

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, AUGUST 14, 2014 • 9:00 AM • PUBLIC MEETING
CARDIFF SCHOOL AUDITORIUM
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

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

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

- I. ORGANIZATIONAL ITEMS *Exhibit*
- A. Call to order
 - B. Pledge of allegiance
 - C. Roll call
 - Mr. Mark Whitehouse, President
 - Ms. Nancy Orr, Clerk
 - Mr. Dave Clark, Member
 - Mr. Rick Cassar, Member
 - Ms. Siena Randall, Member
 - Ms. Jill Vinson, Superintendent
 - D. Approval of agenda for August 14, 2014
All items are action unless labeled information
 - E. Approve minutes from the regular meeting of June 5, 2014 and **A**
minutes from the special meeting of June 12, 2014
- 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 #14003046 to #14003865 \$153,861 **B**
#14003901 to #14005616 \$141,189
3. Payroll Warrants, June, 2014 \$498,243 - July, 2014, \$97,504

B. Approve Nonpublic Agencies Master Contract between Cardiff School District and North County Lifeline **C**

C. Approve Nonpublic Agencies Master Contract between Cardiff School District and T.E.R.I., Inc./The Country School **D**

D. Removal of items from Consent Calendar

E. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

A. Budget Update

V. GENERAL FUNCTIONS

A. Approve revised BP 1312.3, Uniform Complaint Procedures **E**

B. Approve revised AR 1312.3, Uniform Complaint Procedures **F**

C. Approve revised 2013-14 classified salary schedule **G**

D. Approve amended certificated/classified management salary schedules **H**

E. Consider changing the regular/organizational board meeting date from December 11, 2014 to December 9, 2014

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with the District's labor negotiator, Jill Vinson, regarding negotiations with unrepresented employees- Government Code Section 54957.6
- B. Conference with Legal Counsel: Anticipated Litigation – Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9; one case

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 5, 2014

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, June 5, 2014 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 5:12 p.m. Trustees and visitors were led in the pledge of allegiance.

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

Members absent: None

Administrators
present: Vinson, Parker, Kissell

Visitors: Melanie Garcia, SEA

The agenda for June 5, 2014 was approved as presented.

MOTION: Clark
SECOND: Orr
AYES: Cassar, Randall, Whitehouse
NOES: 0

The minutes from the regular meeting of May 8, 2014 were approved as written.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 0

Hearing Session:

- Melanie Garcia reported the Honors Society dinner was held. SEA is going through a transition. It will be a 12-person board next year, which will be finalized at the next meeting. Next Wednesday will also be the presentation of the Volunteer of the Year Award. \$222,500 was raised this year. SEA fell short of the \$15,000 needed to complete the funding for next year.

Hearing Session continued:

- Julie Parker reported the auditorium has been filled with end of the year school performances. It was delightful to see that 285 grandparents took part in “Grandparents Day” over the two-day event and had lunch with their grandchild. Sixteen TK applications have been returned. It looks like we will be having one class and four kindergarten classes. A science teacher has been hired. Corinne Hamill has a Marine Biology background and will be a great addition to Cardiff. Dave Johnston resigned from his garden instructor position. We will be posting for that position.
- Brian Kissell informed the board of the decision to discontinue the flex math module. A letter explaining the reasons is being sent home to parents next week.
- Superintendent Vinson welcomed Melanie Garcia as the new SEA President. She also reported that she and Jackie Musil, District Technology Coordinator, have started looking at a vehicle for email communication. We may stay with what we currently have and look at getting a district app to interface. Whatever we choose, we will be rolling out in the fall. The math committee has decided on ST Math. The committee also recommended purchasing support materials. Ms. Vinson reported that work is also in progress with the language arts committee. Mark Grisafe is working on technology to support language arts and math needs. Ms. Vinson updated the Board on the ficus tree situation at Ada Harris School. The Board gave direction to have the tree removed.

The consent calendar was approved as presented.

MOTION: Clark
SECOND: Orr
AYES: Cassar, Randall, Whitehouse
NOES: 0

President Whitehouse opened the public hearing regarding the proposed Local Control Accountability Plan (LCAP) at 5:37 p.m. There being no public comment, the hearing was closed at 5:38 p.m.

The Local Control Accountability Plan (LCAP) was reviewed.

The 2013-14 Single Plan for Student Achievement was approved.

MOTION: Randall
SECOND: Cassar
AYES: Clark, Orr, Whitehouse
NOES: 0

President Whitehouse opened the public hearing regarding the proposed 2014-15 district budget at 5:50. There being no public comment, the hearing was closed at 5:51 p.m.

The proposed 2014-15 district budget was reviewed.

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 7:00 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 7:01 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 JUNE 12, 2014

The special meeting of the Governing Board of the Cardiff School District was held on Thursday, June 12, 2014 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 and visitors were led in the pledge of allegiance.

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

Members absent: None

Administrators
present: Vinson, Kissell

Visitors: Melanie Garcia, SEA
Tim Hertz

The agenda for June 12, 2014 was approved as presented.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 0

The Local Control Accountability Plan (LCAP) was approved.

MOTION: Orr
SECOND: Randall
AYES: Cassar, Clark, Whitehouse
NOES: 0

The 2014-15 district budget was adopted with direction to the Director of Fiscal Services that at first interim she makes the adjustment to remove Title I funding.

MOTION: Orr
SECOND: Cassar
AYES: Clark, Randall, Whitehouse
NOES: 0

Revised Administrative Regulation 3580, District Records, was approved.

