

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, AUGUST 15, 2013 • 5:00 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. 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 August 15, 2013
All items are action unless labeled information
 - E. Approve minutes from the regular meeting of June 6, 2013 and **A**
special meeting of July 10, 2013
- 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, #12-187979 to #12-201094 **B**
\$87,543; July, #12-202840 to #12-209380 \$226,027
3. Payroll Warrants, June, 2013, \$476,637 and July, 2013 \$116,090

B. Removal of items from Consent Calendar

C. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Budget Update

V. GENERAL FUNCTIONS

A. Consider approval of the Assistant Director - Extended Day Care Program, job description **C**

B. Consider approval of the Director of Special Education job description **D**

C. Consider approval of revised job title from Special Education Coordinator 40% to Director of Special Education 40%

D. Approve revised Board Policy 3580, District Records **E**

E. Approve revised Administrative Regulation 3580, District Records **F**

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 MEETING OF JUNE 6, 2013

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, June 6, 2013 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:02 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: Siena Randall, SEA

The agenda for June 6, 2013 was approved as presented.

MOTION: Orr
SECOND: Cassar
CARRIED: 5:0

The minutes from the regular meeting of May 16, 2013 were approved as written.

MOTION: Clark
SECOND: Coakley
CARRIED: 5:0

Hearing Session:

- Trish d'Entremont reported teachers were happy to see the salary increase reflected on the May pay warrants.
- Siena Randall reported SEA is finishing up the spring campaign. They are \$40,000 from their goal. The Honor Society event is on Thursday, June 13th.
- Julie Parker reported it's been a great finish to this school year. Over 200 participants have been on campus this week at lunchtime enjoying Grandparents Day with a grandchild. There are multiple end-of-year performances taking place. 92 kindergarten and 4 transitional kindergarten enrollment packets have been turned in to the office.

Hearing Session continued:

- Brian Kissell reported there are many plays taking place at Ada Harris as well. He thanked Board members for attending the Open House.
- Mark Whitehouse, Nancy Orr, Gail Coakley, Sandie Luehrs, and Superintendent Vinson attended May Revise workshops. They reported the Local Control Funding Formula does not apply directly to Cardiff.
- The Tax Assessor's meeting that was held in Solana Beach was attended by Nancy Orr, Gail Coakley, and Jill Vinson.
- Dave Clark reported on his attendance at the Let's Move Encinitas meeting. A \$250,000 grant to improve safe routes was discussed.
- Superintendent Vinson thanked Board members for attending Open House. She acknowledged the hard work the Principals, teachers, support staff, and office staff resulting in an amazing year. The open positions are posted and will hopefully generated some quality candidates. A big thank you to Pacific Coast Grill and Ki's for underwriting the staff appreciation lunch. Thank you to Rimel's, Ciccotti's, and Tower 13 who were also very generous with their donations toward staff appreciation lunch certificates. Also thank you to Janette Kreinberg for the amazing job she did coordinating the teacher car wash.

The consent calendar was approved as presented.

MOTION: Coakley
SECOND: Orr
CARRIED: 5:0

The public hearing regarding adoption of the District 2013-14 budget was opened at 5:15 p.m. There being no speakers, the public hearing was closed at 5:16 p.m.

The proposed budget for 2013-14 was adopted.

MOTION: Coakley
SECOND: Orr
CARRIED: 5:0

Sandie Luehrs, Director of Fiscal Services, provided an update on the Food Service Program. Wonderful new changes have started taking place with Laura Day. The introduction of fish tacos to the menu is one of the few. Ms. Luehrs reported that currently part-time positions are not five days a week. Through attrition, we would like to make the replacements five-day a week positions.

The regular board meeting for July 11, 2013 was cancelled.

MOTION: Orr
SECOND: Clark
CARRIED: 5:0

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:20 p.m. The meeting was reconvened at 5:45 p.m. President Whitehouse reported the following action was taken during closed session:

An amendment to the superintendent's contract was made. Ms. Vinson's contract, at the salary of \$136,000, is in place through June, 2015.

MOTION: Coakley
SECOND: Orr
CARRIED: 5:0

There being no other business to come before the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

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

MINUTES
SPECIAL MEETING OF JULY 10, 2013

The special meeting of the Governing Board of the Cardiff School District was held on Wednesday, July 10, 2013 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 9:19 a.m. Trustees were led in the pledge of allegiance.

