

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, OCTOBER 10, 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 Cassar, Member
 - Mr. Dave Clark, Member
 - Ms. Jill Vinson, Superintendent
- D. Approval of agenda for September 12, 2013
All items are action unless labeled information
- E. Approve minutes from the regular meeting of October 10, 2013 **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 #12-221099 to #12-229701 \$128,998 **B**
 - 3. Payroll Warrants, September, \$502,594
- B. Enrollment report as of 10/02/13 **C**
- C. Personnel report for 10/10/13 **D**
- D. Removal of items from Consent Calendar
- E. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

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

V. GENERAL FUNCTIONS

- A. First reading of BP 5141.27, Food Allergies/Dietary Needs (**Info**) **E**
- B. First reading of AR 5141.27, Food Allergies/Dietary Needs (**Info**) **F**
- C. First reading of Common Core State Standards (CCSS) District Spending Plan (**Information**) **G**
- D. Public Notice of Contract Articles to be Included in Negotiations Between Cardiff School District and the Cardiff Elementary Teachers Association (CETA) **H**

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

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION continued

B. 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 12, 2013

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, September 12, 2013 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:00 p.m. Trustees were led in the pledge of allegiance.

Members present: Cassar, Clark, Whitehouse

Members absent: Coakley, Orr

Administrators
present: Vinson, Parker, Kissell

The agenda for September 12, 2013 was approved as presented.

MOTION: Clark
SECOND: Cassar
CARRIED: 3:0

The minutes from the regular meeting of August 15, 2013 were approved as written.

MOTION: Cassar
SECOND: Clark
CARRIED: 3:0

Hearing Session:

- Superintendent Vinson reported the first SEA meeting of the year was well attended. There were about 50 new parents who were present. SEA is now planning the Halloween Fall Festival. The theme is Boo-by-the-Sea. The festival will be held at Cardiff School and the Ice Cream Social will take place at the Ada Harris Campus.
- Brian Kissell acknowledged staff's hard work keeping the campus clean after summer crew did such a great job. Mr. Kissell said it has been fun working with teachers embracing learning with iPads. There is a lot of Common Core learning and he is enjoying being part of it. He received a very complimentary email from a parent of a new third grade student expressing her delight at the positive student interactions taking place on the playground/campus.

Hearing Session continued:

- Julie Parker reported good energy at Cardiff. Teachers in kindergarten are enjoying the smaller classes. Dave Johnston is doing a fantastic job in the garden. His passion for gardening makes the program exciting. Picture day is tomorrow. Patriot Day will also be celebrated.
- Superintendent Vinson echoed what Julie and Brian said. She added there are not two more hard working principals than Julie and Brian. Ms. Vinson met with the group of people who are working on the traffic improvement plan. They will report to the board when they have some mock-ups to show. There is a lot of committee work going on right now. The math committee would like support in the area of professional development, grade level release time, and digital curriculum.

The consent calendar was approved as presented.

MOTION: Clark
SECOND: Cassar
CARRIED: 3:0

Sandie Luehrs, Director of Fiscal Services, reported we are receiving \$152, 000, for Common Core funding. We will also be receiving \$50,000 a year from a five-year energy grant. Ms. Luehrs can apply for these funds two years at a time. The money will be received some time in October. The LCFF does not have direct fiscal implications for us.

The 2012-13 Unaudited Actual Financial Report was adopted.

MOTION: Cassar
SECOND: Clark
CARRIED: 3:0

The public hearing to determine sufficiency of instructional materials was opened at 5:27 p.m. There being no public comment, the public hearing was closed at 5:28 p.m.

Resolution 13-14-02, Determining Sufficiency of Instructional Materials, was adopted.

MOTION: Cassar
SECOND: Clark
CARRIED: 3:0

Principal Brian Kissell provided a power point presentation regarding the STAR test results from last year.

