

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**TUESDAY, OCTOBER 9, 2012 • 6:00 PM • 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 October 9, 2012
All items are action unless labeled information
- E. Approve minutes from the regular meeting of September 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 #12-088222 to #12-096311 \$100,634 **B**
3. Payroll Warrants, September, 2012, \$461,581

B. Enrollment report as of 10/03/12 **C**

C. Removal of items from Consent Calendar

D. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Budget Update (**Information**)

V. GENERAL FUNCTIONS

A. STAR Test Update (**Information**)

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

A. Public Employment 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 SEPTEMBER 13, 2012

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, September 13, 2012 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. Clerk Orr called the meeting to order at 5:05 p.m. She led Trustees and visitors in the pledge of allegiance.

Members present: Clark, Orr, Whitehouse

Members absent: Brown, III, Coakley

Administrators
present: Vinson, Kissell, Parker

Visitors: Trish d'Entremont, CETA

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

MOTION: Clark
SECOND: Whitehouse
CARRIED: 3:0

The minutes from the regular meeting of August 9, 2012 were approved as written.

MOTION: Whitehouse
SECOND: Clark
CARRIED: 3:0

Business and Finance was moved to this part of the agenda to accommodate the Sandie Luehrs, Director of Fiscal Services, who needed to be excused from the remainder of the meeting.

Ms. Luehrs gave a brief update on the new Pension Reform law that was recently signed.

The 2011-12 Unaudited Actual Financial Report was approved.

MOTION: Whitehouse
SECOND: Clark
CARRIED: 3:0

Exhibit A

Hearing Session:

- Trish d'Entremont reported CETA held their first meeting prior to the beginning of the school year. The new staff members were introduced. The officers for 2012-13 were also presented.
- SEA had their meeting last night. The Co-President seat needs to be filled. A person is also needed to chair the Halloween Carnival. The welcome packets will be distributed next week. The magazine drive will also kick off next week.
- Brian Kissell reported it has been a great start to the school year. Mr. Kissell said there has been a constant streaming of parent volunteers helping with all the great technology. The Mission to Save Program has started with about 30 students.
- Julie Parker reported everyone is working hard, kids are smiling and all are looking forward to a great year.
- Superintendent Vinson thanked Principals Brian Kissell and Julie Parker for their work in starting the new year, and CETA for making the new teachers feel so welcome. Ms. Vinson informed Trustees of the passing of Dorthea Smith. The dog park fence is almost finished. They are in the process of redoing the sprinkler system. Michael Mendelson is on board as the new band director. Ms. Vinson also acknowledged Brian Kissell and Jackie Musil for conducting the technology workshops for staff and Julie Parker for her leadership on the Homework Policy Committee.

The consent calendar was approved as presented.

MOTION: Clark
SECOND: Whitehouse
CARRIED: 3:0

The public hearing to determine sufficiency of instructional materials was opened at 5:23 p.m. There being no public comment, the public hearing was closed at 5:24 p.m.

Resolution 12-13-01, Determining Sufficiency of Instructional Materials, was adopted.

MOTION: Whitehouse
SECOND: Clark
CARRIED: 3:0

Principals Julie Parker and Brian Kissell provided a power point presentation of the STAR test results from last year.

Superintendent Vinson updated Trustees on the energy efficiency. RFP's are not needed. However, Everyday Energy does need to have a signed contract in order to submit the rebates. Superintendent Vinson feels that since the only incentive to move forward at this time are the incentives, we should wait until next October when the energy audit has been released.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 6:05 p.m. The meeting was reconvened at 6:28 p.m. Clerk Orr 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 6:30 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

