



COLD SPRING SCHOOL DISTRICT GOVERNING BOARD

REGULAR BOARD MEETING

MONDAY, APRIL 15, 2019
6:00 PM

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

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

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 9), 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](#). Notification 24 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.

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 Governing Board.

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
GOVERNING BOARD
REGULAR BOARD MEETING**

AGENDA

**MONDAY, APRIL 15, 2019
6:00 PM**

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

REGULAR SESSION / CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

3. CLOSED SESSION

4. PLEDGE OF ALLEGIANCE

5. ANNOUNCEMENT OF CLOSED SESSION ACTION

6. 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.

7. APPROVAL OF MINUTES.....ITEMS 7A – 7B

7.A. Approval of Minutes of the March 11, 2019 Board Meeting, Regular Session

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

7.B. Approval of Minutes of the March 14, 2019 Board Meeting, Special Session

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

8. RECOGNITIONS, RECEIPT OF GIFTS, ACKNOWLEDGEMENTS, AND ACCEPTANCES

9. 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.

10. BOARD COMMENTS – COMMUNICATION/CORRESPONDENCE

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

11. CONSENT AGENDA.....ITEMS 11A – 11C

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:

11.A. FINANCE REPORTS:

1. Warrants (attachment)
2. Regular payroll, March 2019: \$295,879.07
3. Other financial items

11.B. Approval and/or Ratification of Applications for Use of School Facilities, (total), as shown in the attached supplement

To approve:

- Westmont College, Mary Pat Whitney
- Montecito Covenant Church, Heather Shennum

11.C. Personnel

- One Classified Resignation

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

12. SUPERINTENDENT REPORTITEMS 12A – 12C**12.A. Enrollment Report****12.B. Quarterly Williams Report****12.C. Update from ACSA Legislative Action Day****13. BUSINESS AND FINANCE**

There are no items to report on the Business and Finance Agenda.

14. CONFERENCE AGENDAITEMS 14A – 14D

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.

14.A. Discussion of Proposed 7th and 8th Grade Charter**14.B. Discussion of the Mission Statement Survey Question****14.C. Update on Proposition 39 Lighting Improvements Project (Project No. 19-01)**

14.D. Review of Board Policy and Administrative Regulation, First Reading:

- BP 3100 Budget
- AR 3100 Budget

15. ACTION AGENDA..... ITEMS 15A – 15D

15.A. Approval of Resolution 2018-19/6 of the Governing Board of the Cold Spring School District Authorizing the Transfer of Unassigned Fund Balance Dollars to the District's Fund 17 Special Reserve

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

15.B. Approval to engage KBZ architects to update the District's Facilities Master Plan for a Fee not to Exceed \$2500

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

15.C. Approval of S.A.V.E. Employee Assistance Program

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

15.D. Approval of the Contract for Chief Business Official and General Counsel

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

16. SUGGESTED BOARD AGENDA ITEMS FOR THE MAY BOARD MEETING

- Recognition of Parent Volunteers
- Budget Update
- Board Self Evaluation
- Facilities Discussion
- LCAP Update

17. BOARD GOVERNANCE

17.A. Evaluation of Meeting

18. ADJOURNMENT

[Motion: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstain: _____]

Date of Next Board Meeting: Regular Session May 13, 2019



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

MINUTES

MONDAY, March 11, 2019

5:00 PM

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

Board Members

Jennifer Miller
Gregg Peterson
Kathy Davidson
Mike Marino
Eric Schiller

Administration / Staff

Dr. Amy Alzina, Superintendent/Principal
Coral Godlis, Executive Assistant

General Counsel:

Yuri Calderon

1. CALL TO ORDER 5:00 PM

The meeting was called to order at 5:05 PM.

2. APPROVAL OF THE AGENDA

It was moved by Trustee Peterson, seconded by Trustee Miller, to approve the Agenda for Monday, March 11, 2019 with amendments.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

3. CLOSED SESSION

3.A. Public Employee Performance Evaluation (Gov. Code sec. 54957(e))
Title: Superintendent/Principal

The Board returned from Closed Session and resumed the meeting at 6:05 PM.

4. PLEDGE OF ALLEGIANCE

President Miller led the Pledge of Allegiance.

5. ANNOUNCEMENT OF CLOSED SESSION ACTION

There was no announcement from Closed Session to report.

6. COLD SPRING SCHOOL MISSION STATEMENT

Trustee Miller read the Cold Spring School Mission Statement.

7. APPROVAL OF MINUTES ITEM 7A

7.A. Approval of Minutes of the February 11, 2019 Board Meeting, Regular Session

It was moved by Trustee Miller, seconded by Trustee Peterson, to approve the Minutes of the February 11, 2019 Board Meeting, Regular Session.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

8. RECOGNITIONS, RECEIPT OF GIFTS, ACKNOWLEDGEMENTS, AND ACCEPTANCES

8.A. Board Recognition of Superintendent/Principal Amy Alzina Receiving ACSA's Administrator of the Year

The Board congratulated Dr. Alzina for receiving the ACSA Administrator of the year recognition from ACSA.

9. PUBLIC COMMENTS

There were no Public comments to report.

10. BOARD COMMENTS – COMMUNICATION/CORRESPONDENCE

There were no Board comments to report.

11. CONSENT AGENDA.....ITEMS 11A – 11B**11.A. FINANCE REPORTS:**

1. Warrants (attachment)
2. Regular payroll, February 2019: \$260,815.16
3. Other financial items

It was moved by Trustee Miller, seconded by Trustee Schiller, to approve Item 11.A. of the Consent Agenda.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

11.B. Approval and/or Ratification of Applications for Use of School Facilities, (2 total), as shown in the attached supplement

To ratify:

- Cold Spring Cooking Academy, Susan Iwanaga
- Evolation Yoga, Zefea Samson

It was moved by Trustee Miller, seconded by Trustee Peterson, to approve Items 11.B. of the Consent Agenda.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

12. SUPERINTENDENT REPORTITEMS 12A – 12B

Dr. Alzina gave a brief report regarding the ACSA Mid State Conference that she attended as a presenter. Some points Dr. Alzina touched on in her presentation were: the “Nine Fundamental Building Blocks” of education, every decision made at a school should be student centered, and the idea of equity in education.

Dr. Alzina congratulated the two Cold Spring School students that made the top ten at the County Spelling Bee, one of which received first place and will be going to compete at the State Championship.

12.A. Enrollment Report

There are currently 170 students enrolled in Cold Spring School. There are two students who are enrolling after Spring Break, into Kindergarten and second grade.

12.B. Specialist Presentation: Physical Education Teacher, Christian Garfield
Mr. Garfield gave a presentation regarding the Physical Education program and some changes that have been made to the program. See attached Powerpoint presentation.

13. BUSINESS AND FINANCE

There were no items to report on the Business and Finance agenda.

14. ACTION AGENDAITEMS 14A – 14C

14.A. Approval of the AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement with Cold Spring Education Association, Revised

It was moved by Trustee Peterson, seconded by Trustee Miller, to approve the revision of the AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement with Cold Spring Education Association.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

14.B. Approval of the AB 1200 Public Disclosure for Classified Employees

It was moved by Trustee Peterson, seconded by Trustee Schiller, to approve the AB 1200 Public Disclosure for Classified Employees.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

14.C. Approval of the 2019-20 District Calendar

It was moved by Trustee Miller, seconded by Trustee Peterson, to approve the 2019-20 District Calendar.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

15. CONFERENCE AGENDAITEM 15A

15.A. Distribution of the Draft Second Interim Report

The Draft of the 2018-19 Second Interim Report was distributed to the Board. The approval and discussion of this item is tabled until Thursday, March 14, 2019.

16. SUGGESTED BOARD AGENDA ITEMS FOR THE APRIL BOARD MEETING

- Quarterly Williams Report
- Discussion of Preliminary Budget
- Mission Statement Results from Survey
- 7th & 8th Grade Charter

17. BOARD GOVERNANCE

17.A. Evaluation of Meeting

18. ADJOURNMENT

It was moved by Trustee Peterson, seconded by Trustee Marino, to adjourn the March 11, 2019 Regular Session meeting.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

The meeting was adjourned at 7:21 PM.

Michael Marino, Board Clerk

Date

Physical Education at Cold Spring School

Mr. Garfield

Highlights of the Standards

Standard 1: Students demonstrate the motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Students demonstrate knowledge of movement concepts, principles, and strategies that apply to the learning and performance of physical activities.

Standard 3: Students assess and maintain a level of physical fitness to improve health and performance.

Standard 4: Students demonstrate knowledge of physical fitness concepts, principles, and strategies to improve health and performance.

Standard 5: Students demonstrate and utilize knowledge of psychological and sociological concepts, principles, and strategies that apply to the learning and performance of physical activity.

P.E. Philosophy

Physical education is an integral part of the education program for all students. It teaches students how their bodies move and how to perform a variety of physical activities.

Students learn the health related benefits of regular physical activity and the skills to adopt a physically active, healthy lifestyle.

Summary of P.E. Plans

August-First week of P.E. w/Mr. Garfield

- Safety, Rules, and expectations for the year.

Month of September

- Football
- Soccer

Month of October

- Soccer
- Golf
- Surfing

Month of November

- Surfing
- Basketball

Month of December

- Basketball

Month of January

- Kickball
- Dodgeball

K Through 6th Grade Goals and Objectives

- 1) Develop competency in movement and motor skills.
 - 2) Develop competency in combining movement and motor skills.
 - 3) Understand how movement and motor skills should be performed based on biomechanics principles.
 - 4) Understand how to improve their movement and motor skills.
 - 5) Understand game tactics and demonstrate their use in game settings.
 - 6) Understand developmentally appropriate movement and motor skills.
-

Month of February

- Handball
- Jump Rope
- Frisbee

Month of March

- Softball/Baseball

Month of April

- Fitness test (5th Grade)
- Track and Field

Month of May

- Track and Field
-

K-6th Grade Goals and Objectives Cont'd

7. Develop a healthy level of flexibility, muscular strength and endurance, body composition, and cardiorespiratory endurance.
8. Participate regularly in physical activity.
9. Understand the benefits of regular physical activity.
10. Understand how to create a personal fitness plan.
11. Demonstrate appropriate social skills in a physical activity setting.
12. Demonstrate appropriate skills in personal responsibility in a physical activity setting.