MOTION: Clark
SECOND: Randall
AYES: Cassar, Orr, Whitehouse
NOES: 0

The Outdoor Education Program Contracts and Fee Schedule with San Diego County Office of Education for 2014-14 were approved.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 0

Resolution Numbers 13-1407, 13-14-08, 13-14-09, 13-14-10, 13-14-11, 13-14-12, and 13-14-13 for routine payroll, accounting and financial report signature authorizations to the San Diego County Office of Education were approved.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 0

The request from certificated employee #267-599 for a 9% leave of absence for the 2014-15 school year was granted.

MOTION: Cassar
SECOND: Clark
AYES: Randall, Orr, Whitehouse
NOES: 0

Resolution 13-14-14 regarding State Education Protection Account (EPA) funds for 2013-14 was approved.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 0

The personnel report for 6/12/14 was approved.

MOTION: Clark
SECOND: Orr
AYES: Cassar, Randall, Whitehouse
NOES: 0

The regular board meeting for July 10, 2014 was cancelled.

MOTION: Orr
SECOND: Clark
AYES: Cassar, Randall, Whitehouse
NOES: 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 6:00 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 6:01 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
6/5	103	0100		1110	1000	4300	000	GREAT BOOKS FDN	INSTRUCTIONAL MATERIALS	\$416.21
6/10		0100		1110	1000	4300	111	CHRISTY STREBE	REIMBURSE/GOLD RUSH SPLY	\$157.72
6/20	111	0100		1110	1000	4300	222	LEARNING RESOURCES	PENGUINS ON ICE MATH SET	\$188.95
6/25	110	0100		1110	1000	4300	222	EAI EDUCATION	JUDY CLOCKS & COUNTERS	\$188.85
6/24		0100		1110	1000	4300	111	MELINDA TREES	REIMBURSE/PENCIL POUCHES	\$93.53
6/24	92	0100	0000-066	1110	1000	4300	222	THE TREE HOUSE	INK FOR XEROX PHASER	\$1,237.68
6/24	102	0100		1110	1000	4300	000	SCHOLASTIC	SCOPE LANG. ARTS MAGAZINE	\$98.89
6/24	112	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	SHEET PROTECTORS & POST-ITS	\$191.08
6/24		0100		1110	1000	4300	111	TRISH D'ENTREMONT	REIMBURSE/TEACHING SUPPLIES	\$616.47
6/24	98	0100		1110	1000	4300	222	WOLVERINE SPORTS	PLAYGROUND BALLS	\$225.34
6/20		0100		1110	1000	4300	222	TARGET/MC	EMERGENCY PREP SUPPLIES	\$204.01
6/26	64	0100		1110	1000	4300	000	NCS PEARSON, INC.	OLSAT 8 BOOKLETS & LABELS	\$906.19
6/4	19641	0100			2700	4300	111	BRIAN KISELL	REIMBURSE/COFFEE	\$31.98
6/25	19872	0100			3160	4300	000	EDUCATIONAL TESTING SER	STAR PRE ID SERVICES	\$69.00
6/25	115	0100			3160	4300	222	CAMBIUM LEARNING	DIBELS/INST. MATERIALS	\$1,160.01
6/25		0100			7100	4300	000	BERT SEAL PHOTOGRAPHER	BOARD MEMBER PHOTOS	\$150.12
6/24	84	0100			7100	4300	000	SAN DIEGUITO TROPHY	CAST BRONZE PLAQUE	\$244.08
6/24	112	0100			7100	4300	000	SOUTHWEST SCH SUPPLY	TAPE & BATTERIES	\$12.19
6/27	19577	0100			7100	4300	000	SMART & FINAL	FOOD & SUPPLIES/END OF YEAR	\$47.97
6/20		0100			7100	4300	000	TODAY'S PIZZA/MC	LUNCH FOR INTERVIEWS	\$34.08
6/26		0100			7100	4300	000	SAN DIEGUITO TROPHY	CLOCK & PLASTIC SIGNS	\$128.52
6/3	19514	0100	8150		8110	4300	000	SHELL	GAS FOR TRUCK & EQUIPMENT	\$250.68
6/25	120	0100	8150		8110	4300	000	WAXIE SANITARY SUPPLY	VACUUM	\$395.84
6/24	19446	0100	8150		8110	4300	000	PEP BOYS	MAINTENANCE SUPPLIES	\$56.37
6/6	17	0100	8150		8110	4300	000	HOME DEPOT	MAINTENANCE SUPPLIES	\$2,003.11
6/27	19487	0100	8150		8110	4300	000	LEE'S LOCK & SAFE	HARDWARE & KEYS	\$161.76
6/30	19514	0100	8150		8110	4300	000	SHELL	GAS FOR TRUCK & EQUIPMENT	\$319.21
6/13	108	0100			8200	4300	000	MISSION JANITORIAL	WET MOPS & LINERS	\$1,102.51
6/26	107	0100			8200	4300	000	MAINTEX INC.	FOAMING HAND SOAP	\$563.43
6/26	105	0100			8200	4300	000	MAINTEX INC.	CUSTODIAL SUPPLIES	\$1,519.73
6/27	19410	0100			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$909.22
6/30	19893	0100			8200	4300	000	AGRI SERVICE, INC.	BIOSWALE MIX	\$1,112.40
6/4	109	0100		1110	1000	4300-005	111	APPLE, INC.	ADAPTERS	\$187.92
6/4	109	0100		1110	1000	4300-005	222	APPLE, INC.	ADAPTERS	\$187.92
6/6	82	0100	0000-068	1110	1000	4300-005	222	AMAZON.COM	TECH SUPPLIES	\$110.01
6/11	95	0100	0000-068	1110	1000	4300-005	111	CAMCOR, INC.	CALIFONE HEADPHONES	\$104.00
6/25	113	0100	0000-068	1110	1000	4300-005	111	AMAZON.COM	TECH SUPPLIES	\$311.33
6/24	116	0100	6300	1110	1000	4300-005	222	THE TREE HOUSE	INK FOR HP PRINTERS	\$139.97
6/6	93	0100			2420	4300-005	111	AMAZON.COM	TECH SUPPLIES	\$123.33
6/24	59	0100			2420	4300-005	111	THE TREE HOUSE	INK FOR PHASER & PRINTERS	\$4,711.56
6/26	100	0100			2420	4300-005	222	PCM-G	HP LASER PRINTER	\$372.18
4000 BALANCE:		\$649,239		ACCUMULATED BALANCE:		\$256,442.73	REMAINING BALANCE:		\$392,796.27	
6/4	19454	0100	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$4,000.00
6/25	19454	0100	7240	5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$5,320.00
6/20		0100		1110	1000	5200	000	MATT JEWELL	REIMBURSE/CUE EXPENSES	\$91.62

