

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

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA**

**THURSDAY, MAY 12, 2016 • 5:00 PM • PUBLIC MEETNG
CARDIFF SCHOOL AUDITORIUM
1888 MONTGOMERY AVENUE • CARDIFF-BY-THE-SEA, CA 92007**

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

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

- I. ORGANIZATIONAL ITEMS *Exhibit*
- A. Call to order
 - B. Pledge of allegiance
 - C. Roll call
 - Mr. Mark Whitehouse, President
 - Ms. Nancy Orr, Clerk
 - Ms. Siena Randall, Member
 - Mr. Dave Clark, Member
 - Mr. David Ross, Member
 - Ms. Jill Vinson, Superintendent
 - D. Approval of agenda for May 12, 2016
All items are action unless labeled information
 - E. Approve minutes from the regular meeting of April 14, 2016 **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 #14-101753 to #14-110344 \$94,025 **B**
 - 3. Payroll Warrants, April, 2016, \$ 596,787
- B. Enrollment Report as of 05/05/16 **C**
- C. Approval of Cardiff School District's Uniform Complaint Quarterly Report for January 1, 2016 – March 31, 2016 **D**
- D. Approval of Single Plan for Student Achievement 2015-16 update **E**
- E. Removal of items from Consent Calendar
- F. Approval of Consent Calendar

IV. GENERAL FUNCTIONS

- A. Facilities Needs Update (**Presentation**)

V. PERSONNEL

- A. Approve the employment contract for Director of Fiscal Services effective June 15, 2016

VI. FUTURE AGENDA ITEMS

VII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference With Legal Council – Anticipated Litigation Pursuant to subdivision (b) of Section 54956.9
1 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 MINUTES OF APRIL 14, 2016

The regular meeting of the Governing Board of the Cardiff School District was held on Thursday, April 14, 2016 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: Orr, Randall, Ross, Whitehouse

Members absent: Clark

Administrators
present: Vinson, Parker, Scheftner

The agenda for April 14, 2016 was approved as presented.

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

The minutes from the regular meeting of March 10, 2016 were approved as written.

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

Hearing Session:

- Trish d'Entremont acknowledged the hard work teachers are doing. She thanked the Board for the salary increase.
- ELAC/DELAC meeting is next month.
- School Site Council approved the Site Plan. It will be presented for board approval next month.
- The SEA is working hard planning the Ice Cream Social taking place on Saturday, May 7th. The Gala raised about \$100,000 this year bringing the total fundraising to \$190,000.

Exhibit A

Hearing Session continued:

- Principal Parker reported teachers are working hard. Parent conferences were held the week before spring break. CAASP testing is coming up next month. Kindergarten enrollment has begun. Online enrollment has been introduced this year.
- Principal Scheftner reported teachers returned from spring break well rested and ready to start stem projects. They have been doing some practice testing in preparation for the CAASP testing.
- Superintendent Vinson expressed her gratitude to the leadership teams including the DO and Board for their support and hard work during this difficult spring. Ms. Vinson also reported the Technology Plan is being reviewed. SDUHSD has extended an invitation to board members to attend the Sandy Hook Promise Gun Safety meeting. Ms. Vinson informed Trustees of Jayne Hartman and Nancy Robinson's retirement at the end of the school year.

The consent calendar was approved as presented.

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

The ratification of the Collective Bargaining Agreement between Cardiff Elementary Teachers' Association (CETA) and Cardiff School District was approved.

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

The AB 1200 document for certificated and classified employees was approved.

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

The approval of a 3% increase in compensation for current Classified, Confidential, and Classified Management employees was approved.

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

The approval of a 3% increase in compensation for the following current Certificated Management employees: Principals, Director of Special Education/School Psychologist was approved.

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

The revised 2015-16 Declaration of Need was approved.

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

The facilities needs and cost estimates were closely analyzed.

Resolution number 15-16-14 designating the Superintendent as the authorized agent to file applications for State and Federal construction funds was approved.

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

Revisions to the following policies were approved:

BP/AR 1312.3; BP/AR 3553; AR 6161.1, 4361.1; AR 4161.2, 4261.2, 4361.2; AR 4261.1; BP/AR 6142.7; BP 6152; and AR 6162.51

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

The request from employee 411-290 to rescind the request for an unpaid leave of absence for the 2016-17 school year was approved.

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

There being no other regular business to come before the board, the meeting was adjourned to closed session at 7:50 p.m. The meeting was reconvened at 9:00 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 9:01 p.m.

