



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**MONDAY, FEBRUARY 13, 2017  
5:15 PM**

**COLD SPRING SCHOOL AUDITORIUM  
2243 Sycamore Canyon Rd, Santa Barbara, CA, 93108**

Welcome to the meeting of the Cold Spring School District Board of Trustees.

**Public Comments** – Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

Persons wishing to address the Board must turn in a Request to Address the Board form prior to the agenda item or prior to the Public Comments period if the item is not on the agenda.

During the Public Comments agenda item (Item 8), members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

Members of the public may address the Board on any item on the agenda either before or during the Board's consideration of the item. A Request to Address the Board must be turned in prior to the agenda item.

Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 15 minutes.

**Accessibility** – In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in disability-related alternative format, please contact the [Superintendent/Principal's Office](#).

**Reports/Attachments** – Members of the public may request a copy of the agenda, or a copy of the documents constituting the agenda packet, of any meeting of the Board of Trustees. Notification 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 the meeting in appropriate alternative formats for persons with a disability.

**Cell Phones / Electronic Devices** – As a courtesy to all meeting attendees, please set cell phones and electronic devices to silent mode and engage in conversations outside the meeting room.

**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**AGENDA**

**MONDAY, FEBRUARY 13, 2017  
5:15 PM**

**COLD SPRING SCHOOL AUDITORIUM  
2243 Sycamore Canyon Rd, Santa Barbara, CA, 93108**

**Regular Meeting  
Monday, February 13, 2017**

**Cold Spring School Auditorium  
2243 Sycamore Canyon Road, Santa Barbara, CA 93108**

**REGULAR SESSION**

**1. CALL TO ORDER – 5:15 p.m. (5 minutes)**

**Jennifer Miller, President  
Gregg Peterson, Vice President  
Kim Ferrarin, Clerk of the Board  
Kathy Davidson, Trustee  
Leslie Kneafsey, Trustee**

**2. ADJOURN TO CLOSED SESSION**

**2.A. The Board will hear an appeal from parents regarding an inter-district transfer denial (Board Administrative Regulation 5117 (a))**

**2.B The Board will hear an appeal from parents regarding an inter-district transfer denial (Board Administrative Regulation 5117 (a))**

**RETURN TO REGULAR SESSION**

**2. PLEDGE OF ALLEGIANCE**

***Cold Spring School Mission Statement***

*The mission of Cold Spring School is to provide a quality educational program in a secure family atmosphere, which fosters a balance of academic achievement, healthy personal development, social and environmental responsibility, and enthusiasm for lifelong learning.*

*Teachers, staff, parents, and the community will work together to create a school environment in which cooperative problem-solving, creativity, and innovative thinking are encouraged, and the unique*

*potential of each individual student and employee is valued and nurtured.*

**4. ANNOUNCEMENT OF CLOSED SESSION ACTION**

**5. APPROVAL OF MINUTES**

- 5.A. January 6, 2017 Special Session**
- 5.B. January 9, 2017, Special Session**
- 5.C. January 9, 2017, Regular Session**
- 5.D. January 12, 2017, Special Session**
- 5.E. January 16, 2017, Special Session**
- 5.F. January 24, 2017, Special Session**
- 5.G. January 31, 2017, Special Session**

**6. RECOGNITIONS, RECEIPT OF GIFTS,  
ACKNOWLEDGEMENTS AND ACCEPTANCES**

**7. BOARD COMMENTS - COMMUNICATION/CORRESPONDENCE**

*Individual Board members may share information or correspondence with the Board, staff, and the public.*

**8. PUBLIC COMMENTS**

*During this time, the Board President may acknowledge requests to speak on a topic not on the agenda. Persons wishing to address the Board should make a written request prior to this agenda item.*

**9. CONSENT AGENDA**

*The following items are routine and may be enacted by approval of a single motion. There will be no separate discussion of these items. Any item may be removed from the Consent Agenda upon request of a Board member.*

**Recommended that the board approve the following items as presented:**

**9.A. FINANCE ITEMS:**

- 1. Warrants (attachment)
- 2. Regular payroll: \$280,962.96
- 3. Other financial items since preparation of the agenda

**9.B. Applications for Use of School Facilities**

**9.C. Recommended Personnel items:**

- 1. Retirement: one classified
- 2. Assignment: one certificated long-term substitute
- 3. Leave Requests: two 50% certificated

**10. SUPERINTENDENT REPORT**

**10.A. Monthly Enrollment Report and 2017-18 Projected Enrollment and Staffing**

- 10.B. Update on Williams Complaint**
- 10.C. Presentation on Automated Dolphin Accounting System – Say Stark**
- 10.D. NGSS/STEAM Update**
- 10.E. Update on Negotiations**
- 11. BUSINESS AND FINANCE**
  - 11.A. Review and discussion of assumptions to use in the beginning stages of the development of the 2017-18 District Budget**
  - 11.B. Resolution # 2016-17/10 Authorization to Declare Property Obsolete and Surplus**
- 12. ACTION AGENDA**
- 13. CONFERENCE AGENDA**

*Conference items may recognize people and programs, provide reports, request operational actions, discuss proposals, or make recommendations. The Board may comment, provide direction or take action on these items. Generally, items requiring action will be placed on a following agenda.*

  - 13.A. Local Control and Accountability Plan (LCAP) 2016-17 Annual Update and 2017-18 Development Process**
  - 13.B. Staff feedback regarding development of the 2017-18 calendar**
  - 13.C. Board Update on Superintendent Search**
  - 13.D. Discussion and Possible Action Regarding Change to Regular Board Meeting Starting Time**
  - 13.E. Update on Replacement of CBO**
- 14. SUGGESTED BOARD AGENDA ITEMS FOR NEXT REGULAR MEETING**
- 15. BOARD GOVERNANCE – EVALUATION OF MEETING**
- 16. ADJOURNMENT**



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION**

**MINUTES**

**FRIDAY, JANUARY 6, 2017  
9:30 AM**

**ROOM 5  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

The Governing Board of the Cold Spring School District held a Special Meeting on Friday, January 6, 2017, at the above location.

All Board members were in attendance.

**Administration/Staff in attendance:**  
**Tricia Price, Superintendent/Principal**  
**Mary T. Stark, CBO**  
**Amy Campbell, Reading Specialist**

**PRELIMINARY FUNCTIONS**

**1. Call to Order.....2:45 PM**

The meeting was called to order at 9:36 AM.

**2. Public Comments**

There were no public comments presented.

**DISCUSSION**

**3. Search Firm Presentations**

The Board reviewed five proposals submitted in response to an RFP. Three were selected to interview.

**ACTION**

**4. Selection of Search Firm**

It was moved by Gregg Peterson, seconded by Jennifer Miller, to invite Leadership Associates, Educational Leadership, and McPherson and Jacobson to interview to be selected to conduct the Superintendent/Principal search.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

**Adjournment**

The meeting was adjourned at 11:40 AM.

Kimberly Ferrarin, Board Clerk

Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION  
MINUTES**

**MONDAY, JANUARY 9, 2017  
5:00 PM**

**COLD SPRING SCHOOL AUDITORIUM  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

**ATTENDANCE / BOARD:**

Kathy Davidson  
Kim Ferrarin  
Leslie Kneafsey  
Jennifer Miller  
Gregg Peterson

**DISTRICT OFFICE STAFF:**

Tricia Price, Superintendent  
Mary Stark, Chief Business Official  
Becky Banning, Recording Secretary  
Linda Edwards, Teacher

**PUBLIC:**

Dorothy Poley

**PRELIMINARY FUNCTIONS**

- 1. Call to Order .....** 5:00 PM  
The meeting was called to order at 5:09 PM.

**2. BOARD DISCUSSION**

Discussion of Chief Business Official Transition Plan – The Board discussed a Transition Plan for filling the position of Chief Business Official. The Board discussed options such as seeking interim placement through the Santa Barbara County Education Office; posting and hiring a person permanently; looking into alternative contract options to have the current Chief Business Official continue to provide services; and seeking an interim through a private consulting agency.

It was the Board's direction to Administration to post the position effective immediately, and to contact the Santa Barbara County Education Office to inquire about the possibility of an interim either full-time or part-time.

- 3. Adjournment – The meeting was adjourned at 5:44 PM**

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Kim Ferrarin, Board Clerk

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Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
MINUTES**

**MONDAY, JANUARY 9, 2017  
6:00 PM**

**COLD SPRING SCHOOL AUDITORIUM  
2243 Sycamore Canyon Rd, Santa Barbara, CA, 93108**

**Board Members**

Kathy Davidson  
Kim Ferrarin  
Leslie Kneafsey  
Jennifer Miller  
Gregg Peterson

**Members of the Public**

Dorothy Poley  
Andrew Poley  
Amanda Rowan  
Margaret Chapman  
Lynn Stokes-Peña  
Karmen Aurell  
Gabrielle Haas  
Britta Dysart

**Administration / Staff**

Tricia Price, Superintendent/Principal  
Mary Stark, Chief Business Official  
Taiwo Madison, Director of Fiscal Services  
Becky Banning, Recording Secretary  
Julie Avnit, Consultant  
Kyle Montgomery,  
Christy White & Associates  
Linda Edwards  
Justin Pierce  
Johanna Thorpe Linda  
Jean Gradias

**1. CALL TO ORDER ..... 6:00 PM**

The meeting was called to order at 6:03 PM. President Miller began by reading the School's Mission Statement and reminding all attendees about proper meeting protocol.

**2. CLOSED SESSION (No Closed Session Required)**

**3. PLEDGE OF ALLEGIANCE**

President Miller led the Pledge of Allegiance.

**4. ANNOUNCEMENT OF CLOSED SESSION ACTION – (No reportable action)**

**5. APPROVAL OF MINUTES (3) ..... ITEMS 5A-5B**

- 5.A. Approval of Minutes, December 12, 2016, Annual Organization of the Board  
5.B. Approval of Minutes, December 19, 2016, Special Board Session

It was moved by Trustee Peterson seconded by Trustee Miller, to Approve the Minutes of December 12 and December 19, 2016.

Ayes: Davidson, Ferrarin, Kneafsey, Miller, Peterson; Noes: 0; Abstain 0; Absent 0;  
Motion unanimously carried.

**6. RECOGNITIONS, ACKNOWLEDGEMENTS (None scheduled)**

**7. BOARD COMMENTS, COMMUNICATION, CORRESPONDENCE**

The following information or correspondence was provided by the Board:

Trustee Davidson – Requested that the district have board agenda packet available the Tuesdays before the Meeting.

**8. PUBLIC COMMENTS**

There were no public comments presented.

**9. CONSENT AGENDA.....ITEMS 9A – 9B**

The following items were submitted as consent; The Board requested to remove Item 9B from Consent. The Board took action on Consent Item 9A as follows:

9.A. Approval of Monthly Finance Reports as shown in the attached supplement

1. Warrants December, 2016 (attachment)
2. Regular payroll, December, 2016: \$281,071.40

It was moved by Trustee Peterson, seconded by Trustee Kneafsey, to approve Consent Agenda Item 9A as presented

Ayes-4: Ferrarin, Kneafsey, Miller, Peterson; Noes-1: Davidson; Abstain 0; Absent 0; Motion carried

9.B. *Approval of Applications for Use of School Facilities, as shown in the attached supplement (4 total) This item was pulled from the Consent Agenda*

*It was moved by Trustee Peterson seconded by Trustee Kneafsey, to approve item 9B, Facilities Use Requests, as per guidelines provided by the Revised Board Policy and Administrative Regulation, #1330, “Use of School Faciliites”; this policy was board-approved on January 9, 2017. (See Item 11.D).*

**10. SUPERINTENDENT REPORT.....ITEMS 10A – 10E**

10.A. Quarterly Report on Williams/Valenzuela Uniform Complaints, Fourth Quarter (October – December, 2016)

Superintendent Price reported that there were no complaints filed during the 4<sup>th</sup> Quarter, 2016.

10.B. STEAM Program and Next Generation Science Standards (NGSS) – What's Been Accomplished, Where We Are, and Next Steps – Jean Gradias

Ms Gradias presented an update on the STEAM Program. Highlights of her presentation included a Vision Statement for Science; National Science Framework showing what it means to be proficient in Science; Review of an NGSS Implementation Timeline; overview of 16-17 California Science Tests (CAST); and overview of Organization of the California Science Framework.

10.C. Monthly Enrollment Report, Current Enrollment: 175

Superintendent Price reported current enrollment at 175.

10.D. Local Control and Accountability Plan (LCAP) 2015-16 Annual Update and 2016-17 Process

Superintendent Price reviewed the LCAP 2015-16 Annual Update and the 2016-17 Process with the Board. Included in this update was an overview of an LCAP Development Timeline, 2016-17 LCAP Goals, and results of a Parent Survey from March, 2016.

**10.E. Front Office Support and Third Grade Update**

Superintendent Price gave an update on front office coverage and the status of the 50% 3<sup>rd</sup> grade Long-Term Sub position currently available at CSS.

**11. BUSINESS AND FINANCE .....ITEMS 11A – 11D**

**11.A. Review and Acceptance, Annual Independent Audit for the Fiscal Period Ended June 30, 2016**

Chief Business Official Mary Stark introduced Consultant Kyle Montgomery from Christy White and Associates who gave an overview of the Annual Independent Audit for Fiscal Period ending June 30, 2016. Mr. Montgomery explained that there were no findings or need for modifications on this Audit. He reviewed discussed the various sections of the report.

It was moved by Trustee Miller, seconded by Trustee Peterson, to approve the Annual Independent Audit for Fiscal Period Ending June 30, 2016, as presented

Ayes: Davidson, Ferrarin, Kneafsey, Miller, Peterson; Noes: 0; Abstain 0; Absent 0; Motion unanimously carried.

**11.B. Review and Acceptance, GASB 45 Actuarial Review, Alternative Measurement Method**

It was moved by Trustee Davidson, seconded by Trustee Peterson, to approve GASB 45 Actuarial Review, Alternative Measurement Method, as presented

Ayes: Davidson, Ferrarin, Kneafsey, Miller, Peterson; Noes: 0; Abstain 0; Absent 0; Motion unanimously carried.