Future agenda items:

1. SANDAG presentation

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:55 p.m. The meeting was reconvened at 6:10 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 6:11 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

2013-2014 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
9/11	19568	6	6300	1110	1000	4100	222	MCGRAW-HILL	EVERYDAY MATHEMATICS TE	\$148.46
9/11	19545	6	6300	1110	1000	4100	222	ANSMAR PUBLISHERS	EXCEL MATH	\$2,927.88
9/18	19432	6	6300	1110	1000	4100	111	HOUGHTON MIFFLIN	MATH, READING, SPELLING WKBK	\$4,477.13
9/18	19412	6	6300	1110	1000	4100	222	HOUGHTON MIFFLIN	PHONICS & READ PRACTICE BK	\$3,495.29
9/11	19554	3		1110	1000	4300	111	EPS/SCHOOL SPECIALTY	WORDLY WISE	\$515.58
9/11	19572	3		1110	1000	4300	111	SD DIGITAL SOLUTIONS	INK & MASTERS	\$406.30
9/11	19572	3		1110	1000	4300	222	SD DIGITAL SOLUTIONS	INK & MASTERS	\$406.30
9/11	19477	3		1110	1000	4300	222	SPORTIME	FLYING DISCS	\$57.22
9/11	19517	3		1110	1000	4300	111	STAPLES ADVANTAGE	INSTRUCTIONAL MATERIALS	\$154.17
9/11	19517	3		1110	1000	4300	222	STAPLES ADVANTAGE	INSTRUCTIONAL MATERIALS	\$135.60
9/11	19482	3		1110	1000	4300	222	SCHOOL SPECIALTY	GLITTER & TAG BOARD	\$54.01
9/11	19510	3		1110	1000	4300	111	SCHOOL SPECIALTY	CRAYOLA MARKERS	\$92.99
9/11	19511	3		1110	1000	4300	111	SCHOOL SPECIALTY	CRAYOLA MARKERS	\$95.64
9/11	19484	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$1,369.60
9/11	19473	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	COMPOSITION BOOKS	\$38.45
9/11	19549	3		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$37.22
9/11	19549	3		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$199.22
9/11	19516	3		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	COMPOSITION BOOKS & PENS	\$12.96
9/11	19524	3		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$258.58
9/11	19523	3		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$176.23
9/11	19555	3		1110	1000	4300	111	OFFICE DEPOT	CRAYONS, GLUE, PAINT, PENCILS	\$39.98
9/11	19449	3		1110	1000	4300	222	NAT'L GEOGRAPHIC	MAGAZINE SUBSCRIPTIONS	\$411.51
9/11	19466	3		1110	1000	4300	222	ELGIN SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$342.23
9/11	"	3		1110	1000	4300	111	ELGIN SCHOOL SUPPLY	GLUE, COLORED PENCILS	\$55.38
9/11	19502	3		1110	1000	4300	111	CANNON SPORTS, INC.	PE EQUIPMENT	\$99.58
9/18	19556	3		1110	1000	4300	111	SCHOOL SPECIALTY	FOLDERS	\$17.40
9/18	19556	3		1110	1000	4300	222	SCHOOL SPECIALTY	SHARPIE MARKERS	\$45.68
9/18	19641	3		1110	1000	4300	111	BRIAN KISELL	REIMBURSE/BAGELS	\$43.95
9/18	19638	3		1110	1000	4300	111	MATT JEWELL	REIMBURSE/AVERY LABELS	\$80.98
9/18	19573	3		1110	1000	4300	222	HOUGHTON MIFFLIN	SPELLING & VOCABULARY WKBK	\$199.59
9/18	19567	3	0000-066	1110	1000	4300	222	FITNESS FINDERS	AWARDS FOR CARDIO CLUB	\$1,070.31
9/18	19637	3		1110	1000	4300	222	LAUREL BRETALL	REIMBURSE/TEACHING SUPPLIES	\$38.50
9/18	19489	3		1110	1000	4300	111	AMAZON.COM	MEGAWORDS 2	\$8.99
9/18	19546	3		1110	1000	4300	000	AMAZON.COM	BOOKS	\$134.76
9/20	19603	3		1110	1000	4300	000	APPLE, INC.	IPADS & CART	\$8,227.15
9/11	19551	3			3160	4300	000	NCS PEARSON, INC.	GFTA-2 REC FORMS	\$43.79
9/11	19571	3			7100	4300	000	TRAINER'S TOOLCHEST	SEXUAL HARRASSMENT DVD	\$202.72
9/11	19549	3			7100	4300	000	SOUTHWEST SCH SUPPLY	CLASSIFICATION FOLDERS	\$34.14
9/12	19611	3			7100	4300	000	MARK WHITEHOUSE	REIMBURSE/PHOTO PROCESSING	\$112.64
9/10	19613	3			7100	4300	000	JOSE AGUIRRE	REIMBURSE/SUPPLIES	\$43.89
9/18	19591	3			7100	4300	000	AMAZON.COM	BOOKS	\$30.58
9/19	19560	3			7100	4300	000	COSTCO.COM/MC	FOOD FOR BACK-TO-SCHOOL BBQ	\$162.02
9/19	19660	3			7100	4300	000	EINSTEIN BAGELS/MC	BAGELS FOR BREAKFAST	\$46.88
9/19	19660	3			7100	4300	000	EL NOPALITO/MC	FOOD FOR BACK-TO-SCHOOL BBQ	\$233.32
9/19	19610	3			7100	4300	000	LINEN TABLECLOTH.COM/MC	TABLECLOTHS	\$137.85
9/11	19484	3			7200	4300	000	SOUTHWEST SCH SUPPLY	POST-ITS	\$15.49
9/13	19410	3			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$739.39

