

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

**REGULAR MEETING OF THE GOVERNING BOARD**  
**AGENDA**

**THURSDAY, JANUARY 12, 2023**

**5:00 PM BOARD MEETING**

**ADA HARRIS SCHOOL AUDITORIUM • 1508 WINDSOR ROAD • 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 upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our [website](#).*

*The public's health and well-being are a top priority for the Board of Trustees of the Cardiff School District and you are urged to take all appropriate health and safety precautions.*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 632-5890, Extension 101. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.*

*TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:*

*Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit a written request to the secretary before the meeting. When the Board President invites you to speak, please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time expires you will be prompted with a 15-second warning.*

**I. ORGANIZATIONAL ITEMS**

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

Ms. Rhea Stewart, President

Ms. Nancy Orr, Clerk

Mr. Andrew Howard, Member

Mr. Ashok Swaminathan, Member

Mr. Shad Thielman, Member

Ms. Jill Vinson, Superintendent

**D. Approve Agenda for January 12, 2023**

*(All items are action unless labeled information.)*

**E. Approve [Minutes](#) from the Regular/Organizational Meeting of December 13, 2022**

**F. Approve [Minutes](#) from the Special Meeting of December 19, 2022**

## 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, in accordance with the Brown Act, 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 submit 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/Conferences
- 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. Approve Current Business Items:
  - 1. Purchase Orders; [December 2022](#)
  - 2. Commercial Warrants #14-960100 to #14-968844; \$938,845.90
  - 3. Payroll Warrants December 2022; \$800,768.42
- B. Approve [Enrollment Report](#) as of January 9, 2023
- C. Approve Cardiff School District's [Uniform Complaint Quarterly Report](#) for October 1, 2022 through December 31, 2022
- D. Removal of Items from Consent Calendar
- E. Approve Consent Calendar

## IV. GENERAL FUNCTIONS

- A. Approve [Board Protocols](#)

## V. BUSINESS & FINANCE

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

B. Approve [Contract Change Order #PC001](#) with McCarthy Building Companies

VI. FACILITIES

A. Facilities Update (**Information**)

VII. FUTURE AGENDA ITEMS

VIII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

A. Conference with the District's Labor Negotiator, Jill Vinson, Regarding Negotiations with the Cardiff Elementary Teachers Association– Pursuant to Government Code Section 54957.6

B. Conference with Legal Counsel- Anticipated Litigation- Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): (ONE potential case)

IX. RECONVENE TO OPEN SESSION

X. REPORT FROM CLOSED SESSION

XI. ADJOURNMENT OF MEETING

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

**MINUTES**  
**REGULAR/ORGANIZATIONAL BOARD MEETING, DECEMBER 13, 2022**

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Tuesday, December 13, 2022, at Ada Harris Elementary School, located at 1508 Windsor Road, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:01 p.m. and invited a student in attendance to lead the trustees and visitors in the Pledge of Allegiance.

Superintendent Vinson administered the Oath of office to newly elected Trustee Andrew Howard and Trustee Ashok Swaminathan.

Members Present: Howard, Orr, Stewart, Swaminathan, Thielman

Members Absent: 0

Administrators

Present: Vinson, Giroux, Scheftner

The Annual Organizational Meeting of the Board was conducted.

Rhea Stewart was nominated and approved as President of the Governing Board of Trustees for the 2023 calendar year.

MOTION: Orr

SECOND: Swaminathan

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Ms. Stewart presided over the remainder of the meeting.

The following appointments were made:

1. Nancy Orr was appointed as clerk of the Board.
2. Superintendent Jill Vinson was appointed as Secretary to the Board.
2. Ashok Swaminathan was appointed as Representative to the Trustee Review Committee of the North Coastal Consortium for Special Education and Andrew Howard was appointed as the alternate.
3. Nancy Orr and Shad Thielman were appointed as Representatives to the City of Encinitas School District Liaison Committee.

