

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

**REGULAR MEETING OF THE GOVERNING BOARD  
AGENDA**

**THURSDAY, SEPTEMBER 11, 2014 • 4:00 PM FACILITIES TOUR • 5:00 PM • PUBLIC MEETING  
CARDIFF SCHOOL AUDITORIUM  
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

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

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

I. ORGANIZATIONAL ITEMS *Exhibit*

- A. Call to order
- B. Pledge of allegiance
- C. Roll call
  - Mr. Mark Whitehouse, President
  - Ms. Nancy Orr, Clerk
  - Ms. Siena Randall, Member
  - Mr. Dave Clark, Member
  - Mr. Rick Cassar, Member
  - Ms. Jill Vinson, Superintendent
- D. Approval of agenda for September 11, 2014  
***All items are action unless labeled information***
- E. Approve minutes from the regular meeting August 14, 2014 **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 #14005691 to #14007229 \$122,213 **B**
  - 3. Payroll Warrants, August, 2014 \$447,065
- B. Enrollment report as of 09/05/14 **C**
- C. Removal of items from Consent Calendar
- D. Approval of Consent Calendar

IV. BUSINESS AND FINANCE

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

V. GENERAL FUNCTIONS

- A. Declare public hearing: Determining Sufficiency of Instructional Materials
- B. Adopt Resolution 14-15-01 Determining Sufficiency of Instructional Materials **D**
- C. Consider approval of Payroll/Purchasing Technician job description **E**

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Public Employment Evaluation  
Position: Superintendent

VIII. REPORT FROM CLOSED SESSION (If applicable)

IX. ADJOURNMENT OF MEETING

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

**MINUTES**  
**REGULAR MEETING OF AUGUST 14, 2014**

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, August 14, 2014 at the Cardiff School, 1888 Montgomery Avenue, Cardiff-by-the-Sea, California. President Whitehouse called the meeting to order at 9:00 a.m. Trustees and visitors were led in the pledge of allegiance.

Members present: Clark, Orr, Randall, Whitehouse

Members absent: Cassar

Administrators  
present: Vinson, Parker, Kissell

Visitors: Melanie Garcia, SEA

The agenda for August 14, 2014 was approved as presented.

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

The minutes from the regular meeting of June 5, 2014 and the minutes from the special meeting of June 12, 2014 were approved as written.

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

Hearing Session:

- Melanie Garcia reported SEA held their first meeting last night. Thanks to a generous \$20,000 anonymous donor gift, funding requests were met. \$10,000 will be deposited in the endowment account. They are also looking at revamping the bigger events and coming up with creative ideas. The Boo-by-the-Sea will be improved this year. There's conversation regarding adding smaller events to offset funds to meet the annual goal.

Hearing Session continued:

- Julie Parker reported there will be a full TK class with 19 students which Chris Paccione will be teaching. There will be four regular kindergarten classes with 20 or 21 students each.
- Brian Kissell reported Ada Harris has had an influx of new students coming from different areas. Numbers are still in the low 20 to mid 20's.
- Superintendent Vinson reported the sidewalk project is underway. The hope is that it will be completed by the start of school. The bougainvillea along the fence will have to be replaced. The City will pay the replacement cost with input from the District as to the kind of landscaping that is selected. The fields have been renovated and look great. The fences are being changed at Ada Harris. Cardiff Soccer is contracting with our landscaper to continue to maintain the fields during the soccer season. Ms. Vinson informed the Board that we have researched with Gamut/CSBA to see about revising and maintaining board policies and providing a portal on our website. The Board was in agreement to pursue with CSBA to have a consultant meet with district personnel sometime in November. We had our cafeteria three-year evaluation and received an exceptionally good review. Ms. Vinson also informed Trustees that the LCAP was approved by SDCOE. The version that was posted on website has been updated. Charity Marino was selected to fill the daycare assistant director position. The district has contracted with the Just Think Literacy folks to do professional growth, which is fully aligned with Common Core. The district app is going live in October.