**COLD SPRING SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL SESSION BOARD WORKSHOP**

MINUTES

**THURSDAY, MARCH 14, 2019
12:00 PM**

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

ATTENDANCE / BOARD

Jennifer Miller
Gregg Peterson
Kathy Davidson
Michael Marino
Eric Schiller

ADMINISTRATION / STAFF

Dr. Amy Alzina, Superintendent/Principal
Brenda Hoff, Interim CBO
Coral Godlis, Executive Assistant

General Counsel: Yuri Calderon

- 1. Call to Order.....12:00 PM**
The meeting was called to order at 12:21 PM.

2. Approval of the Agenda

It was moved by Trustee Miller, seconded by Trustee Peterson, to approve the Agenda for Thursday, March 14, 2019.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

3. Pledge of Allegiance

President Miller led the Pledge of Allegiance.

4. Public Comments

There were no public comments to report.

5. Board Comments – Communication/Correspondence

There were no Board comments to report.

6. Budget Workshop

Mr. Calderon, District Legal Counsel, and Ms. Hoff, Interim CBO, presented information to the Board regarding the District's Restricted Funds, Unrestricted Funds, and Reserves. See attached Powerpoint for their presentation.

7. Approval of the 2018-19 Second Interim Report

Ms. Hoff reported that the 2018-19 Second Interim Report received a positive certification from the state SACS reporting system.

It was moved by Trustee Peterson, seconded by Trustee Miller, to approve the 2018-19 Second Interim Report.

Ayes: Davidson, Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: 0;
The motion unanimously carried.

8. Adjournment

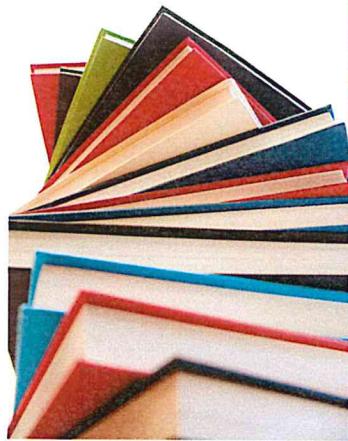
It was moved by Trustee Miller, seconded by Trustee Schiller, to adjourn the March 14, 2019 Special Session.

Ayes: Marino, Miller, Peterson, Schiller; Noes: 0; Abstain: 0; Absent: Davidson;
The motion unanimously carried.

The meeting was adjourned at 3:17 PM.

Michael Marino, Board Clerk

Date



Cold Spring School District

2nd Interim Budget Report

March 14, 2019

Presented by:
Dr. Amy Alzina
Brenda Hoff
Yuri Calderon

Workshop Objectives

- To Positively Certify the District's Financial Position
 - Based on current projections, the District will meet its financial obligations for the current fiscal year and the subsequent two fiscal years
- Review basic budget assumptions and update projected revenues and expenditures
- Achieve a clear understanding of the District's finances, including reserve balances
- Review/update Board Policy regarding the District's reserve balances
- Provide additional direction to the Superintendent/Principal regarding the development of the subsequent year's budget

2nd Interim Budget Report

- Closing date of January 31, 2019
- Provides a snapshot of where revenues and expenditures are as compared to the original Board adopted budget and First Interim Report
- Highlights major changes from the 1st Interim Budget Report (closing date of October 31, 2018)
- Includes a multi-year projection for District revenues and expenses (Current year-end and 2 additional fiscal years)

2nd Interim Assumptions

- Local tax revenue is projected to grow 1% in the 2019-20 fiscal year and 1.5% in the 2020-21 fiscal year
- LCFF funding is projected to increase by \$35K in 2019-20 and an additional \$53K in 2020-21
- 2018-19 Budget includes \$247K in one-time donations related to the 2018 debris flow; Donations are adjusted in subsequent years to the pre-debris flow level of approximately \$198K
- Classified and Certificated salaries have been adjusted throughout to reflect the new multi-year agreement/salary increases/changes to the salary schedule
- One new Certificated employee has been added beginning the 2019-2020 school year to accommodate an increase in enrollment
- Increases to PERS and STRS contributions are accounted for in the 2nd Interim Budget Report

Overview of Revenue & Expenses

Unrestricted General Funds

	Original Budget	First Interim Projection	Second Interim Projection
	30-Jun-18	31-Oct-18	31-Jan-19
Total Revenue	\$3,387,978.17	\$3,874,137.03	\$4,016,624.69
Total Expenses	\$3,705,759.56	\$3,863,285.85	\$3,775,247.30
Net	\$ (317,781.39)	\$ 10,851.18	\$ 241,377.39

Restricted General Funds

	Original Budget	First Interim Projection	Second Interim Projection
	30-Jun-18	31-Oct-18	31-Jan-19
Total Revenue	\$ 133,950.00	\$ 449,261.00	\$ 173,610.00
Total Expenses	\$ 323,950.00	\$ 351,863.00	\$ 406,945.20
Net	\$ (190,000.00)	\$ 97,398.00	\$ (233,335.20)

Beginning Fund Balance \$ 1,032,822.50 \$ 730,604.50 \$ 1,032,822.50
Transfers In/Out \$ 33,916.11 \$ (82,139.80) \$ (146,111.00)
Ending Fund Balance \$ 748,957.22 \$ 659,315.88 \$ 1,128,088.89

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Beginning Fund Balance \$ 222,239.00 \$ 222,239.00 \$ 222,239.00
Transfers In/Out \$ - \$ - \$ 20,996.20
Ending Fund Balance \$ 32,239.00 \$ 319,637.00 \$ 9,900.00

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Multi-Year Projections

Unrestricted General Funds

	Original Budget	First Interim Projection	Second Interim Projection
	2018-19	2019-20	2020-21
Total Revenue	\$ 3,995,628.49	\$ 3,908,022.00	\$ 3,962,562.00
Total Expenses	\$ 3,900,362.10	\$ 4,024,023.10	\$ 4,088,580.10
Net	\$ 95,266.39	\$ (116,001.10)	\$ (126,318.10)

Restricted General Funds

	Original Budget	First Interim Projection	Second Interim Projection
	2018-19	2019-20	2020-21
Total Revenue	\$ 194,606.20	\$ 185,740.00	\$ 185,740.00
Total Expenses	\$ 406,945.20	\$ 185,740.56	\$ 185,740.56
Net	\$ (212,339.00)	\$ (0.56)	\$ (0.56)

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Combined Restricted/Unrestricted

	Original Budget	First Interim Projection	Second Interim Projection
	2018-19	2019-20	2020-21
Total Revenue	\$ 4,190,234.69	\$ 4,093,762.00	\$ 4,148,002.00
Total Expenses	\$ 4,307,307.30	\$ 4,209,763.66	\$ 4,274,320.66
Net	\$ (117,072.61)	\$ (116,001.66)	\$ (126,318.66)

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Beginning Fund Balance \$ 1,255,061.50 \$ 1,137,988.89 \$ 1,021,987.23
Ending Fund Balance \$ 1,137,988.89 \$ 1,021,987.23 \$ 895,668.57

Combined Restricted/Unrestricted

Original Budget

	Original Budget	First Interim Projection	Second Interim Projection
	30-Jun-18	31-Oct-18	31-Jan-19

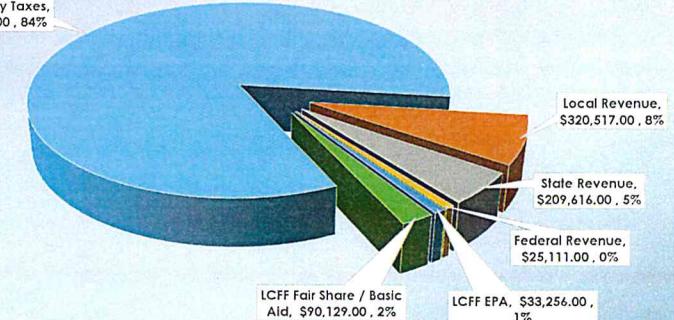
Total Revenue \$ 3,521,928.17 \$ 4,323,398.03 \$ 4,190,234.69
Total Expenses \$ 4,029,709.56 \$ 4,215,148.85 \$ 4,182,192.50
Net \$ (507,781.39) \$ 108,249.18 \$ 8,042.19

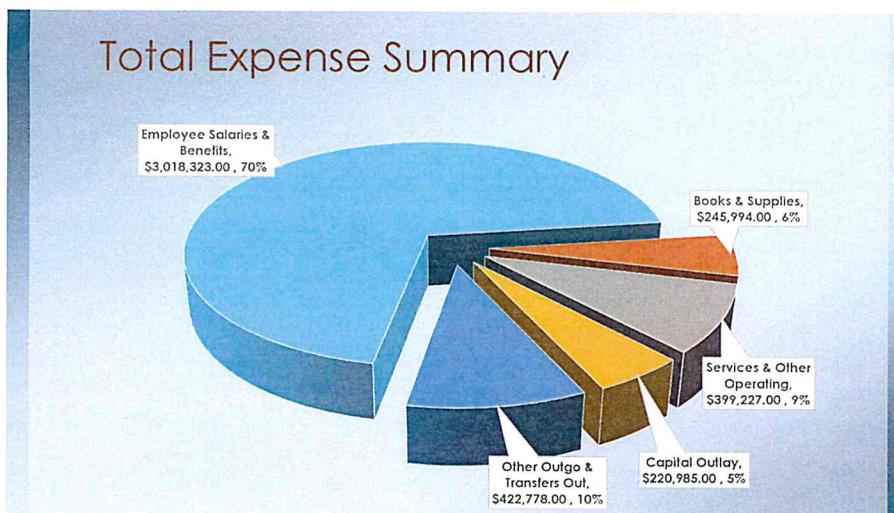
Beginning Fund Balance \$ 1,255,061.50 \$ 952,843.50 \$ 1,255,061.50
Transfers In/Out \$ 33,916.11 \$ (82,139.80) \$ (125,114.80)
Ending Fund Balance \$ 781,196.22 \$ 978,952.88 \$ 1,137,988.89