2013-2014 Purchase Order Listing

9/18	19553	3			8200	4300	000	ORGANIC SOLUTIONS	PLAYGROUND CHIPS	\$4,201.50
9/18	19639	6	7405	1110	1000	4300	000	KRISTINE ENSBERG	REIMBURSE/TEACHING SUPPLIES	\$229.86
9/18	19584	6	6500	5770	1110	4300	111	LEARNING A-Z	READ A-Z & RAZ-KIDS LICENSES	\$140.90
9/11	19500	6	8150		8110	4300	000	NEW MANAGEMENT, INC.	SHIPPING CHARGE/RETURN	\$20.00
9/10	19514	6	8150		8110	4300	000	SHELL	GASOLINE FOR TRUCK & EQUIP	\$225.68
9/12	19413	6	8150		8110	4300	000	HOME DEPOT	MAINTENANCE SUPPLIES	\$1,209.51
9/13	19458	6	8150		8110	4300	000	FRAZEE PAINT	PAINT	\$826.84
9/18	19459	6	8150		8110	4300	000	SHERWIN WILLIAMS	PAINTING SUPPLIES	\$42.65
9/11	19486	3		1110	1000	4300-005	111	APPLE, INC.	CABLES & MESSENGER BAGS	\$5,293.35
9/18	19640	3		1110	1000	4300-005	111	KATHY PEERY	REIMBURSE/LAPTOP BACKPACK	\$26.91
9/11	19543	3			2420	4300-005	222	PATHWAY COMMUNICATION	POWERLITE 96W PROJECTOR	\$293.23
9/11	19506	3			2420	4300-005	222	PATHWAY COMMUNICATION	POWERLITE 96W PROJECTOR	\$2,345.76
9/11	19570	3			2420	4300-005	111	ACADEMIC SUPPLIER	PRINTER INK CARTRIDGES	\$658.59
9/18	19552	3			2420	4300-005	111	SEHI COMPUTER PRODUCTS	SOLID INK STICKS FOR PRINTER	\$1,098.58
9/11	19614	6	6300	1110	1000	4300-006	111	SARAH POWELL	REIMBURSE/SCIENCE SUPPLIES	\$332.39
9/17	19587	6	6300	1110	1000	4300-006	222	CAROLINA BIOLOGICAL	CYLINDERS & COMPASSES	\$186.15
9/10	19612	3			2420	4300-008	111	ANN RUMP	REIMBURSE/ROLODEX & CARDS	\$49.84
9/18	19586	3			2420	4300-008	222	AMAZON.COM	BOOKS	\$62.76
9/20	19579	3			2420	4300-008	222	SCHOLASTIC INC.	BOOKS	\$119.71