Members present: Cassar, Orr, Whitehouse

Members absent: Clark, Coakley

Administrators
present: Vinson

The agenda for July 10, 2013 was approved as presented.

MOTION: Orr
SECOND: Cassar
CARRIED: 3:0

The addition to existing Master Lease Purchase Agreement with Apple, Inc. approved June 14, 2012 with additional items listed on Exhibit A, was approved.

MOTION: Cassar
SECOND: Orr
CARRIED: 3:0

The Nonpublic, Nonsectarian School Services Master Contract between Cardiff School District and Stein Education Center was approved.

MOTION: Orr
SECOND: Cassar
CARRIED: 3:0

The personnel report for 07/10/13 was approved.

MOTION: Orr
SECOND: Cassar
CARRIED: 3:0

There being no other business to come before the Board, the meeting was adjourned at 10:02 a.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
6/12	19392	3		1110	1000	4300	111	JANET BRICE	REIMBURSE/OLYMPIC DAY SUPPLY	\$66.80
6/12	19391	3		1110	1000	4300	111	NANCY FRASER	REIMBURSE/GOLD RUSH SUPPLY	\$88.08
6/12	19019	3		1110	1000	4300	111	DEBORAH HEYER	REIMBURSE/OLYMPIC DAY SUPPLY	\$34.76
6/14	19395	3		1110	1000	4300	111	OLIVIA KLEINRATH	REIMBURSE/GOLD RUSH SUPPLY	\$75.00
6/26	19385	3		1110	1000	4300	222	SCHOOL SPECIALTY	FOLDERS & FOOTBALLS	\$231.64
6/26	19384	3		1110	1000	4300	222	SOUTHWEST SCHOOL SUPPLY	POCKET PORTFOLIOS	\$27.60
6/27	19019	3		1110	1000	4300	111	DEBORAH HEYER	REIMBURSE/APPLE TV	\$106.67
6/27	19302	3	0800	1110	1000	4300	000	AMAZON.COM	BOOKS	\$9.11
6/27	19302	3			2420	4300	222	AMAZON.COM	BOOKS	\$9.10
5/31	19051	3			2700	4300	111	BRIAN KISSELL	REIMBURSE/MEETING SUPPLIES	\$20.08
5/31	19354	3			3160	4300	000	CAMBIUM LEARNING/DIBELS	VOYAGER WORKBOOKS & TE	\$159.30
5/31	19353	3			3160	4300	000	CAMBIUM LEARNING/DIBELS	DIBELS NEXT MATERIALS	\$1,505.42
6/21	19080	3			3160	4300	000	EDUCATIONAL TESTING SERV.	STAR PRE-ID SERVICES	\$324.60
6/12	19287	3			7100	4300	000	OFFICE DEPOT	PRINTED ENVELOPES	\$145.80
6/14	18907	3			7100	4300	000	SMART & FINAL	FOOD FOR END OF YEAR PARTY	\$113.77
6/18	18861	3			7100	4300	000	ENCINITAS ROTARY CLUB	MEALS	\$45.00
6/18	18700	3			7100	4300	000	SHARON IVERSEN	REIMBURSE/MILEAGE	\$68.42
6/21	18752	3			7100	4300	000	SHELL OIL/MASTERCARD	ICE FOR END OF YEAR PARTY	\$22.38
6/27	19378	3			7100	4300	000	AMAZON.COM	COUNTDOWN TIMER	\$16.33
6/14	19322	3			8200	4300	111	SCHOOL SAFETY SOLUTION	CUSTOM HIDEAWAY HELPER	\$470.64
6/14	19334	3			8200	4300	111	SCHOOL SAFETY SOLUTION	CUSTOM HIDEAWAY HELPER	\$811.59
6/26	19387	3			8200	4300	000	WAXIE	CUSTODIAL SUPPLIES	\$508.70
6/26	19386	3			8200	4300	000	MAINTEX, INC.	ROLL TOWELS & HAND SOAP	\$196.68
6/27	18679	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$765.80
6/28	19398	3			8200	4300	000	AGRI SERVICE, INC.	70/30 TOPSOIL BLEND	\$1,199.52
6/19	19394	6	6500	5770	1190	4300	111	THINK SOCIAL PUBLISHING	INCREDIBLE FLEXIBLE YOU	\$114.41
5/31	18795	6	8150		8110	4300	000	SHELL	GASOLINE FOR TRUCK	\$194.82
6/12	18687	6	8150		8110	4300	000	HOME DEPOT	CUSTODIAL SUPPLIES	\$1,366.59
6/26	18865	6	8150		8110	4300	111	LEE'S LOCK & SAFE	KEEL REEL & KEY HOLDER	\$24.30
6/28	18795	6	8150		8110	4300	000	SHELL	GASOLINE FOR TRUCK	\$220.12
5/31	19367	3	0000-068	1110	1000	4300-005	111	APPLE INC.	APPLE 85W POWER ADAPTER	\$85.32
5/31	19202	3		1110	1000	4300-005	111	A PLUS ELECTRONICS	IPAD REPAIR	\$150.00
6/12	19390	3	0000-068	1110	1000	4300-005	111	LESLIE PINYAN	REIMBURSE/TECH SUPPLIES	\$244.01
6/19	19383	3	0000-068	1110	1000	4300-005	222	HORIZON COMPUTER RESC.	1-YEAR SERVICE CONTRACT	\$160.21
6/26	19373	3	0000-068	1110	1000	4300-005	111	SEHI COMPUTER PRODUCTS	WARRANTY	\$47.17
6/27	19362	3	0000-068	1110	1000	4300-005	111	AMAZON.COM	LOGITECH USB HEADSETS	\$129.56
6/27	19393	3	0000-068	1110	1000	4300-005	111	AMAZON.COM	TECH SUPPLIES	\$450.35
6/19	19383	3			2420	4300-005	111	HORIZON COMPUTER RESC.	1-YEAR SERVICE CONTRACT	\$876.00
6/19	19383	3			2420	4300-005	222	HORIZON COMPUTER RESC.	1-YEAR SERVICE CONTRACT	\$309.30
6/26	19357	3			2420	4300-005	111	SEHI COMPUTER PRODUCTS	INK FOR PHASER 8550 & 8560	\$279.72
6/26	19373	3			2420	4300-005	111	SEHI COMPUTER PRODUCTS	HP LASERJET COLOR PRINTER	\$370.85
6/19	19383	6	6300	1110	1000	4300-005	222	HORIZON COMPUTER RESC.	1-YEAR SERVICE CONTRACT	\$187.49
6/26	19373	6	6300	1110	1000	4300-005	111	SEHI COMPUTER PRODUCTS	PRINTER & TONER CARTRIDGE	\$253.03
6/12	19001	6	6300	1110	1000	4300-006	111	STEPHANIE FOEHL	REIMBURSE/SCIENCE SUPPLIES	\$374.17
5/31	19355	3			2420	4300-008	222	BENCHMARK EDUCATION CO	BOOKS	\$620.68
6/12	18999	3			2420	4300-008	111	ANN RUMP	REIMBURSE/POETRY PRIZES	\$115.00
6/21	19370	3			2420	4300-008	111	BOUND TO STAY BOUND BOOKS	LIBRARY BOOKS	\$247.82