**11.C. Prop 39 Clean Energy Jobs Act Progress Report**

Ms. Stark introduced Ms. Julie Avnit, Consultant, who reviewed Prop 39 Clean Energy Jobs Act Progress Report and discussed with the Board ways that the district might be able to access funds from this resource.

**11.D. Board Policy and Administrative Regulation-Revisions, #1330, “Use of School Facilities”**

Trustee Ferrarin, seconded by Trustee Kneafsey, to approve Board Policy and Administrative Regulation #1330, “Use of School Facilities”, as presented

Ayes 4: Ferrarin, Kneafsey, Miller, Peterson; Noes 1: Davidson; Abstain 0; Absent 0; Motion carried.

**12. ACTION AGENDA .....ITEM 12A**

**12.A Review and Approval of Single School Plan 2016-17**

It was moved by Trustee Miller, seconded by Trustee Ferrarin, to approve Single School Plan, 2016-17, as presented

Ayes: Davidson, Ferrarin, Kneafsey, Miller, Peterson; Noes: 0; Abstain 0; Absent 0; Motion unanimously carried.

**13. CONFERENCE AGENDA.....ITEM 13A – 13D**

Conference items may recognize people and programs, provide reports, request operational actions, discuss proposals, or make recommendations. The Board may comment, provide direction or take action on these items. Generally, items requiring action will be placed on a following agenda.

**13.A. Budget Adoption Calendar, 2017-18; Scheduling of Board Budget Workshop**

**13A.1. Presentation of Proposed Budget Adoption Calendar for 2017-2018  
Review and Adoption**

It was moved by Trustee Peterson, seconded by Trustee Miller, to adopt the Proposed Budget Adoption Calendar for 2017-18 as shown in the attached supplement and to schedule a Board Budget Workshop on February 6, 2017, at 12:30 PM.

Ayes: Davidson, Ferrarin, Kneafsey, Miller, Peterson; Noes: 0; Abstain 0; Absent 0; Motion unanimously carried.

**13.B. Discussion of the Process for Establishing the 2017-18 School Calendar**

For preliminary discussion; will be back for Board Action at a future meeting

**13.C. After School Enrichment – Discussion and/or Action**

For discussion only; no action was taken.

**13.D. Update on Superintendent Search RFP Process**

The Board sent out nine requests for proposals and received 5 responses; three firms were invited to present before the board on January 12, 2017: Education Leadership Services, Leadership Associates and McPherson and Jacobson.. Board President Miller urged members of the public to observe confidentiality and refrain from approaching any potential candidates, and reassured the public community that once a search firm is selected, community members would have ample opportunity to communicate with search firm consultants.

**14. ADJOURNMENT**

The meeting was adjourned at PM.

*DATE OF NEXT REGULAR BOARD MEETING: FEBRUARY 13, 2017*

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Kimberly Ferrarin, Board Clerk

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Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION**

**MINUTES**

**THURSDAY, JANUARY 12, 2017  
2:45 PM**

**COLD SPRING SCHOOL LIBRARY  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

The Governing Board of the Cold Spring School District held a Special Meeting on Thursday, January 12, 2017, at the above location.

**PRELIMINARY FUNCTIONS**

- 1. Call to Order.....2:45 PM**  
The meeting was called to order at 2:45 PM.

- 2. Public Comments**  
There were no public comments presented.

**DISCUSSION**

- 3. Search Firm Presentations**  
The Board listened to presentations and interviewed consultants for the purposes of selecting a firm to conduct a candidate search for the position of Superintendent / Principal of Cold Spring School District. Consultants from the following three firms will present: McPherson and Jacobson, Leadership Associates and Education Leadership.

**ACTION**

- 4. Selection of Search Firm**  
The Governing Board deliberated and selected \_\_\_\_\_ as the search firm to conduct a candidate search for the position of Superintendent / Principal of Cold Spring School District.

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to select and enter into an agreement with \_\_\_\_\_, to conduct a candidate search for the position of Superintendent / Principal of the Cold Spring School District.

Ayes:\_\_\_\_ Noes:\_\_\_\_ Abstain:\_\_\_\_ Absent:\_\_\_\_

- 5. Adjournment**  
The meeting was adjourned at \_\_\_\_\_ PM.

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Kimberly Ferrarin, Board Clerk

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Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION**

**MINUTES**

**MONDAY, JANUARY 16, 2017  
3:00 PM**

**COLD SPRING SCHOOL LIBRARY  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

The Governing Board of the Cold Spring School District held a Special Meeting on Thursday, January 12, 2017, at the above location.

All Board members were in attendance.

**Administration/Staff in attendance:**  
**Stephanie Carey, teacher and CSEA President**

**Members of the Public in attendance:**  
**Diane Morgan**

**PRELIMINARY FUNCTIONS**

**1. Call to Order.....2:45 PM**

The meeting was called to order at 3:09 PM.

**2. Public Comments**

There were no public comments presented.

**DISCUSSION**

**3. Search Firm Presentations**

The Board listened to presentations and interviewed a third consultant for the purposes of selecting a firm to conduct a candidate search for the position of Superintendent / Principal of Cold Spring School District. Consultants from the following firm presented: *Education Leadership* (presenter, Dr. John Cruz).

Board discussion followed.

**ACTION**

**4. Selection of Search Firm**

It was moved by Gregg Peterson, seconded by Jennifer Miller, to select and enter into an agreement with McPherson and Jacobson to conduct a candidate search for the position of Superintendent/Principal of the Cold Spring School District, during the period January 2017 until the project is complete.

Ayes: 5      Noes: 0      Abstain: 0    Absent: 0

**Adjournment**

The meeting was adjourned at 5:37 PM.

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Kimberly Ferrarin, Board Clerk

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Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION**

**MINUTES**

**TUESDAY, JANUARY 24, 2017  
9:30 AM**

**ROOM 5  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

The Governing Board of the Cold Spring School District held a Special Meeting on Tuesday, January 24, 2017, at the above location.

All Board members were in attendance.

**Administration/Staff in attendance:**  
**Tricia Price, Superintendent/Principal**

**Members of the Public in attendance:**

**PRELIMINARY FUNCTIONS**

- 1. Call to Order.....2:45 PM**  
The meeting was called to order at 9:12 AM.

- 2. Public Comments**  
There were no public comments presented.

**DISCUSSION**

- 3. Board Governance and Communication**

The Board discussed protocols for Board governance. The discussion included, but was not limited to:

- Development of a Board Handbook
- How to request a Board agenda item
- CSBA Professional Governance Standards
- Creating a Board priority list
- Process for Board/Administration response to the public
- Adding Board meeting reflection and suggested Board agenda items to Board meeting agendas
- Reminding community of protocol for complaints
- The role of a school board member
- How to effectively communicate budget information to the public

**Adjournment**

The meeting was adjourned at 12:15 PM.



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING / SPECIAL SESSION**

**MINUTES**

**TUESDAY, JANUARY 31, 2017  
2:00 PM**

**ROOM 5  
2243 SYCAMORE CANYON RD, SANTA BARBARA, CA, 93108**

The Governing Board of the Cold Spring School District held a Special Meeting on Tuesday, January 31, 2017, at the above location.

All Board members were in attendance.

**Administration/Staff in attendance:  
Tricia Price, Superintendent/Principal**

**Members of the Public in attendance:**

**PRELIMINARY FUNCTIONS**

- 1. Call to Order.....2:45 PM**  
The meeting was called to order at 2:06 PM.

**2. Public Comments**

Stephanie Carey, Cold Spring teacher, addressed the Board regarding the NGSS implementation plan..

**CONFERENCE**

**3. Discussion and/or Approval of Superintendent/Principal Search Timeline**

Gregg Peterson moved, and Kim Ferrarin seconded, that the Superintendent/Principal positions be advertised as a single position. The motion was passed unanimously.

Discussion followed regarding setting up a timeline for the Superintendent/Principal search. It was determined that the stakeholder group interviews would be separate from the Board interviews. Dates were discussed that included when the position will be advertised, when stakeholders will provide input, when it will close, and when candidates will be interviewed. Following discussion, the Board adjourned to Closed Session.

**4. Closed Session**

There was nothing to report from Closed Session.

**Adjournment**

The meeting was adjourned at 5:15 PM.

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Kimberly Ferrarin, Board Clerk

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Date

## ReqPay12d

## Board Report

## Checks Dated 01/04/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-446750	01/04/2017	Michelle Gross	01-4300	Frame for Cert of Recognition		16.19
01-446751	01/04/2017	Augustine Rada	01-4300	Maintenance Supplies		109.90
01-446752	01/04/2017	AG ENT. INC.	01-5800	Plumbing parts and labor		150.00
01-446753	01/04/2017	Bay Alarm Company	01-5630	Burglar Monitoring Fee		108.00
01-446754	01/04/2017	Bitvision,LLC	01-5800	Peace of Mind Back-up		548.00
01-446755	01/04/2017	Cox Communication-Org	01-5910	Telephone/Internet		836.49
01-446756	01/04/2017	Crocker Group Corp dba Crocker Refrig Heat & Ai	01-5640	Maintenance		650.00
01-446757	01/04/2017	Evershade	01-5800	Concrete power washing		2,220.00
01-446758	01/04/2017	Finco Services	01-5860	Clean Couch and Small sectional		720.00
01-446759	01/04/2017	Nasco Modesto-Aristotle Corp	01-4310	Art Supplies		9.46
01-446760	01/04/2017	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17		394.94
01-446761	01/04/2017	SHERWIN-WILLIAMS	01-4300	Paint		434.41
01-446762	01/04/2017	Tri-Valley Trophies	01-4300	Name plate Michelle Gross		40.50
01-446763	01/04/2017	Wells Fargo Vendor Fin Serv	01-5630	Copier Payment		199.80
					Total Number of Checks	14
						<u>6,437.69</u>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	14	6,437.69
Total Number of Checks		14	6,437.69
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>6,437.69</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE  
Page 1 of 1

## ReqPay12d

## Board Report

## Checks Dated 01/11/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-447577	01/11/2017	Augustine Rada	01-4300 Maintenance Supplies		86.40	
01-447578	01/11/2017	A-Ok Weed & Brush	01-5850 Gopher Abatement		360.00	
01-447579	01/11/2017	AG ENT. INC.	01-5800 Plumbing parts and labor		1,539.22	
01-447580	01/11/2017	All Around Landscape Supply	01-4300 Maintenance supplies		205.15	
01-447581	01/11/2017	Blum & Sons Electric Inc	01-5850 Repaired broken Junction box in Parking lot		515.16	
01-447582	01/11/2017	Booksouce	01-4210 Classroom Books		190.07	
01-447583	01/11/2017	Carpinteria Valley Lumber	01-4300 Maintenance Supplies		47.12	
01-447584	01/11/2017	Coastal Copy, Lp	01-4300 Kyocera copier		949.83	
01-447585	01/11/2017	Department Of Justice	01-5850 Fingerprint Apps		64.00	
01-447586	01/11/2017	Harry Hagen Co Tx Collector	01-5530 MONTECITO SANITARY DISTRICT SERVICE CHARGE		8,115.89	
01-447587	01/11/2017	JULIE AVNIT, CONSULTANT	01-5850 PROP 39 PROJECT PLAN		1,190.00	
01-447588	01/11/2017	Marborg Industries	01-5570 Waste Supplies		865.03	
01-447589	01/11/2017	Montecito School of Ballet	01-4310 Costume Rental		25.00	
01-447590	01/11/2017	Montecito Water District	01-5530 Water Bill		616.81	
01-447591	01/11/2017	Mountain Spring Water	01-5860 Drinking Water		98.20	
01-447592	01/11/2017	Nasco Modesto-Aristotle Corp	01-4310 Art Supplies		237.65	
01-447593	01/11/2017	Santa Barbara Steam Cleaning	01-5800 Duct cleaning & Filters		2,188.00	
01-447594	01/11/2017	SBCEO	01-5220 CAASPP INSTITUTE REGISTRATION		300.00	
01-447595	01/11/2017	SISC III	20-9510 Jan 2016 SISC III Health & Dental Benefit Plan		43,940.04	
01-447596	01/11/2017	Smart & Final	63-4301 Dolphin Center Snacks		80.46	
01-447597	01/11/2017	Wells Fargo Vendor Fin Serv	01-5630 Copier Pymts		848.88	
Total Number of Checks					21	<u>62,462.91</u>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	18,442.41
20	Spec Resv Postempl Benefits	1	43,940.04
63	Other Enterprise Fund	1	80.46
Total Number of Checks		21	62,462.91
Less Unpaid Tax Liability		.00	
Net (Check Amount)		<u>62,462.91</u>	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE  
Page 1 of 1

## ReqPay12d

## Board Report

## Checks Dated 01/18/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-448631	01/18/2017	Linda K. Edwards	01-4310	Calipers & Books for Classrooms	307.20	
01-448632	01/18/2017	Amber N. O'neill	01-4310	Art Supplies Paints	282.57	
01-448633	01/18/2017	Lara M. Wooten	01-5891	LA Purisima Field Trip	52.00	
01-448634	01/18/2017	Aqua Flo Supply	01-4300	Maintenance Supplies	6.28	
01-448635	01/18/2017	Cox Communication-Org	01-5910	Telephone/Internet	472.39	
01-448636	01/18/2017	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17	97.76	
01-448637	01/18/2017	Sarah Anindo Marshall	01-5850	Artist in School Residency	4,000.00	
01-448638	01/18/2017	Southern Ca Edison Company	01-5520	Electricity Bill	1,599.52	
01-448639	01/18/2017	Southern Ca Gas Company	01-5510	Gas Bill	16.27	
01-448640	01/18/2017	Timothy Adams	01-5800	School Grounds Repairs	2,627.82	
01-448641	01/18/2017	Visa	01-4300	Visa Payment	29.00	
			01-4400	Visa Payment	405.28	
			01-4700	Visa Payment	216.83	
			01-5840	Visa Payment	15.00	666.11
<b>Total Number of Checks</b>					<b>11</b>	<b>10,127.92</b>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	11	10,127.92
Total Number of Checks		11	10,127.92
Less Unpaid Tax Liability			.00
<b>Net (Check Amount)</b>			<b>10,127.92</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE    ONLINE  
Page 1 of 1