4000 BALANCE: \$559,125.00 ACCUMULATED BALANCE: \$87,807.38 REMAINING BALANCE: \$471,317.62

9/13	19454	6	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$3,130.00
9/18	19636	3		1110	1000	5200	000	UC REGENTS/SDAWP	WORKSHOP REGISTRATION	\$125.00
9/11	19616	3			7100	5300	000	SCHOOLS FOR SND FINANCE	MEMBERSHIP DUES	\$2,000.00
9/18	19559	3			8200	5500-001	111	SDG&E	SERVICE FOR 8/9-9/10	\$9,822.03
9/18	19559	3			8200	5500-001	222	SDG&E	SERVICE FOR 8/9-9/10	\$3,589.61
9/10	19513	3			8200	5500-002	111	EDCO WASTE & RECYCLING	SERVICE FOR AUGUST	\$426.64
9/10	19513	3			8200	5500-002	222	EDCO WASTE & RECYCLING	SERVICE FOR AUGUST	\$426.64
9/13	19534	3			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 7/31-9/1	\$2,226.23
9/13	19533	3			8200	5500-003	111	ARROWHEAD	SERVICE FOR AUGUST	\$26.99
9/13	19533	3			8200	5500-003	222	ARROWHEAD	SERVICE FOR AUGUST	\$52.75
9/13	19533	3			8200	5500-003	000	ARROWHEAD	SERVICE FOR AUGUST	\$26.06
9/13	19519	3			8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00
9/13	19519	3			8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00
9/13	19452	3		1110	1000	5600	111	OCE/CANON SOLUTIONS	LEASE PAYMENT	\$756.38
9/13	19452	3		1110	1000	5600	222	OCE/CANON SOLUTIONS	LEASE PAYMENT	\$754.37
9/13	19621	3			2700	5600	111	PITNEY BOWES	LEASE PAYMENT	\$140.05
9/13	19621	3			2700	5600	222	PITNEY BOWES	LEASE PAYMENT	\$140.05
9/13	19451	3			7100	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00
9/13	19621	3			7200	5600	000	PITNEY BOWES	LEASE PAYMENT	\$140.04
9/13	19451	3			7200	5600	000	OCE/CANON SOLUTIONS	MAINTENANCE AGREEMENT	\$79.00
9/18	19540	3			7200	5600	000	PRUDENTIAL OVERALL	MATS	\$10.70
9/18	19540	3			8200	5600	111	PRUDENTIAL OVERALL	TOWELS AND MOPS	\$170.40
9/18	19540	3			8200	5600	222	PRUDENTIAL OVERALL	TOWELS AND MATS	\$200.68
9/18	19487	6	8150		8110	5600	111	LEE'S LOCK & SAFE	REPAIR LOCK AT AH	\$119.25
9/11	19380	3			2420	5800	111	SCHOLASTIC INC.	NEXT GENERATION UPGRADE	\$13,636.68
9/11	19543	3			2420	5800	222	PATHWAY COMMUNICATION	POWERLITE 96W PROJECTOR	\$293.22
9/18	19499	3			2700	5800	111	RSF SECURITY SYSTEMS	CENTRAL STATION MONITORING	\$210.00