Respectfully submitted,

Nancy Orr, Clerk

Jill Vinson, Superintendent

PURCHASE ORDER LISTING MAY 2016

PO#	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
Instructional Supplies										
1029	4/6/16	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional supplies	12.44
972	4/7/16	PEARSON EDUCATION INC.	0100	0000000	0000	3160	4300000	000	Sped Instructional supplies	734.17
1034	4/7/16	DEMCO, INC.	0100	0000000	0000	2420	4300008	222	Instructional supplies	127.93
1061	4/8/16	KELLY PAPER	0100	0000000	1110	1000	4300000	222	Instructional supplies	1,080.00
1050	4/8/16	OFFICE DEPOT	0100	0000000	1110	1000	4300000	222	Instructional supplies	41.86
1051	4/8/16	SCHOLASTIC BOOK CLUBS, INC.	0100	0000000	1110	1000	4300000	222	Instructional supplies	448.04
1012	4/8/16	SCHOLASTIC INC	0100	0000000	1110	1000	4300000	222	Instructional supplies	46.00
1054	4/8/16	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	111	Instructional supplies	354.41
1053	4/8/16	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	95.57
1051	4/8/16	SCHOLASTIC BOOK CLUBS, INC.	0100	0000000	0000	2420	4300008	222	Instructional supplies	1,499.96
1068	4/22/16	SCHOOL SPECIALTY	0100	0000000	1110	1000	4300000	222	Instructional supplies	54.43
1067	4/22/16	SOUTHWEST SCHOOL &	0100	0000000	1110	1000	4300000	222	Instructional supplies	107.40
1058	4/25/16	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional supplies	181.79
1055	4/25/16	SYNCB/AMAZON	0100	0000066	1110	1000	4300000	222	Instructional supplies	502.26
1044	4/25/16	SYNCB/AMAZON	0100	6500000	5770	3120	4300000	000	Sped Instructional supplies	53.57
	4/25/16	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	222	Instructional supplies	34.12
1052	4/25/16	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional supplies	24.65
1035	4/25/16	SYNCB/AMAZON	0100	0000000	0000	2420	4300008	222	Library Books	8.62
1069	4/26/16	CAROLINA BIOLOGICAL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional supplies	143.23

5,550.45

Non-Instructional Supplies										
	4/6/16	SHELL	0100	8150000	0000	8110	4300000	000	Automotive supplies	174.00
617	4/7/16	HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance supplies	428.30
1059	4/7/16	RASIX COMPUTER CENTER, INC.	0100	6300000	1110	1000	4300000	000	Ink/Toner	789.49
988	4/7/16	PCM-G	0100	0000068	1110	1000	4300005	111	Software licensing	48.72
	4/8/16	LEE'S LOCK & SAFE	0100	8150000	0000	8110	4300000	000	Maintenance supplies	34.56
	4/8/16	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	2700	4300000	111	Office supplies	38.88
	4/22/16	STEPHEN CASMAR	0100	0000068	1110	1000	4300005	111	Tech supplies	7.14
	4/25/16	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Meeting materials	76.80
	4/25/16	MISSION FEDERAL CREDIT UNION	0100	8150000	0000	8110	4300000	000	Maintenance repairs	1,163.00
	4/25/16	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Meeting materials	30.20
1062	4/25/16	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Ink/Toner	1,102.74
1043	4/25/16	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Tech supplies	105.80
1043	4/25/16	SYNCB/AMAZON	0100	0000068	1110	1000	4300000	111	Tech supplies	5.16
	4/25/16	SYNCB/AMAZON	0100	0000000	0000	7200	4300000	000	Office supplies	221.31
1047	4/25/16	SYNCB/AMAZON	0100	0000068	1110	1000	4300005	111	Tech supplies	146.00
1072	4/26/16	ENCHANTED LEARNING, LLC	0100	0000068	1110	1000	4300005	222	Software licensing	125.00

4,497.10

4000 (SUPPLIES) TOTALS:	BALANCE: 253,498	ACCUMULATED BALANCE: 209,079	REMAINING BALANCE: 44,419
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Utilities										
756	4/6/16	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for March 2016	469.74
756	4/6/16	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for March 2016	469.74
789	4/7/16	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	000	Service for Jan-Mar 2016	42.91
789	4/7/16	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Service for Jan-Mar 2016	2,664.68
	4/7/16	AT&T	0100	0000000	0000	7200	5900001	000	Services for March 2016	5,962.54
789	4/8/16	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Service for Feb-Mar 2016	1,037.18
	4/8/16	AT&T	0100	0000000	0000	7200	5900001	000	Services for March 2016	13.49
767	4/25/16	San Diego Gas & Electric	0100	0000000	0000	8200	5500001	111	Services for March 2016	5,066.91
767	4/25/16	San Diego Gas & Electric	0100	0000000	0000	8200	5500001	222	Services for March 2016	3,068.39