## ReqPay12d

## Board Report

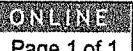
Checks Dated 01/25/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-449602	01/25/2017	Amber N. O'Neill	01-4310	Missed item from last weeks run		73.12
01-449603	01/25/2017	Augustine Rada	01-4300	Maintenance Supplies		20.99
01-449604	01/25/2017	Carpinteria Valley Lumber	01-4300	Maintenance Supplies		31.02
01-449605	01/25/2017	Cox Communication-Org	01-5910	Telephone/Internet 027175101		836.91
01-449606	01/25/2017	Edmentum, Inc.	01-4400	SUBSCRIPTION RENEWAL		1,500.00
01-449607	01/25/2017	Houghton Mifflin Harcourt Pub	01-4310	GATE Testing- COGAT		297.00
01-449608	01/25/2017	IMechanics	01-5800	Replace Trackpad von Laptops		775.26
01-449609	01/25/2017	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17		139.21
01-449610	01/25/2017	SBCEO	01-4300	Reprographic Charges		75.34
01-449611	01/25/2017	Thomson West	01-4300	Subscription Renewal		71.82
01-449612	01/25/2017	UNITED BAT CONTROL	01-9501	BAT REMEDIATION CONTRACT (Paid in Full)		2,316.00
					Total Number of Checks	11
						<u><b>6,136.67</b></u>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	11	6,136.67
		Total Number of Checks	11
			<u><b>6,136.67</b></u>
		Less Unpaid Tax Liability	.00
			<u><b>6,136.67</b></u>
		Net (Check Amount)	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE   
Page 1 of 1

## ReqPay12d

## Board Report

Checks Dated 02/01/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-450723	02/01/2017	Sara Disalvo	01-4310 Music Sheets		37.70	
01-450724	02/01/2017	Lindsay D. Stark	63-4301 Dolphin Center Snacks		9.78	
01-450725	02/01/2017	Mary T. Stark	01-4300 Certified Mail expense		31.44	
01-450726	02/01/2017	Aqua Flo Supply	01-4300 Maintenance Supplies		152.18	
01-450727	02/01/2017	Brainpop.com LLC	01-4400 RENEWAL SUBSCRIPTION, BRAINPOP (SOFTWARE)		2,295.00	
01-450728	02/01/2017	Calif. Teachers Assoc-Cta Dues Membership Service	01-9577 REISSUE NOV CTA PAYMENT		1,313.10	
01-450729	02/01/2017	Empire Chemical Co., Inc. dba Empire Cleaning Supply	01-4300 Maintenance Supplies		214.44	
01-450730	02/01/2017	Fielding Graduate University	01-5800 Tuition		5,000.00	
01-450731	02/01/2017	ITOKO MAENO	01-4310 Teaching Artist		300.00	
01-450732	02/01/2017	Learning A-Z	01-4310 Reading A-Z 1st grd		93.45	
01-450733	02/01/2017	McPherson and Jacobson, LLC	01-5860 Superintendent search services contract		3,750.00	
01-450734	02/01/2017	Office Depot, Inc.	01-4310 SCHOOL SUPPLIES, 2016-17		171.95	
01-450735	02/01/2017	Santa Barbara Locksmiths Inc.	01-4300 8 Keys		23.71	
01-450736	02/01/2017	Wells Fargo Vendor Fin Serv	01-5630 Bridge Unit & Finisher Copier Bridge unit		846.92	
					199.34	1,046.26
			Total Number of Checks		14	<u>14,439.01</u>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	13	14,429.23
63	Other Enterprise Fund	1	9.78
	Total Number of Checks	14	14,439.01
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<u>14,439.01</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE  
Page 1 of 1

## ReqPay12d

## Board Report

Checks Dated 02/08/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-451768	02/08/2017	Michelle Gross	01-4300	Water for Board Meeting	5.19	
01-451769	02/08/2017	Bitvision,LLC	01-5800	Peace of Mind Back up	548.00	
01-451770	02/08/2017	Carpinteria Valley Lumber	01-4300	Maintenance Supplies	130.66	
01-451771	02/08/2017	Department Of Justice	01-5850	Fingerprint Apps	32.00	
01-451772	02/08/2017	Empire Chemical Co., Inc. dba Empire Cleaning Supply	01-4300	Maintenance Supplies	579.84	
01-451773	02/08/2017	JULIE AVNIT, CONSULTANT	01-5850	PROP 39 PROJECT PLAN	1,120.00	
01-451774	02/08/2017	Lakeshore Learning Materials	01-4310	1 Classroom Magnetic Letters Kit JJ518	105.76	
01-451775	02/08/2017	Montecito Water District	01-5530	Water Bill	484.79	
01-451776	02/08/2017	Mountain Spring Water	01-5860	Drinking Water	141.45	
01-451777	02/08/2017	Nasco Modesto-Aristotle Corp	01-4310	Art Supplies	200.51	
01-451778	02/08/2017	Timothy Adams	01-5800	Replace and Remove Rear Door	1,326.56	
Total Number of Checks					<b>11</b>	<b>4,674.76</b>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	11	4,674.76
Total Number of Checks		11	4,674.76
Less Unpaid Tax Liability			<b>.00</b>
Net (Check Amount)			<b>4,674.76</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE  
Page 1 of 1

Pay01a

Payroll Summary by Org

Pay Date 01/31/2017

EARNINGS by Earnings Code		Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses
No Gross Pay			1,246.92	Federal Withholding	21,893.68		21,893.68	183,378.21
Regular	209,223.72			State Withholding	6,691.29		6,691.29	183,378.21
				Social Security	3,487.32	3,487.32	6,974.64	56,246.73
				Medicare	2,936.41	2,936.41	5,872.82	202,513.72
				SUI	101.29		101.29	202,513.72
				Workers' Comp	2,784.56		2,784.56	202,513.72
<b>TOTAL</b>	<b>209,223.72</b>		<b>1,246.92</b>	<b>SUBTOTAL</b>	<b>35,008.70</b>	<b>9,309.58</b>	<b>44,318.28</b>	

EARNINGS by Group		Income	Adjustments	REDUCTIONS	Employee	Employer	Total	Subject Grosses
Base Pay	210,367.84			PERS	2,161.05	4,235.76	6,396.81	30,872.00
Miscellaneous	4,079.93		1,246.92	PERS / 62	1,012.68	2,344.02	3,356.70	16,878.00
Overtime	665.81			STRS / 60	14,538.92	17,843.85	32,382.77	141,843.08
Stipends	2,270.00			STRS / 62	572.86	782.90	1,355.76	6,223.36
				TSAs	850.00		850.00	
				Benefits	6,710.00	1,529.65	8,239.65	
				Retirement	82.69		82.69	
<b>TOTAL</b>	<b>209,223.72</b>		<b>1,246.92</b>	<b>SUBTOTAL</b>	<b>25,928.20</b>	<b>26,736.18</b>	<b>52,664.38</b>	

EARNINGS		Person Type	Female Employees	DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Certificated	21	152,111.91	18	Benefits		35,505.65	35,505.65	
Classified	25	57,111.81	17	Misc	1,378.13	187.83	1,565.96	15.05
				Summer Savings	13,827.46		13,827.46	82,964.63
<b>TOTAL</b>	<b>46</b>	<b>209,223.72</b>	<b>35</b>	<b>SUBTOTAL</b>	<b>15,205.59</b>	<b>35,693.48</b>	<b>50,899.07</b>	
				<b>TOTALS</b>	<b>76,142.49</b>	<b>71,739.24</b>	<b>147,881.73</b>	

Vendor Summary for Pay Date 01/31/2017

Vendor Checks	2,985.96	5
Vendor Liabilities	144,895.77	22
	<b>147,881.73</b>	<b>27</b>

Cancel/Reissue for Process Date 01/31/2017

Reissued  
Cancel Checks  
Void ACH

BALANCING DATA

Gross Earnings	209,223.72	133,081.23 Net Pay
District Liability	71,739.24	76,142.49 Deductions
	<b>280,962.96</b>	<b>71,739.24 Contributions</b>
		<b>280,962.96</b>

NET

Direct Deposits	115,738.45	32
Checks	17,342.78	14
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
<b>TOTAL</b>	<b>133,081.23</b>	<b>46</b>



1/30/17

Selection Grouped by Org, Filtered by (Org = 6, Starting Pay Date = 1/31/2017, Ending Pay Date = 1/31/2017)

ESCAPE ONLINE

Page 1 of 1

Cold Spring Elementary School District  
2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

**Application and Agreement for Community Use of School Facilities and Grounds**

**Event or Activity Information**

**Single Event:**

Date requested: May 13, 2017

Exact Hours of Use: 5 - 10pm

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

OR

**Recurring Event:**

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- Fall Qtr (Sept-Dec) Deadline: July 31
- Winter Qtr (Jan-Mar) Deadline: December 1
- Spring Qtr (April-Mid June) Deadline: March 2
- Summer Qtr (Mid June-Aug) Deadline: June 4

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Days of Week: \_\_\_\_\_ Exact Time of Day: \_\_\_\_\_

What Facility do you need? (Check all that apply)

- Auditorium
- Classroom
- Playground
- Basketball Court
- Kitchen
- Library
- Field
- Baseball Field
- Parking Lot
- Bathrooms

**Applicant Information**

Group Name: Oberholtzer/cogburn Contact Name: Amy Oberholtzer  
Address: 2320 Sycamore Canyon City & Zip: SB 93108  
Phone: 805-451-7113 Email: Amyomg1@gmail.com  
Number of Participants: 50 Purpose: Wedding Reception

Is the activity open to the general public?  Yes  No

Is Applicant a non-profit organization?  Yes  No

Does your organization plan to charge an admission fee, collection of solicitation of funds?  Yes  No

I hereby certify that I have reviewed the *Use of School Facilities or Grounds Rules and Regulations* and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature: [Signature]

Print: \_\_\_\_\_

Date of Application: \_\_\_\_\_

This Application is not a valid permit until signed below.

**District Use Only**

Administrator Approval: [Signature]

Date: 2/6/17

Fee Determination:  Direct-Cost  Fair Rental

Total Due: \$ 120

Certificate of Insurance:  Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

## Cold Spring Elementary School District

2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

### Application and Agreement for Community Use of School Facilities and Grounds

#### Event or Activity Information

##### Single Event:

Date requested: Feb 8 wed

Exact Hours of Use: 6-730 pm

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

##### Recurring Event:

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- Fall Quarter (Sept-Dec) Deadline: Aug. 17
- Winter Quarter (Jan-Mar) Deadline: Dec. 1
- Spring Quarter (April-Mid June) Deadline: Mar. 2
- Summer Quarter (Mid June -Aug) Deadline: June 4

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Days of Week: \_\_\_\_\_ Exact Time of Day: \_\_\_\_\_

#### What Facility do you need? (Check all that apply)

- Auditorium
- Classroom
- Playground
- Basketball Court
- Kitchen
- Library
- Field
- Baseball Field
- Parking Lot
- Bathrooms

#### Applicant Information

Group Name: Book Fair CSS Contact Name: Renee Detlor

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: 310-740-2440 Email: reneestahl@gmail.com

Number of Participants: 30-50 Purpose: book fair family night

Is the activity open to the general public?  Yes  No

Is Applicant a non-profit organization?  Yes  No

Does your organization plan to charge an admission fee, collection of solicitation of funds?  Yes  No

I hereby certify that I have reviewed the *Use of School Facilities or Grounds Rules and Regulations* and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature: Renee Detlor Print: Renee Detlor

Date of Application: 1-30-17

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Price Date: 2/1/17

Fee Determination:  Direct-Cost  Fair Rental  
Certificate of Insurance:  Verified & Attached Total Due: \$ 0

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

**Cold Spring Elementary School District**  
2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

## Application and Agreement for Community Use of School Facilities and Grounds

### Event or Activity Information

**Single Event:**

Date requested: \_\_\_\_\_

Exact Hours of Use: \_\_\_\_\_

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

OR

**Recurring Event:**

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- Fall Quarter (Sept-Dec) Deadline: Aug 17
- Winter Quarter (Jan-Mar) Deadline: Dec. 1
- Spring Quarter (April-Mid June) Deadline: Mar. 2
- Summer Quarter (Mid June -Aug) Deadline: June 4

Start Date: 2/1/17 End Date: 5/3/17  
 Days of Week: / Exact Time of Day: 4-5pm  
Wednesday, only

**What Facility do you need? (Check all that apply)**

- Auditorium
- Classroom
- Playground
- Basketball Court
- Kitchen
- Library
- Field #3
- Baseball Field
- Parking Lot
- Bathrooms

### Applicant Information

Group Name: AFNL (Flag football) 3rd grades Contact Name: Joe Kieatsay

Address: 675 Oak St City & Zip: Santa Barbara 93108

Phone: 805-455-0175 Email: JKNDAFSC@gmail.com

Number of Participants: 12 Purpose: Sport practice / Flag Football

Is the activity open to the general public?  Yes  No

Is Applicant a non-profit organization?  Yes  No

Does your organization plan to charge an admission fee, collection of solicitation of funds?  Yes  No

I hereby certify that I have reviewed the *Use of School Facilities or Grounds Rules and Regulations* and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature: Joe Kieatsay

Print: Joe Kieatsay

Date of Application: 1/27/17

This Application is not a valid permit until signed below.