2012-2013 Purchase Order Listing

6/26	19366	3		2420	4300-008	222	TREASURE BAY	BOOKS	\$347.60	
6/26	19358	3		2420	4300-008	222	REALLY GOOD STUFF	READERS THTR. FOLK TALES PKG	\$145.71	
5/31	19345	3	1110	1000	4300-010	222	SPORTIME	PLAYGROUND BALLS	\$115.86	
6/12	19296	6	6300	1110	1000	4300-012	000	DAGMAR LANDEL	REIMBURSE/ART SUPPLIES	\$212.88

4000 BALANCE: \$642,294.00 ACCUMULATED BALANCE: \$290,353.33 REMAINING BALANCE: \$351,940.67

6/12	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$4,121.00
6/21	18705	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$3,837.00
6/12	19271	3	0800	1110	1000	5200	000	KRISTINE ENSBERG	REIMBURSE/CUE REGISTRATION	\$159.00
6/27	18973	3	0800	1110	1000	5200	000	MELINDA TREES	REIMBURSE/MILEAGE	\$135.05
6/12	19388	3			2700	5200	111	MARIA CASAS	REIMBURSE/MILEAGE	\$25.20
6/12	18717	3			7100	5200	000	MARTHA BAILEY	REIMBURSE/MILEAGE	\$50.85
6/26	19270	3			7100	5200	000	SCHOOL SERVICES OF CA	WORKSHOP REGISTRATION	\$270.00
6/21	19401	3			7200	5200	000	UC DAVIS/MASTERCARD	WORKSHOP REGISTRATION	\$75.00
6/26	19270	3			7200	5200	000	SCHOOL SERVICES OF CA	WORKSHOP REGISTRATION	\$135.00
6/18	18841	3			8200	5500-001	111	SDG&E	SERVICE FOR 5/9-6/10	\$8,250.96
6/18	18841	3			8200	5500-001	222	SDG&E	SERVICE FOR 5/9-6/10	\$3,555.28
6/14	18780	3			8200	5500-002	111	EDCO WASTE	SERVICE FOR MAY	\$426.64
6/14	18780	3			8200	5500-002	222	EDCO WASTE	SERVICE FOR MAY	\$426.64
6/18	18835	3			8200	5500-003	111	SAN DIEGUITO WATER DIST.	RECYCLED WATER 4/30-5/30	\$2,359.24
6/18	18836	3			8200	5500-003	000	SAN DIEGUITO WATER DIST.	SERVICE FOR 4/1-6/3	\$207.15
6/18	18836	3			8200	5500-003	111	SAN DIEGUITO WATER DIST.	SERVICE FOR 4/1-6/3	\$281.33
6/18	18836	3			8200	5500-003	222	SAN DIEGUITO WATER DIST.	SERVICE FOR 3/25-5/28	\$4,169.39
6/19	18864	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR MAY	\$26.99
6/19	18864	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR MAY	\$52.75
6/19	18864	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR MAY	\$26.06
6/14	18748	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
6/14	18921	3			8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00
6/19	18748	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
6/19	18921	3			8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00
6/14	18686	3	1110	1000	5600	111	OCE/CANON SOLUTIONS	LEASE AGREEMENT	\$754.37	
6/14	18686	3	1110	1000	5600	222	OCE/CANON SOLUTIONS	LEASE AGREEMENT	\$756.38	
6/14	18773	3			7100	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00
6/14	18773	3			7200	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00
6/19	18837	3			7200	5600	000	PRUDENTIAL OVERALL SUPPLY	MATS	\$10.70
6/27	18837	3			7200	5600	000	PRUDENTIAL OVERALL SUPPLY	MATS	\$10.70
6/19	18837	3			8200	5600	111	PRUDENTIAL OVERALL SUPPLY	TOWELS, MOPS	\$128.70
6/19	18837	3			8200	5600	222	PRUDENTIAL OVERALL SUPPLY	TOWELS & MATS	\$156.45
6/27	18837	3			8200	5600	111	PRUDENTIAL OVERALL SUPPLY	TOWELS & MOPS	\$120.36
6/27	18837	3			8200	5600	222	PRUDENTIAL OVERALL SUPPLY	TOWELS & MATS	\$130.44
6/19	19015	6	8150	8110	5600	000	JACKSON & BLANC	REPAIR HVAC UNIT RM6 AT AH	\$545.00	
6/26	19020	6	8150	8110	5600	111	T.L. SHIELD & ASSOCIATES	WHEELCHAIR LIFT INSPECTION	\$137.00	
6/14	19079	3	0000-085	1110	1000	5800	111	STEVE BROWN	WOODWIND COACH	\$2,530.00
6/18	19081	3	0000-085	1110	1000	5800	111	SARAH BROWN	WOODWIND COACH	\$880.00
6/27	19229	3		1110	1000	5800	111	YMCA	PLAYGROUND PARTNERS	\$642.00
6/27	19408	3		1110	1000	5800	111	YMCA	TRANSPORTATION CARDIFF TO AH	\$96.00
6/26	19382	3			2420	5800	000	DATEL SYSTEMS, INC.	CISCO 3750 & FIREWALL	\$1,654.44
6/26	18871	3			7100	5800	000	TECHMASTERS	E-RATE CONSULTING SERVICE	\$125.00