2012-2013 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
9/14	18831	3	0800	1110	1000	4100	222	ANSMAR PUBLISHERS	EXCEL MATH	\$3,002.99
9/19	18846	3	0800	1110	1000	4100	222	MCGRAW-HILL	COMBINED PUPIL KITS 1 & 2	\$186.89
9/18	18695	3	0800	1110	1000	4100	111	HOUGHTON MIFFLIN	MATH PRACTICE WORKBOOKS	\$227.06
9/18	18845	3	0800	1110	1000	4100	222	HOUGHTON MIFFLIN	PRACTICE BOOKS & TEXTBOOKS	\$784.03
9/21	18852	3	0800	1110	1000	4100	111	PEARSON EDUCATION	HISTORY-SOCIAL SCIENCE BOOKS	\$722.96
9/12	18894	3		1110	1000	4300	111	LYNNE BRIDGES	REIMBURSE/TEACHING SUPPLIES	\$163.73
9/12	18791	3		1110	1000	4300	000	APPLE INC.	iMAC	\$1,246.05
9/14	18842	3		1110	1000	4300	111	VIRCO INC.	ROUND TABLES	\$979.02
9/14	18817	3		1110	1000	4300	111	USI EDUCATION	LAMINATING FILM	\$797.13
9/14	18827	3		1110	1000	4300	222	CEREBELLUM CORP.	SEE A BULLY DVD'S	\$151.83
9/14	18797	3	0800	1110	1000	4300	000	AMAZON.COM	BOOKS	\$13.47
9/12	18809	3		1110	1000	4300	111	BLICK ART MATERIALS	SKETCH PADS	\$462.89
9/18	18808	3		1110	1000	4300	222	SPORTS SUPPLY GROUP	PLAYGROUND BALLS	\$82.75
9/18	18818	3		1110	1000	4300	111	SPORTS SUPPLY GROUP	PE EQUIPMENT	\$182.46
9/19	18684	3		1110	1000	4300	222	SCHOLASTIC MAGAZINES	SCHOLASTIC NEWS SUBSCRIPTION	\$229.68
9/19	18819	3		1110	1000	4300	111	SCHOOL SPECIALTY	PLAYGROUND BALLS	\$248.69
9/19	18839	3		1110	1000	4300	222	SCHOOL SPECIALTY	COMPOSITION BOOKS	\$135.77
9/19	18712	3		1110	1000	4300	111	PREMIER AGENDAS	AGENDA HOMEWORK CALENDARS	\$964.06
9/19	18941	3		1110	1000	4300	111	AMY PRICE	REIMBURSE/TEACHING SUPPLIES	\$298.53
9/19	18789	3		1110	1000	4300	111	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$212.61
9/19	18813	3		1110	1000	4300	111	OFFICE DEPOT	CRAYONS, STARS & BOOK TAPE	\$17.36
9/18	18790	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$181.59
9/18	18816	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$1,840.07
9/18	18820	3		1110	1000	4300	222	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$1,507.30
9/21	18838	3		1110	1000	4300	222	EPS/SCHOOL SPECIALTY	WORDS I USE WHEN I WRITE	\$30.06
9/21	18849	3		1110	1000	4300	222	MEDCO SUPPLY	NURSING SUPPLIES	\$33.73
9/21	18855	3		1110	1000	4300	222	MOORE MEDICAL	NURSING SUPPLIES	\$78.18
9/21	18832	3	0000-001	1110	1000	4300	000	LAKESHORE LEARNING	INSTRUCTIONAL MATERIALS	\$590.05
9/21	18854	3		1110	1000	4300	111	K/P CORPORATION	CUM FOLDERS	\$62.46
9/19	18752	3			7100	4300	000	MISSION FED CREDIT UN/MC	SUPPLIES FOR BACK-TO-SCH BBQ	\$102.08
9/19	18813	3			7200	4300	000	OFFICE DEPOT	STORAGE BOXES & PACKING TAPE	\$41.41
9/18	18820	3			7200	4300	000	SOUTHWEST SCHOOL SUPPLY	WINDOW ENVELOPES	\$8.80
9/12	18788	3			8200	4300	000	ORGANIC SOLUTIONS	PLAYGROUND WOOD CHIPS	\$2,790.56
9/19	18942	3			8200	4300	000	JOSE AGUIRRE	REIMBURSE/CUSTODIAL SUPPLIES	\$96.96
9/18	18844	3			8200	4300	000	WAXIE	CUSTODIAL SUPPLIES	\$392.81
9/18	18834	3			8200	4300	000	WAXIE	FOAM SOAP & HAND SANITIZER	\$265.56
9/21	18887	3			8200	4300	000	MAINTEX	TP & PAPER TOWELS	\$814.91
9/21	18833	3			8200	4300	000	MISSION JANITORIAL	CUSTODIAL SUPPLIES	\$457.30
9/11	18746	6	4203	1110	1000	4300	222	HAMPTON-BROWN	PRACTICE BOOKS & TEACHER ED	\$2,054.46
9/21	18743	6	6500	5770	1190	4300	222	BEST-PRICED PRODUCTS	EXERCISE/REST MAT	\$63.44
9/12	18749	6	8150		8110	4300	000	SHERWIN-WILLIAMS	PAINT	\$103.39
9/11	18795	6	8150		8110	4300	000	SHELL	GASOLINE FOR TRUCK & EQUIP.	\$246.71
9/12	18901	6	8150		8110	4300	000	RED TRUCK FIRE & SAFETY	NEW FIRE EXTINGUISHERS	\$219.49
9/12	18896	6	8150		8110	4300	000	RED TRUCK FIRE & SAFETY	NEW FIRE EXTINGUISHERS	\$159.79
9/14	18812	6	8150		8110	4300	000	MAINTEX, INC.	CUSTODIAL SUPPLIES	\$3,015.38
9/14	18687	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	\$2,866.73
9/14	18814	6	8150		8110	4300	000	FRAZEE PAINT	PAINT & SUPPLIES	\$758.16