2013-2014 Purchase Order Listing

6/25	0100	7405	1110	2140	5200	000	UC REGENTS/SDAWP	WORKSHOP REGISTRATION	\$900.00	
6/30	19620	0100	6500	5770	3120	5200	000	SD CO SUPT OF SCHOOLS	WORKSHOP REGISTRATION	\$15.00
6/20	19558	0100		7100	5200	000	MARTHA BAILEY	REIMBURSE/MILEAGE	\$155.42	
6/24	50	0100		7100	5200	000	SCHOOL SERVICES OF CA	MAY REVISE REGISTRATION	\$135.00	
6/24	50	0100		7200	5200	000	SCHOOL SERVICES OF CA	MAY REVISE REGISTRATION	\$135.00	
6/27		0100		7200	5200	000	SHARON IVERSEN	REIMBURSE/MILEAGE	\$14.84	
6/20	20	0100		8200	5500-001	111	SDG&E	SERVICE FOR 5/8-6/9	\$13,105.98	
6/20	20	0100		8200	5500-001	222	SDG&E	SERVICE FOR 5/8-6/9	\$4,852.80	
6/3	19513	0100		8200	5500-002	111	EDCO WASTE	SERVICE FOR MAY	\$426.64	
6/3	19513	0100		8200	5500-002	222	EDCO WASTE	SERVICE FOR MAY	\$426.64	
6/6	19534	0100		8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 4/30-5/29	\$2,637.16	
6/27	19533	0100		8200	5500-003	111	ARROWHEAD	SERVICE FOR MAY	\$26.99	
6/27	19533	0100		8200	5500-003	222	ARROWHEAD	SERVICE FOR MAY	\$52.75	
6/27	19533	0100		8200	5500-003	000	ARROWHEAD	SERVICE FOR MAY	\$26.06	
6/27	19535	0100		8200	5500-003	000	SAN DIEGUITO WATER	WATER SERVICE 3/31-6/2	\$238.41	
6/27	19535	0100		8200	5500-003	111	SAN DIEGUITO WATER	WATER SERVICE 3/31-6/2	\$295.97	
6/27	19535	0100		8200	5500-003	222	SAN DIEGUITO WATER	WATER SERVICE 3/24-5/27	\$5,249.41	
6/4	19519	0100		8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00	
6/4	19519	0100		8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00	
6/27	19519	0100		8200	5500-004	111	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$60.00	
6/27	19519	0100		8200	5500-004	222	AMERICAN PEST CONTROL	SERVICE FOR RODENTS	\$96.00	
6/3	19452	0100	1110	1000	5600	111	CANON FINANCIAL SERV.	LEASE PAYMENT	\$756.38	
6/3	19452	0100	1110	1000	5600	222	CANON FINANCIAL SERV.	LEASE PAYMENT	\$756.37	
6/20	19782	0100		7100	5600	000	TOSHIBA FINANCIAL SERV	LEASE PAYMENT	\$307.40	
6/3	19540	0100		7200	5600	000	PRUDENTIAL OVERALL	MATS	\$11.00	
6/20	19782	0100		7200	5600	000	TOSHIBA FINANCIAL SERV	LEASE PAYMENT	\$307.39	
6/27	19540	0100		7200	5600	000	PRUDENTIAL OVERALL	MATS	\$11.00	
6/24	19747	0100	8150	8110	5600	111	T.L. SHIELD & ASSOC.	SERVICE FOR ELEVATOR	\$158.00	
6/26		0100	8150	8110	5600	000	WAXIE	MAINTENANCE SUPPLIES	\$198.44	
6/27	19487	0100	8150	8110	5600	000	LEE'S LOCK & SAFE	REPAIR/INSTALL LOCKS	\$322.25	
6/3	19540	0100		8200	5600	111	PRUDENTIAL OVERALL	TOWELS & MOPS	\$100.00	
6/3	19540	0100		8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	\$99.24	
6/27	19540	0100		8200	5600	111	PRUDENTIAL OVERALL	TOWELS & MOPS	\$100.00	
6/27	19540	0100		8200	5600	222	PRUDENTIAL OVERALL	TOWELS, MOPS & MATS	\$99.24	
6/11	97	0100	3010	1110	1000	5800	111	MATH WIZ	TUTORIAL SERVICES	\$263.94
6/11	19884	0100	3010	1110	1000	5800	111	FRIENDLY COMM OUTREACH	TUTORIAL SERVICES	\$507.00
6/11	19891	0100	3010	1110	1000	5800	111	CLUB Z IN-HOME TUTORING	TUTORIAL SERVICES	\$715.78
6/13		0100	3010	1110	1000	5800	111	COMPUTADORA GRATIS	TUTORIAL SERVICES	\$927.96
5/28	19789	0100	0000-085	1110	1000	5800	111	STEVE BROWN	INSTRUMENTAL MUSIC COACH	\$1,400.00
6/20	19789	0100	0000-085	1110	1000	5800	111	STEVE BROWN	INSTRUMENTAL MUSIC COACH	\$440.00
6/20	19790	0100	0000-085	1110	1000	5800	111	SARAH BROWN	INSTRUMENTAL MUSIC COACH	\$160.00
6/20	78	0100	0000-085	1110	1000	5800	111	CATHERINE GOLD	BAND DIRECTOR	\$800.00
6/11	19846	0100	7405	1110	2140	5800	000	JUST THINK LITERACY	MATH PROF. DEVELOPMENT	\$1,650.00
6/13		0100	7405	1110	2140	5800	000	SD CO SUPT OF SCHOOLS	TRAINING/MATH INITIATIVE	\$500.00
6/25	19846	0100	7405	1110	2140	5800	000	JUST THINK LITERACY	MATH PROF. DEVELOPMENT	\$1,650.00
6/11	18	0100	6500	5770	1180	5800	000	COMMUNITY SCH OF SD	TUITION FOR SPEC ED STUDENT	\$3,157.00
6/25	18	0100	6500	5770	1180	5800	000	COMMUNITY SCH OF SD	TUITION FOR SPEC ED STUDENT	\$2,870.00
6/11		0100	6500	5770	1190	5800	000	DEPENDABLE NURSING	LICENSED NURSING SERVICES	\$526.50
6/11	19507	0100	6500	5770	1190	5800	000	JOANNE K. DANSSAERT	PHYSICAL THERAPY	\$315.00