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Total Revenue Summary

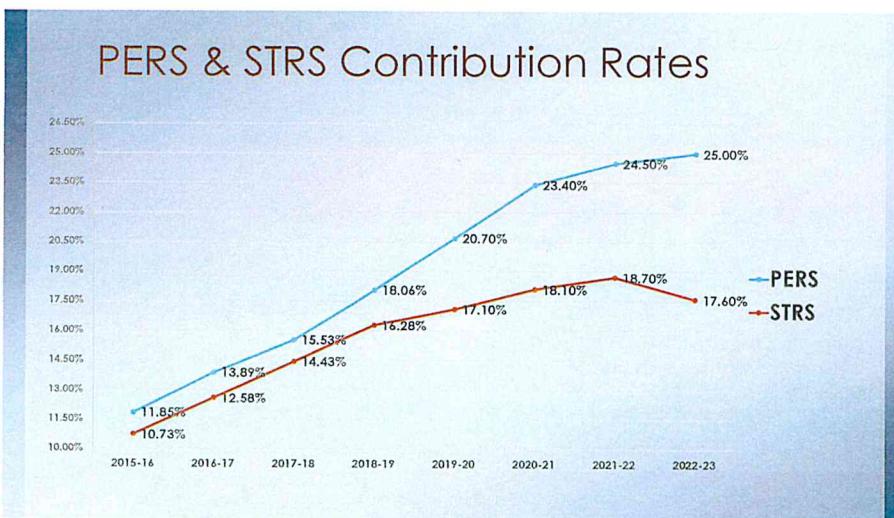
LCFF Property Taxes,
\$3,511,606.00 , 84%





Dolphin Center Program

	Original Budget	First Interim Projection	Second Interim Projection	Actuals as of January 31
	30-Jun-18	31-Oct-18	31-Jan-19	31-Jan-19
Total Program Revenue	\$ 52,649.00	\$ 52,649.00	\$ 52,649.00	\$ 30,025.61
Total Program Expenses	\$ 61,707.89	\$ 59,812.65	\$ 54,110.24	\$ 27,692.47
Net	\$ (9,058.89)	\$ (7,163.65)	\$ (1,461.24)	\$ 2,333.14
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Transfers In/Out	\$ 9,058.89	\$ 9,058.89	\$ 9,058.89	\$ 9,058.89
Ending Fund Balance	.	\$ 1,895.24	\$ 7,597.65	



Cold Spring School District Reserves

District Ending Fund Balance & Other Reserve Balances

Fund 01 General Fund	\$ 1,137,989.00
Fund 17 Special Reserve (Non Capital)	\$ 501,122.00
Total Non Capital Reserves	\$ 1,639,111.00
Fund 21 Building Fund (Bonds)	\$ 142,810.00
Fund 25 Capital Facilities Fund (Developer Fees)	\$ 375,475.00
Fund 40 Special Reserve (Capital)	\$ 532,505.00
Total Capital Reserves	\$ 1,050,790.00
Total Fund Balance & Reserve Balances	\$ 2,689,901.00

District Goal BP 3100

- The goal is to establish a Basic Aid Reserve that is equal to 100 Percent of the differential between the District's total revenue limit income from property taxes and the Guaranteed Revenue Limit.
- Calculated each June prior to the adoption of the annual budget and recalculated at the First Interim Budget Report
- Based on the budgeted property tax estimate for the subsequent fiscal year and the estimate of the revenue limit for the subsequent fiscal year

Proposed Change to BP 3100

- District staff recommends modifying the Board Policy BP 3100 to establish a combined total cash reserve of 20% of expenditures
- This recommendation is consistent with the recommendations of the Santa Barbara County Education Office and School Services of California
- This amount covers the District's cash flow needs during the first six months of the year and exceeds two months of payroll expenditures for the District
- The District currently has \$716,488 between the 5% Economic Uncertainties and the balance of Fund 17
- The District has an additional \$797,722 in "Unassigned" Fund Balance

	5% State Mandated Reserve	20% of Expenditures	BP 3100
2015-16	\$ 190,833.00	\$ 763,332.00	\$ 2,137,149.00
2016-17	\$ 201,594.00	\$ 806,376.00	\$ 2,156,896.00
2017-18	\$ 202,428.00	\$ 809,712.00	\$ 2,341,737.00
2018-19	\$ 215,366.00	\$ 861,464.00	\$ 2,223,161.00

BP 3100 Reserve Levels

	5% State Mandated Reserve	BP 3100
2015-16	\$ 190,833.00	\$ 2,137,149.00
2016-17	\$ 201,594.00	\$ 2,156,896.00
2017-18	\$ 202,428.00	\$ 2,341,737.00
2018-19	\$ 215,366.00	\$ 2,223,161.00

Recommendation

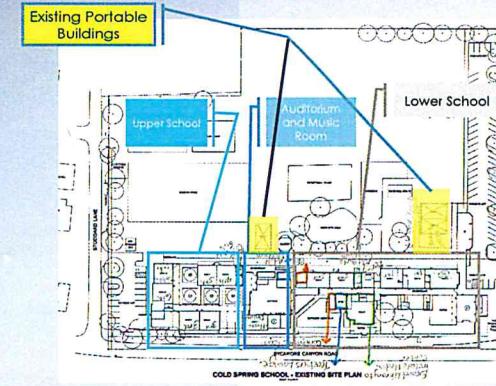
- Modify Policy to 20% Reserve
- Transfer \$150,000 from Unassigned General Fund Balance to Fund 17 Special Reserve

Proposed Facilities Funding

- Transfer \$350,000 from Unassigned General Fund Balance to Fund 40 for future facility project (replacement of portable Bldgs)

District Ending Fund Balance & Other Reserve Balances

	Current	Proposed	
Fund 01 General Fund	\$ 1,137,989.00	\$ 637,989.00	
Fund 17 Special Reserve (Non Capital)	\$ 501,122.00	\$ 651,122.00	
Total Non Capital Reserves	\$ 1,639,111.00	\$ 1,289,111.00	
			Total BP 3100 reserve is \$866,488 (20%); \$300K Unassigned
Fund 21 Building Fund (Bonds)	\$ 142,810.00	\$ 142,810.00	
Fund 25 Capital Facilities Fund (Developer Fees)	\$ 375,475.00	\$ 375,475.00	
Fund 40 Special Reserve (Capital)	\$ 532,505.00	\$ 882,505.00	
Total Capital Reserves	\$ 1,050,790.00	\$ 1,400,790.00	
			Proposed transfer of \$350K to Fund 40
Total Fund Balance & Reserve Balances	\$ 2,689,901.00	\$ 2,689,901.00	



Replace Aging Relocatable Buildings

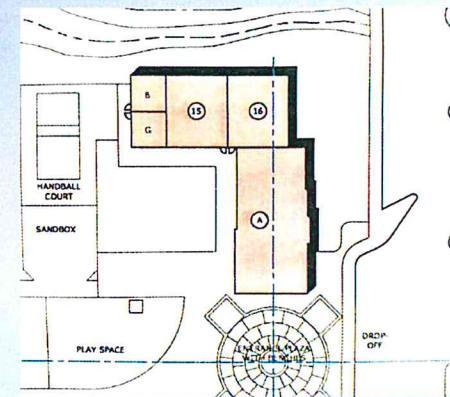
- Aging relocatable buildings are in poor state and require major capital outlay to refurbish the buildings.
- Only one relocatable building is being utilized for classroom activities
- Rear of Relocatable buildings face the front of the school

Facilities Master Plan “Revisited”

- Replace Portable Buildings with a Permanent Structure that includes a State of the Art Science, Technology, Engineering, Arts & Mathematics ("STEAM") Flex Lab, Outdoor Learning Space, Education Support Services Space and Restrooms
- Reconfigure the Front of the School and Improve Site Circulation
- Expand and Modernize the Library to include a new Media/Technology Resource Center
- Improve Outdoor Learning, Edible Garden & Recreation Areas

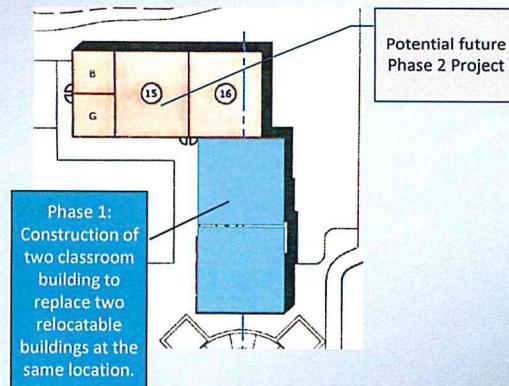
Original Architectural Plan

- Original conceptual plan developed by the District's architect
- Consists of two new classrooms and a student support facility
- Design achieves a reorientation of site entry and improves campus security
- Replaces two aging Relocatable buildings



Phase 1 Improvements

- Replace aging relocatable buildings with two new permanent classrooms
- Classrooms are each approximately 1,000 square feet
- Design the classrooms to provide flexibility