The Regular meetings of the Governing Board for the 2023 calendar year were approved and scheduled for the following dates and times:

Thursday, January 12, 2023, at 5pm  
Thursday, February 9, 2023, at 5pm  
Thursday, March 9, 2023, at 5pm  
Thursday, April 13, 2023, at 5pm  
Thursday, May 11, 2023 at 5pm  
Thursday, June 8, 2023, at 5pm  
Tuesday, June 13, 2023, at 5pm  
Thursday, July 13, 2023, at 9am  
Thursday, August 3, 2023, at 9am  
Thursday, September 14, 2023, at 5pm  
Thursday, October 12, 2023, at 5pm  
Thursday, November 9, 2023, at 5pm  
Tuesday, December 14, 2023, at 5pm (Organizational Meeting)

MOTION: Orr  
SECOND: Howard  
AYES: Howard, Orr, Stewart, Swaminathan, Thielman  
NOES: 0  
ABSENT: 0

The agenda for the December 13, 2022 Regular Board meeting was approved as presented.

MOTION: Thielman  
SECOND: Swaminathan  
AYES: Howard, Orr, Stewart, Swaminathan, Thielman  
NOES: 0  
ABSENT: 0

The minutes from the Regular Board Meeting of November 10, 2022 were approved as written.

MOTION: Orr  
SECOND: Thielman  
AYES: Orr, Stewart, Thielman  
NOES: 0  
ABSENT: 0  
ABSTAIN: Howard, Swaminathan

The minutes from the Special Board Meeting of October 24, 2022 were approved as written.

MOTION: Orr  
SECOND: Thielman  
AYES: Orr, Stewart, Thielman  
NOES: 0

ABSENT: 0

ABSTAIN: Howard, Swaminathan

Hearing Session:

- Principal Scheftner informed the Board that the next ELAC/DELAC meeting will be on January 26, 2023.
- Principal Giroux informed the Board that the next School Site Council meeting is scheduled for January 23, 2023.
- The Cardiff SEA will hold its monthly meeting on December 14, 2022. They are busy selling Cardiff gear both online and in person ahead of the holidays. The Thanksgiving food drive donations were so generous that a second grocery store gift card could be purchased ahead of the holidays for our Cardiff families in need. The dine-out nights have been very successful. The Cardiff SEA is busy planning for the gala on March 18, 2023.
- Principal Giroux attended the Encinitas Holiday Parade and enjoyed participating with the students. She shared that this month's Cardiff Way character traits are caring for others and gratitude. Two great examples of this are the Bricks of Hope project in which our students collected Legos for Rady Children's Hospital, and the Kindergarten students' pajama donation drive for the local resource center. Mrs. Giroux discussed exciting classroom, grade level and spirit activities taking place across the campus, including holiday sweater day on the 16th and pajama day on the 23rd.
- Principal Scheftner attended the Encinitas Holiday Parade as well. She commended the terrific job that the music teacher and 130 Cardiff and Ada Harris students did playing music and marching. The 6th grade Toy Fair will be held on December 20th at 1:30 pm. Ahead of the Toy Fair, sixth grade students create a toy idea and then research, market, develop, build a prototype, and craft a pitch for their idea. Mrs. Scheftner shared that the California School Dashboard information is going to be released shortly.
- The CSBA conference was held at the San Diego Convention Center in early December. Rhea Stewart, Ashok Swaminathan, Nancy Orr, Shad Thielman, and Jill Vinson were all in attendance. Trustee Swaminathan attended the new trustee workshop and felt it was a great primer to what is ahead. Trustees Orr and Thielman attended the Legislative Action Network meeting and felt there was excellent discussion between local political leaders and district leadership. Trustee Stewart attended the CETA negotiations meeting.
- Superintendent Vinson attended the Schools for Sound Finance luncheon at CSBA. In facilities news, she reported that the public address system has been replaced at Ada Harris. A second canary palm tree at Cardiff School has fallen ill and will need to be removed. After the heavy rain, repairs are needed to the roof of the brick building. Superintendent Vinson thanked CBO Courtney Jasper for applying for and receiving an infrastructure grant for \$28,000. This grant will allow us to replace the decades-old district truck.

The Consent Calendar was approved as presented.

MOTION: Orr

SECOND: Thielman

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Budget Changes through October 31, 2022, were approved.

MOTION: Orr

SECOND: Howard

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The District Certification of the First Interim Budget State Report for the period ending October 31, 2022, was authorized.

MOTION: Orr

SECOND: Swaminathan

AYES: Howard, Orr, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Future agenda items will include a facilities update.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:49 p.m. The meeting reconvened to open session at 7:54 p.m. President Stewart 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 7:55 p.m.