2013-2014 Purchase Order Listing

6/13	19842	0100	6500	5770	1190	5800	000	THERESE M. NUGENT	SPEECH-LANGUAGE EVALUATION	\$393.00
6/24	19749	0100	6500	5770	1190	5800	000	SD OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY	\$1,650.00
6/24		0100	6500	5770	1190	5800	000	SUSAN BERKOWITZ	SPEECH-LANGUAGE EVALUATION	\$42.90
6/25	19750	0100	6500	5770	1190	5800	000	PREMIER HEALTHCARE SER	NURSE FOR SPEC. ED STUDENT	\$3,002.00
6/25		0100	6500	5770	1190	5800	000	RIENZI HAYTASINGH, PSY.D	PSYCHO-EDUCATIONAL EVAL.	\$2,500.00
6/26	19647	0100	6500	5770	1190	5800	000	LEAPS-N-BOUNDS	OCCUPATIONAL THERAPY	\$5,290.00
6/24		0100	6500	5770	3120	5800	000	ASHLEY SMITHEY, PSYD	PSYCHO-EDUCATIONAL EVAL.	\$1,860.00
6/13		0100			2700	5800	111	SD CO SUPT OF SCHOOLS	COACHING SERVICES	\$1,000.00
6/20	19702	0100			7100	5800	000	TECHMASTERS, INC.	E-RATE CONSULTING SERVICES	\$343.75
6/10	19580	0100			7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$32.00
6/25		0100			7200	5800	000	SD UNION TRIBUNE	NOTICE OF APPT TO BOARD	\$459.00
6/25	19537	0100			7200	5800	000	CINTAS CORP.	SHREDDING SERVICE	\$102.48
6/24		0100			7200	5800	000	KEYGENT LLC	BOND DISCLOSURE INFO	\$1,250.00
6/4		0100	8150		8110	5800	000	RED TRUCK FIRE & SAFETY	SPRINKLER INSPECTION	\$298.00
6/27		0100	8150		8110	5800	000	WESTERN FIRE PROTECTION	REPLACE FIRE SYST. SWITCHES	\$560.00
6/27	19858	0100	8150		8110	5800	000	WESTERN FIRE PROTECTION	INSPECT FIRE SPRINKLER SYST	\$297.00
6/27		0100	8150		8110	5800	000	VAUGHN IRRIGATION	BACKFLOW TESTS & REPAIRS	\$2,837.62
6/30		0100	8150		8110	5800	000	SUNPRO TINTING	WINDOW TINTING	\$1,240.00
6/6	31	0100			8200	5800	000	J.M.D. LANDSCAPE	LANDSCAPE MAINTENANCE	\$3,200.00
6/24		0100			8200	5800	000	J.M.D. LANDSCAPE	SPECIAL LANDSCAPE PROJECTS	\$5,865.91
6/27		0100			8200	5800	000	J.M.D. LANDSCAPE	SPECIAL LANDSCAPE PROJECTS	\$8,853.32
6/30	31	0100			8200	5800	000	J.M.D. LANDSCAPE	LANDSCAPE MAINTENANCE	\$3,200.00
6/27	19894	0100			7191	5800-004	000	WILKINSON HADLEY KING	13-14 ANNUAL AUDIT	\$2,000.00
6/24	19806	0100			7100	5800-005	000	STUTZ, ARTIANO, SHINOFF	LEGAL SERVICES	\$2,296.72
6/20		0100			7200	5900-001	000	ATEL COMMUNICATIONS	REFURBISHED PHONE	\$198.95
6/25	19676	0100			2700	5900-002	111	UPS	SHIPPING CHARGES	\$24.98