2012-2013 Purchase Order Listing

9/11	18883	3		1110	1000	4300-005	222	BARBARA HALL	REIMBURSE/LAPTOP CASE	\$34.44
9/14	18698	3	0000-068	1110	1000	4300-005	111	AMAZON.COM	iPAD CASES	\$46.48
9/19	18940	3		1110	1000	4300-005	222	CHRISTA STONE	REIMBURSE/LAPTOP CASE	\$43.04
9/21	18779	3	0000-068	1110	1000	4300-005	111	MAX INTERACTIVE INC.	iPAD CASES	\$5,542.30
9/21	18779	3	0000-068	1110	1000	4300-005	222	MAX INTERACTIVE INC.	iPAD CASES	\$5,542.30
9/19	18859	6	6300	1110	1000	4300-006	111	SCHOOL SPECIALTY	COMPOSITION BOOKS	\$315.17
9/19	18685	3			2420	4300-008	222	SCHOLASTIC INC.	GUIDED SCIENCE READERS SET	\$119.94
9/12	18828	3			2700	4400	222	APPLE INC.	iMAC & APPLE CARE	\$1,396.30

4000 BALANCE: \$633,208 ACCUMULATED BALANCE: \$108,701.65 REMAINING BALANCE: \$524,506.35

9/14	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$3,168.00
9/11	18878	3	0800	1110	1000	5200	000	US REGENTS/UCSD	WORKSHOP REGISTRATION	\$25.00
9/21	18690	3			7100	5200	000	CSBA	CONFERENCE REGISTRATION	\$2,550.00
9/19	18841	3			8200	5500-001	111	SDG&E	SERVICE 8/8-9/7	\$9,344.19
9/19	18841	3			8200	5500-001	222	SDG&E	SERVICE 8/8-9/7	\$3,160.81
9/19	18835	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 7/31-8/29	\$2,166.58
9/21	18864	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR AUGUST	\$26.93
9/21	18864	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR AUGUST	\$52.63
9/21	18864	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR AUGUST	\$26.00
9/19	18686	3		1110	1000	5600	111	OCE	LEASE PAYMENT	\$754.62
9/19	18686	3		1110	1000	5600	222	OCE	LEASE PAYMENT	\$752.62
9/19	18773	3			7100	5600	000	OCE	MAINTENANCE AGREEMENT	\$80.61
9/19	18837	3			7200	5600	000	PRUDENTIAL OVERALL	MATS	\$16.05
9/19	18773	3			7200	5600	000	OCE	MAINTENANCE AGREEMENT	\$80.60
9/19	18837	3			8200	5600	111	PRUDENTIAL OVERALL	TOWELS, MOPS	\$213.54
9/19	18837	3			8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	\$198.89
9/12	18904	6	8150		8110	5600	000	BJ'S RENTALS	RENTAL OF SKIDSTEER LOADER	\$291.98
9/14	18785	3			2420	5800	000	DATEL SYSTEMS	CISCO SMARTNET RENEWALS	\$1,703.10
9/19	18886	3			2420	5800	111	SCHOLASTIC INC.	READ180 BASIC BUILDING PLAN	\$1,400.00
9/19	18943	3			7100	5800	000	CRAIG'S LIST/MC	POSTING FOR MUSIC COACH	\$25.00
9/14	18781	3			7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	\$102.48
9/12	18895	3			8200	5800	000	SHOWCASE CARPET CLEANING	CARPET CLEANING (CAR)	\$1,173.96
9/12	18899	3			8200	5800	000	SALOMON CONSTRUCTION	FENCE RELOCATION/DOG PARK	\$5,000.00