The consent calendar was approved as presented.

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

Revised BP 1312.3, Uniform Complaint Procedures, was approved.

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

Revised AR 1312.3, Uniform Complaint Procedures, was approved.

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

The revised classified salary schedule effective July 1, 2014, was approved.

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

Amendments to the certificated/classified management salary schedules were approved.

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

The regular/organizational board meeting date was changed from Thursday, December 11, 2014 to Tuesday, December 9, 2014.

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

Future agenda items:

1. Facility walkabout
2. Unaudited actuals

There being no regular business to come before the Board, the meeting was adjourned to closed session at 9:30 am. The meeting was reconvened at 10:05 a.m. President Whitehouse reported no action was taken during the closed session. There being no other business to come before the Board, the meeting was adjourned at 10:06 a.m.

Respectfully submitted,

---

Nancy Orr, Clerk

---

Jill Vinson, Superintendent

## 2014-2015 Purchase Order Listing

Date	PO #	Fund	Resc.	Goal	Func.	Object	Loc.	Vendor	Description	Amt Paid
8/6	138	0100		1110	1000	4100	222	FOLLETT SCH SOLUTIONS	SPELLING/VOCAB BOOKS	\$2,484.37
8/8	133	0100	6300	1110	1000	4100	000	HOUGHTON MIFFLIN	MATH EXPRESSIONS	\$12,022.33
										<b>\$14,506.70</b>
8/6	181	0100		1110	1000	4300	111	LAKESHORE	BANDS & GEAR CLOCKS	\$69.72
8/6	162	0100		1110	1000	4300	222	BLICK ART MATERIALS	DRAWING PADS & PAINT	\$373.02
8/6	173	0100		1110	1000	4300	111	BLICK ART MATERIALS	DRAWING PADS	\$283.87
8/6	160	0100		1110	1000	4300	222	AMAZON	ERASERS & FLASHLIGHTS	\$182.54
8/6	128	0100		1110	1000	4300	111	FOLLETT SCH SOLUTIONS	READING & SPELLING WKBK	\$1,033.85
8/7	129	0100		1110	1000	4300	111	PEARSON EDUCATION	4TH GD SOC. STUDIES WKBK	\$464.81
8/8	178	0100		1110	1000	4300	111	LEARNING RESOURCES	BASE TEN BLOCKS	\$120.94
8/12	184	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$257.32
8/12	177	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$81.05
8/12	185	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$32.37
8/13	158	0100		1110	1000	4300	111	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	\$387.88
8/13	195	0100		1110	1000	4300	222	THE OFFICE DEALER	COMP. BOOKS & JOURNALS	\$484.96