4/26/16 AT&T		0100	0000000	0000	7200	5900001	000	Services for March 2016	113.40
									18,908.98
Services									
	4/6/16 ANNE MIHALY	0100	0000000	1110	1000	5200000	000	CUE Conference	432.27
	4/6/16 ROTARY CLUB OF ENCINITAS	0100	0000000	0000	7100	5300000	000	March 2016 Statement	30.00
795	4/6/16 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	222	Services for Feb 2016	98.25
795	4/6/16 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	111	Services for Feb 2016	35.63
	4/6/16 TOSHIBA BUSINESS SOLUTIONS	0100	0000000	1110	1000	5600000	111	Maintenance repairs	509.96
	4/6/16 TOSHIBA BUSINESS SOLUTIONS	0100	0000000	1110	1000	5600000	222	Maintenance repairs	509.97
917	4/6/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	111	March Lease Payment	256.02
917	4/6/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	222	March Lease Payment	256.02
766	4/6/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	March Lease Payment	405.67
	4/6/16 JAMES ROMEO	0100	0000085	1110	1000	5800000	111	Music Boosters	520.00
	4/6/16 SAMUEL WILMURT	0100	0000085	1110	1000	5800000	111	Music Boosters	120.00
654	4/7/16 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	5,346.81
917	4/7/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	111	April Lease Payment	256.02
917	4/7/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	1110	1000	5600000	222	April Lease Payment	256.02
	4/7/16 AUTISM OUTREACH SOUTHERN CA	0100	6500000	5770	3120	5800000	000	February 2016 Services	168.75
1060	4/7/16 B&H PHOTO	0100	0000000	0000	2420	5800000	222	Xerox Supplies	922.97
	4/7/16 CATHERINE GOLD	0100	0000085	1110	1000	5800000	111	Music Boosters	2,200.00
	4/7/16 Shauna Gilbert, M.Ed., Ed.S., NCSP	0100	6500000	5770	3120	5800000	000	Services for Mar-Apr 2016	3,325.00
	4/8/16 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Services for March 2016	156.00
	4/8/16 AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Services for March 2016	156.00
841	4/8/16 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	7200	5600000	000	Services for March 2016	28.55
841	4/8/16 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	111	Services for March 2016	240.30
841	4/8/16 PRUDENTIAL OVERALL SUPPLY	0100	0000000	0000	8200	5600000	222	Services for March 2016	336.95
	4/8/16 FARBER PIANO SERVICE	0100	0000000	1110	1000	5800000	111	Music Boosters	160.00
	4/8/16 TRANE U.S. INC.	0100	8150000	0000	8110	5800000	000	Maintenance repairs	335.44
1064	4/8/16 TRANE U.S. INC.	0100	8150000	0000	8110	5800000	000	Maintenance repairs	1,103.38
654	4/22/16 CARE-A-VAN TRANSPORT	0100	0000000	5001	3600	5100000	000	Transportation	4,943.70
	4/22/16 JILL VINSON	0100	0000000	0000	7100	5200000	000	Conference parking	35.00
795	4/22/16 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	111	Services for March 2016	133.88
795	4/22/16 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	000	Services for March 2016	133.88
795	4/22/16 Ready Refresh by Nestle	0100	0000000	0000	8200	5500003	222	Services for March 2016	133.88
836	4/22/16 LEAPS-N-BOUNDS	0100	6500000	5770	1190	5800000	000	Services for March 2016	5,500.00
	4/22/16 SAMUEL WILMURT	0100	0000085	1110	1000	5800000	111	Music Boosters	240.00
	4/25/16 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	SF2 Sacramento	32.21
	4/25/16 MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	SF2 Sacramento	38.00
	4/25/16 MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	5200000	000	CUE Conference	277.90
767	4/25/16 SHRED-IT USA	0100	0000000	0000	7200	5800000	000	Services for March 2016	102.48
	4/26/16 PC REPAIR CENTER	0100	0000003	1110	1000	5600000	000	Ipad repairs	520.12
766	4/26/16 TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	April Lease Payment	239.37
1031	4/26/16 XEROX CORPORATION	0100	0000000	0000	2420	5800000	222	Maintenance agreement	637.00
743	4/28/16 J.M.D.LANDSCAPE INC.	0100	0000000	0000	8200	5800000	000	Services for March 2016	3,528.00
									34,661.40