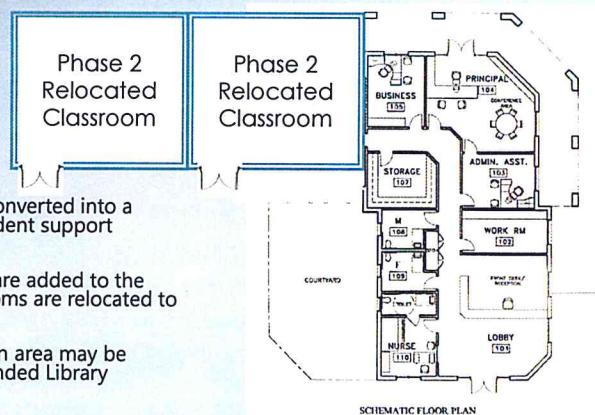


Next Steps

- Re-Retain the services of the architect to modify the proposed plan
- Develop a demolition plan for the relocatable buildings
- Develop a long-term utility plan for the site to route water, sewer, electrical and low voltage data to the location of the proposed new building
- Develop a detailed cost estimate for the construction of two new classroom buildings at proposed location, including infrastructure cost
- Develop proposed schedule for improvements over the next three to five years

Phase 2 Improvements

- Two classrooms are converted into a 2,000 square foot student support services building
- Two new classrooms are added to the structure and classrooms are relocated to this area
- Current Administration area may be converted to an expanded Library Learning Center area



Questions



ReqPay12_SBCEOx

ReqPay12x - Board Report of Checks with
Comment

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-557554	03/06/2019	Alzina, Amy	01-4310	Math Club food		35.28	328.76
01-557554	03/06/2019	Alzina, Amy	01-5210	ASCA Superintendent Symposium Milage		293.48	
01-557555	03/06/2019	Disalvo, Sara	01-4300	Winter performance supplies		99.04	99.04
01-557556	03/06/2019	Godlis, Coral L	01-5210	ACSA Academy Milage Reimb.		156.65	156.65
01-557557	03/06/2019	Aqua Flo Supply	01-4300	Maintenance Supplies		61.06	61.06
01-557558	03/06/2019	Coastal Copy, Lp	01-4300	Jan 2019 Copy Machine Usage		2,387.38	4,203.84
01-557558	03/06/2019	Coastal Copy, Lp	01-4310	Feb 2019 Copy Machine Usage		1,816.46	
01-557559	03/06/2019	Lunchbox	01-4310	Staff meeting Food		180.00	180.00
01-557560	03/06/2019	Office Depot, Inc.	01-4310	OFFICE DEPOT BLANKET PO 2018-19		1,217.57	1,217.57
01-557561	03/06/2019	S.B. Home Improvement Center	01-4300	Maintenance supplies		61.25	61.25
01-557562	03/06/2019	School Outfitters	01-4400	CLASSROOM CHAIRS		292.08	292.08
01-557563	03/06/2019	Wells Fargo Vendor Fin Serv	01-5630	Copy machine lease Bill ID# 90136475269		850.53	850.53
01-558681	03/13/2019	Department Of Justice	01-5850	fingerprinting		64.00	64.00
01-558682	03/13/2019	Marborg Industries	01-5570	trash& recycle		974.14	974.14
01-558683	03/13/2019	Mccormix Corp.	01-4300	maint. supplies -fuel		18.69	18.69
01-558684	03/13/2019	Montecito Water District	01-5530	water 1/26-2/29/19		428.21	428.21
01-558685	03/13/2019	Pitney Bowes	01-5630	postage machine lease		154.29	154.29
01-558686	03/13/2019	S.B. Home Improvement Center	01-4300	maintenance supplies		42.49	42.49
01-558687	03/13/2019	SBCEO	01-4300	Admin Supplies -Envelopes		75.00	75.00
01-558688	03/13/2019	SISC III	01-3401	March 2019 Health Insurance		7,741.00	45,056.00
01-558688	03/13/2019	SISC III	20-9510	March 2019 Health Insurance		37,315.00	
01-559657	03/20/2019	Thorpe, Johanna S	01-5850	Thorpe Math Subscrition		59.00	59.00
01-559658	03/20/2019	Aqua Flo Supply	01-6200	prop 39 project suppliles		16.86	16.86
01-559659	03/20/2019	Calderon Law	01-5830	District Legal		3,500.00	3,500.00
01-559660	03/20/2019	Coastal Copy, Lp	01-4310	Copy Machine Materials		67.43	67.43
01-559661	03/20/2019	Cox Communication-Org	01-5910	acct 001-3011-027015601		572.34	572.34
01-559662	03/20/2019	Empire Chemical Co., Inc. dba Empire	01-4300	Maintenance Supplies		368.71	368.71
		Cleaning Supply					
01-559663	03/20/2019	Lenz Pest Control	01-5860	Landscape pest removal		280.00	280.00
01-559664	03/20/2019	MillerCalderon Inc.	01-5850	Prop 39 implementation		906.50	906.50
01-559665	03/20/2019	Office Depot, Inc.	01-4310	Instructional Supplies		171.83	171.83
01-559666	03/20/2019	S.B. Home Improvement Center	01-4300	MAINTENANCE		50.75	88.12
01-559666	03/20/2019	S.B. Home Improvement Center	01-4310	STEAM SUPPLIES		37.37	
01-559667	03/20/2019	Southern Ca Edison Company	01-5520	Electricity March 2019		1,634.94	1,634.94
01-559668	03/20/2019	Southern Ca Gas Company	01-5510	Gas March 2019		1,024.28	1,024.28
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY	01-4300	board meeting TABLE SKIRTS		111.33	9,331.07
		STEM					

ReqPay12x -

Checks

006 - Cold
Spring
School
DistrictGenerated for
Susan Robinson
(06ROBINSONS)
, Apr 1 2019

ReqPay12_SBCEOx

ReqPay12x - Board Report of Checks with
Comment

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4300	BUISSNESS OFFICE COMPUTER ADAPTER			325.27
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4300	MAINTENANCE			253.81
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4300	PRINCIPAL'S COFFEE			39.49
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	MIC STANDS - SCHOOL PERFORMANCES - MUSIC			80.74
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	OFFICE SUPPLIES			7.73
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	P.E. EQUIPMENT			141.78
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	PROJECTOR PROTECTION PLAN			13.14
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	STEAM SUPPLIES			1,479.05
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	TALENT SHOW SUPPLIES - STAFF			220.85
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	VIOLIN RENTALS			110.80
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	MAINTENANCE			52.89
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	PROJECTOR - Instructional Supplies			645.42
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	CONFRENCE REFUND -M Santa Cruz			645.00-
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	CORAL HR TRAINING			143.87
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	CORAL TRAINING			159.51
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5800	ANNUAL SUBSCRIPTION			384.00
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5800	COMPUTER REPAIR			1,176.50
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5800	K-3 LEVELED READING MATERIALS			109.95
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5800	REFUND MAINTENANCE Supplies			13.47-

ReqPay12x -

Checks

006 - Cold
Spring
School
DistrictGenerated for
Susan Robinson
(06ROBINSONS)
, Apr 1 2019

ReqPay12_SBCEOx

ReqPay12x - Board Report of Checks with
Comment

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5800	school tech SUBSCRIPTION		.99	
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	01-5891	MUSIC DEPT. CHORUS TRIP		4,140.00	
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	63-4301	DOLPHIN CENTER food		157.42	
01-559669	03/20/2019	U.S. BANK CORPORATE PAYMENT SY STEM	63-5860	dolphin center SUBSCRIPTION		235.00	
01-559670	03/20/2019	Wells Fargo Vendor Fin Serv	01-5630	Copy Machine Lease Instalmt		201.19	201.19
01-560655	03/27/2019	Alzina, Amy	01-5210	ACSA mid-state conference miles reimb.		127.60	127.60
01-560656	03/27/2019	Godlis, Coral L	01-5210	ACSA personnel academy conference miles reimb.		302.93	302.93
01-560657	03/27/2019	Gradias, Jean M	01-4310	Reimb. STEAM Supplies		41.99	365.27
01-560657	03/27/2019	Gradias, Jean M	01-5210	CUE eductional technology conference		282.96	
01-560657	03/27/2019	Gradias, Jean M	01-5220	CUE eductional technology conference		40.32	
01-560658	03/27/2019	O'neill, Amber N	01-4310	Reimb. Art Supplies		458.99	458.99
01-560659	03/27/2019	Bay Alarm Company	01-5630	Security System		108.00	108.00
01-560660	03/27/2019	Bitvision,LLC	01-5800	February2019 Internet Server Mgmt		548.00	2,192.00
01-560660	03/27/2019	Bitvision,LLC	01-5800	January Internet Server Mgmt		548.00	
01-560660	03/27/2019	Bitvision,LLC	01-5800	July2018 Internet Server Mgmt		548.00	
01-560660	03/27/2019	Bitvision,LLC	01-5800	March2019 Internet Server Mgmt		548.00	
01-560661	03/27/2019	Cox Communication-Org	01-5910	March12-April 11 2019		837.01	837.01
01-560662	03/27/2019	Nick Rail Music	01-5850	Violin repair		20.00	20.00
01-560663	03/27/2019	Office Depot, Inc.	01-4310	Instructional Supplies		246.14	280.59
01-560663	03/27/2019	Office Depot, Inc.	01-4310	OFFICE DEPOT BLANKET PO 2018-19		34.45	
01-560664	03/27/2019	S.B. Home Improvement Center	01-4300	Gazebo Repairs		20.21	132.96
01-560664	03/27/2019	S.B. Home Improvement Center	01-4310	STEAM Supplies		112.75	