### District Use Only

Administrator Approval: Dirin

Date: 2-3-17

Fee Determination:

Direct-Cost

Fair Rental

Certificate of Insurance:

Verified & Attached

Total Due: \$ 0

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

# Cold Spring Elementary School District

2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

## Application and Agreement for Community Use of School Facilities and Grounds

### Event or Activity Information

#### Single Event:

Date requested: \_\_\_\_\_

Exact Hours of Use: \_\_\_\_\_

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

OR

#### Recurring Event:

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- Fall Qtr (Sept-Dec) Deadline: July 31
- Winter Qtr (Jan-Mar) Deadline: December 1
- Spring Qtr (April-Mid June) Deadline: March 2
- Summer Qtr (Mid June-Aug) Deadline: June 4

Start Date: Feb 1, 2017 End Date: April 26, 2017

Days of Week: Weds Exact Time of Day: 4:5pm

4:30 - 5:30 pm

What Facility do you need? (Check all that apply)

- Auditorium
- Classroom
- Playground
- Basketball Court
- Kitchen
- Library
- Field #2
- Baseball Field
- Parking Lot
- Bathrooms

### Applicant Information

Group Name: FNL Santa Barbara Contact Name: Eric Greenspan

Address: 856 Chelham Way City & Zip: Montecito 93108

Phone: 805-252-7779 Email: ericgreenspan@gmail.com

Number of Participants: 9 Purpose: 1st Grade Flag Football

Is the activity open to the general public?  Yes  No

Is Applicant a non-profit organization?  Yes  No

Does your organization plan to charge an admission fee, collection of solicitation of funds?  Yes  No

I hereby certify that I have reviewed the *Use of School Facilities or Grounds Rules and Regulations* and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature:  Print: Eric Greenspan

Date of Application: January 30, 2017

This Application is not a valid permit until signed below.

### District Use Only

Administrator Approval: 

Date: 2.3.17

Fee Determination:  Direct-Cost  Fair Rental

Total Due: \$ 0

Certificate of Insurance:  Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

**SUPERINTENDENT REPORT  
AGENDA ITEM 9.C.**

**DATE:** **FEBRUARY 13, 2017**  
**TO:** **BOARD OF TRUSTEES**  
**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE:** **PERSONNEL ITEMS - EMPLOYMENT**

---

The following personnel items are submitted to the Board for approval.

**Employees**

**Certificated  
Assignments**

Name	Current Position	Effective Date
Kelly Patterson	long term substitute	TBD

**Leave Requests**

Name	Position	Effective Date
Lara Wooten	50% fourth grade teacher	August 16, 2017
Kelly Orwig	50% fourth grade teacher	August 16, 2017

**Retirements**

Classified

Name	Current Position	Effective Date
Mary T. Stark	CBO	March 1, 2017

## 2016-17 Projected Enrollment and Staffing

Teacher	K	1st	2nd	3rd	4th	5th	6th	Total
Ishikawa	16							
Gonzales	17						33	
Carey		14					28	
Callahan		14						
Thorpe			19				19	
Neely/Perkins				23			23	
Orwig/Wooten					26		26	
Edwards						23	23	
Pierce						25	25	
								177
TOTALS	33	28	20	23	26	23	25	177
without SDC	32	27	20	22	26	23	23	172
K,1,2,3	103	by	7	is	14.7	average class size		
4,5,6	74	by	3	is	24.6	average class size		
K-6 average	177	by	10	is	17.7			

## Projected 2017-18 Enrollment and Staffing

Teacher	K	1st	2nd	3rd	4th	5th	6th	Total
	20							20
		16						32
		16						
			13					27
			14					
				19				19
					23			23
						26		26
							22	22
								169
TOTALS	20	32	27	19	23	26	22	169
without SDC	20	31	26	19	22	26	22	166
K,1,2,3	98	by	6	is	16.3	average class size		
4,5,6	71	by	3	is	23.6	average class size		
K-6 average	169	by	9	is	18.7			

**SUPERINTENDENT REPORT  
AGENDA ITEM 10.B.**

**DATE:** **FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **UPDATE ON WILLIAMS COMPLAINT**

---

**SUMMARY:**

The Committee of Concerned Parents at Cold Spring School has filed a Williams Complaint. A Williams Complaint may address three areas: sufficiency of textbooks and instructional materials; safety and cleanliness of school facilities, and teacher assignments that are properly credentialed. The Williams Complaint filed against Cold Spring cited insufficient science materials for students. Also included was the lack of Williams Act posters in each of the classrooms. There were other citations listed in the complaint that were not a valid subject for a Williams Act Complaint.

It is the District's responsibility to respond to the Complaint within an established timeframe. The Williams Act poster were put in classrooms on February 1, and posted to our website. The Complaint was shared with the Cold Spring community on February 8, 2017, and the District is currently working with counsel to respond to the Complaint within the required timeframe.

Dear Members of the Cold Spring School Board:

I represent the Committee of Concerned Parents at Cold Spring Elementary School. The Committee consists of fourteen families. Eight of the fourteen families opted to remain anonymous at this time due to relationships they have with staff/board members or their business status in the community.

Committee Members:

Anonymous Family 1 - 1 student

Anonymous Family 2 - 1 student

Anonymous Family 3 - 2 students

Anonymous Family 4 - 2 students

Anonymous Family 5 - 1 student

Anonymous Family 6 - 2 students

Anonymous Family 7 - 1 student

Anonymous Family 8 - 1 student

Aurell

Krautman

Pena

Rowan

Stokes

The Committee has submitted the attached Williams Complaint to Principal/Superintendent Price, pursuant to California Education Code § 35186 and 5 Cal. Code Regs. §§ 4680-4685.

Because of the need for urgent and prompt action to rectify these issues, however, the Committee wanted to ensure that you received the Williams Complaint as soon as possible. As noted in my introductory letter to Dr. Price, a valid

complaint must be remedied within no later than 30 days from the date the complaint is received. Please ensure that a report to the Committee, to my attention, regarding the resolution of the complaint is made within 45 working days, as required by law.

Additionally, some members of the Committee have additional concerns that are closely related to the Williams Complaint. Because these concerns are properly brought to the attention of the Board, we are submitting this "Additional Concerns" document separately to you.

Thank you for your prompt attention to this matter.

Sincerely,

Ivan Perkins

**Law Office of Ivan Perkins**

1912 Broadway, Suite 105  
Santa Monica, California 90404  
[ivan@ivanperkinslaw.com](mailto:ivan@ivanperkinslaw.com)  
(310) 403-8528

**Law Office of Ivan Perkins**

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January 29, 2017

Principal/Superintendent Tricia T. Price, Ed.D.  
Cold Spring Elementary School  
2243 Sycamore Canyon Road  
Montecito, California 93108

Dear Dr. Price:

I represent the Committee of Concerned Parents at Cold Spring Elementary School. The Committee is submitting to you the attached Williams Complaint Form, along with the included Explanation and Bases for Williams Complaint, pursuant to California Education Code § 35186 and 5 Cal. Code Regs. §§ 4680-4685.

Under the applicable laws and regulations, you are required to forward any complaint concerning issues beyond your authority to resolve—and this Complaint does include such issues—to the appropriate school district official(s) for resolution in a timely manner, not to exceed 10 working days. 5 Cal. Code Regs. § 4680. The Committee respectfully requests that you immediately forward this Complaint (i.e., the Williams Complaint Form and the included Explanation and Bases for Williams Complaint) to the Cold Spring School Board.

You are also required to make all reasonable efforts to investigate any problem within your authority. The laws and regulations require that you remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint is received. You are also required to report to the complainant—i.e., the Committee—regarding the resolution of the complaint within 45 working days of receiving the complaint. 5 Cal. Code Regs. § 4685.

Thank you for your prompt attention to this matter.

Sincerely,



Ivan Perkins  
Law Office of Ivan Perkins

Enclosures

## Williams Complaint Form

*Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.*

Response requested:  Yes  No

Name (Optional): Committee of Concerned Parents at Cold Spring School consisting of 14 Families

Mailing Address (Optional): Send Attn: Committee of Concerned Parents at Cold Spring School to ivan@ivanperkinslaw.com

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem:

Academic Year 2016-17

Location of problem (school name, address, and room number or location):

Cold Spring School 2243 Sycamore Canyon Rd. Montecito CA 93108

Course or Grade Level and Teacher Name:

Science and Possibly Others

Describe specific nature of the complaint in detail. You may include as much text as necessary:

See attached

*A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.*

### Explanation and Bases for Williams Complaint

Pursuant to the Williams Complaint Form submitted herewith, the Committee of Concerned Parents at Cold Spring School believes that the science curricula currently in use at Cold Spring School, at each grade level, are not in alignment with the “Next Generation Science Standards” or NGSS, as required by California law, that they lack adequate assessments, and/or that they are not age-appropriate.

In addition, the process for selecting the science curricula was out of compliance with California law on numerous bases. There was no involvement by parents or other members of the community in the selection of instructional materials, and there has never been a “representative committee” charged with recommending instructional materials for district adoption, as required. These procedural defects also apply to other instructional materials at Cold Spring School in the core subjects of math, English/language arts, and social studies.

The science curricula are not available in accessible formats, such as Braille and large print books, as required. In addition, the Cold Spring School District has not ensured that the current science curricula comply with state laws and regulations for social content, i.e., regarding stereotyping and other issues. This review must be performed with respect to all instructional materials, at the state or local level. Such review has never taken place.

Cold Spring School is also out of compliance with California law as the “Williams Complaint Classroom Notice” is not posted in any of its classrooms or on the District website.

Moreover, Cold Spring School is out of compliance with the rules surrounding its “Local Control and Accountability Plan,” as the current plan as written is inconsistent with actual district goals.

Finally, Cold Spring School is out of compliance with California law as it has not made clear, to all staff, that retaliation against anyone who has participated in a complaint process, or against anyone who has acted to uncover or report alleged wrongdoing, is unacceptable.

#### Brief legal background and analysis:

The governing board of every school district in California is required to enforce the use of textbooks and other instructional materials that have been “prescribed and adopted by the proper authority.” Educ. Code § 51050. Instructional materials must be **“aligned with the academic content standards”** adopted pursuant to Section 60605 or 60605.8.” Educ. Code § 60210(a) (emphasis added).

Education Code § 60605 provides that the State Board of Education (SBE) must adopt “academically rigorous content standards” in science. The SBE website shows that the SBE has adopted, as of 2013, the “Next Generation Science Standards” (NGSS) for California public schools. See: <http://www.cde.ca.gov/pd/ca/sc/ngssstandards.asp>.

The NGSS are “content standards,” such that school boards are required to ensure that any science curriculum is in “alignment” with them, pursuant to Education Code Sections 60210(a) and

60119(a)(1)(A). The current science curricula being taught at Cold Spring are not in compliance with the NGSS and the Education Code.

The SBE published a Policy, No. 01-05 (January 2015), "Guidelines for Piloting Textbooks and Instructional Materials" (i.e., the "SBE Policy"). The SBE Policy states that, under Education Code section 60002, each school board "shall provide for substantial involvement in the selection of instructional materials and shall promote the involvement of parents and other members of the community in the selection of instructional materials." This requirement has not been met with respect to the selection or creation of the science curriculum or any other recently-adopted instructional materials at Cold Spring School.

The SBE Policy states that it is "critical" to establish a "representative committee charged with recommending instructional materials for district adoption." "The committee should involve representatives of all populations in the district including, parents, administrators, teachers at all grade levels, English learner programs, and programs to support students with special needs." The committee is then required to take certain very specific steps. SBE Policy, at pages 2-3. The Education Code provides that if a local school board chooses to use instructional materials that have NOT been adopted by the SBE, it must ensure that "a majority of the participants of any review process" are "classroom teachers who are assigned to the subject area or grade level of the materials." Educ. Code § 60210(c). This requirement has not been met with respect to the selection or creation of the science curriculum at Cold Spring.

The SBE Policy states that any school district "utilizing non-adopted materials will need to obtain digital files and have them converted to accessible formats, such as braille and large print books." SBE Policy, at page 3. Because the science curricula does not have such accessible formats available, it is out of compliance on this basis as well.

The SBE Policy states that a school district must "[e]nsure that instructional materials comply with the state laws and regulations for social content" [i.e., no stereotyping, etc.], under Education Code Sections 60040-60045. A school board must "ensure that the review for social content" is performed "at the state or local level." SBE Policy, at page 3. No such review has taken place, such that the district is out of compliance on this basis as well.

Next steps:

Pursuant to California laws and regulations, Cold Spring School and/or the School Board must address this Complaint within 30 days. In order to adequately address this Complaint, the School Board must:

- Immediately post the Williams complaint procedures in every classroom, as legally required. Parents believe that all staff and the public should be notified of this Complaint, and that it should be posted on the school district website and emailed to the parent listserv.
- Establish a representative committee charged with recommending instructional materials in science for district adoption. This committee must involve representatives of all populations in the district, including parents, administrators, classroom teachers, English learner programs, and

programs to support students with special needs. The curriculum review process should be thoroughly planned, conducted publicly, and well-documented.

- Request that each classroom teacher turn over, by February 5, all science instructional materials, including those used during the fall quarter, those that are currently being used, and those that are planned for use through the remainder of the school year. These materials must include all reference materials used in their development, all assessments, all metrics used to measure success, all handouts and reading materials, as well as the standards that were covered in the lessons. This is to enable the curriculum review committee to objectively review and compare the current curricula with other options.
- Ensure that the science curricula in use at Cold Spring School are in alignment with the “Next Generation Science Standards” or NGSS, as required by California law, within two months of this complaint. Cal. Educ. Code § 60119(a)(2)(A).
- Charge the representative committee above with reviewing all instructional materials adopted in the past year in the remaining core subjects of English/language arts, mathematics, and history/social studies.
- Develop a “Local Control and Accountability Plan” (LCAP), in compliance with California law, that reflects actual district goals. Under the law, the Superintendent must notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The School Board must hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures to be included in the LCAP. The LCAP must document input from parents/guardians, including but not limited to an LCAP-specific survey. In the planned LCAP survey, include the following question: “Were you ever invited to give input to the development of the 2016-17 LCAP goals?” Send the survey to the staff as well as the parents.
- Immediately inform all staff in writing that any retaliation against any complainant or other participant in the complaint process, or anyone who has otherwise acted to uncover or report alleged wrongdoing in the district, is in violation of California law and is unacceptable.
- Because the current Superintendent/Principal directed the Board to violate the above provisions of the California Education Code, and ignored and discounted prior written concerns, we urge the Board not to include her in the process of rectifying these important issues.