5000 (SERVICES) BALANCE: 1,028,420 ACCUMULATED BALANCE: 744,654 REMAINING BALANCE: 283,766

CARDIFF SCHOOL DISTRICT

Enrollment Form

As of May 5, 2016

CARDIFF				ADA HARRIS			
	BOYS	GIRLS		BOYS	GIRLS		
TK Paccione	<u>9</u>	<u>8</u>	17	3 Rector	<u>10</u>	<u>12</u>	22
			TOT TK	3 Switzler	<u>9</u>	<u>11</u>	20
			<u>17</u>				TOT 3
							<u>42</u>
K Bjorstad	<u>12</u>	<u>10</u>	22				
K Hall	<u>8</u>	<u>13</u>	21				
K McNamara	<u>9</u>	<u>10</u>	19				
K Sallans	<u>13</u>	<u>9</u>	22				
K Stone	<u>11</u>	<u>11</u>	22				
			TOT K				
			<u>106</u>				
1 Carter	<u>13</u>	<u>10</u>	23	4 Green	<u>9</u>	<u>12</u>	21
1 Easson	<u>13</u>	<u>9</u>	22	4 Mihaly	<u>12</u>	<u>10</u>	22
1 Kulbacki	<u>14</u>	<u>9</u>	23	4 Price	<u>11</u>	<u>12</u>	23
1 Doui/Boye	<u>8</u>	<u>8</u>	16	4 Trees	<u>12</u>	<u>11</u>	23
			TOT 1	4 Herr/d'Entre	<u>12</u>	<u>8</u>	20
			<u>84</u>				TOT 4
							<u>109</u>
2 Gustafson	<u>7</u>	<u>11</u>	18	5 Cataldo	<u>13</u>	<u>11</u>	24
2 Miller/Stua	<u>8</u>	<u>11</u>	19	5 Ensberg	<u>13</u>	<u>10</u>	23
2 Kavan	<u>9</u>	<u>11</u>	20	5 Murray	<u>13</u>	<u>10</u>	23
2 Redding	<u>9</u>	<u>10</u>	19	5 Yant	<u>13</u>	<u>11</u>	24
2 Doui/Boy	<u>7</u>	<u>8</u>	15	5 Herr/d'Entre	<u>10</u>	<u>11</u>	21
			TOT 2				TOT 5
			<u>91</u>				<u>115</u>
3 Hamilton	<u>7</u>	<u>12</u>	19	6 Brice	<u>11</u>	<u>7</u>	18
3 Pacetti/Paz	<u>11</u>	<u>9</u>	20	6 Jewell	<u>11</u>	<u>8</u>	19
3 Payte	<u>10</u>	<u>10</u>	20	6 Nguyen	<u>11</u>	<u>8</u>	19
3 Doui/Boy	<u>8</u>	<u>4</u>	12	6 Therriault	<u>13</u>	<u>9</u>	22
			TOT 3				TOT 6
			<u>71</u>				<u>78</u>
SDC	<u>0</u>	<u>0</u>	TOT	SDC	<u>6</u>	<u>0</u>	TOT
			<u>0</u>				<u>6</u>
Boy/Girl Subtotal	<u>186</u>		<u>183</u>	Boy/Girl Subtotal	<u>189</u>		<u>161</u>
SCHOOL TOTAL	<u>369</u>			SCHOOL TOTAL	<u>350</u>		
DISTRICT TOTAL	<u>719</u>						

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

May 12, 2016

ITEM: **APPROVAL OF CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT
QUARTERLY REPORT FOR JANUARY 1, 2016 - MARCH 31, 2016**

BACKGROUND

Governing boards of school districts in California are required to review and approve the district's quarterly report of complaints regarding instructional materials, facilities and teacher staffing. Attached for your approval is the 2015/2016 3rd quarterly report, prepared for the period of January 1, 2016 – March 31, 2016. No complaints have been received for this period.

CURRENT CONSIDERATION

The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information and the Cardiff School District has completed the reporting process for the quarter specified above.

FINANCIAL IMPLICATION

There are no current financial implications at this time.

RECOMMENDATION

It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for January 1, 2016 – March 31, 2016.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

[Back to Home Menu](#)

User ID:

Quarter to Add:

Please fill in the following table. Enter 0 in any cell that does not apply.