Pay01a

Payroll Summary by Org

Pay Date 03/08/2019 through 03/29/2019

EARNINGS by Earnings Code		Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses	
No Gross Pay			2.00	Federal Withholding	21,553.84		21,553.84	192,391.79	
Regular	222,567.76			State Withholding	8,126.59		8,126.59	192,391.79	
				Social Security	3,030.31	3,030.31	6,060.62	48,875.74	
				Medicare	3,094.17	3,094.17	6,188.34	213,390.21	
				SUI		106.68	106.68	213,390.21	
				Workers' Comp		1,130.96	1,130.96	213,390.21	
TOTAL	222,567.76		2.00	SUBTOTAL	35,804.91	7,362.12	43,167.03		
EARNINGS by Group		Income	Adjustments	REDUCTIONS		Employee	Employer	Total	Subject Grosses
Base Pay	213,018.04			PERS	710.09	1,832.31	2,542.40	10,144.56	
Docks	18.41-			PERS / 62	1,780.10	4,593.06	6,373.16	25,429.77	
Miscellaneous	5,754.09		2.00	STRS / 60	16,365.92	25,993.60	42,359.52	159,666.96	
Overtime	4.21			STRS / 62	737.31	1,176.26	1,913.57	7,225.11	
Stipends	3,809.83			TSAs	1,405.00		1,405.00		
TOTAL	222,567.76		2.00	Benefits	9,177.55	253.07	9,430.62		
SUBTOTAL	30,175.97			SUBTOTAL	33,848.30		64,024.27		
EARNINGS		Person Type	Female Employees	DEDUCTIONS		Employee	Employer	Total	Subject Grosses
Certificated	19	172,778.64	16	Benefits		32,100.89		32,100.89	
Classified	22	49,789.12	17	Misc	1,318.13		1,318.13	13.80	
TOTAL	41	222,567.76	33	Summer Savings	16,115.92		16,115.92	96,695.14	
SUBTOTAL				SUBTOTAL	17,434.05	32,100.89	49,534.94		
				TOTALS	83,414.93	73,311.31	156,726.24		

Vendor Summary for Pay Date 03/08/2019 thru 03/29/2019

Vendor Checks	2,756.47	4
Vendor Liabilities	153,969.77	29
	156,726.24	33

Cancel/Reissue for Process Date 03/08/2019 thru 03/29/2019

Reissued
Cancel Checks
Void ACH

BALANCING DATA

Gross Earnings	222,567.76	139,152.83 Net Pay
District Liability	73,311.31	83,414.93 Deductions
		73,311.31 Contributions
	295,879.07	295,879.07

NET

Direct Deposits	117,823.38	28
Checks	21,329.45	16
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	139,152.83	44

Selection Grouped by Org, Filtered by (Org = 6, Starting Pay Date = 03/01/2019, Ending Pay Date = 03/31/2019)

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: 5/4/19
 Exact Hours of Use: 6am - 12pm

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)
- Winter Quarter (Jan-Mar)
- Spring Quarter (April-Mid June)
- Summer Quarter (Mid June -Aug)

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: Westmont College Contact Name: ManPat Whitney
 Address: 955 La Paz Rd. City & Zip: SB, CA 93108
 Phone: 805 565 6100 Email: _____
 Number of Participants: 200+ Purpose: Ride Share Drop + Shuttle for Westmont's Commencement

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: B. H. Groeneveld

Date of Application: 2/28/19

This Application is not a valid permit until signed below.

District Use Only

Administrator Approval: Dr. Amy M. Alzina Date: 4-10-19

Fee Determination: Direct-Cost Fair Rental Total Due: \$ 0
 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: June 24 - 28

Exact Hours of Use: 9:00 a.m. - noon
each day

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)
- Winter Quarter (Jan-Mar)
- Spring Quarter (April-Mid June)
- Summer Quarter (Mid June -Aug)

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: Montecito Covenant Church Contact Name: Heather Shennum

Address: 1671 Cold Spring Rd. City & Zip: S.B. 93108

Phone (805) 452-2413 Email: hshennum@cox.net

Number of Participants: 40 at a Purpose: recreation/games for
time

Noah's Half-Day Camp

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: Heather Shennum Print: Heather Shennum

Date of Application: March 25, 2019

This Application is not a valid permit until signed below.

District Use Only

Administrator Approval: Dr. Amy M. Alzina Date: 4-10-19

Fee Determination: Direct-Cost Fair Rental Total Due: \$ 0

Certificate of Insurance: Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

CONSENT AGENDA 11.C.

DATE: **April 15, 2019**

TO: **Governance Board**

FROM: **Amy Alzina, Superintendent/Principal**

RE: **Personnel Action Item**

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

Resignation / Classified

Name	Position	Effective Date
Lindsay Stark	Dolphin Center Coordinator	April 30, 2019

SUPERINTENDENT REPORT 12.A.

DATE: March 11, 2019
TO: Governance Board
FROM: Amy Alzina, Superintendent/Principal
RE: Enrollment Report, Current

2018-2019 Student Enrollment

Grade/Teacher	Total Students
K Ishikawa	25
1 ST Carey	18
2 ND Campbell	16
2 ND Thorpe	15
3 RD Gonzales	14
3 RD Callahan	14
4 TH Orwig/Wooten	21
5 TH Edwards	25
6 TH Pierce	24
Total	172 Students

Average Class Size

Grades	Students	Classes	Average
K,1,2,3	102	6	17.0
4,5,6	70	3	23.3
K-6	172	9	19.1

Quarterly Report
on
Williams/Valenzuela Uniform Complaints
[Education Code § 35186]

District: _____

Name of person completing this form: _____

Title of person completing this form: _____

Please provide the date when this information will be reported publicly at the district governing board meeting:

Quarterly report submission date (check one):

- April (Jan.—March)
- July (April—June)
- October (July—Sept.)
- January (Oct.—Dec.)

General Subject Area	Total no. of complaints	No. of complaints resolved	No. of complaints unresolved
Textbooks and instructional materials			
Teacher vacancy or misassignment			
Facilities conditions			
<i>Valenzuela/CAHSEE intensive instruction and services</i>			
TOTALS			

Signature of district superintendent

Date



Charter School Presentation

Cold Spring School District
April 15, 2019



Charter Schools: Defined

- An independently run public school granted greater flexibility in its operations, in return for greater accountability for performance.
- Is a public school where enrollment is voluntary, otherwise known as a school of choice
- Are exempted from many of the statutes and regulations that apply to school districts
- Charter schools are accountable for academic results and for upholding the promises made in their charters.
- Must demonstrate performance in the areas of academic achievement, financial management, and organizational stability
- Must be re-authorized every Five years

Charter Schools – Basic Facts

- California was the second state to pass Charter Legislation (Minnesota was First); Former Senator Gary Hart authorized the original legislation
- Three Basic Requirements: (1) Must provide nonsectarian instruction; (2) must charge no tuition; and (3) Admit all interested California students up to school capacity
- 2017 -18 California had 1,254 Charter Schools serving approximately 630,000 students (Legislative Analyst Office, March 2019 Charter Task Force)
- The Current Cap in California is 2,250 Charters Schools Statewide; This number grows by 100 each year
- 25% of all charter schools in California are Sponsored by Los Angeles Unified and San Diego Unified School District; 60% of all charters are concentrated in LA, SD and Bay area
- Governed by Charter and, most recently, LCAP requirement

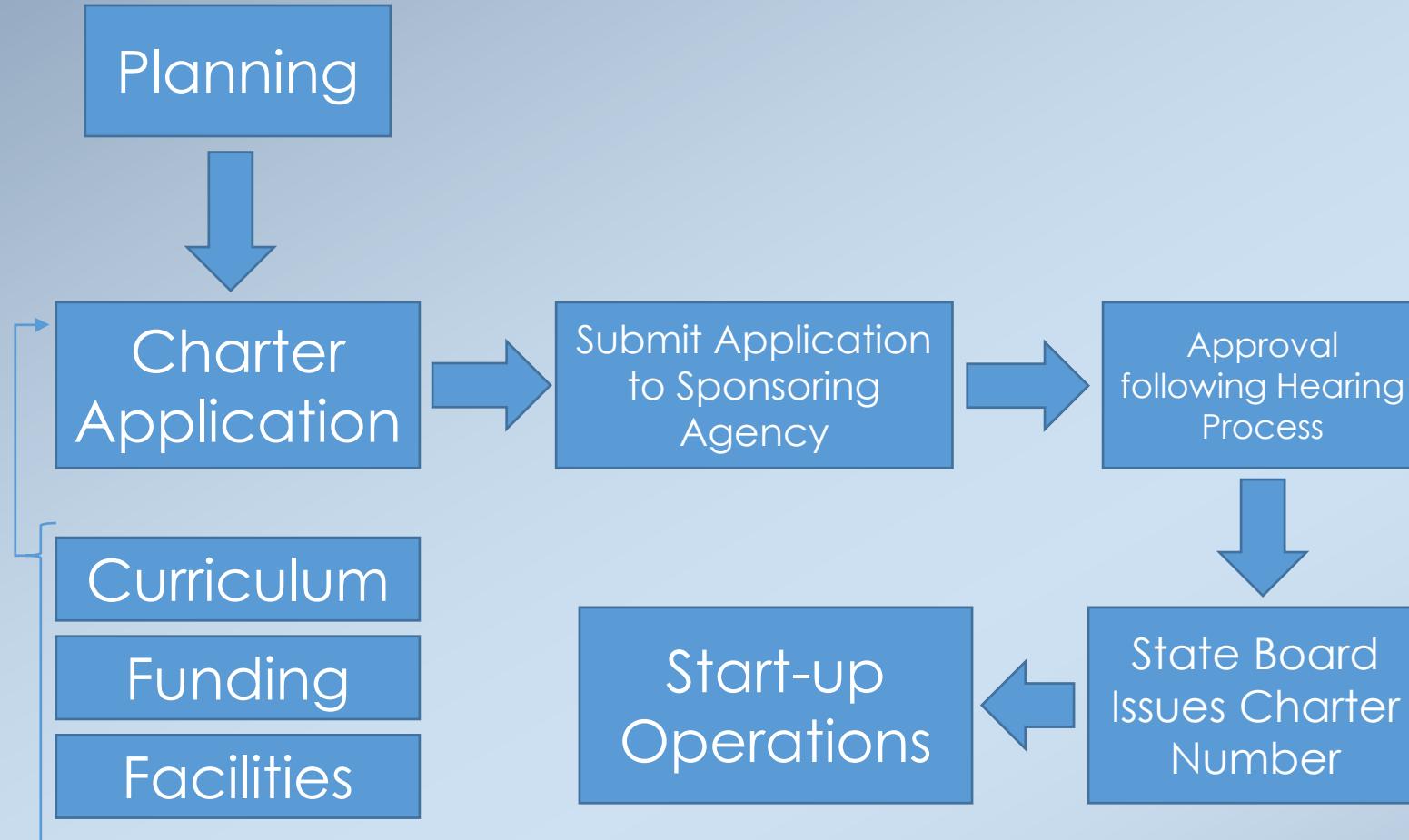
Charter Schools

- Governed by the Charter Schools Act of 1992 (CA Ed. Code §47600, et seq.)
- Designed to:
 - Improve pupil learning
 - Increase learning opportunities for all pupils
 - Encourage the use of different and innovative teaching methods
 - Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site
 - Provide parents and pupils with expanded choices
 - Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems
 - Provide vigorous competition within the public school system to stimulate continual improvements in all public schools