Additional concerns related to the Williams Complaint:

Various members of the Committee of Concerned Parents at Cold Spring School have the following concerns closely related to the Williams Complaint. The members would like the Cold Spring School Board to publically and promptly acknowledge and address these concerns.

**Fiscal Responsibility:** There is no evidence in the board meeting packets or minutes that the board members reviewed the cost of different science curriculum options. Members of the Committee of Concerned Parents at Cold Spring feel strongly that the CSS School Board should make fiscally responsible decisions. For example, the current science program/curriculum development costs the district \$130,000 per year. The cost to the district of FOSS, a highly-regarded curriculum used throughout the state, would have been \$24,000 for 3-4 years or \$8,000 per year, for a savings of \$122,000 annually.

**Ethical Issues:** Members of the Committee of Concerned Parents expect the CSS School Board to address ethical issues that impact the district and school community. To date there has been no public acknowledgment that the Teacher on Special Assignment (Science TOSA) in charge of the Science/STEAM program is using her employment to gain her PhD. There is only one mention of this in the board packet and minutes of the April 2016 meeting. Moreover, the CSS School Board continues to seek direction from the Science TOSA without acknowledging that because she is gaining personally from her position, she has a clear conflict of interest.

**Board Policies/Procedures:** Members of the Committee of Concerned Parents have reviewed the board agenda/minutes and are unable to find public record of a discussion of the STEAM program as it currently exists at Cold Spring School. There was no discussion of 60 minutes of student learning time being diverted to a new program. Members of the Committee of Concerned Parents feel strongly that such decisions should be made publically, and should include parent input related to competing priorities, including but not limited to improving math performance and Spanish.

**District Hiring Policies/Procedures:** Members of the Committee of Concerned Parents want more information about hiring practices and selection criteria of teachers. In the summer of 2016, a .5 FTE teacher was hired without a competitive process. The .5 FTE position was never publically posted. The teacher, who had previously been a long-term substitute and not an official employee of the district, was hired without having to undergo a competitive process for the .5FTE position, and the position was approved by the Board only after the teacher was selected for the job.

**SUPERINTENDENT'S REPORT  
AGENDA ITEM 10.C.**

**DATE:** **FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **PRESENTATION ON AUTOMATED ACCOUNTING SYSTEM –  
SAY STARK**

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Say Stark, Dolphin Center Director, will share with the Board an automated accounting system that is being considered for Dolphin Center use.

# Next Generation Science Standards (NGSS)

The National Research Council's (NRC) *Framework* describes a vision of what it means to be proficient in science; it rests on a view of science as both a body of knowledge and an evidence-based, model and theory building enterprise that continually extends, refines, and revises knowledge. It presents three dimensions that will be combined to form each standard:

## Dimension 1: Practices

The practices describe behaviors that scientists engage in as they investigate and build models and theories about the natural world and the key set of engineering practices that engineers use as they design and build models and systems. The NRC uses the term practices instead of a term like “skills” to emphasize that engaging in scientific investigation requires not only skill but also knowledge that is specific to each practice. Part of the NRC’s intent is to better explain and extend what is meant by “inquiry” in science and the range of cognitive, social, and physical practices that it requires.

Although engineering design is similar to scientific inquiry, there are significant differences. For example, scientific inquiry involves the formulation of a question that can be answered through investigation, while engineering design involves the formulation of a problem that can be solved through design. Strengthening the engineering aspects of the Next Generation Science Standards will clarify for students the relevance of science, technology, engineering and mathematics (the four STEM fields) to everyday life.

## Dimension 2: Crosscutting Concepts

Crosscutting concepts have application across all domains of science. As such, they are a way of linking the different domains of science. They include: Patterns, similarity, and diversity; Cause and effect; Scale, proportion and quantity; Systems and system models; Energy and matter; Structure and function; Stability and change. The Framework emphasizes that these concepts need to be made explicit for students because they provide an organizational schema for interrelating knowledge from various science fields into a coherent and scientifically-based view of the world.

## Dimension 3: Disciplinary Core Ideas

Disciplinary core ideas have the power to focus K–12 science curriculum, instruction and assessments on the most important aspects of science. To be considered core, the ideas should meet at least two of the following criteria and ideally all four:

- Have **broad importance** across multiple sciences or engineering disciplines or be a **key organizing concept** of a single discipline;
- Provide a **key tool** for understanding or investigating more complex ideas and solving problems;

- Relate to the **interests and life experiences of students** or be connected to **societal or personal concerns** that require scientific or technological knowledge;
- Be **teachable** and **learnable** over multiple grades at increasing levels of depth and sophistication.

Disciplinary ideas are grouped in four domains: the [physical sciences](#) ; the [life sciences](#) ; the [earth and space sciences](#) ; and [engineering, technology and applications of science](#) .

In the Spring of 2015, the Cold Spring School Board approved a Teacher on Special Assignment (TOSA) position to focus on the NGSS. The position approved was .5FTE, and this TOSA began over the summer of 2015 to “unpack” the NGSS, research instructional materials and best practices, and work with teachers to create an instructional timeline, provide professional development, and build units.

In the fall of 2015, the NGSS TOSA continued to work with individual teachers and grade level teams as a coach and a resource for science lessons and materials. Steps were taken to learn more about the BaySci support network in the Bay area, and how we could become part of that science network.

Beginning in the 2016-17 school year, the Board approved a full time TOSA to develop a Science, Technology, Engineering, Arts, and Mathematics (STEAM) program. A classroom was converted into a STEAM room, and the TOSA worked with every classroom teacher to integrate the NGSS with engineering, math, technology and the arts. A partnership was established with BaySci, and a team comprised of the Superintendent/Principal, teachers, and a Board member attended the first BaySci workshop which included all area district participants. Plans for the year include a STEAM Showcase evening for parents.

#### **Action Plan:**

Spring, 2015 – TOSA position approved for a teacher to focus on the NGSS

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August, 2015– NGSS TOSA receives survey feedback from teachers indicating where they are currently in their science instruction and how the TOSA could best support their transition to the NGSS.

2015 – ongoing – Teachers are released individually or in teams to work with TOSA to plan lessons and / or create NGSS units.

2015 – ongoing - TOSA collaborates with other county science TOSAS to provide professional development and research instructional materials.

Fall, 2015 - School Board discusses the option of including a STEAM classroom with the new construction

Spring 2016 - Cold Spring School joins Deeper Learning partnership with five other local elementary schools to bring Deeper Learning teaching strategies to Cold Spring Elementary School.

May, 2016 – The Board approves a 2016-17 budget that includes a full-time NGSS TOSA. The district decided to implement a professional development model that utilized a STEAM teacher to deliver NGSS coaching for teachers and NGSS delivery for students.

Summer, 2016 – A classroom is converted into a STEAM room

August 2016 - the district sends the NGSS TOSA and BaySci partner teacher to a three day Buck Institute training at Peabody Elementary School for professional development in Project Based Learning

August, 2016 – the NGSS TOSA meets with all students weekly, having developed lessons that focus on the NGSS and integrate these standards with math, the arts, technology, and engineering. Teachers go to the STEAM room with their class and are supported in their own implementation of NGSS in the classroom.

September-June 2016-17 - The NGSS TOSA meets regularly with classroom teachers to develop comprehensive science units to be delivered within the regular classroom setting. Using the Next Generation Science Standards and the resources provided by the National Science Teachers Association, staff and TOSA build standards-aligned units for classroom instruction.

September - June 2016-2017 - NGSS TOSA and teachers determine a framing STEAM project for the students to integrate their Math, Technology, Science, Language Arts, and Engineering standards. Together, they build a project that compliments and employs the learning taking place in other subject areas, and strive for authentic, community connections in this process.

September - June 2016-2017 - Cold Spring School begins Science Mentor Partnership with Westmont College. Biology and Chemistry students from Westmont join STEAM classes to support science instruction and build community relationships through science.

October 2016 - NGSS TOSA and BaySci Partner Teacher attend California Science Teacher Conference in Palm Springs, view upcoming curriculum, and generate publisher contacts.

January-February 2017 - NGSS curriculum publishers present programs (at various stages of development) to CSS staff for review.

February 2017 - Staff has option to pilot test materials as they become available, and continue to implement NGSS standards through these and other supplemental materials.

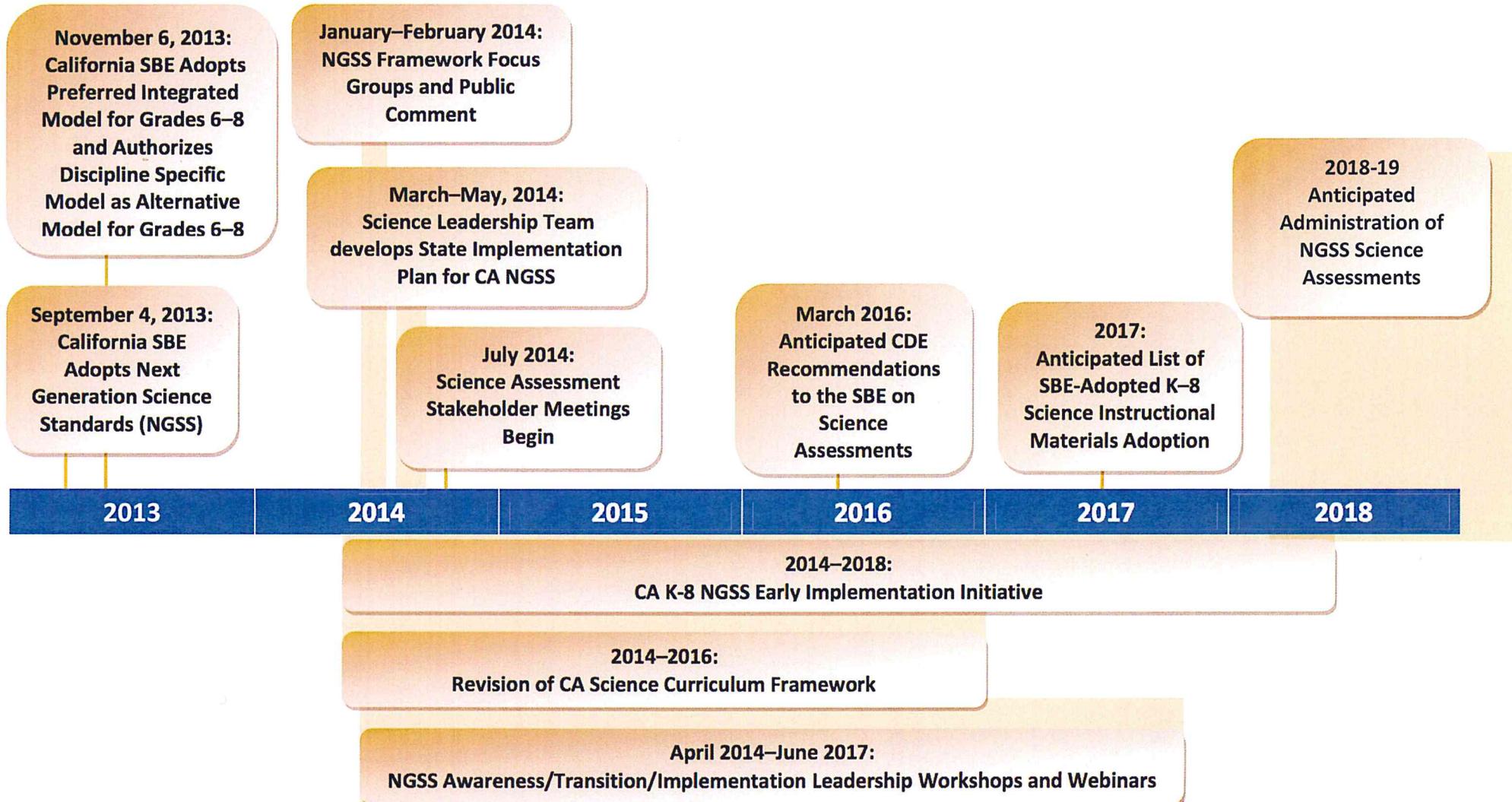
A Full Time TOSA provides the following services...

- Maintain and grow a STEAM program, in which kids develop and design solutions to problems or community needs through integration of subject areas.
- Maintain and grow Cold Spring's Science Mentorship program through Westmont College.
- Meet regularly with classroom teachers to build, develop and implement new NGSS aligned lessons and assessments.
- Meet regularly with classroom teachers to build capacity for understanding instructional strategies and pedagogical shifts of the NGSS.
- Coach and respond to teachers' needs as they relate to science and engineering
- Build community partnerships with other science-rich institutions in Santa Barbara, including institutions of higher education, local businesses, and technology companies.
- Work with the district and community to develop a science and engineering vision, including future growth opportunities for robotics and coding programs.
- Research and review NGSS aligned instructional materials as they become available to classroom teachers

## CA Next Generation Science Standards Systems Implementation Timeline and Key Events

For events that occurred prior to September 2013, please refer to the Timeline available on the CDE Web site at <http://www.cde.ca.gov/pd/ca/sc/ngssTimeline.asp>. For an accessible version of the timeline below, please refer to the Accessible Alternative Version on the CDE Web site at <http://www.cde.ca.gov/pd/ca/sc/ngssimptimeline.asp>.

The implementation timeline does not specify the beginning or ending points of time for the different implementation phases because they vary depending on the event or may be contingent on the conclusion of a related event.



**SUPERINTENDENT'S REPORT  
AGENDA ITEM 10.E.**

**DATE:** **FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **UPDATE ON NEGOTIATIONS**

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The Cold Spring Education Association (CSEA) has asked that I share with the Board that CSEA has closed contract negotiations for the 2016-17 school year. Intent for next year will be submitted in March.