Number of Complaints for Quarter			
	Received	Resolved	Unresolved
Instructional Materials	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Facilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Teacher Vacancy Management	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Submitted By:

Title:

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Single Plan for Student Achievement

2015 - 2016 Update

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Governance

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A. INTRODUCTION

1. DISTRICT DESCRIPTION:

Although the Cardiff community is part of the City of Encinitas, Cardiff School District is maintained as a separate, self-directed entity. It is one of the smallest districts in the county of San Diego. Together, the two district schools, Cardiff Elementary School and Ada Harris Elementary School, have an enrollment of approximately 730 students. The intimate size of the district fosters unique learning opportunities for our students' educational growth. Parent and community support and involvement are vital factors in shaping a positive atmosphere of collaboration.

Recognizing that young elementary school students and older elementary school students have different social, academic and physical needs, the district has separated the schools by grade level. Cardiff Elementary School has students in grades Kindergarten through third. Ada Harris Elementary School has students in third through sixth grade.

The success of the educational approach in the Cardiff School District is evidenced by our students' outstanding performance on the standardized testing required by the State of California.

2. VISION STATEMENT

Our envisioned future articulates our organizational aspirations in the hearts and minds of our students, parents, staff, and community. We actively promote this vision to engage our stakeholders and maintain our focus on what is essential. We envision:

Lifelong Learners | Contributing Citizens | Educational Excellence

3. STRATEGIC PLAN SUMMARY

Guiding Principles

Our *Vision* is supported by *Guiding Principles* that help inform our decisions and actions.

In Cardiff Schools...

- We are a community of learners modeling a culture of reflection and continuous improvement
- Students are recognized as individuals, each contributing to the learning community
- Teachers facilitate engagement and passion for lifelong learning, which fosters an environment where all students learn and grow
- Evidence-based performance and evaluation reflect high quality teaching and learning
- We wisely manage financial and physical resources
- The schools, at the heart of the community, cultivate mutually beneficial relationships with all stakeholders
- All stakeholders take pride in the success of our schools and students

Strategic Pillars

Our *Guiding Principles* are supported by *Four Strategic Pillars* that interdependently help actualize our vision.

Pillar 1: Excellence in Student Learning

Pillar 2: Energized Learning Environment

Pillar 3: Active Parent and Community Engagement

Pillar 4: Efficient and Effective Resource Management

Strategic Pillar #1- Excellence in Student Learning

- Promote initiative, engagement and resilience
- Occurs across all areas of campus and across all subject areas
- Is a continuous, cyclical process involving reflection and feedback
- Require high standards for citizenship locally (Cardiff Way) and globally

Strategic Pillar #2- Energized Learning Environment

- Recruitment, training and support of highly qualified employees
- Cohesive, common core-aligned curriculum focused on 21st century skills
- A blended educational environment in which learning is personalized through computer-adaptive technology and inquiry-based projects
- Focus on the whole child, recognizing and celebrating individual skills, talents and differences
- High quality, innovative instruction informed by meaningful and balanced assessment
- Leveled intervention and enrichment strategies support students to fully realize their potential
-

Strategic Pillar #3- Active Parent and Community Engagement

- Strong schools equal a strong community in a symbiotic relationship
- Establish and support collaborative partnerships
- Involved, active and supportive parent participation
- Open, regular communication between home and school
- Positive messaging to the community

Strategic Pillar #4- Efficient and Effective Resource Management

- Fiscal Stability
 - Smart spending
 - Maximize funding opportunities
 - Conservative and strategic fiscal planning
- Physical Resources
 - Balance with community use
 - Maintain safe and modern infrastructures that are conducive to learning
 - Flexible towards future needs and individual needs
 - Think long term
 - Efficient use of resources
 - Identification of waste and potential improvements
 - Recognize the importance of the safe and efficient multimodal transport to school
- Human Resources
 - Continuous and relevant staff development
 - Conditions and benefits that promote a highly motivated and qualified staff

B. DISTRICT DEMOGRAPHICS

Enrollment (as of Oct. 7 of that school year)	Cardiff				Ada Harris			
Year	12-13	13-14	14-15	15-16	12-13	13-14	14-15	15-16
Total Enrollment	395	366	361	376	368	381	370	354
English Language Learners	30	29	31	26	41	40	32	30
GATE Students	0	0	0	0	37	31	34	21
Economically Disadvantaged	47	39	40	36	62	50	44	47