2013-2014 Purchase Order Listing

9/18	19499	3			2700	5800	222	RSF SECURITY SYSTEMS	CENTRAL STATION MONITORING	\$210.00
9/10	19548	3			8200	5800	000	J.M.D. LANDSCAPE	LANDSCAPE MAINTENANCE	\$3,200.00
9/10	19599	3			8200	5800	000	J.M.D. LANDSCAPE	REPAIR ERODED AREA AT AH	\$2,144.00
9/11	19617	3			8200	5800	000	WAXIE	REPAIR EXTRACTOR	\$422.01
9/18	19642	3			8200	5800	000	J.M.D. LANDSCAPE	TRIM EUCALYPTUS TREES	\$946.00
9/18	19645	3			8200	5800	000	J.M.D. LANDSCAPE	SPREAD WOOD CHIPS AH & CAR	\$1,564.00
9/18	19643	3			8200	5800	000	J.M.D. LANDSCAPE	TRIM TREES AT CARDIFF SCH	\$2,106.00
9/19	19654	3			8200	5800	000	NORTH COAST WINDOW	WINDOW CLEANING BOTH SCHS	\$1,450.00
9/18	19647	6	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$960.00
9/10	19600	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	AN. FIRE EXTINGUISHER MAINT.	\$1,151.28
9/10	19601	6	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	ANNUAL FIRE ALARM TESTING	\$2,750.00
9/13	19633	6	8150		8110	5800	000	CARROLL PLUMBING	REPLACE WATER HEATER VALVE	\$161.10
9/13	19631	6	8150		8110	5800	000	WESTERN FIRE PROTECTION	INSTALL NEW FIRE BELL	\$1,995.00
9/18	19578	6	8150		8110	5800	000	STANLEY STEEMER	CARPET CLEANING AT AH	\$535.83
9/20	19666	6	8150		8110	5800	000	DAVE YANT SIGNS	REPAINT AH SCHOOL SIGN	\$225.00
9/18	19536	3			2700	5900-001	111	AT&T	SERVICE FOR 8/4-9/3	\$117.74
9/18	19536	3			2700	5900-001	222	AT&T	SERVICE FOR 8/4-9/3	\$117.74
9/13	19632	3			7200	5900-001	000	AT&T	OPTIMAN LINES	\$1,367.90
9/18	19536	3			7200	5900-001	000	AT&T	SERVICE FOR 8/4-9/3	\$117.73

5000 BALANCE: \$788,690.00 ACCUMULATED BALANCE: \$146,306.99 REMAINING BALANCE: \$642,383.01

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of October 2, 2013

CARDIFF				ADA HARRIS					
	BOYS	GIRLS		BOYS	GIRLS				
TK	Paccione	<u>2</u>	<u>3</u>	5	3	Green	<u>11</u>	<u>10</u>	21
K	Paccione	<u>6</u>	<u>7</u>	13	3	Peery	<u>10</u>	<u>9</u>	19
K	Bjorstad	<u>8</u>	<u>11</u>	19	3	Switzler	<u>11</u>	<u>10</u>	21
K	Hall	<u>8</u>	<u>10</u>	18					
K	McNamara	<u>8</u>	<u>10</u>	18					
K	Stone	<u>9</u>	<u>10</u>	19					
				TOT K					61
									<u>92</u>
1	Carter	<u>10</u>	<u>9</u>	19	4	Ford	<u>15</u>	<u>8</u>	23
1	Easson	<u>9</u>	<u>11</u>	20	4	Jacobson	<u>11</u>	<u>9</u>	20
1	Froke	<u>11</u>	<u>11</u>	22	4	Trees	<u>14</u>	<u>10</u>	24
1	Kulbacki	<u>7</u>	<u>13</u>	20	4	Price/d'Entre	<u>12</u>	<u>11</u>	23
1	Sallans	<u>10</u>	<u>9</u>	19					
1	Doui/Boy	<u>10</u>	<u>5</u>	15					
				TOT 1					90
									<u>115</u>
2	Gust/Stua	<u>11</u>	<u>9</u>	20	5	Ensberg	<u>13</u>	<u>10</u>	23
2	Kavan	<u>11</u>	<u>12</u>	23	5	Murray	<u>11</u>	<u>12</u>	23
2	Payte	<u>12</u>	<u>11</u>	23	5	Therriault	<u>14</u>	<u>10</u>	24
2	Redding	<u>13</u>	<u>9</u>	22	5	Yant	<u>14</u>	<u>10</u>	24
2	Doui/Boy	<u>8</u>	<u>6</u>	14	5	Price/d'Entre	<u>11</u>	<u>14</u>	25
				TOT 2					119
									<u>102</u>
3	Hamilton	<u>10</u>	<u>11</u>	21	6	Brice	<u>14</u>	<u>14</u>	28
3	Pacetti/Paz	<u>10</u>	<u>11</u>	21	6	Heyer	<u>14</u>	<u>13</u>	27
3	Doui/Boy	<u>8</u>	<u>7</u>	15	6	Jewell	<u>14</u>	<u>13</u>	27
				TOT 3	6	Wenn	<u>14</u>	<u>13</u>	27
									109
									<u>57</u>
SDC		<u>0</u>	<u>0</u>	TOT	SDC		<u>1</u>	<u>1</u>	TOT
				<u>0</u>					<u>2</u>
Boy/Girl Subtotal		<u>181</u>		<u>185</u>	Boy/Girl Subtotal		<u>204</u>		<u>177</u>
SCHOOL TOTAL		<u>366</u>			SCHOOL TOTAL		<u>381</u>		
DISTRICT TOTAL		<u>747</u>							