**BUSINESS AND FINANCE**  
**Agenda Item 11.A.**

**DATE:** February 13, 2017

**TO:** Board of Trustees

**FROM:** Mary T. Stark  
Chief Business Official

**RE:** Review and Discussion of Assumptions to Use in the Beginning Stages of the Development of the 2017-18 District Budget

On the FY 2017-18 Budget Adoption Calendar, adopted on the January 9, 2017 Board agenda, the February 13<sup>th</sup> item listed was an “Analysis of State Budget and a draft of the District’s general budget assumptions are presented to the Board”.

Attached is a copy of the SSC prepared Pocket Budget with highlights of the FY 2017-18 Governor’s January Budget Proposal.

At the February 7 Board study session of the budgets for all funds basic assumptions developed for General Fund revenues and expenditures for the FY 2017-18 year within the multi-year projection were discussed and direction provided by the Board.

The Board asked to have staffing projections provided by Dr. Price and planned to send budget items they would like to have projected for consideration in the development of the preliminary FY 2017-18 budget. Projections for items received will be provided at the meeting.

The next step added at the February 7 session is another Board study session on February 23<sup>rd</sup> followed by a discussion with staff at their March 8<sup>th</sup> meeting regarding the projected items.

A further review of assumptions within the preliminary budget will be agendized for the Board’s regular March 13<sup>th</sup> Regular meeting. Preliminary notices for possible reduction of certificated staff, if necessary, will also be provided for approval and distribution prior to the March 15th legal notice deadline.

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**FOR INFORMATION AND CONTINUED DIRECTION.**

## The 2017-18 State Budget Proposal

The Governor's 2017-18 proposed State Budget reflects the slowdown of California's fiscal recovery. Over the past four years, public education in California has enjoyed unprecedented growth in funding largely due to restoration of past reductions, growth in the economy, and passage of Proposition 30 in November of 2012. Within the first 30 seconds of his press conference on the 2017-18 State Budget, Governor Jerry Brown dashed hopes for any continuation of that trend.

### Proposition 98

For the current year, the Governor's Budget acknowledges that revenues are lower than projected in the adopted 2016-17 Budget Act, resulting in the lowering of the current year minimum guarantee. For the current year, the Proposition 98 guarantee is now estimated at \$71.4 billion, down \$506 million from the enacted level. This decrease is based on lower than expected General Fund tax revenues on which the guarantee is funded, which have declined by \$5.8 billion over the three-year budget period.

For 2017-18, the Governor's Budget proposes a Proposition 98 guarantee of \$73.5 billion, a decrease of \$953 million, relative to the 2016-17 Budget Act. The guarantee is based on Test 3, the change in per capita General Fund revenues, plus 0.5%, and the change in K-12 average daily attendance (ADA), which is expected to decline in the budget year. The Governor's Budget notes that an additional \$264 million in Maintenance Factor will be created—due to it being a Test 3 year—totaling just more than \$1.6 billion at the end of 2017-18.

### Local Control Funding Formula

The Governor's 2017-18 proposed Budget continues implementation of the Local Control Funding Formula (LCFF) with an infusion of \$744 million, the amount needed to fund the statutory cost-of-living adjustment (COLA). The LCFF provides funding to transition all local educational agencies (LEAs) toward target funding levels, and provides supplemental

increase or improve services for students who are not English language proficient, who are from low-income families, or who are in foster care.

### LCFF Target Entitlements for School Districts and Charter Schools

The target base grants by grade span for 2017-18 are increased over 2016-17 by 1.48% to reflect the estimated statutory COLA:

Grade Span	2016-17 Target Base Grant per ADA	1.48% COLA	2017-18 Target Base Grant per ADA
TK-3	\$7,083	\$105	\$7,188
4-6	\$7,189	\$106	\$7,295
7-8	\$7,403	\$110	\$7,513
9-12	\$8,578	\$127	\$8,705

In addition, the 2017-18 Transitional Kindergarten (TK)-3 grant increase for the class-size reduction (CSR) grade span adjustment (GSA) is \$748 per ADA, and the grade 9-12 base grant per ADA is increased by \$226 in recognition of the need for Career Technical Education (CTE) courses provided to students in the secondary grades.

School districts and charter schools are entitled to supplemental increases equal to 20% of the adjusted base grant (includes CSR and CTE funding) for the percentage of enrolled students who are English learners, eligible for the free and reduced-price meals program, or in foster care. An additional 50% per-pupil increase is provided as a concentration grant for each eligible student enrolled beyond 55% of total enrollment.

### LCFF Target Entitlements and Gap Funding

The difference between an LEA's current funding and its target entitlement is called the LCFF gap, and it is this gap that is funded with the additional dollars dedicated each year to implementation of the LCFF.

For 2017-18, the Governor's Budget proposes to spend \$744 million to further close the LCFF funding

The table below shows the Department of Finance's (DOF's) LCFF gap percentages through 2020-21:

	District and Charter School LCFF Funding and Gap Closure Estimates (Dollars in Millions)				
	2016-17	2017-18	2018-19	2019-20	2020-21
LCFF Funding	\$2,942	\$744	\$1,904	\$2,022	\$2,294
Gap Closure %	55.28%	23.67%	53.85%	68.94%	100.00%
COLA	0.00%	1.48%	2.40%	2.53%	2.66%

Up through the 2016-17 fiscal year, the Administration has made significant strides to reach the full-funding targets of the LCFF. With the gap closure funding for 2016-17, the LCFF is now roughly 96% of the way towards full implementation. Although the Governor's 2017-18 Budget proposal makes no additional progress toward LCFF full funding, the proposal prevents erosion in LCFF implementation by proposing funding equal to the cost of the COLA increase on LCFF target rates. However, the proposed funding is significantly less than the \$2.2 billion the Administration previously estimated would be provided for 2017-18.

Pupil transportation and Targeted Instructional Improvement Grants continue as separate add-ons to the LCFF allocations and do not receive a COLA.

### Cost-of-Living Adjustments

The estimated statutory COLA for K-12 education programs in 2017-18 is 1.48%, and is applied to the LCFF base grant targets, as well as other education programs that are funded outside of the LCFF. Those programs include Special Education, Child Nutrition, Foster Youth, Preschool, American Indian Education Centers, and the American Indian Early Childhood Education program, all of which are proposed to receive the statutory COLA.

Statewide, ADA is expected to decrease only slightly in 2017-18, by 645 ADA from 2016-17 levels to an

### Mandates and Deferrals

The Mandate Block Grant (MBG) continues to be funded outside the LCFF and will be increased by \$8.5 million to reflect the addition of the Training for School Employee Mandated Reporters program. This translates to an estimated \$1.40 per ADA increase to the MBG.

The Governor proposes a "one-time LCFF cost shift." This is the result of a decrease in the 2016-17 Proposition 98 minimum funding guarantee caused by lower than projected state revenues. Rather than adjusting the current-year apportionment schedule, the Governor is shifting \$859.1 million in LCFF expenditures from June 2017 to July 2017, which will result in a decrease to June 2017 cash balances for LEAs across the state.

### County Offices of Education

County offices of education (COEs) receive funding under a similar formula, with funding provided in recognition of direct instructional services for pupils juvenile court schools and community schools and an allocation for countywide services based on the number of school districts and total ADA within the county. As of 2014-15, the LCFF for COEs is fully implemented and, therefore, LCFF increases for COEs in 2017-18 are provided through the estimated COLA only, with COEs that are at their LCFF target receiving a 1.48% increase. COEs that are more than 1.48% above their LCFF target will receive no additional funding through the formula in the budget year.

COE funding for 2017-18 is increased under the Governor's Budget proposal by a net of \$2.4 million to account for a COLA on LCFF entitlements and changes in ADA.

### Community-Funded School Districts

School districts with property tax revenues that exceed the formula funding levels will continue to retain their local tax growth, and will receive a minimum state aid allocation that is reduced by the cuts incurred during the recession which under the

CFF, are carried forward into future years for these districts.

## Discretionary Funding

The Governor's Budget proposes \$287 million in one-time Proposition 98 funds for school districts, charter schools, and COEs to use at the discretion of local governing boards. This equates to approximately \$48 per ADA. These funds, like prior years, would be counted by the state as offsetting prior-year mandate reimbursement claims on a dollar-for-dollar basis.

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+48  
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## School Facilities

### PROPOSITION 51

The passage of Proposition 51 will provide \$9 billion in bond authority for K-12 and community college facilities.

The proposed State Budget indicates the administration's desire to revise regulations and policies to improve fiscal accountability and proposes to include facilities bond fund expenditures in the annual K-12 Audit Guide noting "once these measures are in place to verify taxpayers' dollars are appropriately used, the Administration will support the expenditure of Proposition 51 funds."

### PROPOSITION 39 Grants

The Governor's 2017-18 Budget proposal includes \$22.9 million to support school district and charter school energy projects and \$52.3 million for community college energy projects.

## Special Education

Along with proposing a 1.48% COLA, the Governor indicates his office will engage stakeholders throughout the spring budget process for feedback on the current special education funding system, noting discussions must be made on "principles that are consistent with the LCFF and apply to all students, including students with disabilities."

## Preschool and Child Care

Last year, the Legislature and Governor negotiated a three-year plan to increase state preschool slots and fund increases to provider reimbursement rates.

To fully fund the 2016-17 obligations of the agreement, as well as workload adjustments to California Work Opportunity and Responsibility for Kids Stage 2 and 3, the Governor's 2017-18 Budget proposal includes \$87.9 million in non-Proposition 98 funds and \$23.5 million in Proposition 98 funds. However, the Governor proposes to pause the agreement for the 2017-18 Budget, essentially extending the implementation plan by an additional year.

The proposal fully funds increasing the Regional Market Rate to the 75<sup>th</sup> percentile of the 2014 Regional Market Rate survey—and maintains it at that level for 2017-18—and the planned increase of full day state preschool slots by 2,959 (beginning April 1, 2017). The standard reimbursement rate is proposed to be maintained at the level funded by the 2016-17 State Budget (an increase of 5% from 2015-16).

## Career Technical Education

The Governor's 2017-18 Budget proposal includes \$200 million for CTE Incentive Grant funding, representing the final installment of the three-year grant program. Governor Brown notes, "Commencing with 2018-19, schools will support the full cost of these programs within their LCFF allocations."

## Additional Program Funding

The Governor's Budget proposal provides \$10.1 million for programs to improve outcomes for K-12 pupils by reducing truancy and supporting pupils who are at risk of dropping out of school or are victims of a crime. This is the second year of funding generated by Proposition 47 (2014).

Proposition 56 (2016) increases the cigarette tax by \$2.00 per pack and requires a percentage of revenues

reduce the use of tobacco and nicotine products by young people. The 2017-18 Budget provides \$29.9 million to support tobacco and nicotine prevention and reduction programs at K-12 schools.

## Federal Programs

Congress adopted a continuing resolution (CR) for funding all federal programs through April 28, 2017. The CR will maintain the same level of funding for K-14 education programs in 2017-18 as provided in 2016-17.

## Dartboard Factors

The SSC Financial Projection Dartboard factors presented below are developed by SSC with input from independent state agencies and private economic consulting firms based on the latest information available. These factors are provided to assist school agencies in preparing their upcoming budgets and multiyear projections.

Factor	2016-17	2017-18	2018-19	2019-20
LCFF Planning Factors	SSC Simulator	SSC Simulator	SSC Simulator	SSC Simulator
Statutory COLA	0.00%	1.48%	2.40%	2.53%
Ten-Year Treasuries	2.20%	2.50%	2.70%	2.90%
California Consumer Price Index	2.37%	2.72%	2.92%	2.60%
Lottery	Base	\$144	\$144	\$144
	Prop. 20	\$45	\$45	\$45

# POCKET BUDGET 2017-18

## A Summary Analysis of the Governor's Proposed 2017-18 State Budget for California's Schools

Prepared by:

**School Services of California, INC.™**  
*An Employee-Owned Company*

January 2017

**BUSINESS AND FINANCE  
AGENDA ITEM 11.B.**

**DATE:** February 13, 2017

**TO:** Board of Trustees

**FROM:** Mary T. Stark  
Chief Business Official

**RE: Resolution #2016-17/10 Authorization to Declare Property Obsolete and Surplus**

---

Dolphin Center Director Stark has identified equipment items that she has determined surplus, obsolete or of no further use to the District.

1. **RE:** The items as shown on the attached photos. Two each cubicle walls.

Ms. Stark has recommended that these items be approved for pickup at no cost by Sean McCue in an "as is" status.

Ms. Stark believes there is no value to either wall.

The Superintendent concurs with this assessment and recommends declaration of the items as obsolete and/or surplus.

**RECOMMENDATION: That the Board approves Resolution #2016-17/10 to declare the listed items as surplus and recycled or sold pursuant to Education Code Sections 17545 and 17546, respectively.**



## **RESOLUTION OF THE BOARD OF TRUSTEES OF THE COLD SPRING ELEMENTARY SCHOOL DISTRICT RESOLUTION NO. #2016-17/10**

### **AUTHORIZATION TO DECLARE PROPERTY OBSOLETE AND SURPLUS**

**WHEREAS**, the Board of Trustees of the Cold Spring Elementary School District has received from Dolphin Center Director Stark two items of District personal property for disposal to a private party which the Superintendent further has determined to be obsolete and/or surplus to current District needs; and

**WHEREAS**, the Superintendent recommends that the Board declare said items of property obsolete, surplus and offer "as is" for pickup and removal by Mr. Sean McCue, a private party, as noted on the agenda item cover memo and pursuant to applicable law,

**NOW THEREFORE, BE IT HEREBY RESOLVED** the Board of Education of the Cold Spring Elementary School District declares said items and quantities shown on attached exhibits located at 2243 Sycamore Canyon Road, Santa Barbara, to be obsolete and surplus; and,

**BE IT FURTHER RESOLVED** that the Board of Trustees authorizes and directs the Superintendent or designee to provide for the removal of the items by the private party in accordance with Education Code Sections 17545 and 17546, respectively.

**PASSED AND ADOPTED** by the Board of Trustees of the Cold Spring Elementary School District, this 13th day of February, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN ED:**

**ABSENT:**

### **CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Regular Board Meeting of the Board of Trustees of the Cold Spring Elementary School District held on February 13, 2017.