9/12	18905	3			8200	5800	000	STANLEY STEEMER	CARPET CLEANING (AH)	\$2,029.98
9/19	18767	3			8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE FOR SEPT	\$4,167.00
9/14	18920	6	6500	5770	1190	5800	000	JOANNE DANSSAERT, PT	PHYSICAL THERAPY	\$315.00
9/21	18946	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$1,140.00
9/12	18902	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	SEMI-ANNUAL SYSTEM SERVICE	\$224.95
9/12	18900	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERV	\$308.71
9/12	18896	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERV	\$156.16
9/12	18898	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	ANNUAL FIRE ALARM SYSTEM TEST	\$2,750.00
9/14	18926	6	8150		8110	5800	000	SOUTHCOAST HEATING & A/C	REPAIR A/C IN MP RM AT AH	\$85.00
9/12	18829	6	8150		8110	5800	000	TRANE	A/C REPAIRS AT AH	\$986.00
9/12	18829	6	8150		8110	5800	000	TRANE	A/C REPAIRS AT AH	\$1,172.00
9/12	18906	6	8150		8110	5800	000	TRANE	A/C REPAIRS AT AH	\$1,346.98
9/14	18919	3			7100	5800-005	000	STUTZ ARTIANO SHINOFF	LEGAL SERVICES FOR JULY	\$198.44

5000 BALANCE: \$736,451 ACCUMULATED BALANCE: \$107,670.12 REMAINING BALANCE: \$628,780.88

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of October 3, 2012

CARDIFF				ADA HARRIS			
	BOYS	GIRLS		BOYS	GIRLS		
K Bjorstad	<u>12</u>	<u>12</u>	24	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>10</u>	22	3 Steel	<u>1</u>	<u>0</u>	1
K Paccione	<u>11</u>	<u>12</u>	23				TOT 3 <u>42</u>
K Stone	<u>11</u>	<u>12</u>	23				
K Reese	<u>0</u>	<u>0</u>	0				
			TOT K <u>116</u>				
1 Carter	<u>14</u>	<u>9</u>	23	4 Ford	<u>12</u>	<u>10</u>	22
1 Easson	<u>13</u>	<u>10</u>	23	4 Green	<u>13</u>	<u>10</u>	23
1 Hall	<u>12</u>	<u>10</u>	22	4 Jacobson	<u>11</u>	<u>11</u>	22
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
			TOT 1 <u>104</u>				TOT 4 <u>116</u>
2 Froke	<u>11</u>	<u>10</u>	21	5 Ensberg	<u>15</u>	<u>12</u>	27 *
2 Gust/Stua	<u>10</u>	<u>10</u>	20	5 Murray	<u>13</u>	<u>13</u>	26 *
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				TOT 5 <u>108</u>
2 Reese	<u>0</u>	<u>0</u>	0				
			TOT 2 <u>118</u>				
3 Hamilton	<u>13</u>	<u>8</u>	21	6 Brice	<u>14</u>	<u>12</u>	26
3 Pacetti/Paz	<u>13</u>	<u>9</u>	22	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
			TOT 3 <u>57</u>	6 Wenn	<u>15</u>	<u>10</u>	25
				6 Steel	<u>1</u>	<u>0</u>	1
							TOT 6 <u>102</u>
Boy/Girl Subtotal	<u>213</u>		<u>182</u>	Boy/Girl Subtotal	<u>197</u>		<u>171</u>
SCHOOL TOTAL	<u>395</u>			SCHOOL TOTAL	<u>368</u>		
DISTRICT TOTAL	<u>763</u>			* Supported by Flex Teacher			