Dependent & Independent Charters

- No such distinction in the Education Code
- However, there is a common practice of defining two types of charters, Dependent and Independent
- Dependent Charters are those charters formed by a sponsoring school district, essentially creating a school within a school district; a subset of this type is a Conversion Charter
- Independent Charters are those that are formed and solicited by a group that is independent of the School District. These must be authorized by a school district, a county office of education or the State Board of Education (Sponsoring Agency)

Starting a Dependent Charter



- All resource material suggests a lead time of 1 to 3 years for Independent Charters;
- May be shorter for Dependent Charters but expect no less than 10 to 12 months to form charter, complete application, secure required funding and begin operations;

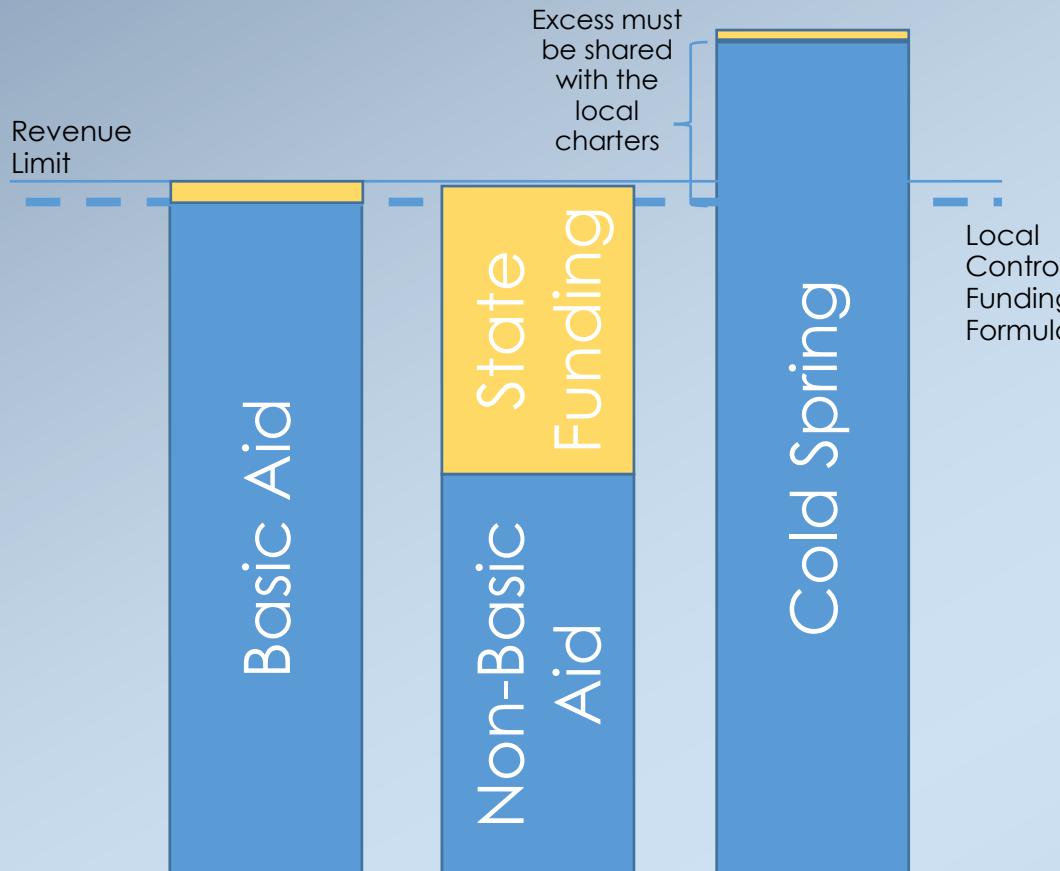
15 Criteria Required

- Sound Description of the Educational Program
 - Annual goals for the charter school for all pupils in each subgroup and the actions it will take each year to achieve those goals
- Define measurable pupil outcomes
- Methodology to be used to achieve the measurable pupil outcomes
- Governance structure and process to ensure parental involvement
- Qualifications of employees of the charter
- Procedures to ensure the health and safety of pupils and staff
- Means to achieve racial and ethnic balance among pupils, reflective of the general population residing within the territorial jurisdiction

15 Criteria Required Con't

- Admission criteria and procedures
- Manner in which annual, independent financial audits will be conducted
- Suspension and expulsion procedures for disciplinary reasons and appeal rights
- Manner in which employees will be covered by STRS, PERS or Social Security
- The Public school alternatives for pupils residing within the school district who choose not to attend charter schools
- Rights of employees leaving the District to participate in the Charter and any rights related to returning to the District
- Procedures for resolving disputes related to the provisions of the Charter
- Procedures to be used if the Charter closes operations

Understanding State Funding



- Basic Aid Districts rely on local property taxes to fund school operations
- Non-Basic Aid Districts receive a State apportionment to fund the difference between the tax revenue and the Local Control Funding Formula for the District

Proposed Cold Spring K-8 Charter

- Legislation requires that a Charter covering grades not included in the Sponsoring Agency jurisdiction must include all grades of the sponsoring agency; Charter must be K-8
- Any child residing in an area where the local District is a Basic Aid funded District will NOT generate any funding according to the formula. These children would simply be used to determine whether the District remains Basic Aid or flips to a LCFF funded District
- A child accepted to the Charter from an area that is an LCFF funded District would generate a small apportionment (70% of the LCFF entitlement of the Pupil's school district of residence)

Cold Spring Charter Funding

- Until Cold Spring drops below the LCFF base grant funding level, a Charter school in the area would receive only nominal levels of outside funding
- Cold Spring local funding levels are such that enrollment would have to more than double to drop below Basic Aid levels
- To fund two additional grades without impacting existing TK-6 funding, the District would need to raise funds to fund 100% of the proposed charter start-up and on-going operation costs
- A rough estimate of these costs would require approximately \$1.7 Million over the next three years for start-up and operations

Proposed Charter School Rough Calculation of Start-up and First Three Years Operations					
Column1	Start-up	Year 1	Year 2	Year 3	Total
Application, Curriculum and Grant Writer	\$ 50,000.00				
Specialist Teachers		\$ 25,000.00	\$ 26,250.00	\$ 27,562.50	
Assistant Principal		\$150,000.00	\$157,500.00	\$165,375.00	
Teacher (Math & Science)		\$125,000.00	\$131,250.00	\$137,812.50	
Teacher (History & Language Arts)		\$125,000.00	\$131,250.00	\$137,812.50	
2 Aides		\$ 45,000.00	\$ 47,250.00	\$ 49,612.50	
2 Classrooms					
Books & Supplies	\$120,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Technology/Computers	\$ 30,000.00				
Apple TVs	\$ 3,000.00				
Desks and Tables	\$ 10,000.00				
	\$213,000.00	\$475,000.00	\$498,500.00	\$523,175.00	\$1,709,675.00

Questions?



Cold Spring ESD

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The ~~Board of Trustees~~ Governing Board recognizes its critical ~~accepts~~ responsibility for adopting a sound budget for each fiscal year that is aligned with the ~~e~~District's vision, goals, ~~and~~ priorities, local control and accountability plan (LCAP), and other comprehensive plans. –The ~~e~~District budget shall guide ~~administrative~~ decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the ~~e~~District.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures/Expenditure Authority)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The ~~D~~istrict budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations ~~subject to limitation as determined pursuant to Government Code 7900-7914.~~ –(Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board ~~The Superintendent/Principal~~ shall annually establish budget priorities based on identified District needs and goals and on realistic projections of available funds.

~~establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127.~~

The Superintendent/Principal shall oversee the preparation of a proposed ~~eDistrict~~ budget for approval by the Board and shall involve appropriate staff ~~in the development of budget projections.~~at all levels in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The Hearing shall occur at the same meeting as the public hearing on the District's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52064.1)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the District budget at a public meeting held after the date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent/Principal or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the District budget or by July 1, whichever occurs first, the Board shall file the adopted District budget with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

If the County Superintendent disapproves or conditionally approves the District's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)
~~encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.~~

~~In order to provide guidance in the development of the budget, the Board shall~~

~~annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.~~

Budget Reserve

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443. For the ~~district~~District the required amount is five percent of the general fund total expenditures and transfers out.

In addition, the Board shall maintain a Basic Aid Reserve in a Special Reserve Fund 17. The Board believes that Basic Aid funding model's dependence on local property tax revenues leaves the ~~district~~District more vulnerable to budget fluctuations than revenue limit ~~district~~districts. Therefore, it is the goal of the Board to establish a Basic Aid Reserve that is equal to fifteen percent (2~~4~~5%) of the general fund total expenditures and transfers out or two months of total District payroll whichever amount is higher~~100~~ percent of the differential between the district's total revenue limit income from property taxes and the Guaranteed Revenue Limit. The Basic Aid Reserve is to be differential is to be calculated and included in the each June prior to the adoption of the annual budget and recalculated at the First Interim Budget Report based on the budgeted property tax estimate for the subsequent fiscal year and the estimate of the revenue limit for the subsequent fiscal year.