Respectfully submitted,

---

Nancy Orr, Clerk

---

Jill Vinson, Superintendent

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

**SPECIAL MEETING OF THE GOVERNING BOARD**  
**AGENDA**

**MONDAY, DECEMBER 19, 2023**

**3:30 PM BOARD MEETING**

**ADA HARRIS SCHOOL AUDITORIUM • 1508 WINDSOR ROAD • 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 upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our [website](#).*

*The public's health and well-being are a top priority for the Board of Trustees of the Cardiff School District and you are urged to take all appropriate health and safety precautions.*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 632-5890, Extension 101. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.*

*TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:*

*Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit a written request to the secretary before the meeting. When the Board President invites you to speak, please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time expires you will be prompted with a 15-second warning.*

**I. ORGANIZATIONAL ITEMS**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
  - Ms. Rhea Stewart, President
  - Ms. Nancy Orr, Clerk
  - Mr. Andrew Howard, Member
  - Mr. Ashok Swaminathan, Member
  - Mr. Shad Thielman, Member
  - Ms. Jill Vinson, Superintendent
- D. Approve Agenda for December 19, 2022  
*(All items are action unless labeled information.)*

**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, in accordance with the Brown Act, 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 submit 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.)*

### III. GENERAL FUNCTIONS

- A. Consider [Nominations for the CSBA Delegate Assembly](#)

### IV. ADJOURNMENT OF MEETING

**DECEMBER 2022 PO LISTING**

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Inv Amount
<b>INSTRUCTIONAL SUPPLIES</b>										
	12/5/22	JANET BRICE	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 159.58
	12/5/22	WILLIAM COWIE	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 23.64
4246	12/8/22	BSN SPORTS INC.	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 25.21
4531	12/15/22	DEMCO, INC.	0100	1100000	1110	1000	4300000	222	Library Supplies	\$ 363.27
4479	12/15/22	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 11.41
4490	12/15/22	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 47.38
4508	12/15/22	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 33.24
4510	12/15/22	SYNCB/AMAZON	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 28.32
4520	12/15/22	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 171.02
4521	12/15/22	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 427.54
4522	12/15/22	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 1,558.41
4539	12/15/22	SYNCB/AMAZON	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 208.68
4541	12/15/22	SYNCB/AMAZON	0100	6500000	5760	3120	4300000	000	SPED Instructional Supplies	\$ 138.95
4534	12/19/22	FREE FORM CLAY & SUPPLY	0100	1100000	1110	1000	4300000	111	Instructional Supplies	\$ 294.79
4535	12/19/22	ODP	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 487.57
4542	12/22/22	DEMCO, INC.	0100	0000000	1110	1000	4300000	111	Library Supplies	\$ 343.52
4549	12/22/22	HEGGERTY PHONEMIC AWARENESS	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 865.08
4532	12/22/22	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 311.02
4532	12/22/22	S.W. SCHOOL SUPPLY	0100	1100000	1110	1000	4300000	222	Instructional Supplies	\$ 57.99
4556	12/22/22	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 25.86
4556	12/22/22	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 372.44
	12/22/22	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	2420	4300005	111	Technology Supplies	\$ 249.00
										<b>\$ 6,203.92</b>

<b>NON-INSTRUCTIONAL SUPPLIES</b>										
4524	12/1/22	DECKER, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 269.38
4331	12/1/22	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	\$ 327.00
4525	12/5/22	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 1,217.52
4354	12/8/22	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 2,914.84
4536	12/8/22	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 2,805.93
	12/8/22	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 22.90
	12/8/22	SHAUNA GILBERT, M.ED., ED.S., NCSP	0100	6500000	5760	3120	4300000	000	Office Supplies	\$ 49.32
4366	12/12/22	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for November	\$ 40.93
4366	12/12/22	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for November	\$ 40.93
4366	12/12/22	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for November	\$ 101.28
4391	12/15/22	LEE'S LOCK & SAFE	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 493.03
4517	12/15/22	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 247.14
4528	12/15/22	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 1,066.50
4369	12/19/22	SITEONE LANDSCAPE SUPPLY LLC	0100	0000000	0000	8200	4300000	000	Landscape Supplies	\$ 1,429.89
4536	12/22/22	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 128.00
	12/22/22	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 311.30
	12/22/22	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 160.81
4543	12/22/22	S.W. SCHOOL SUPPLY	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 59.86
	12/22/22	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 113.14
										<b>\$ 11,799.70</b>

