heyer	<u>12</u>	<u>11</u>	23
3 Doui/Boye	<u>7</u>	<u>7</u>	14	6 Jewell	<u>15</u>	<u>12</u>	27
			<b>TOT 3</b> <u>56</u>	6 Wenn	<u>15</u>	<u>10</u>	25
				6 Steel	<u>1</u>	<u>0</u>	1
							<b>TOT 6</b> <u>102</u>
Boy/Girl Subtotal	<u>211</u>	<u>182</u>		Boy/Girl Subtotal	<u>195</u>	<u>170</u>	
<b>SCHOOL TOTAL</b>	<u>393</u>			<b>SCHOOL TOTAL</b>	<u>365</u>		
<b>DISTRICT TOTAL</b>	<u>758</u>						

\* Supported by Flex Teacher

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

January 17, 2013

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Debi Gooden	Instructional Assistant, AH	01/07/13 (P/T, 19.25 Hrs/Wk)

Cardiff School District  
Budget Assumptions 2011-12

Foundational

1. The budget shall reflect the goals of the strategic plan.
2. The employee compensation package is an important aspect of the district's budgetary planning.
3. Provision for the basic education program at all levels shall be the primary consideration.
4. One-time income and ending fund balance shall only be for one-time, non-recurring items.
5. Deferred maintenance shall be budgeted at the maximum allowable to take full advantage of statutory matching funds.
6. The district shall reserve sufficient funds in anticipation of upcoming textbook adoptions.
7. The cafeteria program shall be self-supporting.
8. Estimates for utilities, contracted services, insurance, maintenance contracts and supplies shall be based upon a combination of historical data and industry projections.
9. Budgeted expenditures shall not exceed income unless the expenditures which exceed income are one-time only, and are being made possible by an identifiable revenue source.
10. When a new and previously unbudgeted general fund project or program is recommended, the major competing demands for funding shall be reviewed also.
11. Provisions shall be made to maintain the use, value, and safety of the facilities and equipment through capital improvements and preventative maintenance.
12. Mid-year cuts may impact carryover funding and ending balance for 10-11.
13. The District shall maintain a district reserve that is  $\frac{1}{2}$  the difference between our basic aid and revenue limit income per year. We hope to work toward achieving 100% of the difference by 2014-15.
14. The district has projected a 0.5% decrease in property tax revenues in the 2011-12 school year. Multi-year projections for 2012-13 and 2013-14 will use no growth at this time.

15. As a Basic Aid District, we recognize that we may not be receiving categorical dollars at some point in the future.

### Staffing and Enrollment

16. Keeping upper grade class sizes in the mid to upper twenties is a target in Cardiff's budgetary planning. Local support will likely be needed to meet a mid twenties target.
17. Combination classes in all grade levels will be avoided whenever possible. (combination classes may be a necessary part of each school's class schedule)
18. The district will plan for an incoming kindergarten class of 110-120 students.

### Programs

19. Supply budgets shall be reviewed and adjusted as necessary.
20. The district shall provide carryover for: Categorical program units as provided by statute State and federal grants as provided by statute State and federal entitlements as provided by statute
21. Consideration for staff development at all levels shall be included.
22. The continuance of specialty programs is contingent on the continued contributions of local sources (Cardiff SEA). As annual costs increase, the district seeks increased funding from local sources.
23. Facilities, Maintenance and Operations expenditures will be considered in three tiers: short term, mid term and long term needs.
24. Consideration of technology support, through staff, services, and equipment, shall be included. Technological support for instruction, learning, communication, and data analysis will be considered in three tiers: short term, mid term and long term needs.