8/12	193	0100		1110	1000	4300	222	EAI EDUCATION	GEOBOARDS	\$76.16
8/13	170	0100		1110	1000	4300	222	REALLY GOOD STUFF	POCKET CHART KIT	\$45.94
8/22	204	0100		1110	1000	4300	222	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS	\$320.40
8/22	207	0100		1110	1000	4300	222	SCHOOL SPECIALTY	GLITTER & PAINT	\$204.70
8/22	208	0100		1110	1000	4300	111	SCHOOL SPECIALTY	FELT POINT PENS	\$34.81
8/22	208	0100		1110	1000	4300	222	SCHOOL SPECIALTY	PAINT SETS & CONST PAPER	\$254.99
8/22	205	0100		1110	1000	4300	222	SCHOOL SPECIALTY	FELT PENS, CHALK, CRAYONS	\$459.76
8/22	185	0100		1110	1000	4300	222	SOUTHWEST SCH SUPPLY	MENDING TAPE	\$72.58
8/22	200	0100		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	ERASERS, GLUE & POST-ITS	\$17.82
8/22	216	0100		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	MARKERS & WHITE GLUE	\$521.51
8/27	210	0100		1110	1000	4300	111	EPS LITERACY	WORDLY WISE	\$516.78
8/27	202	0100		1110	1000	4300	222	OFFICE DEPOT	TISSUE PAPER	\$86.11
8/27	211	0100		1110	1000	4300	111	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$127.10
8/27	199	0100		1110	1000	4300	222	OFFICE DEPOT	CONSTRUCTION PAPER	\$127.66
8/27	198	0100		1110	1000	4300	222	OFFICE DEPOT	CONSTRUCTION PAPER	\$244.67
8/27	197	0100		1110	1000	4300	222	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$879.68
8/27	194	0100		1110	1000	4300	222	NASCO MODESTO	WATERCOLOR PAPER	\$192.54
8/27	183	0100		1110	1000	4300	222	NATIONAL GEOGRAPHIC	MAGAZINE SUBSCRIPTIONS	\$856.35
8/27	206	0100	7405	1110	1000	4300	000	MCGRAW-HILL	BOOK COLLECTIONS	\$794.25
8/27	166	0100		1110	1000	4300	222	ELGIN SCHOOL SUPPLY	INSTRUCTIONAL MATERIALS	\$410.01
8/27	160	0100		1110	1000	4300	222	AMAZON	CARD STOCK, MARKERS, FOLDEF	\$160.65
8/27	160	0100		1110	1000	4300	111	AMAZON	CARD STOCK	\$24.82
8/27	157	0100		1110	1000	4300	111	AMAZON	BOOKS	\$819.06
8/26		0100		1110	1000	4300	222	CAROLYN VAN LEAR	REIMBURSE/TEACHING SUPPLIES	\$345.63
8/27	222	0100		1110	1000	4300	111	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$175.44
8/27	203	0100		1110	1000	4300	222	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	\$85.02
8/29	223	0100		1110	1000	4300	111	SOUTHWEST SCH SUPPLY	INSTRUCTIONAL MATERIALS	\$144.90
8/29	19915	0100		1110	1000	4300	222	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTIONS	\$1,040.70
8/29	179	0100		1110	1000	4300	111	US GAMES	PE EQUIPMENT	\$414.31
8/27	196	0100	0000-066	1110	1000	4300	222	GOPHER SPORT	PE EQUIPMENT	\$672.81
8/13	186	0100	0000-066	1110	1000	4300	222	SCHOOL SPECIALTY	PE EQUIPMENT	\$470.47
										<b>\$14,369.96</b>