	Year	Asian	Hispanic	Black	Filipino & Pacific Islander	American Indian	White	Two or More	Other	Intentionally Left Blank
Cardiff School	12-13	5	60	1	2	0	293	34	0	0
	13-14	5	62	0	1	0	273	25	0	0
	14-15	6	77	0	1	0	250	27	0	0
	15-16	2	70	1	0	0	268	35	0	376
Ada Harris	12-13	8	66	1	4	1	284	4	0	0
	13-14	7	66	0	4	0	286	18	0	0
	14-15	7	62	0	2	0	282	17	0	0
	15-16	3	66	0	0	0	264	21	0	0

Ethnicity (as of Oct. 7 of that school year)

C. STANDARDS AND ASSESSMENTS

1. SUMMARY OF ASSESSMENTS:

On-going assessment is a critical piece of the instructional program in the Cardiff School District. Assessment results are used to determine student achievement and progress toward mastery of district standards. Assessments are continually reviewed and updated as appropriate and necessary. Assessment results are shared with parents on student report cards and at parent conferences. CAASSP and CELDT results are provided directly to parents. Students who are not meeting district standards are offered additional academic assistance in their area of need. The following are descriptions of some of the formal assessments administered at Cardiff and/or Ada Harris School:

District Writing Sample: A teacher-directed writing sample with a specified prompt for each grade level. It is given twice annually in the Fall and Spring. A copy of the writing sample is kept in the student's cum folder.

Performance-Based Reading Assessment: Also known as a "Running Record," students read a grade-level appropriate book and retell details to demonstrate comprehension. Accuracy Level is scored by a percentage of correctly decoded words; Reading Fluency Level and Comprehension Level are scored on a scale from 1 to 3. This assessment is used in the primary grades.

Standards-Based Math Assessments: Tests that determine student progress relative to District Math Standards given at each trimester.

Standards-Based Reading Assessments: Tests that determine student progress relative to District Language Arts Standards given at each trimester.

California English Language Development Test (CELDT): A standardized test given annually to English Language learners to determine their English language proficiency level. Students are scored at one of five proficiency levels, from Beginning to Advanced. ELD instruction is based on a student's CELDT level.

California Assessment of Student Performance and Progress (CAASPP): A California standards-based test given to all students in grades 3-12 in the areas of English Language Arts and Mathematics

California Standards Test (CST): A state-mandated test in Science given to students in grade 5. Students are scored at one of five proficiency levels, from Far Below Basic to Advanced. This statewide assessment is given annually in May.

PE Assessment: A state-mandated performance-based test given to all fifth graders.

DIBELS: A nationally normed test that measures reading proficiency given to all students three times a year. Students that score below benchmarks are progress monitored with the DIBELS test monthly.

DIBELS Math: A nationally normed test that measures math proficiency given to all students three times a year. Students that score below benchmarks are progress monitored with the DIBELS test monthly.

2. SUMMARY OF CALIFORNIA ASSESSMENT RESULTS:

**CAASPP (California Assessment of Student Performance and Progress)
Spring 2015**

TOTAL STUDENT POPULATION

	English Language Arts				Math			
	3rd	4th	5th	6th	3rd	4th	5th	6th
Number of Students	105	109	86	114	105	108	86	113
Standard Exceeded	41%	52%	30%	33%	41%	31%	33%	44%
Standard Met	24%	24%	29%	46%	37%	38%	22%	24%
Standard Nearly Met	23%	13%	21%	17%	16%	22%	26%	26%
Standard Not Met	12%	11%	20%	4%	6%	8%	20%	5%

HISPANIC OR LATINO STUDENTS

	English Language Arts				Math			
	3rd	4th	5th	6th	3rd	4th	5th	6th
Number of Students	16	16	16	18	16	16	16	18
Standard Exceeded	25%	19%	13%	17%	38%	19%	13%	22%
Standard Met	19%	6%	13%	50%	19%	0%	13%	39%
Standard Nearly Met	25%	25%	31%	28%	19%	56%	31%	22%
Standard Not Met	31%	50%	44%	6%	25%	25%	44%	17%

WHITE STUDENTS

	English Language Arts				Math			
	3rd	4th	5th	6th	3rd	4th	5th	6th
Number of Students	94	96	75	101	94	95	75	100
Standard Exceeded	43%	57%	29%	36%	40%	35%	32%	47%
Standard Met	21%	25%	32%	46%	37%	40%	24%	23%
Standard Nearly Met	24%	10%	23%	16%	17%	17%	27%	27%
Standard Not Met	12%	7%	16%	3%	5%	7%	17%	3%