5000 BALANCE: \$879,848

ACCUMULATED BALANCE: \$770,467.39

REMAINING BALANCE: \$109,380.61

2014-2015 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
7/23	137	0100		1110	1000	4100	222	EPS LITERACY	WRITING JOURNALS	\$74.84
7/25	155	0100		1110	1000	4100	111	PEARSON EDUCATION	SOCIAL STUDIES BOOKS GR 5	\$1,676.81
7/25	126	0100		1110	1000	4100	222	MCGRAW-HILL	BEGIN TO READ, WRITE LISTEN	\$2,130.91
7/23	171	0100	0000066	1110	1000	4300	222	DEMCO, INC.	INSTRUCTIONAL MATERIALS	\$229.05
7/30	142	0100	7405	1110	1000	4300	000	MIND RESEARCH INSTITUTE	ST MATH	\$58,000.00
7/18	182	0100		1110	1000	4300	111	HEYDAY	JOURNEY TO TOPAZ	\$520.58
7/23	131	0100		1110	1000	4300	11	LEARNING A-Z	INSTRUCTIONAL MATERIALS	\$286.95
7/23	134	0100		1110	1000	4300	111	CAMBIUM LEARNING	DIBELS & TEACHING SUPPLIES	\$2,051.38
7/23	127	0100		1110	1000	4300	111	MCGRAW-HILL	CORRECTIVE READING	\$1,046.43
7/23	176	0100		1110	1000	4300	222	LAMINATION DEPOT	LAMINATION FILM	\$131.33
7/23	150	0100		1110	1000	4300	111	EVAN-MOOR	LANG. PRACTICE WORKBOOKS	\$283.71
7/23	167	0100		1110	1000	4300	222	CAROLINA BIOLOGICAL	LIVING MATERIALS COUPONS	\$88.88
7/25	132	0100		1110	1000	4300	111	READ NATURALLY	ENCORE SEQUENCED LEVEL	\$1,277.10
7/25	151	0100		1110	1000	4300	111	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$107.90
7/25	164	0100		1110	1000	4300	111	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$217.02
7/25	154	0100		1110	1000	4300	111	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	\$278.84
7/30	169	0100		1110	1000	4300	111	ELGIN SCHOOL SUPPLY	MARKERS & ERASERS	\$72.86
7/30	146	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$241.30
7/30	165	0100		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$86.02
7/30	175	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$554.41
7/30	172	0100		1110	1000	4300	111	STANDARD STATIONERY CO	INSTRUCTIONAL MATERIALS	\$409.33
7/30	168	0100		1110	1000	4300	222	THERAPY SHOPPE	FERBY PENCIL SETS	\$191.37
7/30	163	0100		1110	1000	4300	222	VIRCO, INC.	TABLES	\$173.97
7/23	159	0100			2420	4300	111	APPLE, INC.	APPLE TV FOR PROJECTORS	\$534.60
7/23	159	0100			2420	4300	222	APPLE, INC.	APPLE TV FOR PROJECTORS	\$534.60
7/7		0100	8150		8110	4300	000	HOME DEPOT	MAINTENANCE SUPPLIES	\$988.96
7/9	19901	0100			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$785.92
7/25		0100			8200	4300	000	AM SOD/MC	SOD	\$2,235.62

4000 BALANCE: \$252,649 ACCUMULATED BALANCE: \$75,210.69 REMAINING BALANCE: \$177,438.31

7/16	180	0100		5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$3,522.60
7/16		0100			7100	5200	000	ACSA REGION 18 SUPTS.	ANNUAL BBQ	\$35.00
7/10	19903	0100			7100	5300	000	SD CO SCH BRDS ASSOC	MEMBERSHIP DUES	\$162.75
7/11	19905	0100			7100	5300	000	CSBA	MEMBERSHIP DUES	\$4,650.00
7/16	19911	0100			7100	5300	000	NCPDF	MEMBERSHIP DUES	\$646.20
7/16	19910	0100			7100	5300	000	ENCINITAS ROTARY CLUB	MEMBERSHIP DUES	\$175.00
7/18	19912	0100			7100	5300	000	SCHS FOR SOUND FINANCE	MEMBERSHIP DUES	\$2,000.00
7/23	19916	0100			7100	5300	000	SAN JOAQUIN OFF OF ED	EDJOIN ACCOUNT FEES	\$300.00
7/16		0100			8200	5500-001	111	SDG&E	SERVICE FOR 6/9-7/9	\$9,462.21
7/16		0100			8200	5500-001	222	SDG&E	SERVICE FOR 6/9-7/9	\$3,847.22
7/7	19513	0100			8200	5500-002	111	EDCO WASTE	SERVICE FOR JUNE	\$487.84
7/7	19513	0100			8200	5500-002	222	EDCO WASTE	SERVICE FOR JUNE	\$426.64
7/9	19533	0100			8200	5500-003	111	ARROWHEAD	SERVICE FOR JUNE	\$26.99
7/9	19533	0100			8200	5500-003	222	ARROWHEAD	SERVICE FOR JUNE	\$52.75
7/9	19533	0100			8200	5500-003	000	ARROWHEAD	SERVICE FOR JUNE	\$26.06
7/7	19534	0100			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER 5/29-6/27	\$2,393.59