## 2014-2015 Purchase Order Listing

8/13	143	0100		1110	1000	4300	111	SCHOLASTIC INC.	SRI HOSTING SERVICE	\$1,200.00
8/6	19924	0100	7405	1110	1000	4300	000	JUST THINK LITERACY	SITE LICENSE	\$12,000.00
8/8	174	0100		1110	1000	4300	111	ORIENTAL TRADING CO	BADGE HOLDERS	\$42.39
8/29	174	0100		1110	1000	4300	111	ORIENTAL TRADING CO	LANYARDS	\$29.69
8/6	147	0100		1110	1000	4300	111	HENRY SCHEIN, INC.	NURSING SUPPLIES	\$215.54
8/6	148	0100		1110	1000	4300	111	HENRY SCHEIN, INC.	NURSING SUPPLIES	\$105.30
8/20		0100		1110	1000	4300	111	WALMART/MC	CLOROX WIPES	\$44.90
8/26		0100		1110	1000	4300	222	MARGIT BOYESEN	REIMBURSE/DESKS	\$408.24
8/22	191	0100		1110	1000	4300	111	SD DIGITAL SOLUTIONS	INK & MASTERS	\$424.80
8/22	191	0100		1110	1000	4300	222	SD DIGITAL SOLUTIONS	INK & MASTERS	\$424.80
8/6	161	0100			2420	4300	111	AMAZON	CABLES	\$163.90
8/6	161	0100			2420	4300	222	AMAZON	CABLES	\$163.90
8/13	136	0100			2420	4300	222	PATHWAY COMMUNICATION	POWERLITE PROJECTORS	\$2,932.19
8/27	161	0100			2420	4300	111	AMAZON	CABLES & ADAPTERS	\$119.90
8/27	219	0100			2420	4300	111	CABLES2GO	TECH EQUIPMENT	\$2,415.41
8/13	19910	0100			7100	4300	000	ENCINITAS ROTARY CLUB	MEALS	\$16.00
8/22	200	0100			7100	4300	000	SOUTHWEST SCH SUPPLY	ENVELOPES & POST-ITS	\$41.25
8/27	211	0100			7100	4300	000	OFFICE DEPOT	ACADEMIC CALENDAR	\$29.32
8/29	223	0100			7100	4300	000	SOUTHWEST SCH SUPPLY	ADDING MACHINE TAPE	\$1.94
8/13	156	0100			7200	4300	000	PCM-G	MICROSOFT OFFICE	\$41.59
8/5	19922	0100	8150		8110	4300	000	SHELL	GAS FOR TRUCK & EQUIPMENT	\$327.15
8/8	139	0100	8150		8110	4300	000	HOME DEPOT	MAINTENANCE SUPPLIES	\$156.97
8/22	19941	0100	8150		8110	4300	000	SHERWIN-WILLIAMS	PAINT & SUPPLIES	\$505.42
8/22		0100	8150		8110	4300	000	CART MART	SERVICE GOLF CART	\$105.80
8/26	19947	0100	8150		8110	4300	000	CED INC.	MAINTENANCE SUPPLIES	\$404.67
8/22		0100			8200	4300	000	RCP BLOCK & BRICK	SAND & DECOMPOSED GRANITE	\$609.12
8/22	19901	0100			8200	4300	000	HYDRO-SCAPE	LANDSCAPE SUPPLIES	\$1,271.90
8/27		0100			8200	4300	000	GRAINGER	CUSTODIAL SUPPLIES	\$119.07
<b>\$24,321.16</b>										

**4000 BALANCE: \$252,649    ACCUMULATED BALANCE: \$128,408.51    REMAINING BALANCE: \$124,240.49**

8/13	180	0100		5001	3600	5100	000	CARE-A-VAN TRANSPORT	SPECIAL ED TRANSPORTATION	\$8,327.60
8/26	187	0100			7100	5300	000	ACSA	MEMBERSHIP DUES	\$1,506.00
8/20	19935	0100			8200	5500-001	111	SDG&E	SERVICE FOR 7/9-8/7	\$11,152.63
8/20	19935	0100			8200	5500-001	222	SDG&E	SERVICE FOR 7/9-8/7	\$2,844.50
8/5	144	0100			8200	5500-002	111	EDCO WASTE	SERVICE FOR JULY	\$426.64
8/5	144	0100			8200	5500-002	222	EDCO WASTE	SERVICE FOR JULY	\$426.64
8/13	19931	0100			8200	5500-003	000	SAN DIEGUITO WATER	SERVICE FOR 6/2-7/28	\$241.43
8/13	19931	0100			8200	5500-003	111	SAN DIEGUITO WATER	SERVICE FOR 6/2-7/28	\$2,647.50
8/13	19931	0100			8200	5500-003	222	SAN DIEGUITO WATER	SERVICE FOR 5/27-7/21	\$6,920.02
8/13	19930	0100			8200	5500-003	111	SAN DIEGUITO WATER	RECYCLED WATER	\$2,354.19
8/22	19939	0100			8200	5500-003	111	ARROWHEAD	SERVICE FOR JULY	\$26.99
8/22	19939	0100			8200	5500-003	222	ARROWHEAD	SERVICE FOR JULY	\$52.75
8/22	19939	0100			8200	5500-003	000	ARROWHEAD	SERVICE FOR JULY	\$26.06
8/22	149	0100		1110	1000	5600	111	CANON FINANCIAL SERV.	LEASE PAYMENT	\$755.38
8/22	149	0100		1110	1000	5600	222	CANON FINANCIAL SERV.	LEASE PAYMENT	\$755.38
8/22	19946	0100			2700	5600	111	PITNEY BOWES	LEASE PAYMENT	\$140.04
8/22	19946	0100			2700	5600	222	PITNEY BOWES	LEASE PAYMENT	\$140.05