ENGLISH LANGUAGE LEARNERS*

	ELA	Math
	Grades 3-6	Grades 3-6
Number of Students	29	29
Standard Exceeded	0%	3%
Standard Met	24%	21%
Standard Nearly Met	31%	41%
Standard Not Met	45%	34%

ECONOMICALLY DISADVANTAGED STUDENTS

	English Language Arts				Math			
	3rd	4th	5th	6th	3rd	4th	5th	6th
Number of Students	11	14	12	11	11	14	12	11
Standard Exceeded	18%	21%	0%	9%	27%	7%	0%	0%
Standard Met	18%	7%	25%	36%	9%	14%	25%	36%
Standard Nearly Met	9%	29%	25%	36%	45%	64%	33%	36%
Standard Not Met	55%	43%	50%	18%	18%	14%	42%	27%

California English Language Development (CELDT) Data: Fall 2014

Grade	California English Language Development Test (CELDT) Results										
	Advanced		Early Advanced		Intermediate		Early Intermediate		Beginning		Number Tested
	#	%	#	%	#	%	#	%	#	%	#
K			1	9	1	9	2	18	7	64	11
1			1	14.3	5	71.4	1	14.3			7
2	1	8.3	4	33.4	6	50			1	8.3	12
3	3	30	1	10	1	10	1	10	4	40	10
4	1	11	5	56	2	22			1	11	9
5			1	17	5	83					6
6	1	12.5	3	37.5	3	37.5	1	12.5			8
Total	6		16		23		5		13		63

California English Language Development (CELDT) Data: Fall 2015

Grade	California English Language Development Test (CELDT) Results										
	Advanced		Early Advanced		Intermediate		Early Intermediate		Beginning		Number Tested
	#	%	#	%	#	%	#	%	#	%	#
K	0	0	1	5.9	1	5.3	1	14.7	3	50	6
1	2	25	0	0	4	21.1	2	28.6	0	0	8
2	2	25	3	17.7	2	10.5	1	14.3	0	0	8
3	1	12.5	4	23.5	3.15.8	1	14.3	0	0	0	9
4	3	37.5	1	5.9	3	15.8	2	28.6	3	50	12
5	0	0	5	29.4	4	21	0	0	0	0	9
6	0	0	3	17.6	2	10.5	0	0	0	0	5
Total	8		17		19		7		6		57

D. IMPROVEMENT PRIORITIES

1. GOALS FOR IMPROVING STUDENT PERFORMANCE

Planned Improvements in Student Performance

The school site council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of instructional support programs. As a result, it has adopted the following goals, related actions, and expenditures to raise the academic performance of student groups not meeting state standards:

DISTRICT GOAL #1: Increase percentage of all students and each subgroup meeting or exceeding standards by 2% over previous year in English Language Arts using the California Assessment of Student Performance and Progress (CAASPP) based on Smarter Balanced Assessment Consortium (SBAC)				
Student groups and grade levels to participate in this goal: All students grades 3-6		Anticipated annual performance growth for each group: Baseline goals were established in the 2015 school year		
Means of evaluating progress toward this goal: Student achievement data in instructional support programs (DIBELS, Benchmark Assessments)		Group data to be collected to measure academic gains: CAASSP testing data for the 2015-16 school year		
Actions to be Taken to Reach This Goal	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Sources
<ul style="list-style-type: none"> - Implementation of the following instructional support programs (see appendix for program descriptors): - Learning Lab, RAD - Reading Lab I and Reading Lab II, - Classroom Instructional Aides 	September-May	Salaries and benefits for instructors	\$364,323	<ul style="list-style-type: none"> - General Fund - Title 1 - Title III (LEP)

DISTRICT GOAL #2: Increase percentage of all students and each subgroup meeting or exceeding standards by 2% over previous year in Mathematics using the California Assessment of Student Performance and Progress (CAASPP) based on Smarter Balanced Assessment Consortium (SBAC)				
Student groups and grade levels to participate in this goal: All students grades 3-6		Anticipated annual performance growth for each group: Baseline goals were established in the 2015 school year		
Means of evaluating progress toward this goal: Student achievement data in instructional support programs		Group data to be collected to measure academic gains: CAASSP testing data for the 2015-16 school year		
Actions to be Taken to Reach This Goal	Start Date Completion Date	Proposed Expenditures	Estimated Cost	Funding Sources
<ul style="list-style-type: none"> - Implementation of the following instructional support programs (see appendix for program descriptors): - Learning Lab - Math Concepts, Math Tutoring - Classroom Instructional Aides 	November-May	Salaries and benefits for instructors	\$71,000	<ul style="list-style-type: none"> - General Fund - Title 1 - Title III (LEP)