2014-2015 Purchase Order Listing

7/10		0100			8200	5500-004	111	BEE HUNTER	REMOVE SWARM OF BEES	\$125.00
7/30	19920	0100			8200	5500-004	111	AMERICAN PEST	SERVICE FOR RODENTS	\$60.00
7/30	19920	0100			8200	5500-004	222	AMERICAN PEST	SERVICE FOR RODENTS	\$96.00
7/8	149	0100		1110	1000	5600	111	CANON FINANCIAL SERV	LEASE PAYMENT	\$755.38
7/8	149	0100		1110	1000	5600	222	CANON FINANCIAL SERV	LEASE PAYMENT	\$755.38
7/23	19906	0100			2420	5600	000	APPLE, INC.	IMAC REPAIR	\$234.13
7/16	19782	0100			7200	5600	000	TOSHIBA FINANCIAL SERV	LEASE PAYMENT	\$201.97
7/16	19908	0100	8150		8110	5600	000	TRANE	REPAIR A/C UNIT AT AH	\$1,680.11
7/30	190	0100	8150		8110	5600	000	FREDRICKS ELECTRIC	INSTALL POWER TO DISPOSAL	\$945.00
7/15	19750	0100	6500	5770	1190	5800	000	PREMIER HEALTHCARE	NURSE FOR SP. ED STUDENT	\$1,634.00
7/16	19895	0100	6500	5770	1190	5800	000	DEPENDABLE NURSING	LICENSED NURSING SERVICE	\$3,324.75
7/25	19507	0100	6500	5770	1190	5800	000	JOANNE K. DANSSAERT	PHYSICAL THERAPY	\$105.00
7/30	19895	0100	6500	5770	1190	5800	000	DEPENDABLE NURSING	LICENSED NURSING SERVICE	\$156.00
7/30	125	0100			2420	5800	000	BLACKBOARD INC.	CONNECT NOTIFICATION SYST	\$1,574.00
7/30	19919	0100			2420	5800	000	SCHOOLWIRES INC.	WEB HOSTING SERVICE	\$2,451.07
7/9	19902	0100			2700	5800	222	TREASURER/CITY OF SD	SERVICE FOR DEFIBRILLATORS	\$37.50
7/16	188	0100			2700	5800	111	RSF SECURITY SYSTEMS	SYSTEM MONITORING	\$210.00
7/16	188	0100			2700	5800	222	RSF SECURITY SYSTEMS	SYSTEM MONITORING	\$210.00
7/11	19904	0100			7100	5800	000	CSBA	GAMUT ONLINE	\$1,575.00
7/9	19580	0100			7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$64.00
7/24	19806	0100			7100	5800-005	000	STUTZ, ARTIANO, SHINOFF	LEGAL SERVICES	\$7,078.03
7/11		0100			2700	5900-001	222	ATEL COMMUNICATIONS	PHONE SYSTEM REPAIRS	\$288.37
7/22	19914	0100			7200	5900-002	000	FEDEX	SHIPPING CHARGES	\$26.25

5000 BALANCE: \$814,282 ACCUMULATED BALANCE: \$51,801.79 REMAINING BALANCE: \$762,480.21

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

August 14, 2014

ITEM: **APPROVE NONPUBLIC AGENCIES MASTER CONTRACT
BETWEEN CARDIFF SCHOOL DISTRICT AND NORTH COUNTY
LIFELINE**

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP’s mandate special services. The District does not employ full-time behavioral intervention staff; therefore, we are contracting with a nonpublic agency for these services.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$16,138.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between Cardiff School District and North County Lifeline.

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

August 14, 2014

ITEM: **APPROVE NONPUBLIC AGENCY MASTER CONTRACT
BETWEEN CARDIFF SCHOOL DISTRICT AND T.E.R.I.,
INC./THE COUNTRY SCHOOL**

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP’s mandate special services. The District does not employ autism specialist or behavioral specialists; therefore, we are contracting with a nonpublic agency for these services.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$58,477.40.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between Cardiff School District and T.E.R.I., Inc/The Country School.

Community Relations

Uniform Complaint Procedures

BP 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5131.2 - Bullying)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, Local Control Funding Formula programs, and special education programs.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff

3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

(1/06 3/12) 1/13

Policy adopted: 03/15/07

Policy revised:

CARDIFF SCHOOL DISTRICT

Cardiff-by-the-Sea

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

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

(cf. 0450—Comprehensive Safety Plan)

(cf. 1312.1—Complaints Concerning District Employees)

(cf. 1312.2—Complaints Concerning Instructional Materials)

(cf. 1312.4—Williams Uniform Complaint Procedures)

(cf. 3553—Free and Reduced Price Meals)

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 4031—Complaints Concerning Discrimination in Employment)~~
~~(cf. 5141.4—Child Abuse Prevention and Reporting)~~
~~(cf. 5148—Child Care and Development)~~
~~(cf. 6159—Individualized Education Program)~~
~~(cf. 6171—Title I Programs)~~
~~(cf. 6174—Education for English Language Learners)~~
~~(cf. 6175—Migrant Education Program)~~
~~(cf. 6178—Vocational Education)~~
~~(cf. 6200—Adult Education)~~