**4000 (SUPPLIES) TOTALS: BALANCE: 418,465 ACCUMULATED BALANCE: 226,229 REMAINING BALANCE: 192,236**

<b>UTILITIES</b>										
4355	12/1/22	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 787.38
4355	12/1/22	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 55.23
4344	12/5/22	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	111	Services for November	\$ 682.61
4344	12/5/22	EDCO WASTE & RECYCLING SERVICE	0100	0000000	0000	8200	5500002	222	Services for November	\$ 682.61
4355	12/8/22	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 4,189.50
4355	12/8/22	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for October	\$ 591.97
	12/8/22	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 763.04
	12/8/22	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 49.07
	12/8/22	AT&T	0100	0000000	0000	7200	5900001	000	Services for November	\$ 307.93
4378	12/15/22	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for November	\$ 653.78
4355	12/15/22	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for November	\$ 2,494.31
4378	12/22/22	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for November	\$ 5,256.67
4378	12/22/22	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for November	\$ 6,397.44
										<b>\$ 22,911.54</b>

<b>SERVICES</b>										
4334	12/1/22	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	222	Lease Payment December	\$ 294.42
4334	12/1/22	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	2700	5600000	111	Lease Payment December	\$ 294.42
4334	12/1/22	TOSHIBA FINANCIAL SERVICES	0100	0000000	0000	7200	5600000	000	Lease Payment December	\$ 294.43
	12/1/22	BYRON'S PIANO TUNING	0100	0000000	1110	1000	5800000	000	Professional Services	\$ 210.00
4474	12/1/22	COASTAL SPEECH THERAPY	0100	6500000	5760	1190	5800000	000	Services for October	\$ 7,529.28
	12/1/22	COORDT EDUCATIONAL SERVICES	0100	6500000	5760	3120	5800000	000	Services for November	\$ 4,650.00
4426	12/1/22	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 5,544.00
4424	12/1/22	VAUGHN IRRIGATION SERVICES INC	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 1,004.81