2012-2013 Purchase Order Listing

6/28	19173	3		7100	5800	000	TARA BUNCH & SUSAN PFEUFFEF	SETTLEMENT REIMBURSEMENT	\$3,500.00	
6/19	18781	3		7200	5800	000	CINTAS DOCUMENT MGMT	SHREDDING SERVICE	\$102.48	
6/26	19407	3		7200	5800	000	UNION-TRIBUNE	BUDGET PUBLIC HEARING AD	\$205.20	
6/27	18872	3		7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$64.00	
6/18	18767	3		8200	5800	000	RIGOBERTO MARTINEZ	GROUNDSCARE FOR JUNE	\$4,166.00	
6/21	18920	6	6500	5770	1190	5800	000	JOANNE K. DANSSAERT, PT	PHYSICAL THERAPY	\$420.00
6/21	19129	6	6500	5770	1190	5800	000	MELISSA HAIDER	PHYSICAL THERAPY	\$546.25
6/21	19258	6	6500	5770	1190	5800	000	BRIDGES EDUCATIONAL CORP.	STAFF TRAINING & OBSERVATION	\$588.70
6/26	18946	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$4,430.00
6/26	19007	6	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	\$1,987.50
6/27	18946	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$1,280.00
5/31	19377	6	8150		8110	5800	000	JOE'S PAVING CO.	PAINT NO PARKING & RED LINES	\$350.00
6/18	19133	6	8150		8110	5800	000	GRADY LOGAN GLASS	REPLACE BROKEN WINDOW	\$249.30
6/19	19399	6	8150		8110	5800	000	AFFORDABLE DRAIN SERVICE	CLEAN DRAIN IN DAYCARE	\$100.00
6/27	18983	6	8150		8110	5800	000	WESTERN FIRE PROTECTION	INSPECT FIRE SPRINKLER SYSTEM	\$297.00
6/27	19409	6	8150		8110	5800	000	TRANE	SERVICE A/C RMS 9 & 24 AH	\$692.68
6/27	18978	6	8150		8110	5800	000	STANDARD ELECTRONICS	CHECK FIRE ALARM PANEL	\$212.70
6/27	19400	6	8150		8110	5800	000	CARROLL PLUMBING	REPLACE WATER HEATER	\$985.00
6/18	19397	3		7191	5800-004	000	WILKINSON HADLEY KING	2012-13 ANNUAL AUDIT	\$2,000.00	
6/21	19035	3		7100	5800-005	000	FAGEN FRIEDMAN & FULFROST	LEGAL SERVICES FOR MAY	\$88.00	