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Tricia Price, Ed.D. Secretary, Board of Trustees

**CONFERENCE  
AGENDA ITEM 13.A.**

**DATE:** **JANUARY 9, 2017, FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP) 2016-17 ANNUAL UPDATE AND 2017-18 PROCESS**

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**SUMMARY**

Beginning in the 2013-14 school year, school districts were required to develop a Local Control and Accountability Plan that linked performance standards and goals to budget expenditures. Also required in the development of the LCAP is the involvement of all constituencies in the development, planning and refinement of these goals.

There are three categories to the LCAP: Conditions of Learning; Pupil Outcomes; Student, Staff and Parent Engagement. The state has eight priorities that the LCAP must be aligned with: 1) Basic, 2) Implementation of state standards, 3) Course access, 4) Pupil Achievement, 5) Other student outcomes, 6) Parent involvement, 7) Pupil engagement, 8) School climate.

Although the LCAP that the Board approved at the end of last year was a three-year plan, an annual update is required that involves a process similar to the process used to develop last year's plan. In addition to the annual update, this year's plan will need to include new goals, as appropriate, and a description of the process used to develop the plan.

In your Board documents, I have included a summary of the 2016-17 LCAP goals, and a summary of last year's LCAP parent survey. At tonight's Board meeting, I will share feedback I received from School Site Council members, which also serves as the LCAP Advisory Committee.

**RECOMMENDATION**

I recommend that the Board continue to discuss current goals and possible goals for 2017-18 LCAP, and give administration direction regarding most effectively involving all constituents in the update and planning process, including any changes/additions to the LCAP survey

## **2016-17 Local Control and Accountability Plan (LCAP) Goals**

**GOAL #1:** Students will be reading at grade level as identified by the Fountas and Pinnel Basic Assessment of Skills (BAS) and the CAASPP. Annual increases in percentage of students proficient in ELA in grades administered the assessment will increase by 5%, based upon 2015-16 CAASPP results.

**GOAL # 2:** 85% of students will be proficient or advanced in math as reflected by a 3 or a 4 on their end-of-the- year report card.  
In addition, 80% of students in grades 4-6 will be at standard as presented in the CAASPP student report.

**GOAL #3:** In the building of the annual budget, the Superintendent/Principal will work with the Board to ensure that enrollment and staffing decisions are made that support small class size and are adequately funded. Highly qualified teachers are better able to meet the needs of all learners and student achievement is improved when class sizes are kept small. Student connectedness is also enhanced with smaller classes.

**GOAL #4:** Replace the portables at the entrance to the school with permanent structures, and move the administrative offices to the new building. The Office is currently in the middle of the campus, providing ineffective supervision of visitors on campus.

**GOAL #5:** All English Learners will show progress toward reclassification.

**GOAL #6:** All teachers will utilize effective instructional strategies and materials that move all students toward mastery of the New California Standards in math, science, ELD, and ELA, as measured by frequent formative/interim assessments, summative assessments; report card, Principal observation and evaluation, the CAASPP, coaching opportunities, and one-on-one ELD support.

**GOAL #7:** The Cold Spring budget, with the help of Foundation financial support, will continue to support specialists in technology, PE, art, library, and music.

**GOAL #8:** Parents and community are provided additional opportunities for involvement and input into the decision-making process

**Local Control and Accountability Plan  
Parent Survey Responses  
March, 2016  
Total respondents: 37 (approx. 32%)**

<b><u>QUESTION</u></b>	<b><u>RESPONSE SUMMARY</u></b>
<b>How can the District improve communication with parents and the community?</b>	<ul style="list-style-type: none"><li>• Communication is great – keep it up!*</li><li>• Consider investing in a comprehensive communication program like ParentSquare</li></ul>
<b>Of the state's eight priorities, what do you think should be Cold Spring's top three?</b>	<ul style="list-style-type: none"><li>• School Climate (59%)</li><li>• Pupil Achievement (57%)</li><li>• Pupil Engagement ((54%) (same 3 as last year - implementation of Common Core was # 4)</li></ul>
<b>What should be the District's top three local priorities?</b>	<ul style="list-style-type: none"><li>• High-quality teachers (97%)</li><li>• Small Class size (65%)</li><li>• Specialist Program (57%) (same three as last year)</li></ul>
<b>How can the District support student academic and social/emotional success?</b>	<ul style="list-style-type: none"><li>• High quality teachers and aides*</li><li>• Provide students with academic challenges when they need it</li><li>• Maintain small class size</li><li>• A greater emphasis on social and emotional development*</li><li>• More effort to emphasize “giving back” as part of our mission</li><li>• Offer each student an education that matches their ability (differentiate)</li><li>• Continue to support Specialist Program</li><li>• Maintain open communication</li></ul>

	<p>between teachers/parents*</p> <ul style="list-style-type: none"><li>• Keep doing what you do well!</li><li>• More rigorous academics</li></ul>
<b>How can the District help prepare students for Junior High School?</b>	<ul style="list-style-type: none"><li>• Motivate students to take on challenges and support them</li><li>• Teach critical thinking and time management</li><li>• Help students develop independence and accountability</li><li>• Do school visits</li><li>• Ensure high quality teaching</li><li>• Bolster self-confidence</li><li>• More community service</li><li>• Incentives for high achievement</li><li>• Promote study habits</li><li>• Provide tools to navigate socially</li><li>• High academic standards*</li><li>• Keep open dialog with parents/teachers</li><li>• Enforce deadlines and deal with tardiness</li><li>• Teach how to listen to others and work in a group</li></ul>

\* repeated most frequently

**CONFERENCE  
AGENDA ITEM 13.B.**

**DATE:** **FEBRUARY 13, 2017**  
**TO:** **BOARD OF TRUSTEES**  
**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE:** **TEACHER FEEDBACK FOR 2017-18 CALENDAR**

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**SUMMARY**

The Board annually approves the District's calendar for the next school year. Prior to approval of the calendar, the Board considers input from staff. Changes to the calendar require meeting and conferring with the Cold Spring Education Association as part of the contract negotiation process.

I have included in your materials the teachers' input regarding the development of the 2017-18 calendar.

In the past, after the Board has considered teacher input in calendar development, it has typically approved a calendar in March of each year.

SANTA BARBARA UNIFIED SCHOOL DISTRICT

720 Santa Barbara Street, Santa Barbara, CA 93101 (805) 963-4338

TRADITIONAL

2017-2018 CALENDAR

180 STUDENT DAYS

	2017	S	M	T	W	T	F	S	S	M	T	W	T	F	S	2018	
J U L Y	★ 4 Independence Day	2	3	★ 4	5	6	7	8	1	★ 1	2	3	4	5	6	★ New Years Day Observed	J A N
		9	10	11	12	13	14	15	7	8	9	10	11	12	13		
		16	17	18	19	20	21	22	14	★ 15	16	17	18	19	20	★ Martin Luther King Day	
		23	24	25	26	27	28	29	21	22	23	24	25	26	27	End of Sem/Term 2 (SMHS) Min. Day (Sec)	
		30	31						28	29	30	31					
A U G	♦ New Teachers Report ► Professional Learning Days ➔ All Staff on Duty □ First Day of School			1	2	3	4	5				1	2	3			F E B
		6	7	8	9	10	♦ 11	12	4	5	6	7	8	9	10	★ Lincoln's Birthday Obs	
		13	► 14	► 15	► 16	► 17	► 18	19	11	12	13	14	15	★ 16	17	★ Presidents' Day	
		20	□ □ 21	22	23	24	25	26	18	★ 19	20	21	22	23	24		
		27	28	29	30	31			25	26	27	28					
S E P T	★ Labor Day Holiday							1	2				1	2	3	End 2nd Trimester Min. Day (Elem)	M A R
		3	★ 4	5	6	7	8	9	4	5	6	7	8	□ 9	10	▲ Parent Conferences (Elem)	
		10	11	12	13	14	15	16	11	▲ 12	▲ 13	▲ 14	▲ 15	▲ 16	17	♦ End of Term 3 – SMHS (minimum day)	
		17	18	19	20	21	22	23	18	19	20	21	22	♦ 23	24	★ Spring Recess	
		24	25	26	27	28	29	30	25	★ 26	★ 27	★ 28	★ 29	● 30	31	● Board Holiday	
O C T	♦ End of Term 1 – SMHS (minimum day) # Minimum Day (Elem only) ► Professional Learning Day (student free day)		1	2	3	4	5	6	7	1	2	3	4	5	6	► Professional Learning Day (student free day)	A P R
		8	9	10	11	12	13	14	8	9	10	11	12	13	14		
		15	16	17	18	19	♦ 20	21	15	16	17	18	19	20	21		
		22	23	24	25	26	# 27	28	22	23	24	25	26	27	28		
		29	► 30	31					29	30							
N O V	□ End of Trimester Min. Day (Elem) ★ Veterans' Day Holiday observed ▲ Parent Conferences (Elem) ★ Recess Day ★ Thanksgiving Day ● Board Holiday			1	2	3	4		1	2	3	4	5			M A Y	
		5	6	7	8	□ 9	★ 10	11	6	7	8	9	10	11	12		
		12	▲ 13	▲ 14	▲ 15	▲ 16	▲ 17	18	13	14	15	16	17	18	19		
		19	★ 20	★ 21	★ 22	★ 23	● 24	25	20	21	22	23	24	25	26	★ Memorial Day Holiday	
		26	27	28	29	30			27	★ 28	29	30	31				
D E C	★ Winter Recess ★ Legal Holiday ● Board Holiday # Minimum Day (Elem only)		1	2					3	4	5	6	□ 7	► 8	1	2	J U N E
		3	4	5	6	7	# 8	9	10	11	12	13	14	15	16	□ □ School's Out Min. Day ➔ Last Day for All Staff	
		10	11	12	13	14	15	16	17	18	19	20	21	22	23		
		17	★ 18	★ 19	★ 20	★ 21	● 22	23	24	25	26	27	28	29	30		
		24	★ 25	★ 26	★ 27	★ 28	● 29	30									

TEACHING CONTRACT YEAR:

New Teachers 189 Days  
Returning Teachers 188 Days

► All Staff Days Only (2 days)

► Professional Learning Days (8 days)

★ Legal Holidays (10 days)

● Board Holidays (4 days)

★ Recess Days (14 days)

♦ Report Date – New Teachers

▲ Parent Conferences-Min. Day Elem only

□ End of Trimesters – Minimum Day

□ □ First Day/Last Day of School

♦ End of Term – Minimum Day

# Minimum Days (2 days- Elementary Only)

Students 180 Days

Board Approval Date: 12.13.16

DISTRICT OFFICE IS CLOSED ALL LEGAL AND BOARD HOLIDAYS

## Staff Recommendation/input

Although it was not unanimous, the majority of the staff wanted, or felt fine with the option below. Almost all staff members wanted professional development during the school year. This option aligns very closely with the SBUSD calendar.

### 2017-2018 Calendar

- \*Return for teacher prep days and one PD day on **Wed., August 16<sup>th</sup>**, work Aug. 16-18<sup>th</sup>.
- \***Students begin Monday, Aug. 21<sup>st</sup>**
- \*Spread two PD days throughout the year  
PD days match SBUSD calendar:  
**PD Mon., October 30<sup>th</sup> (day before Halloween)**  
**PD Mon., April 2<sup>nd</sup> (day after spring break finishes)**

**Cold Spring School is searching for its next Superintendent/Principal. The District's goal is to identify and hire our next leader this Spring, to start on July 1, 2017.**

---

## **The Latest**

- Cold Spring School District has partnered with McPherson & Jacobson to identify our next Superintendent/Principal.
- A target timeline has been established for the search:
  - **February 6:** advertising for the position begins, applications accepted.
  - **February 21-22:** M&J will conduct community stakeholder meetings.
  - **March 24:** application window to close.
  - **April 7-8:** Governing Board will review applications and select finalists.
  - **April 28-29:** Candidate interviews to be conducted by Governing Board and advisory committee.
  - **April 29:** Target date for the Board to select the school's new Superintendent/Principal.
  - **May 8:** Target to approve a contract and introduce the new Superintendent/Principal to the community.

---

## **What's Next**

- McPherson & Jacobson will be on campus February 21 & 22 to conduct stakeholder interviews. We want to hear from everyone the characteristics you believe will make the most effective school leader.
  - Schedules for these sessions will go out this week.

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## **Get Involved**

- You can now also provide your input online at:  
<https://www.surveymonkey.com/r/coldspringschooldistrict>
- Please also refer to the District's website for more information.

**CONFERENCE  
AGENDA ITEM 13.D.**

**DATE:** **FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **DISCUSSION AND/OR ACTION REGARDING REGUALR  
BOARD MEETING START TIME**

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**SUMMARY**

This is on the Board agenda to allow the Board to discuss whether or not to change the start time of regular Board meetings, which is currently 6:00 p.m. on the second Monday of the month. Should the Board vote to change the time, Board By-Law 9320(a) will need to be revised and approved to reflect this change.

**CONFERENCE  
AGENDA ITEM 13.E.**

**DATE:** **FEBRUARY 13, 2017**

**TO:** **BOARD OF TRUSTEES**

**FROM:** **TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**

**RE:** **UPDATE ON REPLACEMENT OF CBO**

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**SUMMARY:**

We posted our CBO opening in January and received two applications. I believe we can get a larger application pool if we re-post the position closer to the end of March or early April.

In the meantime, Santa Barbara County Education Office has put us in touch with Mary Jarvis, a retired CBO who has many years of experience in public school finance. She has indicated that she is available up to three days a week, and would even be able to stay on to transition a new Superintendent/Principal should that become necessary.

Mary Stark and I have created a list of projects for Ms. Jarvis to focus on in the months that she is here. Please see the included spreadsheet of projects. We have discussed these projects with Ms. Jarvis.

Ms. Stark calculated the cost to the District to have Ms. Jarvis serve as interim three days a week beginning at the end of February (transition with Ms. Stark) and going through June (please see attached spreadsheet). Cost savings to the District is estimated to be \$4,600.