4424	12/1/22	VAUGHN IRRIGATION SERVICES INC	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 27,410.78
4392	12/1/22	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for October	\$ 8,921.00
4392	12/1/22	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for October	\$ 8,396.25
4346	12/5/22	MISSION LINEN & UNIFORM	0100	0000000	0000	8110	5600000	000	Services for November	\$ 346.20
	12/5/22	CONNOR BAGHERI	0100	0000000	1110	1000	5800000	000	Music Boosters	\$ 720.00
	12/5/22	LILIAN SPOCK	0100	0000000	1110	1000	5800000	000	Music Boosters	\$ 225.00
4394	12/5/22	STERICYCLE	0100	0000000	0000	7200	5800000	000	Services for November	\$ 124.26
	12/5/22	VILLANI EDUCATIONAL SUPPORT SERVICES	0100	6500000	5760	3120	5800000	000	Services for November	\$ 2,679.00
	12/5/22	VIRGINIA LENAC	0100	7425000	1110	1000	5800000	000	Services for December	\$ 2,750.00
	12/8/22	JILL VINSON	0100	0000000	0000	7100	5200000	000	Conference Travel	\$ 20.00
4537	12/8/22	3 BLIND MICE WINDOW COVERINGS	0100	0000000	0000	8110	5800000	000	Maintenance Supplies	\$ 9,544.85
4530	12/8/22	95 PERCENT GROUP INC	0100	6500000	5760	3120	5800000	000	SPED Instructional Supplies	\$ 100.75
4392	12/8/22	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for November	\$ 5,722.75
4392	12/8/22	VERBAL BEHAVIOR ASSOCIATES	0100	6500000	5760	1190	5800000	000	Services for November	\$ 5,198.25
	12/12/22	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	\$ 64.00
4548	12/15/22	SAN DIEGO CNTY SUPT OF SCHOOLS	0100	0000000	0000	2700	5200000	111	Equity Conference	\$ 475.00
4548	12/15/22	SAN DIEGO CNTY SUPT OF SCHOOLS	0100	0000000	0000	2700	5200000	222	Equity Conference	\$ 475.00
4548	12/15/22	SAN DIEGO CNTY SUPT OF SCHOOLS	0100	0000000	0000	7100	5200000	000	Equity Conference	\$ 475.00
4320	12/15/22	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$ 96.00
4320	12/15/22	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	\$ 60.00
4474	12/15/22	COASTAL SPEECH THERAPY	0100	6500000	5760	1190	5800000	000	Services for November	\$ 4,534.68
	12/15/22	HARRIS SCHOOL SOLUTIONS	0100	0000000	0000	2420	5800000	000	Merchant Fees for November	\$ 11.25
	12/15/22	INFINITY COMMUNICATIONS AND CONSULTING	0100	0000000	0000	7200	5800000	000	Professional Services	\$ 3,825.42
4526	12/15/22	PRO-ED	0100	6500000	5760	3120	5800000	000	Testing Materials	\$ 105.98
	12/15/22	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	111	Foot Patrol Services/Nov Break	\$ 120.00
	12/15/22	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	222	Foot Patrol Services/Nov Break	\$ 120.00
	12/15/22	BEST BEST & KRIEGER LLP	0100	0000000	0000	7100	5800005	000	Services for November	\$ 4,523.80
4429	12/19/22	EVERDRIVEN TECHNOLOGIES	0100	0000000	0000	3600	5100000	000	Transportaionn	\$ 8,569.60
4429	12/19/22	EVERDRIVEN TECHNOLOGIES	0100	0000000	0000	3600	5100000	000	Transportation	\$ 33.25
4375	12/19/22	RO HEALTH INC	0100	6500000	5760	3120	5800000	000	Services for September	\$ 5,964.56
4375	12/19/22	RO HEALTH INC	0100	6500000	5760	3120	5800000	000	Services for October	\$ 6,745.57
4375	12/19/22	RO HEALTH INC	0100	6500000	5760	3120	5800000	000	Services for August	\$ 1,809.52
	12/19/22	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	5800000	000	Maintenance Services	\$ 1,160.96
	12/22/22	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5200000	000	Conference	\$ 356.72
	12/22/22	RUTH MONAHAN SMITH	0100	0000000	0000	7200	5200000	000	Mileage	\$ 273.75
	12/22/22	COSTCO MEMBERSHIP	0100	0000000	0000	7200	5300000	000	Membership Dues	\$ 120.00
4452	12/22/22	TRANE U.S. INC.	0100	0000000	0000	8110	5600000	000	Maintenance Services	\$ 1,223.87
	12/22/22	COORDT EDUCATIONAL SERVICES	0100	6500000	5760	3120	5800000	000	Services for December	\$ 4,125.00
4427	12/22/22	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 24,920.33
4457	12/22/22	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 18,356.11
4426	12/22/22	J.M.D.LANDSCAPE INC.	0100	0000000	0000	8110	5800000	000	Maintenance Services	\$ 5,544.00
	12/22/22	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	5800000	000	Employee Benefits	\$ 238.85
	12/22/22	SAN DIEGO COUNTY VECTOR CONTROL PROGRAM	0100	0000000	0000	8200	5800000	000	Professional Services	\$ 25.11
	12/22/22	VILLANI EDUCATIONAL SUPPORT SERVICES	0100	6500000	5760	3120	5800000	000	Services for December	\$ 2,052.00
	12/22/22	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	0100	0000000	0000	7100	5800005	000	Services for November	\$ 1,649.82
4330	12/22/22	GIGAKOM	0100	3212000	0000	2420	6400000	000	Professional Services	\$ 1,426.66
4330	12/22/22	GIGAKOM	0100	3212000	0000	2420	6400000	000	Professional Services	\$ 67,138.58
4330	12/22/22	GIGAKOM	0100	3212000	0000	2420	6400000	000	Professional Services	\$ 1,426.66

\$ 260,027.50

**5000 (SERVICES) TOTALS: BALANCE: 1,168,051 ACCUMULATED BALANCE: 1,034,212 REMAINING BALANCE: 133,840**

**FUND 4000 - CAPITAL FACILITIES**

4496	12/1/22	STUDIO E ARCHITECTS	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 5,480.00
4499	12/5/22	GIGAKOM	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 5.56
4499	12/5/22	GIGAKOM	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 161.09
4498	12/5/22	SYNDEO COMMUNICATIONS	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 1,118.70
4343	12/8/22	BLUE COAST CONSULTING	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 5,500.00
	12/15/22	MCCARTHY BUILDING COMPANIES	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 533,812.60
	12/15/22	MCCARTHY BUILDING COMPANIES	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 28,095.40
4499	12/19/22	GIGAKOM	4000	0000000	0000	8500	6200000	000	Professional Services	\$ 1,352.70