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

October 10, 2013

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Jana Bradley	Inst. Asst.II – Special Ed, AH	10/08/13 (P/T – 28.75 Hrs/wk/10 mos.)

October 10, 2013
Exhibit D

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

The Governing Board desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

- (cf. 3550 – Food Service/Child Nutrition Program)
- (cf. 3552 – Summer Meal Program)
- (cf. 3554 – Other Food Sales)
- (cf. 4131 – Staff Development)
- (cf. 4231 – Staff Development)
- (cf. 4331 – Staff Development)
- (cf. 5030 – Student Wellness)
- (cf. 5141 – Health Care and Emergencies)
- (cf. 5141.21 – Administering Medication and Monitoring Health Conditions)

Parent/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

- (cf. 5125 – Student Records)

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 – Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or aids and services identified in the plan.

- (cf. 6145 – Extracurricular and Cocurricular Activities)
- (cf. 6164.6 – Identification and Education Under Section 504)

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions.

- (cf. 6159 – Individualized Education Program)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

Students shall not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 5131.2 – Nondiscrimination/Harassment)

Any complaint of alleged noncompliance with this policy shall be addressed through appropriate district complaint procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

(cf. 3555 – Nutrition Program Compliance)

The district's food services program may, but is not required to, accommodate individual student preferences or diets that are not supported by a statement from the student's health care provider.

Legal Reference:

EDUCATION CODE

234.1 Prohibition against discrimination, harassment, intimidation, and bullying

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITES STATES CODE, TITLE 29

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

UNITED STATES, TITLE 42

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

225.16 Meal programs, individual substitutions

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

FOOD ALLERGY RESEARCH AND EDUCATION PUBLICATIONS

School Guidelines for Managing Students with Food Allergies

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analysis, April 2009

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, 2001

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012

WEB SITES

California Department of Education, Health Services: <http://www.cde.ca.gov/1s/he/hn>

Food Allergy Research and Education: <http://www.foodallergy.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

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FOOD ALLERGIES/SPECIAL DIETARY NEEDS

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

The parents/guardians of any student who has a known food allergy or other special dietary need shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by the student's health care provider, that describes the nature of the student's condition, instructions, and necessary medications. If the student's condition requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Health Plan

Upon receiving notice of a student's food allergy or other special dietary need, the Superintendent or designee shall ensure that a written health plan is developed, in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs.