## CBO Transition

Stark/Jarvis (Interim)

Interim at top step of CBO salary schedule

### STARK-CURRENT

	Gross Salary	Benefits	TOTAL
Feb	\$8,716.55	2,001.58	\$10,718.13
March	\$8,716.55	2,001.58	\$10,718.13
April	\$8,716.55	2,001.58	\$10,718.13
May	\$8,716.55	2,001.58	\$10,718.13
June	\$8,716.55	2,001.58	\$10,718.13

**\$53,590.66**

### STARK-TRANSITION

	Gross Salary	Benefits	TOTAL
Feb (Stark with vacation payoff)	\$10,516.55	2,414.92	\$12,931.47
Feb (3 days interim)	\$1,739.76	157.88	\$1,897.64
March (3 d wk; 15 days)	\$8,698.80	789.42	\$9,488.22
April (3 d wk, 12 days)	\$6,959.04	631.53	\$7,590.57
May (3 d wk, 12 days)	\$6,959.04	631.53	\$7,590.57
June (3 d wk; 15 days)	\$8,698.80	789.42	\$9,488.22

**\$48,986.69**

### ESTIMATED 16-17 Budget

Savings

**\$4,603.97**

## **CHIEF BUSINESS OFFICIAL COLD SPRING SCHOOL DISTRICT**

**SUMMARY:** The Chief Business Official (CBO) has responsibility for planning, organizing, implementing, and managing total business services of Cold Spring School District. This includes all aspects of financial operations. The CBO is also responsible for assignments in other areas as determined by the Superintendent/Principal. After the Superintendent/Principal and the Assistant Principal, the CBO acts on behalf of the Superintendent/Principal in his/her absence.

The CBO works under the direction of the Superintendent/Principal and works closely with the Santa Barbara County Education Office (SBCEO) to provide leadership, management skills and technical expertise to assume responsibility for business services and fiscal operations of the District, including budget, fiscal management, purchasing, payroll, health benefits, retirement, grant and construction accounting and risk management. The CBO provides human resources support to the development of and payroll calculations for employment contracts.

- **Summary of Duties and Responsibilities:**

- Keep the Superintendent/Principal informed on all aspects of business service and fiscal operations.
- Prepare the annual operating budget and maintain written detail in support of the Board of Trustees priorities, goals and objectives as established through the Superintendent/Principal and the adoption of the annual Local Control and Accountability Plan (LCAP). Assist the Superintendent/Principal in the presentation and interpretation of the budget to the Board of Trustees and District stakeholders.
- Determine all sources of revenue available for operation of the District. This includes consistently reviewing with the Superintendent/Principal the status of all categorical aid programs and available grant funds.
- Manage budget requests and expenditures for programs using limited resources and provide technical expertise as needed or as directed.
- Provide continuous budget control (i.e., study revenues in relation to amounts anticipated and observe expenditures in comparison with appropriations and trends) and periodically revise budgets based on more accurate revenue/expenditure projection. This includes preparing reports of actual expenditures and detailed interim reports for use by the Board of Trustees, the SBCEO and administrative staff.
- Supervise financial accounting staff and act as agent of the Board of Trustees in approving all program expenditures by commercial warrants, payroll warrants, and transfers subject to confirmation by the Board of Trustees.
- Prepare and assist the Superintendent/Principal in presenting information and reports to the public on the financial operations of the district.
- Serve as management team member, provide financial projections as requested and prepare required reporting to SBCEO for the collective bargaining process.
- Provide oversight and resources management support to the Facilities, Maintenance and Operations department.
- Develop policies and procedures within assigned functional areas.
- Attend School Business Officials, Self-Insured Program for Employees (Sipe - self-funded worker's compensation insurance) and Special Education Local Area Plan (SELPA) meetings as a representative of the district.

Tasks specific to the positions assigned functional areas include but are not limited to:

**A. Human Resources/Payroll/Contracts**

- Prepare annual offers of employment and employee contracts with the Executive Assistant.
- Verify new employee detail, pay rates and salary schedules entered into the payroll system by the Executive Assistant.
- Confer with Superintendent/Principal on employment matters to determine when legal advice is indicated.
- Keep current & complete files on transcripts and employment documentation, as applicable, for all employees.

## **CHIEF BUSINESS OFFICIAL COLD SPRING SCHOOL DISTRICT**

- Monitor distribution of W-2's to current and prior employees for tax purposes.
- ⊖ Review detail for all payrolls prepared by the Director of Fiscal Services and other staff members prior to final file and documentation transmittal to SBCEO for processing.
- Monitors cash flow to ensure solvency; prepares payment recaps and mails payroll vendor warrants.
- Provide calculation models for collective bargaining or other special projects analysis.

**B. Purchasing/Commercial Warrants/Contracts**

- Provides expertise in determining legally appropriate method for purchasing: i.e. bids, quotes, credit card or reimbursement process?
- Determines if facts surrounding services provided are as an employee or as a consultant vendor and prepares the appropriate agreement.
- Verifies the accuracy of SACS coding for deposits, commercial and payroll warrants and provides special project coding as indicated for construction, grant, donation or other restricted funding.
- Reviews Accounts Payable (Commercial Warrants) Preliminary Prelist & backup to check for accuracy and monitors preparation.
- Reviews and initials Final Accounts Payable (AP) Prelist as verified for accuracy.
- Monitors cash flow to ensure solvency for each AP run.
- Attaches warrants to copies of invoices and mail to vendors.
- Keeps orderly files of expenditure invoices for annual audit.
- Monitors W-9 collection and distribution of 1099's to current and prior vendors.

**C. Revenue/Deposits/Billing**

- Prepare billing (invoices) based on submitted Facility Use forms, Dolphin Center registrations and use reports, to Parent Club and Foundation as appropriate, etc., per Board policies, ARs and manuals.
- ⊖ Review and verify accuracy of details and coding for County Treasury deposit.

**D. Miscellaneous**

- Determines and provides resources to ensure efficient, effective business functions flow within required deadlines.
- Provides for monthly Board Business Reports
  - -Commercial Warrants - Regular Payroll – Credit Card Recaps
- Makes transfers between cash funds and budget categories as necessary.
- Prepares required State financial reports to include Unaudited Actual and Interim reports.
- Maintains accurate records of funding and expenditures for categorical programs for end of year reports as well as periodic funds accounting.
- Works closely with SBCEO District Fiscal Advisor to stay current with required reporting.
- Assists the auditors in their yearly audit
- Prepares the annual Mandated Costs Grant request.
- Acts as Head of Triage for Disaster Drill.
- Tracks students from Westmont Housing Project for mitigation payment.
- Answers phones when other employees are committed.

### **Summary of Minimum Qualifications and Requirements**

#### Education, Experience, Licenses and Other Requirements

A bachelor's degree in business administration or related field with an Accounting specialization and three years of progressively responsible experience in management of

## **CHIEF BUSINESS OFFICIAL COLD SPRING SCHOOL DISTRICT**

California public school business operations on a scale equivalent to or greater than the combined size and scope of the Cold Spring School District.

SBCEO financial software packages using the HP 3000 experience and ESCAPE software training and/or experience are desirable.

Additional formal training and/or education related to California public school business administration such as CASBO Certification, ACSA School Business Academy or similar training is desirable.

A valid California driver's license.

### **Knowledge, Skills, and Abilities Required**

Ability to:

- Plan, organize, and administer a wide variety of funds and programs involving business services or financial operations for a K-6 California public school district with a multi-million dollar annual budget.
- Provide completion of deadline driven tasks in all assigned functional areas when resources are temporarily unavailable.
- Provide leadership and direction for the district's business and fiscal services.
- Initiate concepts for action, analyze problems and make decisions.
- Train and evaluate the performance of assigned staff.
- Maintain current knowledge of applicable California public school business provisions of federal, state and school laws, rules, and regulations.
- Communicate effectively both verbally and in writing.
- Determine and request resources to maximize effectiveness and efficiency.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Travel and attend training and workshops as requested.
- Operate effectively all common office machines to include 10 key calculator, copier/fax/scan options, multi-button phones, laptop computers and monitors.

Knowledge of:

- Business principles and process operations for a K-6 California public school district with a multi-million dollar annual budget with a range of Funds.
- The California Standardized Account Code Structure (SACS).
- The California School Accounting Manual (CSAM).
- Contemporary information technology systems, applications, and operations. Microsoft Office software applications EXCEL and Word; Adobe Acrobat; State customized reporting software.
- Regulatory agency resources for credible, effective information such as through the CDE, DOF, SBCEO, FCMAT, SSC and CASBO to maintain district fiscal currency.
- Budget preparation and control.
- Laws, codes, regulations, policies and procedures related to assigned areas of

## **CHIEF BUSINESS OFFICIAL COLD SPRING SCHOOL DISTRICT**

responsibility.

**Personal Qualities:**

- Works effectively as a team member
- Demonstrates integrity and perseverance
- Motivates others to give their best effort
- Ability to remain calm and focused under pressure

-Includes all other related duties as assigned.

May 2014

## **COLD SPRING SCHOOL DISTRICT** **DIRECTOR OF FISCAL SERVICES**

**SUMMARY:** The Director of Fiscal Services works under the direction of the Chief Business Official in support of the Superintendent/Principal and works closely with the Santa Barbara County Education Office financial advisors to provide hands-on technical expertise and assumes responsibility in preparing payroll, accounts payable (commercial warrants), and accounts receivable (district revenue receipts) to include all types and for all Funds.

The Director of Fiscal Services maintains complete, accurate files and documentation for auditing purposes and monitors tasks to meet all required timelines.

### **A. Payroll**

#### **1. Yearly**

Distribute W-2's to current and prior employees for tax purposes  
Prepare annual payroll calendar for posting & distribution in tandem with the Santa Barbara County Education Office (SBCEO) payroll staff

#### **2. Monthly**

Collect time cards monthly (hourly employees)

Calculate time worked

Prepare payroll input reports

- Payroll
- Benefits

Input payroll data for certificated, classified, hourly & part time staff

Prepares prelist for CBO review & Superintendent/Principal signature

Transmits final file to County Office for processing

Prepares payroll vendor warrant backup

Prepares-payroll reports & backup for SBCEO as requested

### **B. Commercial Warrants (Accounts Payable)**

Confirm W-9 forms have been collected as applicable for annual 1099 prep

Match invoices with prepared signed Purchase Orders

Audit invoices with purchase orders for accuracy & follows up discrepancies

Input Payables (commercial warrants) information into County Computer System

Run Preliminary Prelist, Check for accuracy

Provides prelist to CBO to review & Supt/Principal for signature

Runs Final Prelist and transmits final file to County Office for processing

Scan copies of invoices for submission with Final Prelist to County

File warrant and invoice copies in file cabinet for future reference

Keep orderly files of expenditure invoices for annual audit.

**C. Business Responsibilities (Billing and Accounts Receivable)**

Deposits funds to district accounts at the County Treasurer

- Prepare a deposit spreadsheet with detail and account coding
- Fill out deposit slips for County Treasurer's Office
- Run calculator tape to account for funds deposited
- Provide deposit items, detail sheet & slips to CBO for review, coding & signature
- Send checks and/or cash and deposit slips following prescribed steps to County Treasurer's Office by way of armored truck to the County Education Office
- Input Deposit Detail Distribution Sheet amounts and coding electronically to the computerized system through the County Education Office

Makes transfers between cash funds and budget categories as necessary & approved by the CBO

Assists CBO and Superintendent/Principal with budget preparation as directed

Attend transition to ESCAPE computerized program training meetings at the County Education Office as directed

Prepare End of year financial reports

- Client Prepared Audit Schedules
- Receivables/Payables
- Unaudited Actuals
- Interim Reports
- J-90 (Salary Reports)

Maintain accurate records of funding and expenditures for categorical programs for end of year reports as well as monthly accounting of funding.

Attend various training meeting regarding pertinent business functions at County Education Office

Work closely with District Advisor from CEO to stay up on the ever changing budgetary and assigned function area issues.

Research, compile, and analyze data to prepare reports to aid in policy decisions and planning as requested.

Monitor special accounts and maintain subsidiary ledgers/reconciliation for:

- Camp and Field Trip Funds
- Chorus/Music Account
- Dolphin Center Fees

Foundation  
Parent Club  
Retiree/Active employee paid H&W premiums

**D. Miscellaneous**

Prepare Board Business Report – Monthly

- Commercial Warrants
- Credit card recap

Assist the auditors in their yearly audit

Assist the Mandated Cost grant preparation

Responsible to maintain currency in all computerized systems & accounting processes through training and certification, as requested

**Summary of Minimum Qualifications and Requirements**

**Education, Experience, Licenses and Other Requirements**

An associate's degree in business management or related field and three years of progressively responsible experience in providing technical skills for business functions for a California public school business operations on a scale equivalent to or greater than the combined size and scope of the Cold Spring School District.

SBCEO financial software packages using the HP 3000 experience and ESCAPE software training and/or experience are desirable.

Additional formal training and/or education related to California public school business administration such as CASBO Certification, ACSA School Business Academy or similar training is desirable.

A valid California driver's license.

**Knowledge, Skills, and Abilities Required**

Ability to:

- Plan, organize, and administer a wide variety of funds and programs involving business services or financial operations for a K-6 California public school district with a multi-million dollar annual budget.
- Provide completion of deadline driven tasks in all assigned functional areas when resources are temporarily unavailable.
- Provide leadership and direction for the district's business and fiscal services.
- Initiate concepts for action, analyze problems and make decisions.
- Train and evaluate the performance of assigned staff.
- Maintain current knowledge of applicable California public school business provisions of federal, state and school laws, rules, and regulations.
- Communicate effectively both verbally and in writing.

- Determine and request resources to maximize effectiveness and efficiency.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Travel and attend training and workshops as requested.
- Operate effectively all common office machines to include 10 key calculator, copier/fax/scan options, multi-button phones, laptop computers and monitors.

Knowledge of:

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