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~
~~(cf. 5125—Student Records)~~
~~(cf. 9011—Disclosure of Confidential/Privileged Information)~~

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.3 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18172 School libraries
32289 School safety plan, uniform complaint procedure
35186 Alternative uniform complaint procedure
48985 Notices in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52499.6 Vocational education
52500-52616.24 Adult schools
52800-52870 School based coordinated programs
54000-54041 Economic impact aid programs
54100-54145 Miller Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and centers
62000-62005.5 Evaluation and sunseting of programs
64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4671 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

6301-6377 Title I Basic Programs
6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals
6801-6871 Title III, Language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act, including
7114 Local educational program, safety plans
7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs
7301-7372 Title VI Rural and Low Income School Programs

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Community Relations

Uniform Complaint Procedures

AR 1312.3

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Cardiff School Principal
1888 Montgomery Ave.
Cardiff, CA 92007
(760) 632-5892

Ada Harris School Principal
1508 Windsor Rd.
Cardiff, CA 92007
(760) 632-5894

Superintendent
1888 Montgomery Ave.
Cardiff, CA 92007
(760) 632-5894

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

If a complaint is related to child nutrition civil rights issue, the district will notify the California Department of Education, Nutrition Services Division, Civil Rights Office, and the USDA.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to

evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted

6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

(1/06 3/12) 1/13

Policy adopted: 03/15/07
Policy revised:

CARDIFF SCHOOL DISTRICT
Cardiff-by-the-Sea

~~UNIFORM COMPLAINT PROCEDURES~~

~~Compliance Officers~~

~~The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:~~

~~Superintendent, Principal
(title or position)
1888 Montgomery Avenue
(address)
(760) 632-5890
(telephone number)~~

~~The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.~~

~~(cf. 9124 - Attorney)~~

~~Notifications~~

~~The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.~~

~~(cf. 5145.6 - Parental Notifications)~~

~~Procedures~~

~~The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.~~

~~All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.~~

~~Step 1: Filing of Complaint~~

~~Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.~~

~~UNIFORM COMPLAINT PROCEDURES~~ (continued)

~~Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)~~

~~The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.~~

~~If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)~~

~~Step 2: Mediation~~

~~Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.~~

~~If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.~~

~~The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)~~

~~Step 3: Investigation of Complaint~~

~~The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.~~

~~The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)~~

~~UNIFORM COMPLAINT PROCEDURES (continued)~~

~~Step 4: Response~~

~~**OPTION 1:** Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)~~

~~Step 5: Final Written Decision~~

~~The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631)~~

~~The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.~~

~~This report shall include:~~

- ~~1. The findings and disposition of the complaint, including corrective actions, if any (5 CCR 4631)~~
- ~~2. The rationale for the above disposition (5 CCR 4631)~~

~~UNIFORM COMPLAINT PROCEDURES (continued)~~

- ~~3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal (5 CCR 4631, 4652)~~
- ~~4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)~~
- ~~5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved~~

~~If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.~~

~~Appeals to the California Department of Education~~

~~If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)~~

~~When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652)~~

~~The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.~~

~~Civil Law Remedies~~

~~A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.~~

Regulation
approved: 03/15/05

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

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

August 14, 2014

ITEM: **AMENDED CLASSIFIED SALARY SCHEDULE**

CURRENT CONSIDERATION

This agenda item requests that the Board consider approving the Classified Salary Schedule as amended, effective July 1, 2014. A recent classification study done by SDCOE warrants Board consideration of the proposed range adjustments. In addition, the previously approved senior custodian phone stipend has been embedded into the monthly salary.

FINANCIAL IMPLICATIONS

The increase to the general fund for the 2014-15 school year would be \$44,836.

RECOMMENDATION

It is recommended that the Board approve the Classified Salary Schedule as amended, effective July 1, 2014.

CARDIFF SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
Effective July 1, 2014