As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part the student's Section 504 services plan or individualized education program, as appropriate.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

(cf. 5141.24 – Specialized Health Care Services)
(cf. 6159 – Individualized Education Program)
(cf. 6164.6 – Identification and Education Under Section 504)

Prevention Strategies

To minimize students’ exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student’s principal, teacher(s), school nurse, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school’s response plan.

(cf. 5125 – Student Records)

2. Food Services

The district’s food services program shall make food substitutions in breakfasts, lunches, and after school snacks when students are considered to have a disability under Section 504 that restricts their diet and when a health care provider has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf.3550 – Food Service/Child Nutrition Program)
(cf. 3552 – Summer Meal Program)
(cf. 3554 – Other Food Sales)
(cf. 5030 – Student Wellness)
(cf. 5148.2 – Before/After School Programs)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

The district’s food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a health care provider.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

6. Supervision of Students

When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other activities whenever students known to have a food allergy are present.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

(cf. 6153 – School Sponsored Trips)

7. Health Education

The district’s health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 – Comprehensive Health Education)

Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 – Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 – Universal Precautions)

(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing and anaphylactic shock reaction.

(cf. 5141 – Health Care and Emergencies)

As soon as possible, school staff shall contact the student’s parents/guardians or other person identified as an emergency contact.

When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing a least two doses of epinephrine, other medications as noted by the student’s health care provider, and, as appropriate, the student’s individualized food allergy plan.

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

October 10, 2013

ITEM: **COMMON CORE STATE STANDARDS (CCSS) DISTRICT SPENDING PLAN**

BACKGROUND

The State of California will appropriate funds in 2013/14 and 14/15 to support the implementation of the Common Core State Standards (CCSS) in K-12 public schools with one-time Proposition 98 General Fund dollars.

As a condition of receiving CCSS Implementation funds, a school district is required to:

1. Develop and adopt a plan delineating how the CCSS implementation funds will be spent. The plan must be explained in a public meeting of the Governing Board of the School District before its adoption in a subsequent meeting.
2. On or before July 1, 2015, report detailed information to the California Department of Education, including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development.

CURRENT CONSIDERATIONS

CCSS Implementation funds can be expended for any of the following purposes:

1. Professional Development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards.
2. Instructional materials aligned to the academic content standards.
3. Integration of those academic content standards through technology-based instruction for purposes of improving the academic performance of pupils.

FINANCIAL IMPLICATIONS

The funding that will be received for the Cardiff School District is \$152,600. The tentative budget for these funds is:

1. Professional Development \$101,888.
2. Instructional Materials \$50,712.

RECOMMENDATION

It is respectfully recommended that the Board recognize the Superintendent who will give a brief discussion of the CCSS Spending Plan. The Spending Plan will need to be approved by the Board at a future meeting.

Cardiff School District
Cardiff-by-the-Sea, California 92007

October 10, 2013

ITEM: PUBLIC NOTICE OF CONTRACT ARTICLES TO BE INCLUDED IN
NEGOTIATIONS BETWEEN CARDIFF SCHOOL DISTRICT AND THE CARDIFF
ELEMENTARY TEACHERS ASSOCIATION (CETA)

BACKGROUND

Government Code Number 3540 and Title 8, California Code of Regulations Number 32900 require public notice of the areas of the contract that will be negotiated.

CURRENT CONSIDERATION

The following are the articles of the contract that will be included in negotiations.

Article I	Recognition/Agreement and Reopeners
Article IV	Negotiations Procedures
Article X	Teaching Hours
Article XI	Payment for Extra Curricular Duties
Article XII	Leaves
Article XIV	Certificated Employee Evaluation
Article XVII	Employee Benefits
Article XVIII	Salaries
Article XXI	Miscellaneous Provisions
Article XXIII	Peer Assistance and Review Program

FINANCIAL IMPLICATIONS

The public notice of articles for negotiations has no financial impact.

RECOMMENDATION

Approve the public notice of articles of the Cardiff School District/Cardiff Elementary Teachers Association (CETA) Contract that will be included in negotiations.

Exhibit H