## 2014-2015 Purchase Order Listing

8/13	19909	0100		7200	5600	000	TOSHIBA FINANCIAL SERV.	LEASE PAYMENT	\$451.49	
8/15	19934	0100		7200	5600	000	PRUDENTIAL OVERALL	MATS	\$16.50	
8/22	19946	0100		7200	5600	000	PITNEY BOWES	LEASE PAYMENT	\$140.05	
8/8	19926	0100	8150	8110	5600	000	LEE'S LOCK & SAFE	LOCK REPAIR	\$98.50	
8/15	19934	0100		8200	5600	111	PRUDENTIAL OVERALL	TOWELS, MOPS	\$125.00	
8/15	19934	0100		8200	5600	222	PRUDENTIAL OVERALL	TOWELS	\$89.05	
8/6	19842	0100	6500	5770	1190	5800	000	THERESE NUGENT	SPEECH-LANG EVALUATION	\$396.00
8/27	19949	0100	6500	5770	1190	5800	000	DEPENDABLE NURSING	LICENSED NURSING SERVICE	\$2,544.75
8/29	19953	0100	6500	5770	1190	5800	000	PREMIER HEALTHCARE SERV	LICENSED NURSING SERVICE	\$1,140.00
8/6	153	0100		2420	5800	000	BLACKBOARD INC.	K12 CENTRAL MOBILE APP	\$1,246.75	
8/20	135	0100		2420	5800	111	DIGITAL NETWORKS	XMS CLOUD 3 YR LICENSE	\$3,250.00	
8/20	135	0100		2420	5800	222	DIGITAL NETWORKS	XMS CLOUD 3 YR LICENSE	\$3,250.00	
8/13	19929	0100		7200	5800	000	CA DEPT OF JUSTICE	BACKGROUND CHECKS	\$64.00	
8/22	19942	0100		7200	5800	000	CINTAS CORP.	SHREDDING SERVICE	\$51.24	
8/15		0100	8150	8110	5800	000	VAUGHN IRRIGATION	REPAIR BOOSTER PUMP	\$1,796.00	
8/22	19944	0100	8150	8110	5800	000	RED TRUCK FIRE & SAFETY	EXTINGUISHER MAINTENANCE	\$1,221.28	
8/22	19943	0100	8150	8110	5800	000	RED TRUCK FIRE & SAFETY	FIRE ALARM INSPECTION	\$2,750.00	
8/20	215	0100		8200	5800	000	J.M.D. LANDSCAPE	LANDSCAPE MAINTENANCE	\$3,360.00	
8/22	19945	0100		8200	5800	000	SHOWCASE CARPET CLEAN	CARPET CLEANING/CARDIFF	\$1,081.08	
8/27	19950	0100		7100	5800-005	000	FAGEN FRIEDMAN FULFROST	LEGAL SERVICES/JULY	\$651.25	
8/5	19921	0100		7200	5900-002	000	POSTAGE BY PHONE	POSTAGE FOR METER	\$1,000.00	
8/13	19914	0100		7200	5900-002	000	FEDEX	SHIPPING CHARGES	\$24.76	