The total of the ~~district~~District's five percent reserve for economic uncertainty and the Basic Aid Reserve in ~~ending balance of~~ Fund 17 will constitute the ~~district~~District's ~~Basic Aid Total~~ Reserves.

Each year following the First Interim Budget Report, the Superintendent/Principal shall recommend an amount to be transferred from the General Fund (Fund 01) to the Basic Aid Reserve (Fund 17). At the time the district reaches the 100 percent goal, the amount transferred will not create an ending balance in Fund 17 that exceeds the 100 percent differential amount.

Transfers and Withdrawals

The Board shall delegate authority to make cash and budget transfers to the Superintendent/Principal and the Business Manager. The Board shall restate the delegation of these duties through the adoption of a resolution on an annual basis. (Education Code 35161)

It may be necessary for the ~~district~~District to transfer funds from Fund 17 to the General Fund to aid the ~~district~~District's cash flow. Any funds transferred will be transferred back to Fund 17 ~~with all interest accrued during~~ the same fiscal year once the ~~district~~District receives sufficient revenue. The end-of-the-year balance of the Basic Aid Reserve Fund will not change without Board approval.

Other transfers or withdrawals may occur after the budget year commences, and are done to offset unanticipated budget shortfalls for that year. Withdrawals for a subsequent year shall occur to preserve only ongoing current positions and programs, not to add to or implement new programs.

The priority for withdrawal from the Basic Aid Reserve may occur when one or more of the following conditions occur:

- * The State funding model changes by legislative action and results in the reduction of the ~~district~~District's revenue from local property taxes;
- * Local property tax revenue is less than anticipated in the development of the annual budget.
- * A significant enrollment increase over a short period of time results in the ~~district~~District's expenditures to increase at a higher rate than property tax revenues, which creates a budget shortfall.

Budget Adoption

~~Prior to adopting the budget, the Board shall conduct a first-tier review, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440-15452)~~

~~The Superintendent/Principal shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.~~

~~Whenever revenues and expenditures change significantly throughout the year, the Superintendent/principal shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district,~~

~~program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.~~

(cf. 3110 - Transfer of Funds)

Legal Reference:

EDUCATION CODE

33127 Development of standards and criteria for local budgets and expenditures

33128 Standards and criteria

33129 Standards and criteria; use by local agencies

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing

42120-42129 Budget requirements

42132 Resolutions identifying estimated appropriations limit

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

44518-44519.2 Chief business officer training program

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15452 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2005

Maximizing School Board Governance: Understanding District Budgets, 2005

CDE PUBLICATIONS

California School Accounting Manual

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/f>

California Department of Finance: <http://www.dof.ca.gov>
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
Governmental Accounting Standards Board: <http://www.gasb.org>
Legislative Analyst's Office: <http://www.lao.ca.gov>
School Services of California, Inc.: <http://www.sscal.com>

Policy COLD SPRING ELEMENTARY SCHOOL DISTRICT
adopted: January 14, 2008 Santa Barbara, California
revised: April 135, 20019

Cold Spring ESD

Administrative Regulation

Budget

AR 3100

Business and Noninstructional Operations

Budget Adoption and Submission Process

Before adopting the ~~district~~District budget for the subsequent fiscal year, the Governing Board ~~of Trustees~~ shall hold a public hearing. An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

The Superintendent/Principal shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing.

During the hearing, any ~~district~~District resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9320 - Meetings and Notices)
(cf. 9323 - Meeting Conduct)

The ~~district~~District's budget shall be presented in the format prescribed by the Superintendent of Public Instruction. (Education Code 42126)

The Superintendent/Principal shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent/Principal or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary.

(Education Code 42127)

If the County Superintendent disapproves the ~~district~~District's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

Regulation COLD SPRING ELEMENTARY SCHOOL DISTRICT
approved: January 14, 2008 Santa Barbara, California
revised: ~~April 13, 2009~~April 15, 2019

**RESOLUTION OF THE GOVERNING BOARD
OF THE COLD SPRING SCHOOL DISTRICT
AUTHORIZING THE TRANSFER OF
UNASSIGNED FUND BALANCE DOLLARS
TO THE DISTRICT'S FUND 17 SPECIAL
RESERVE, SANTA BARBARA COUNTY,
CALIFORNIA**

RESOLUTION NO. 2018-19/6

WHEREAS, the Governing Board of the Cold Spring School District ("District") participated in a budget workshop that included a review of the District's Second Interim Financial Report on March 14, 2019;

WHEREAS, after thoughtful consideration of the District's financial circumstances and the need to establish a realistic District operating reserve, the Board determined that it will set its combined Reserve for Economic Uncertainties and Fund 17 Special Reserve at 25 Percent of General Fund total expenditures and transfers out or two months of total District payroll, whichever amount is higher;

WHEREAS, the Board is in the process of Revising Board Policy and Administrative Regulation 1300, and will be considering first reading of those revisions during its Regular Board meeting of April 15, 2019;

WHEREAS, the Governing Board, desiring to move towards the goal of 25% of general fund expenditures and transfers out, desires to transfer \$150,000.00 of unassigned general ending fund balance from the General Fund to Fund 17; and,

WHEREAS, the Governing Board, at the close of the fiscal year, shall review its unaudited actuals for the 2018-2019 Fiscal Year and determine whether an additional transfer is warranted to further the District's efforts to reach its goal;

NOW, THEREFORE, IT IS RESOLVED AND ORDERED BY THE GOVERNING BOARD AS FOLLOWS:

1. The above recitals are true and correct;
2. The Governing Board approves, authorizes and directs the Superintendent/Principal and/or her designee to transfer One Hundred and Fifty Thousand and No Cents (\$150,000.00) from Fund 01 to Fund 17 for the purposes of funding the District's new commitment for Budget Reserves;
3. The Governing Board directs the Superintendent/Principal and District staff to take such other and further actions as necessary to accomplish the intent of this resolution;

//

APPROVED AND ADOPTED by the Governing Board of the Cold Spring School District at a regularly scheduled board meeting held on the 15th day of April 2019, in Santa Barbara County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Jennifer Miller, President
Governing Board of the
Cold Spring School District

I, Amy Alzina, Superintendent/Principal and Secretary to the Governing Board of the Cold Spring School District of Santa Barbara County, California, do hereby certify that the foregoing is a true, and correct copy of a resolution and reflection of its vote as duly adopted by said Board at a meeting thereof, which Resolution is on file and of record in the office of the Superintendent/Principal.

Date: _____

Amy Alzina, Ed.D.
Superintendent/Principal
And Secretary to the Governing Board
Cold Spring School District

ACTION 15.B.

DATE: April 15, 2019

TO: Governance Board

FROM: Amy Alzina, Superintendent/Principal

RE: Approval to engage KBZ architects to update the District's Facilities Master Plan for a fee not to exceed \$2500

Kruger Bensen Ziemer Architects has submitted a proposal to make revisions to the Master Facilities Plan to indicate a new building at the campus entry. The new building design will include an administration/student room and three classrooms (special day, art and STEAM).

Recommendation: Approve the \$2,200 fee to modify the Facilities Master Site Plan from Kruger Bensen Ziemer Architects.



The logo features the word "SAVE" in large, bold, black letters. A small black dot is positioned above the letter "A". Below "SAVE", the words "Employee Assistance Program" are written in a smaller, black, sans-serif font.

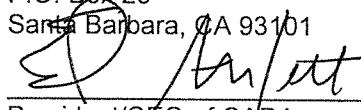
The Council on Alcoholism and Drug Abuse, a non-profit corporation, through its Save A Valuable Employee (S.A.V.E.) Employee Assistance Program and hereinafter called CADA hereby offers to **Cold Springs School District** the following services:

- I. Assessment and referral services to employees and their families experiencing personal problems.
 - a. Unlimited self and management referrals, for 1-3 sessions per employee, per problem.
 - b. Follow-up and aftercare coordination for up to 12 months for management referrals.
- II. Crisis counseling to employees or Critical Incident Stress Debriefing/Defusing when necessary.
- III. Training and consultation with supervisors on program utilization, and workplace problems.
 - a. Assistance in making effective referrals.
- IV. Orientations to employees, presenting the prevention aspects of our EAP program as well as other benefits.
- V. Information on community resources for assistance and treatment of employees with personal as well as alcohol and drug-related problems.
- VI. Program materials to include brochures, articles and handouts
- VII. Offer S.A.V.E. Professional and Personal Development trainings, presentations and 2 training hours per contract year.
- VIII. Utilization reports upon request.
- IX. Monthly supervisor and employee newsletter sent via E-mail.
- X. Financial and Legal consultation by phone.

In consideration for the above services, **Cold Springs School District** agrees to pay CADA the sum of \$1800 (\$45 yearly rate per employee per 12 months for 40 employees). This consideration is payable in advance no later than 30 days after the date of acceptance shown hereon and shall automatically be renewed for a period of one year each successive year thereafter unless CADA is notified in writing that **Cold Springs School District** desires to discontinue the agreement.

Accepted this _____ day of _____ 20_____.

Cold Springs School District
2243 Sycamore Canyon Road
Santa Barbara, CA 93108

The Council on Alcoholism and Drug Abuse
A non-profit Corporation
P.O. Box 28
Santa Barbara, CA 93101

President/CEO of CADA

Authorized Officer of Cold Springs School District

ACTION 15.D.

DATE: April 15, 2019

TO: Governance Board

FROM: Amy Alzina, Superintendent/Principal

RE: Approval of the Contract for Chief Business Official and General Counsel

I am pleased to recommend the contract approval of the Chief Business Official and General Counsel for Yuri Calderon beginning Tuesday, April 16, 2019.

Recommendation: Approve the contract for Chief Business Official and General Counsel.

**COLD SPRING SCHOOL DISTRICT
CONTRACT FOR EMPLOYMENT OF
CHIEF BUSINESS OFFICE AND
GENERAL COUNSEL**

This contract for employment (hereinafter, "Contract") between the Governing Board ("hereinafter, "Board") of the Cold Spring School District (hereinafter, "District") and Yuri Calderon, J.D., (hereafter, "CBO & General Counsel") is effective April 16, 2017, and subject to the following terms and conditions:

This Contract for the Position of CBO & GC is authorized by, and subject to, the authority granted to the Governing Board pursuant to Sections 35030 and 35041.5 of the California Education Code.