5000 BALANCE: \$759,699 ACCUMULATED BALANCE: \$575,190.41 REMAINING BALANCE: \$184,508.59

2013-2014 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
7/24	19433	6	6300	1110	1000	4100	222	ZANER-BLOSER	CURSIVE STUDENT EDITION	\$271.68
7/24	19415	6	6300	1110	1000	4100	222	MCGRAW-HILL	BRWL PUPIL KITS & PAPER	\$2,432.37
7/24	19423	6	6300	1110	1000	4100	111	PEARSON EDUCATION	SCOTT FORESMAN HISTORY BOOKS	\$2,199.46
7/24	19412	6	6300	1110	1000	4100	222	HOUGHTON MIFFLIN	SPELLING/READING PRACTICE BKS	\$1,897.95
7/24	19434	6	6300	1110	1000	4100	111	EVAN-MOOR	DLR STUDENT PRACTICE BOOKS	\$659.78
7/31	19445	6	6300	1110	1000	4100	222	EDUCATORS PUBLISHING	WORDS I USE WHEN I WRITE	\$85.34
7/9	19403	3		1110	1000	4300	000	IXL LEARNING	1 YR MATH SITE LICENSE	\$3,600.00
7/17	19381	3		1110	1000	4300	111	SCHOLASTIC INC.	RBOOK FLEX READ 180 & GUIDE	\$982.26
7/19	19422	3		1110	1000	4300	111	CAMBIUM LEARNING INC.	DIBELS NEXT & VOYAGER	\$1,959.13
7/26	19429	3		1110	1000	4300	111	BARNES & NOBLE	CAY/WHERE THE RED FERN GROWS	\$724.46
7/31	19462	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	ART CRAFT PAPER	\$260.94
7/31	19473	3		1110	1000	4300	222	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$1,747.62
7/31	19481	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	XEROGRAPHIC PAPER	\$1,088.64
7/31	19483	3		1110	1000	4300	111	SOUTHWEST SCHOOL SUPPLY	XEROGRAPHIC PAPER	\$1,088.64
7/31	19469	3		1110	1000	4300	222	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$1,447.28
7/31	19478	3		1110	1000	4300	222	KELLY PAPER	XEROGRAPHIC PAPER	\$1,142.64
7/31	19463	3		1110	1000	4300	222	EAI EDUCATION	BASE 10 INTERMEDIATE SET	\$85.95
7/31	19430	3		1110	1000	4300	111	AMAZON.COM	MEGAWORDS 1 & UNLOCKING LIT	\$50.91
7/31	19469	3			7100	4300	000	OFFICE DEPOT	CALENDAR & CARD STOCK	\$33.11
7/17	19428	3			8200	4300	000	AMERICAN SOD, INC.	SOD FOR FIELD AT CARDIFF	\$1,674.00
7/17	19436	3			8200	4300	000	AMERICAN SOD, INC.	SOD FOR FIELD AT CARDIFF	\$1,215.01
7/24	19437	3			8200	4300	000	WAXIE	ROLL TOWELS & FLOOR STRIPPER	\$507.79
7/26	19405	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$129.89
7/31	19460	3			8200	4300	000	MISSION JANITORIAL	TRASH CAN LINERS	\$623.27
7/24	19416	6	4203	4760	1000	4300	111	MCGRAW-HILL	SRA NUMBER WORLDS	\$946.49
7/17	19446	6	8150		8110	4300	000	PEP BOYS	BATTERY & SUPPLIES FOR TRUCK	\$300.20
7/31	19458	6	8150		8110	4300	000	FRAZEE PAINT	PAINT	\$256.00