**\$63,491.50**

**5000 BALANCE: \$814,282    ACCUMULATED BALANCE: \$115,293.29    REMAINING BALANCE: \$698,988.71**



CARDIFF SCHOOL DISTRICT

Enrollment Form

As of September 05, 2014

<b>CARDIFF</b>				<b>ADA HARRIS</b>			
	<b>BOYS</b>	<b>GIRLS</b>		<b>BOYS</b>	<b>GIRLS</b>		
TK Paccione	<u>12</u>	<u>8</u>	20	3 Peery	<u>15</u>	<u>8</u>	23
			<b>TOT TK</b>	3 Switzler	<u>14</u>	<u>8</u>	22
			<u>20</u>				<b>TOT 3</b>
K Bjorstad	<u>12</u>	<u>9</u>	21				<u>45</u>
K Kulbacki	<u>12</u>	<u>9</u>	21				
K McNamara	<u>11</u>	<u>9</u>	20				
K Stone	<u>11</u>	<u>9</u>	20				
			<b>TOT K</b>				
			<u>82</u>				
1 Carter	<u>7</u>	<u>13</u>	20	4 Ford	<u>13</u>	<u>10</u>	23
1 Froke	<u>7</u>	<u>11</u>	18	4 Green	<u>11</u>	<u>12</u>	23
1 Hall	<u>8</u>	<u>12</u>	20	4 Price	<u>12</u>	<u>9</u>	21
1 Sallans	<u>8</u>	<u>12</u>	20	4 Trees	<u>13</u>	<u>10</u>	23
1 Doui/Boye	<u>7</u>	<u>7</u>	14	4 Herr/d'Entre	<u>10</u>	<u>15</u>	25
			<b>TOT 1</b>				<b>TOT 4</b>
			<u>92</u>				<u>115</u>
2 Easson	<u>7</u>	<u>13</u>	20	5 Ensberg	<u>14</u>	<u>10</u>	24
2 Gust/Stua	<u>9</u>	<u>10</u>	19	5 Murray	<u>12</u>	<u>8</u>	20
2 Kavan	<u>10</u>	<u>10</u>	20	5 Yant	<u>14</u>	<u>10</u>	24
2 Payte	<u>10</u>	<u>10</u>	20	5 Herr/d'Entre	<u>10</u>	<u>7</u>	17
2 Redding	<u>11</u>	<u>9</u>	20				<b>TOT 5</b>
2 Doui/Boy	<u>10</u>	<u>5</u>	15				<u>85</u>
			<b>TOT 2</b>				
			<u>114</u>				
3 Hamilton	<u>9</u>	<u>13</u>	22	6 Brice	<u>13</u>	<u>11</u>	24
3 Pacetti/Paz	<u>9</u>	<u>13</u>	22	6 Heyer	<u>13</u>	<u>11</u>	24
3 Doui/Boy	<u>8</u>	<u>6</u>	14	6 Jewell	<u>14</u>	<u>11</u>	25
			<b>TOT 3</b>	6 Nguyen	<u>11</u>	<u>12</u>	23
			<u>58</u>	6 Therriault	<u>15</u>	<u>10</u>	25
							<b>TOT 6</b>
							<u>121</u>
SDC	<u>0</u>	<u>0</u>	<b>TOT</b>	SDC	<u>3</u>	<u>1</u>	<b>TOT</b>
			<u>0</u>				<u>4</u>
Boy/Girl Subtotal	<u>178</u>		<u>188</u>	Boy/Girl Subtotal	<u>207</u>		<u>163</u>
<b>SCHOOL TOTAL</b>	<u>366</u>			<b>SCHOOL TOTAL</b>	<u>370</u>		
<b>DISTRICT TOTAL</b>	<u>736</u>						

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

September 11, 2014

ITEM:           **PUBLIC HEARING: DETERMINING SUFFICIENCY OF  
INSTRUCTIONAL MATERIALS**

---

**BACKGROUND**

Education Code 60119 requires school districts to hold a public hearing and determine through a Board resolution determining that each pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education:

Mathematics  
Science  
History-social science  
English/language arts, including the English language development

**CURRENT CONSIDERATIONS**

Based upon the recommendation of the San Diego County Office of Education, Resolution 14-15-01 is attached, which determines that each pupil in each school operated by the Cardiff School District had sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board for the 2013-14 fiscal year.