\$ 575,526.05

**CARDIFF**

K	Glass	<u>22</u>	
K	McNamara	<u>22</u>	
K	Sallans	<u>21</u>	
K	Stone	<u>21</u>	

**TOT K**                      86

1	Douil/Dueh	<u>22</u>	
1	Easson	<u>21</u>	
1	Rector	<u>21</u>	
1	Stuart	<u>22</u>	
	<b>TOT 1</b>		<u>86</u>

2	Boyesen	<u>22</u>	
2	Kavan	<u>22</u>	
2	Payte	<u>23</u>	
2	Redding	<u>23</u>	
2	Pacetti/Paz	<u>23</u>	
	<b>TOT 2</b>		<u>113</u>

Wilson                      0 **TOT**                      285

**Subtotal**                      285

**DISTRICT TOTAL**                      642

**ADA HARRIS**

3	Herrman	<u>18</u>
3	Milliken	<u>21</u>
3	Murray	<u>21</u>
3	Switzler	<u>20</u>

**TOT 3**                      80

4	Brice	<u>18</u>
4	Green	<u>24</u>
4	Mihaly	<u>23</u>
4	Trees/Cope	<u>20</u>
	<b>TOT 4</b>	<u>85</u>

5	d'Entremont	<u>22</u>
5	Ensberg	<u>25</u>
5	Price	<u>25</u>
5	Yant	<u>25</u>
	<b>TOT 6</b>	<u>97</u>

6	Jewell	<u>21</u>
6	Nguyen	<u>22</u>
6	Therriault	<u>17</u>
6	Tiersma	<u>20</u>

**TOT 6**                      80

Velit                      15 **TOT**                      15

**Subtotal**                      357

**Cardiff School District**  
**Cardiff by the Sea, California 92007**  
**January 12, 2023**

**ITEM:** APPROVE CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT  
QUARTERLY REPORT FOR OCT 1, 2022 THROUGH DEC 31, 2022

---

**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. This is the 1st Quarterly Report, prepared for the period of October 1, 2022 to December 31, 2022. No complaints have been received for this period.

**CURRENT CONSIDERATIONS:**

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 IMPLICATIONS:**

There are no current financial implications at this time.

**RECOMMENDATION:**

It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for October 1, 2022 through December 31, 2022.

# SDCOE Uniform Complaint Quarterly Reports Database

## Williams and Valenzuela Settlements

### Quarterly Complaint Summary ADD a new summary record

**Submitted By:** Jennifer Hatter  
**Title:** Support Staff  
**Report Date:** 1/9/2023  
**Quarter:** 10/1/2022 - 12/31/2022

**Number of Complaints  
for Quarter:**

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

Print

[Go Back](#)



San Diego County Office of  
Education

6401 Linda Vista Road  
San Diego, CA 92111-7319  
858-292-3500 | [Contact Us](#)

© 2018 San Diego County Office of Education.

All rights reserved.

[Website Accessibility and Content Disclaimer](#)

[Uniform Complaint Procedure](#)

**CARDIFF SCHOOL DISTRICT  
BOARD GOVERNANCE PROTOCOLS**

ISSUE	PROTOCOL
Meeting Length	Start at 5:00 p.m. when a quorum is present
	Don't brief latecomer on prior action
	No more than 30 minutes per agenda item
Stay Focused on Agenda	Stay focused on items on the agenda, avoid sidetracks, politely nudge members back
	Exercise the power of the Chair to move items along
	Avoid side conversations
Role of the President During Meetings	Focus the discussion
	Summarize the points of the discussion to the satisfaction of the team
	Communicate the direction of the Board to the Superintendent after the Board decision
	The Board President will be the spokesperson for the Board and communicate the consensus of the Board regarding controversial and "hot" issues
Manage Meetings	Ask questions about items or backup in advance of the meeting to give staff an opportunity to prepare and to ensure there are no "surprises" during the meeting
Asking Questions in Advance	Board members may choose to give a summary of questions they may have asked in preparation for the meeting
Managing Meetings: Time Monitoring	The Board President/designee will serve as time monitor to assist the President in managing meeting length
Managing Meetings: Public Comment	The Board President and Superintendent may, in consultation with the Board, adjust the agenda to accommodate public comment or attending staff/presenters
	The Board President will remind the public that the Board will not respond to questions during this portion of the agenda
Closed Session	What is said there, stays there
	Items not on the agenda are not discussed
Handling Complaints and Concerns	Trustees listen carefully to complaints, remembering they are only hearing one side of the story, then direct the person making the complaint to the person in the District most appropriate and able to help them resolve their concern. This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the District are upheld. As representatives of the public, it is important the Trustees invite the person with the complaint to ultimately get back to them if the issue is not resolved.
	The Trustee will advise the Superintendent of valid concerns.
Self-Monitoring of Governance Team Effectiveness	Individual Trustees agree to review and adhere to meeting norms, goals, and Board member roles as defined by CSBA. When behavior by an individual trustee detracts from effective governance, other Trustees work with that Trustee to encourage conformance to our norms (communicating with courage and consideration)
	In a workshop setting, the governance team will evaluate its effectiveness every year