7/26	19442	3		1110	1000	4300-005	111	A PLUS ELECTRONICS	iPAD REPAIRS	\$300.00
7/31	19461	3	0000-068	1110	1000	4300-005	222	LOGICAL CHOICE TEHNOLOGY	PROMETHEAN NIBS FOR ACTIVPEN	\$6.91
7/31	19438	6	6300	1110	1000	4300-006	222	DELTA EDUCATION	SCIENCE SUPPLIES	\$288.93
4000 BALANCE:			\$559,125.00	ACCUMULATED BALANCE:			\$28,006.65	REMAINING BALANCE: \$531,118.35		
7/12	19454	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$944.00
7/31	19454	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$5,610.00
7/12	18973	3	0800	1110	1000	5200	000	MELINDA TREES	REIMBURSE/CUE REGISTRATION	\$159.00
7/31	19439	3		1110	1000	5200	000	DEFINED LEARNING	PROFESSIONAL DEVELOPMENT	\$1,500.00
7/17	19467	3			7100	5200	000	ACSA REGION 18 SUPTS.	ANNUAL SUPERINTENDENTS' BBQ	\$30.00
7/19	19396	3			7100	5200	000	CSBA	CONFERENCE REGISTRATION	\$2,275.00
7/12	19453	3			7100	5300	000	ENCINITAS ROTARY CLUB	ANNUAL DUES	\$175.00
7/12	19455	3			7100	5300	000	CA SCH BOARDS ASSOC	GAMUT ONLINE	\$1,500.00
7/12	19457	3			7100	5300	000	CA SCH BOARDS ASSOC	MEMBERSHIP DUES	\$4,313.00
7/17	19472	3			7100	5300	000	SD CO SCH BRDS ASSOC.	MEMBERSHIP DUES	\$150.96
7/17	19471	3			7100	5300	000	N CNTY PROFESSIONAL DEV	MEMBERSHIP DUES	\$497.08
7/12	19452	3		1110	1000	5600	111	OCE/CANON SOLUTIONS	LEASE PAYMENT	\$756.38
7/12	19452	3		1110	1000	5600	222	OCE/CANON SOLUTIONS	LEASE PAYMENT	\$754.37
7/12	19451	3			7100	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00

2013-2014 Purchase Order Listing

7/12	19451	3		7200	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00	
7/24	19487	6	8150	8110	5600	111	LEE'S LOCK & SAFE	REKEY GIRLS BATHROOM AH	\$91.00	
7/10	19444	3		2420	5800	000	SCHOOLWIRES, INC.	WEB HOSTING SERVICE	\$1,777.14	
7/31	19439	3		2420	5800	111	DEFINED LEARNING	LICENSES	\$5,385.00	
7/10	19443	3		2700	5800	111	BLACKBOARD INC.	PHONE/EMAIL NOTIFICATION SYS	\$1,125.00	
7/10	19443	3		2700	5800	222	BLACKBOARD INC.	PHONE/EMAIL NOTIFICATION SYS	\$1,125.00	
7/19	19474	3		2700	5800	222	SD PROJECT HEARTBEAT	DEFIBRILLATOR MGMT SERVICE	\$37.50	
7/26	19499	3		2700	5800	111	RANCHO SANTA FE SECURITY	CENTRAL STATION MONITORING	\$210.00	
7/26	19499	3		2700	5800	222	RANCHO SANTA FE SECURITY	CENTRAL STATION MONITORING	\$210.00	
7/31	19507	6	6500	5770	1190	5800	000	JOANNE K. DANSSAERT	PHYSICAL THERAPY	\$315.00
7/19	19475	3		7200	5900-002	000	POSTAGE-BY-PHONE	POSTAGE FOR METER	\$1,000.00	
7/24	19488	3		7200	5900-002	000	FEDEX	SHIPPING CHARGES	\$42.73	