**FINANCIAL IMPLICATIONS**

There is no financial impact with regards to the Public Hearing.

**RECOMMENDATION**

It is recommended that the Board President announce that the Public Hearing regarding this issue be opened. Following the public hearing, it is recommended that the Board approve Resolution 14-15-01.



CARDIFF SCHOOL DISTRICT  
**PURCHASING/PAYROLL TECHNICIAN**

**DEFINITION:**

Under the supervision of the Director of Fiscal Services, performs specialized, responsible and complex accounting and clerical work related to the District's purchasing, receiving, accounts payable, benefits and payroll functions.

**TYPICAL DUTIES:**

Reviews, verifies prepares, processes, and encumbers purchase requisitions ensuring accuracy of vendor information and required authorizations, unit cost, extension price, tax and shipping charges

Determines price, availability, delivery and terms for equipment, materials and supplies

Contacts vendors by phone and mail to expedite orders and resolves problems

Generates and encumbers purchase orders

Checks items received and reconciles packing lists with original purchase orders and notifies vendors of discrepancies

Processes invoices for payment and researches and processes lost, canceled and replacement warrants

Maintains auditable fiscal records and provides necessary documentation to auditors

Prepares government required tax reports, and other reports and summaries as required

Maintains service contract files

Develops specifications, obtaining quotations and bids

Advise vendors on school District Policies and procedures

Process hourly and salaried payroll as assigned; receive and audit employee timesheets and related documents; input, code and adjust time sheet information including deductions and contributions into and assigned computer system.

Communicates with District personnel to resolve payroll issues, research information, and explain various policies, procedures, regulations and requirements

Provides assistance to employees and supervisors regarding pay, voluntary deductions, timesheets, wage assignments, attendance and payroll expenses distribution

Verifies employment

Process and update employee records with direct deposit information as requested; process special payroll and benefits transactions such as corrections, changes, adjustments, reimbursements and retroactive payments as needed

## ACCOUNTING SPECIALIST

Page 2

Coordinates annual open enrollment for employee benefits

Enroll, add and delete employees to and from various benefit plans; compile, assemble and disseminate enrollment packets and benefit forms and applications; process benefit adjustments

Compile, calculate and reconcile billings for medical, dental, vision and other benefits for active and retired employees; collect, process and follow up on active, former and retired employee insurance payments; prepare and distribute deposits

Maintains employee leave accrual records

Provides information and responds to questions regarding purchasing, receiving, payroll and benefits-related policies, laws, rules and regulations

Compiles data, maintains spreadsheets, and prepares reports and routine correspondence as necessary

Assists with sorting and routing of mail, answering of telephone calls, and collecting of developer fees

Perform related duties as assigned

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Modern office methods and procedures, including the preparation of business correspondence, filing and standard office equipment operation
- Financial record keeping procedures
- Basic methods and terminology in purchasing transactions and payroll record keeping
- Employee benefit and insurance programs and procedures
- Use of common office computer systems and software including excel
- Correct English usage, spelling, grammar and punctuation

#### **Ability to:**

- Perform difficult accounting and clerical work with minimal supervision
- Establish, maintain, prepare, review and analyze reports and summaries
- Make complex arithmetical calculations with speed and accuracy
- Interpret, apply and explain complex rules, regulations policies and procedures
- Meet schedules and timelines
- Exercise tact and appropriate judgment in dealing with sensitive and confidential material

## ACCOUNTING SPECIALIST

Page 3

- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relations
- Understand and carry out oral and written directions
- Operate a computer

### **Education/Experience:**

Any combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include completion of high school or equivalent and three years of progressively responsible work experience in the accounting, purchasing, payroll, or employee benefits fields in a school district setting including complex record keeping, a high level of interpersonal contact, and independent judgment.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

Range 29 \$3,565 - \$4,550 Monthly