Cardiff School District  
Cardiff-By-The-Sea, California 92007  
January 12, 2023

**ITEM:** APPROVAL OF CONTRACT CHANGE ORDER #001 WITH  
MCCARTHY BUILDING COMPANIES

---

**BACKGROUND**

On July 2, 2022, the Cardiff Board of Trustees approved the 4th amendment to the contract with McCarthy Building Companies and Cardiff School District. Construction commenced on Building L, the multi purpose room at Cardiff School, in August 2022.

**CURRENT CONSIDERATIONS**

The completion of Building L and remaining landscape and turf on the playfields was the last remaining portion of this phase of the Cardiff School project. All underground site work and the majority of the framing for building L was completed in 2020 and protected for 2 years. The guaranteed maximum price approved in July 2022 did not include a contractor contingency, and instead the District budgeted funds in their capital facilities fund for change orders outside of the scope of the GMP. Contract change order #001 includes modifications needed, including landscaping, hardscape, and fencing modifications.

**FINANCIAL IMPLICATIONS**

Prime contract change order #001 totals \$62,311.00 which will be paid from the Capital Facilities Fund 40.

**RECOMMENDATION**

It is respectfully recommended that the Board approve contract change order #001 with McCarthy Building Companies.





McCarthy Building Companies Inc.  
9275 Sky Park Court Suite 200  
San Diego, California 92123  
Phone: (858) 784-0347

Project: 005135.000 - SSG - Cardiff Elementary School Building L  
Completion  
1888 Montgomery Avenue,  
Cardiff By The Sea, California 92007

## Prime Contract Change Order #001: PCOs 001, 002, 003, 004, 005, 006, 007, 008, & 009

<b>TO:</b>	<b>Cardiff School District</b> 1888 Montgomery Ave Cardiff, California 92007	<b>FROM:</b>	<b>McCarthy Building Companies Inc</b> 12851 Manchester Rd Saint Louis, Missouri 63131-1802
<b>DATE CREATED:</b>	12/08/2022	<b>CREATED BY:</b>	Kyle Mohamed (McCarthy Building Companies Inc)
<b>CONTRACT STATUS:</b>	Pending - In Review	<b>REVISION:</b>	1
<b>SCHEDULE IMPACT:</b>			
<b>CONTRACT FOR:</b>	1:SSG - Cardiff Elementary School Building L Completion	<b>TOTAL AMOUNT:</b>	\$62,311.00

**DESCRIPTION:**

The Cardiff School District and McCarthy built a buyout savings contingency fund of \$28,683 (initial buyout savings \$12,441, remaining framing allowance \$10,342, and masonry descope \$5,900). The Cardiff School District has elected to utilize those funds in order to partially fund this change order. In the event that McCarthy needs to use the contingency funds to pay for items that fall under the "use of contingency" described in the contract agreement, Cardiff School District will process a change order to McCarthy to increase the GMP amount in order to pay for the incurred cost but will not exceed the total borrowed amount taken from the buyout savings contingency funds.

CE #001 - Office Trailer for DSA Inspector

Per the Amendment 004 scope, McCarthy was not to include an office space for the DSA inspector. Blue Coast Coasting (DSA Inspector) requested an office trailer for its inspector. Cost include labor, material, equipment, and rental fees for an 8x10 container office and for a Verizon internet card for the DSA inspector's office trailer for current duration of the project. The costs associated with CE 001 and PCO 001 will be funded by the buyout savings contingency.

CE #002 - Existing Framing Dry Rot

During review of the existing framing, CORE Contracting and McCarthy discovered dry rot in the main roof cricket framing and the I-beam wood nailer at the high roof. Costs include labor, material, and equipment to demolition and replace the damaged framing for these two component. Excluded from the costs is the removal and replacement of the sheathing required at each location. The sheathing costs are being assessed separately with the sheathing allowance provided in the GMP. The costs associated with CE 002 and PCO 002 will be billed against the framing allowance included in the GMP.