5000 BALANCE: \$788,690.00
 ACCUMULATED BALANCE: \$30,141.16
 REMAINING BALANCE: \$758,548.84

Cardiff School District

ASSISTANT DIRECTOR-EXTENDED DAY CARE PROGRAM

DEFINITION:

Under the general direction of the Extended Day Director, assist in the planning, organization and supervision of the District's Extended Day Program.

TYPICAL DUTIES:

Assists the Director in daily program activities on both school campuses

Participates in the hiring, training, supervision and evaluation of assigned staff

Maintain and oversee a safe, positive, developmentally appropriate, organized and creative learning environment

Leads and supervises students in classroom or playground activities, including, art, games, sports and homework

Takes daily attendance, records absences, and contacts parent(s) if not notified of child's absence

Supervise the Extended Day Program activities and encourage staff members to experiment and be creative

Communicates with teachers regarding students as needed

Reinforces positive student behaviors as appropriate; follows established disciplinary guidelines; reports serious disciplinary problems or issues to the appropriate personnel as required

Communicates with parents to provide information regarding student behavior and program policies

Communicates with staff regarding program procedures and policies

Administers first aid and medications to students as needed; follows emergency procedures as necessary

Participates in the planning and execution of staff meetings and in-service trainings as needed

Assists Director with staff, intern, and student recruitment as needed

Assists Director with coordination of summer program

Performs other related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Concepts, principles and practices of child development
- Behavior modification techniques and appropriate disciplinary actions
- Safe practices in classroom and outdoor activities; safety precautions and procedures; health and safety regulations
- Principles and practices of training and supervision
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Assist in planning and designing program activities
- Train and supervise staff
- Lead and supervise children in classroom and outdoor activities
- Oversee and discipline students according to approved policies and procedures
- Understand and follow oral and/or written instructions
- Communicate effectively both orally and in writing
- Learn and apply rules and policies; exercise good judgment in routine situations and under stress
- Maintain a safe, clean and orderly environment
- Work well with students, school staff, parents and others
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness
- Operate a computer, associated software and assigned equipment

Education/Experience:

- A high school diploma or completion of GED
- 12 units in child development education or equivalent
- A minimum of two years prior work experience in an extended day care center or comparable program
- A minimum of 1 year in a supervisory role or equivalent coursework

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, CPR certificates, and California driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

Indoor, playground and/or other outdoor environments; seasonal heat and cold or adverse weather; driving a vehicle to conduct work.

CARDIFF SCHOOL DISTRICT
DIRECTOR OF SPECIAL EDUCATION, 40%

DEFINITION:

The Director of Special Education, under the general direction of the Superintendent, organizes, develops and supervises the K-6 special education programs in the District, and coordinates placement for preschool students with disabilities. The Director is responsible for advising teachers, specialists and administrators in the appropriate placement of individuals with special needs and for monitoring the implementation of the individualized programs.

DUTIES:

Establish and facilitate procedures for the identification, of eligible students and for their placement in special education programs

Coordinates assessment of pupils who may be eligible for special education programs

Assist in the evaluation of District special education programs

Provide leadership and serve as a resource person to special education personnel

Serve on the Cabinet of the North Coastal Consortium for Special Education (NCCSE)

Plan, prepare and monitor assigned budget

Coordinate and monitor compliance with local, state and federal requirements

Arrange, schedule and conduct inservice training for staff, parents and others as appropriate

Participate in IEP meetings as appropriate

Assist individual school sites in developing school-based programs and student study teams to deal with students-at-risk

Assist special education personnel in the implementation of individualized programs for special education students in all subject areas

Assist in planning for initial placement of students

Coordinate transition of students from part C to part B, from preschool to elementary programs, from elementary to high school district, and between programs as needed.