2. ACTION PLAN AND RECOMMENDED EXPENDITURES

Support for Planned Improvements in Student Performance

The school site council has analyzed the planned program improvements and supports the following academic programs and related expenditures to raise the academic performance of all student groups:

INSTRUCTIONAL SUPPORT PROGRAMS

RAD PROGRAM: (All students grades 1-3) Small-group, guided process reading instruction at each student's ability level. Instruction takes place within the classroom three days a week for 30 minutes by three trained paraprofessionals and the classroom teacher.

LEARNING LAB: (At-risk students grade K-2) Small group reading intervention. Instruction is delivered as a pull-out on a regular schedule by a certificated teacher and paraprofessionals under the direction of the certificated teacher.

READING LAB: (At-risk students grades 3-6) Small group intensive reading intervention at the students' instructional reading level. The program consists of daily pull-out for 45 minutes as well as some push-in support. Instruction is delivered by a certificated teacher and by paraprofessionals under the direction of the certificated teacher.

ELD PROGRAM: (English Learner students grade K-6) Small group English language support delivered under the supervision of a credentialed teacher on a pull-out or push-in basis.

MATH CONCEPTS PROGRAM: (At-risk students grades 3-6) Small group remedial math support delivered by a credentialed teacher three days per week for 40 minutes a session.

MATH TUTORING PROGRAM: (At-risk students grades 3-6) After school review and support with current classroom math instruction. The program is supervised by a credentialed teacher one afternoon a week for one hour.

INSTRUCTIONAL AIDES: (All Students K-6) Instructional aides provide instructional support to students within the classroom an average of at least 90% of their funded time. They utilize small group participation and individual teaching in the core curriculum areas at the direction of the classroom teacher. Each classroom is currently allocated four hours per week.

E. EQUAL ACCESS / SCHOOL CLIMATE

All students have equitable access to, and the opportunity to participate in and benefit from, high-quality curricular activities. Students and employees are not, on the basis of gender, excluded from participation in, denied the benefits of, or subjected to harassment or other forms of discrimination in any program or activity.

F. GOVERNANCE

The School Site Council will review the Single Plan for Student Achievement and establish new goals annually and, if necessary, make other modifications in the plan to reflect changing needs and priorities. The Single Plan for Student Achievement will be recommended by the Site Council and approved the Board of Trustees.

G. PROGRAMS/BUDGET

Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated.

State Programs	Allocation
Economic Impact Aid/ English Learner Program <u>Purpose:</u> Develop fluency in English and academic proficiency of English learners	0

Federal Programs under No Child Left Behind (NCLB)	Allocation
Title I, Part A: Targeted Assistance Program <u>Purpose:</u> Help educationally disadvantaged students in eligible schools achieve grade level proficiency	0
X Title II, Part A: Teacher and Principal Training and Recruiting <u>Purpose:</u> Improve and increase the number of highly qualified teachers and principals	\$30,164
Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students <u>Purpose:</u> Supplement language instruction to help limited-English-proficient (LEP) students attain English proficiency and meet academic performance standards	0
Title III, Part B: Immigrant <u>Purpose:</u> Support learning environments that promote academic achievement for English-learners.	\$

H. ASSURANCES AND SIGNATURES

Recommendations and Assurances

The school site council recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The school site council is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.
3. The school site council sought and considered all recommendations from the following groups or committees before adopting this plan:

 X English Learner Advisory Committee

4. The school site council reviewed the content requirements for school programs included in this *Single Plan for Student Achievement* and believes all such content requirements have been met.
5. This school plan is based on analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This school plan was adopted by the school site council at a public meeting on: APRIL 12, 2016
Attested:

Printed name of school principal

Signature of school principal

Date

Printed name of SSC chairperson

Signature of SSC chairperson

Date

I. SCHOOL SITE COUNCIL MEMBERS

Members of the School Site Council 2015 - 2016

<u>SCHOOL STAFF</u>	<u>PARENTS</u>
<i>Principals:</i> Julie Parker Janelle Scheftner	Elena Collavin Keri King Kim Williams
<i>Teachers:</i> Keith Carter Susie Murray	
<i>Support Staff:</i> Tracy Conrey	