CE #003 - Invertor Batteries for Bldg. L

During review of the existing invertor batteries, Southland Electric discovered that the batteries will no longer hold a charge. Costs include labor, material, and equipment to replace the existing battery invertors for the emergency power system. The costs associated with CE 003 and PCO 003 will be billed against the buyout savings contingency.

CE #006 - #377: Added Lights per Arch. and Elec. Drawing Discrepancies

Costs include labor, material and equipment to procure and install two additional S02A light fixtures per RFI 377. The costs associated with CE 006 and PCO 004 will be funded by the buyout savings contingency.

CE #008 - #382: Bldg. L - Security Cameras and Speakers

Costs include labor, material, and equipment to install the additional security cameras rough-in and speakers low voltage rough-in only per RFI 382. All power, power raceways, wiring and devices for these systems are excluded. The costs associated with CE 008 and PCO 004 will be funded by the buyout savings contingency.

CE #005 - Fire Sprinkler Coverage

Due the changes to the mechanical well per RFI 275, four additional fire sprinklers are required to provided coverage above ceiling. Costs include labor, material, and equipment to install the additional fire sprinkler heads per RFI 380. The costs associated with CE 005 and PCO 005 will be funded by the buyout savings contingency.



**CE #020 - #369.2: Civil Landscape SD Elevations**

Costs include labor, material, and equipment to install the additional storm drain piping, boxes, etc. per RFI 369.2 and CCD 021. This includes costs to core through existing concrete. Excludes hardscape and landscape work. The costs associated with CE 020 and PCO 006 will be partially (\$14,868) funded by the buyout savings contingency.

**CE #019 - #372: Additional Hardscape**

Costs include labor, material, and equipment to demolish existing hardscape and provide the new hardscape per RFI 372 and CCD 021. Scope includes additional forming at concrete path, additional concrete at lunch pad, demolishing approximately 515 SF of existing concrete pathway, and replacing of approximately 370 SF of pathway. Excludes landscape and underground utilities work.

**CE #015 - CCD 021 - Landscape Changes**

Costs include labor, material, and equipment to provide the additional landscaping and irrigation changes per CCD 021. Costs include a credit for the DG pathway from Montgomery Ave to the norther most sidewalk, and the costs include mulching that area instead. Costs also include keep one side of the steel edge banding. Costs include relocating the three new trees shown in the middle of the northern play area. Excludes hardscape and site utilities work.

**CE #025 - RFI #402 - Fence Modifications**

Costs include labor, material, and equipment required to modify the SG106 fence per the District's request. Scope includes modifying the existing fence and adding approximately 40 LF of wire mesh fence.

**ATTACHMENTS:**

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
001	CE #001 - Office Trailer for DSA Inspector		\$0.00
002	CE #002 - Existing Framing Dry Rot		\$0.00
003	CE #003 - Invertor Batteries for Bldg. L		\$0.00
004	CE #006 & CE #008		\$0.00
005	CE #005 - RFI #380: Fire Sprinkler Coverage		\$0.00
006	CE #020 - #369.2: Civil Landscape SD Elevations		\$14,776.00
007	CE #019 - #372: Additional Hardscape		\$21,095.00
008	CE #025 - RFI #402 - Fence Modifications		\$11,181.00
009	CE #015 - CCD 021 - Landscape Changes		\$15,259.00
<b>Total:</b>			<b>\$62,311.00</b>

**CHANGE ORDER LINE ITEMS:**

**PCO # 001 : CE #001 - Office Trailer for DSA Inspector**

#	Cost Code	Description	Type	Amount
1	01200-01200.0200.00.00 - Contractor Trailers	8 Month Office Rental & Internet Card	Material	\$4,062.00
2	01900-01900.0920.00.00 - Buyout Savings	Funding for CE 001	Material	(\$4,062.00)
<b>Subtotal:</b>				<b>\$0.00</b>
<b>Sub Bonds/CDI:</b>				<b>0.00</b>
<b>Liability Insurance:</b>				<b>0.00</b>
<b>Builders Risk:</b>				<b>0.00</b>
<b>Fee:</b>				<b>0.00</b>
<b>McCarthy Bond:</b>				<b>0.00</b>
<b>Grand Total:</b>				<b>\$0.00</b>