DRAFT

Range	Longevity Steps										
	Step 1 Monthly Hourly	Step 2 Monthly Hourly	Step 3 Monthly Hourly	Step 4 Monthly Hourly	Step 5 Monthly Hourly	Step 6 Monthly Hourly	Step 10 Monthly Hourly	Step 15 Monthly Hourly	Step 20 Monthly Hourly	Step 25 Monthly Hourly	
1 Student Aide	9.00										
6 Food Service Worker	12.42	13.03	13.68	14.36	15.06	15.83	16.30	16.79	17.30	17.82	
8 Food Service Cashier Instructional Assist. I Day Care Assistant Noon Duty Assistant Art Docent Coordinator	13.04	13.68	14.37	15.09	15.87	16.64	17.14	17.65	18.18	18.73	
11 Inst. Asst. II Special Ed Inst. Asst. Reading/Learning Lab Inst. Asst. Computer Lab Office Assistant	14.04	14.73	15.46	16.23	17.06	17.92	18.46	19.01	19.58	20.17	
13 Custodian I Bilingual Assistant Health Office Assistant	2,615 15.08	2,745 15.83	2,883 16.62	3,027 17.47	3,179 18.34	3,338 19.26	3,438 19.83	3,541 20.43	3,647 21.04	3,757 21.67	
18 Daycare Site Supervisor	15.52	16.31	17.13	17.97	18.87	19.82	20.41	21.03	21.66	22.31	
19 Assistant Director-Extended Day	2,839 16.38	2,980 17.19	3,129 18.05	3,286 18.96	3,451 19.91	3,623 20.90	3,731 21.53	3,843 22.17	3,959 22.84	4,077 23.52	
20 Tech Support Specialist I Library Assistant Garden Instructor	17.22	18.08	19.00	19.93	20.94	21.97	22.63	23.31	24.01	24.73	
21 Nutrition Services Manager	3,137 18.10	3,294 19.00	3,456 19.93	3,631 20.94	3,808 21.97	4,001 23.08	4,121 23.77	4,244 24.49	4,372 25.22	4,503 25.98	
22 Senior Custodian	3,177 18.33	3,335 19.24	3,502 20.20	3,677 21.21	3,861 22.28	4,054 23.39	4,176 24.09	4,301 24.81	4,430 25.56	4,563 26.32	
24 School Office Manager	3,218 18.56	3,378 19.49	3,547 20.46	3,724 21.49	3,911 22.56	4,106 23.69	4,229 24.40	4,356 25.13	4,487 25.88	4,621 26.66	
27 Extended Day Director	3,380 19.50	3,550 20.48	3,726 21.50	3,913 22.57	4,109 23.71	4,315 24.90	4,444 25.64	4,577 26.41	4,715 27.20	4,856 28.02	
30 Instructional Support Specialist	21.13	22.20	23.31	24.45	25.67	26.97	27.78	28.61	29.47	30.35	
31 Tech Support Specialist II	21.63	22.71	23.85	25.04	26.29	27.61	28.44	29.29	30.17	31.08	
32 Accounting Specialist	3,834 22.13	4,025 23.20	4,227 24.38	4,437 25.60	4,658 26.87	4,892 28.24	5,039 29.07	5,190 29.94	5,346 30.84	5,506 31.77	
35 Executive Assistant District Technology Coord.	4,600 26.54	4,830 27.87	5,072 29.26	5,326 30.73	5,592 32.26	5,872 33.88	6,048 34.89	6,230 35.94	6,416 37.02	6,609 38.13	

Longevity steps at completion of uninterrupted years, 9, 14, 19 and 24

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

August 14, 2014

ITEM: **AMENDED CERTIFICATED/CLASSIFIED MANAGEMENT
SALARY SCHEDULES**

CURRENT CONSIDERATION

This agenda item requests that the Board consider approval of the Classified and Certificated Management Salary Schedules as amended, effective July 1, 2014. The amended salary schedules would ensure steps at years 1-6 and longevity at years 10,15, 20 and 25. Previous mileage and phone stipends have been embedded into the proposed schedules.

FINANCIAL IMPLICATIONS

The increase to the general fund for the 2014-15 school year would be \$8,576.

RECOMMENDATION

It is recommended that the Board approve the amended Classified and Certificated Management Salary Schedules, effective July 1, 2014.

DIRECTOR		PSYCHOLOGIST			
		100%	(40%)	100%	(60%)
1		94,970	(37,988)	60,467	(36,280)
2		98,769	(39,508)	62,844	(37,706)
3		102,720	(41,088)	65,224	(39,134)
4		106,828	(42,731)	67,603	(40,562)
5		111,101	(44,441)	69,983	(41,990)
6		115,546	(46,218)	72,360	(43,416)
7				74,738	(44,843)
8				77,116	(46,270)
9				79,493	(47,696)
10		117,856	(47,143)	81,874	(49,124)
11				84,252	(50,551)
12				86,629	(51,977)
13				89,009	(53,405)
14				91,387	(54,832)
15		120,214	(48,085)	93,767	(56,260)
16				96,144	(57,686)
17				98,521	(59,113)
18				98,521	(59,113)
19				100,903	(60,542)
20		122,618	(49,047)	100,903	(60,542)
21				103,280	(61,968)
22				103,280	(61,968)
23				105,657	(63,394)
24				105,657	(63,394)
25		125,070	(50,028)	108,034	(64,820)
WORK DAYS		195			
Health & Welfare		6,491.60	District Cap		

Previous mileage and cell phone stipends have been embedded into salary schedule.

PRINCIPAL/DIRECTOR						
2014/15						
Step				14/15		
1				100,296		
2				104,308		
3				108,480		
4				112,819		
5				117,332		
6				122,025		
7				122,025		
8				122,025		
9				122,025		
10				124,466		
11				124,466		
12				124,466		
13				124,466		
14				124,466		
15				126,955		
16				126,955		
17				126,955		
18				126,955		
19				126,955		
20				129,494		
25				132,084		
WORK DAYS		195				
Health & Welfare		\$6,491.60				

Previous mileage and cell phone stipends have been embedded into salary schedule.

DIRECTOR, FISCAL SERVICES			
2014/15			
Step	Salary		
1	92,812		
2	96,524		
3	100,385		
4	104,401		
5	108,577		
6	112,920		
7	112,920		
8	112,920		
9	112,920		
10	115,178		Beginning 10th year in district
11	115,178		
12	115,178		
13	115,178		
14	115,178		
15	117,482		Beginning 15th year in district
20	119,832		Beginning 20th year in district
25	122,228		Beginning 25th year in district
Vacation Days	22		
Health & Welfare	\$6,491.70	district cap	
Previous mileage stipend has been embedded into salary schedule.			