Identify available state and local resources, and coordinate with public and private agencies, organizations, and personnel to secure and provide services for students with disabilities

DIRECTOR OF SPECIAL EDUCATION

Page 2

Supervise and evaluate instructional aides working in special education assignments

Assist with school, district and consortium program reviews

Participate in the selection of personnel for special education

Maintain a high level of knowledge regarding special education issues, changes in law, case law, and educational methods in order to ensure the excellence of the district's special education program

Attend appropriate staff development activities at school, district, county and state levels

Advise staff and administrators of legal requirements governing special education programs

Provide technical assistance to teachers and administrators as needed

Develop and maintain accurate and timely records

Participate in parent/community meetings, board meetings and school meetings and make presentations as appropriate

Perform other related duties as assigned

MINIMUM QUALIFICATIONS:

Valid California special education teaching credential, clinical services credential or a school psychologist authorization. Minimum of five years of successful experience working with school-aged students is required. Strong oral and written communication skills are desirable. Strong interpersonal and organizational skills are desirable. Master's degree or beyond is required; advanced education in special education is preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; speak; and listen. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

DISTRICT RECORDS

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 – Access to District Records)

(cf. 3440 – Inventories)

~~District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.~~

~~(cf. 1340 – Access to District Records)~~

~~(cf. 3440 – Inventories)~~

~~(cf. 4040 – Employee Use of Technology)~~

~~(cf. 4112.6/4212.6/4312.6 – Personnel Files)~~

~~(cf. 5125 – Student Records)~~

~~(cf. 5125.1 – Release of Directory Information)~~

~~The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.~~

~~The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.~~

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designated to comply with state and federal laws regarding security or records, record retention and destruction, response to “litigation hold” discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 – District Technology Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

(cf. 4040 – Employee Use of Technology)

(cf. 9011 – Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

(cf. 5125 – Student Records)

(cf. 5125.1 – Release of Directory Information)

Business and Noninstructional Operations

BP 3580(b)

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management systems, including retention and confidentiality requirements and an employee's obligation in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking. (Government Code 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 – District Residency)

(cf. 5141 – Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

49069 Absolute right to access

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

203.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

Business and Noninstructional Operations

BP 3580(c)

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

UNITES STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

SECRETARY OF STATE

Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999

WEB SITES

California Secretary of State: <http://www.ss.ca.gov>

Policy
adopted: 11/15/07
Revised:

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

DISTRICT RECORDS

~~The Superintendent or designee shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used.~~

Classification of Records

~~Before January 1, the Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022) Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)~~

(cf. 1340 – Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purpose over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 – Inventories)

A student's cumulative record is a continuing records until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 – Student Records)

When electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 3525)

Class 1 - Permanent Record (5 CCR 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition or transactions
 - (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 – Budget)

(cf. 3452 – Student Activity Funds)

(cf. 3460 – Financial Reports and Accountability)

(cf. 3551 – Food Service Operations/Cafeteria Fund)

2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
 - b. The call for and the result of any elections called, conducted or canvassed by the Board
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 – General Obligation Bonds)

(cf. 9324 – Minutes and Recordings)

Business and Noninstructional Operations

AR 3580(c)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

(cf. 4112.62/4212.62/4312.62 – Maintenance of Criminal Offender Records)

a. ~~Employees~~

~~All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).~~

~~Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.~~

4. ~~Students~~ Records

The records of enrollment and scholarship for each student required by 5 CCR 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has ~~run~~ expired.

(cf. 5111.1 – District Residency)

(cf. 5141 – Health Care and Emergencies)

(cf. 5143 – Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 – Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records (5 CCR 16024)

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) record and shall be retained until it is reclassified as Class 3 (Disposable) record. If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, as specified in 5 CCR 16022, all records of the prior year may be classified Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024) ~~until they are classified as required by 5 CCR 16022. Such classification must occur within one year.~~

Class 3 - Disposable Records (~~5 CCR 16025, 16026, 16027~~)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 – Work Permits)

6. Electronically Stored Information

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 60 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

Business and Noninstructional Operations

AR 3580(e)

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section “Classification of Records” above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee’s official duty.

Employee shall be required to regularly purge their email accounts and district issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 404 – Employee Use of Technology)

Any employee to whom district-owned computer, cell phone or other electronic communication device is provided shall be notified about the district’s electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

~~Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:~~

- ~~1. The completion of any legally required audit~~
- ~~2. The retention period required by any agency other than the State of California~~
- ~~3. The school year in which the records originated~~

Regulation
approved: 11/15/07
Revised:

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