TERM OF CONTRACT

The District hereby appoints and employs Mr. Yuri Calderon as its Chief Business Office and General Counsel ("CBO & GC") commencing on April 16, 2017 and continuing for a term of 53 workdays, ending on June 30, 2019. If after the first 30 days of employment, the Board does not provide notice of non-renewal, the Contract shall extend for a period of one-year, beginning July 1, 2019 and ending on June 30, 2020.

California Education Code Section 35031 requires the Board to provide no less than forty-five (45) days written notice if it does not intend to renew the CBO & GC's contract at the end of the term. The CBO & GC shall inform the Board, in writing, of this notice requirement by no later than March 1, 2020 of the Contract or March 1 of any subsequent year for any extension thereof.

An extension of the term of this Contract requires a written amendment approved by the Governing Board, except as otherwise required by State law.

DUTIES AND RESPONSIBILITIES OF CBO & GC

The CBO & GC shall be responsible for the performance of duties that are set forth in State law and those adopted by Board Policy or job description for the separate positions of Chief Business Officer and the position of General Counsel. The Board, from time to time, may modify these duties and responsibilities by Board action. The duties and responsibilities include, but are not limited to, those duties set forth in Board Bylaw 9124 and the Job Description for Chief Business Officer attached as Exhibits A hereto.

Work Days

The duty year and workdays of the CBO & GC shall be defined as a 225 work day calendar. The position shall be a 60% position requiring a minimum of 135 full work days each year. These work days shall be provided to the District based on the demands of the position and the needs of the Superintendent/Principal and the Governing Board. In the event fewer than 135 work days are required,

these days shall be considered unpaid and shall be deducted from the June pay period of each year CBO & GC is employed. In the period of April 16, 2019 through June 30, 2019, CBO & GC shall be expected to work no fewer than 32 days, representing 60 percent of the remaining work days in this fiscal year.

COMPENSATION

Salary. The annualized salary of the CBO & GC shall be One Hundred and Forty-Four Thousand Dollars (\$144,000.00) for 135 workdays per fiscal year, commencing on April 16, 2019, payable in equal monthly installments. This salary shall be for the 135 workdays contemplated in the paragraph above. The CBO & GC's salary shall be subject to all applicable withholdings for state and federal taxes.

The CBO & GC salary shall not be increased unless the Board determines that an increase is warranted and appropriate based on the CBO & GC's overall performance in the position. All salary increases shall be implemented in a manner consistent with State law.

Fringe Benefits. In lieu of additional compensation, the Board has determined that the CBO & GC shall receive the fringe benefits (medical, dental, and vision) made available to full-time employees of the District as if the position were a full-time position.

Leaves of Absence. The CBO & GC shall be provided with the leaves of absence available to other classified employees of the District and those prescribed by State law.

Vacation Leave. The CBO & GC shall not accrue vacation leave, however, the District shall work with the CBO & GC to permit him to take vacations using days that are not allocated to the District.

Professional Activities. The District encourages the CBO& GC to participate in professional organizations and activities, provided that such participation is consistent with his overall responsibilities to the District, and provided further, that such participation does not interfere with the satisfactory performance of his duties and obligations to the District. The District shall pay the CBO & GC's reasonable and typical dues associated with the California Association of School Business Officers ("CASBO") and the Association of California School Administrators ("ACSA"). These dues may be paid directly by the District or reimbursed to the CBO & GC upon presentation of the expenses.

Expense Reimbursement. The Board will consider reimbursing reasonable and necessary business expenses associated with the CBO & GC's duties and responsibilities. However, where feasible, the Board requires prior approval of the activity and estimated expenses associated with the activity. Records of such expenses shall be presented and maintained in accordance with the Board Policy.

EVALUATION

The Superintendent/Principal shall evaluate the performance of the CBO & GC with respect to

his performance of the duties and responsibilities of Chief Business Office only. The Superintendent/Principal shall report to the Board with respect to her evaluation. The Board may then choose to evaluate the CBO & GC with respect to the performance of his duties and responsibilities serving as General Counsel to the Board. The Board may use any process or procedure it desires to perform that evaluation.

The Parties shall work to complete the evaluation by August 31 of each year.

NOTICE OF RESIGNATION OR RETIREMENT

The Parties recognize that the replacement of the CBO & GC may be a lengthy, time consuming process. Furthermore, the Parties recognize the importance of planning for a vacancy in the position of CBO & GC. Therefore, the CBO & GC shall provide no less than ninety (90) days' advance written notice to the Board President of his intention to resign from employment. Said notice shall also be provided to each of the individual Board Members via hand delivery or U.S. first class mail. The notice of resignation required herein is a material provision of this Contract, a breach of which shall constitute cause for termination.

TERMINATION OF THE CONTRACT

This Contract may be terminated by:

1. Mutual agreement of the parties.
2. Notice of Non-Renewal in accordance with Section 35031 of the California Education Code at the end of the Contract Term.
3. Failure to provide notice of resignation as required in this Contract. In the event of such a breach, the Board may terminate this Contract with forty-five (45) days' notice, upon learning of the CBO & GC's intent to resign her employment with the District.
4. Cause. Discharge for cause shall be defined as conduct which is seriously prejudicial to the District, including neglect of duty, material breach of contract, or grounds enumerated in Board Policies and Administrative Regulations, including AR 4218. Notice of discharge for cause shall be given in writing and shall be provided in accordance with State law.
5. Termination of CBO & GC's Contract Without Cause. The Board may terminate this Agreement without cause upon forty-five (45) days written notice to the CBO & GC. The Board shall pay to the CBO & GC, as a severance pay, an amount equivalent to the monthly salary he would have earned under this Contract from the actual date of termination to the termination date set forth in the Term of this Contract, not to exceed two (2) months. This severance amount shall be paid in monthly installments.

Payment hereunder shall constitute for both parties a complete settlement and release of all claims, known or unknown, which each may have or claim to have arising out of this Contract

and out of CBO &GC's employment. In making such waiver, the CBO &GC expressly understands that Section 1542 provides, in part: "**A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which, if known by him must have materially affected his settlement with the debtor.**" This clause would prevent any other action in law or in equity against the District as a result of the Board's determination to terminate the contract without cause and pay the liquidated damages.

Pursuant to Government Code section 53243.2, any funds received by the CBO &GC from the District as a cash settlement resulting from the termination of this Agreement or successor agreements shall be fully reimbursed to the District if the CBO &GC is convicted of a crime involving the abuse of his office or position.

DEFENSE AND INDEMNIFICATION

The District will defend and indemnify the CBO &GC for acts and omissions related to the performance of her duties and obligations as CBO &GC of the District consistent with the requirements set forth in the California Government Code.

MODIFICATIONS TO THE CONTRACT

This Contract may be amended by mutual consent of the CBO &GC and the Board any time during the term of this Contract.

APPLICABLE LAW

This Agreement is subject to all applicable: (1) laws of the State of California; (2) rules and regulations of the State Board of Education; and (3) rules and regulations of the District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of the Contract as though fully set forth herein. This Contract is made in California and shall be interpreted consistent with the laws of this State. Any action to enforce or interpret the contract shall be brought in Santa Barbara County, unless otherwise prescribed by law.

SEVERABILITY

In the event that any provision or part of this Contract is found to be invalid or unenforceable under Federal or State law, only that particular provision or part so found, and not the entire Contract, will be inoperative.

This Contract constitutes the full and complete understanding between the parties hereto, and its terms can be changed or modified only in writing, signed by both parties or their successors in interest to this Contract.

This Contract, executed by the Parties, was presented to and formally approved by the Board of Trustees of the Cold Spring School District on the 15th day of April 2019, in Santa Barbara, California,

as evidenced by the signatures below.

GOVERNING BOARD OF THE COLD SPRING SCHOOL DISTRICT:

By: _____

Jennifer Miller
President

By: _____

Amy Alzina, Ed.D.
Superintendent/Principal

Date Approved by Board in Open Session: April 15, 2019

CHIEF BUSINESS OFFICE & GENERAL COUNSEL

I hereby accept this offer of employment and agree to comply with the conditions hereof, and to fulfill all the duties and responsibilities of employment as Chief Business Office & General Counsel of the Cold Spring School District.

Date of Acceptance: _____

Yuri Calderon, J.D.
Chief Business Office &
General Counsel

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.

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- 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

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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

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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
Board Meeting Agenda Items
2018-19 School Year**

<u>July 2018</u>	<u>August 2018</u>	<u>September 2018</u>	<u>October 2018</u>	<u>November 2018</u>	<u>December 2018</u>
<ul style="list-style-type: none"> • Quarterly Williams Report • Discussion of building and portables • Discussion of CSBA Governance Standards • Review Superintendent Eval (Closed Session) • Dolphin Center Update • Technology Update • Lease to Own 3rd Grade Laptop 	<ul style="list-style-type: none"> • Update on Professional Learning Plan • Opening of School Timeline • Review of Board Protocols and Complaint Procedures • Discuss Timeline to update CSSD “Beliefs, Visions, Goals” • Technology Use Plan 	<ul style="list-style-type: none"> • Unaudited Actuals • Sufficiency of Textbooks • CAASPP Results • GANN Resolution 	<ul style="list-style-type: none"> • Quarterly Williams Report • MacBook Pilot Lease Program • Update on STEAM Program • California Dashboard Local Indicators: Priorities 1, 2, 3 and 6 Self-Report 	<ul style="list-style-type: none"> • CA Physical Fitness Results • Update Regarding the Progress of Proposition 39: Energy Efficiency Act • Sup/Prin Check In Eval 	<ul style="list-style-type: none"> • Board Reorganization • First Interim Report • Comprehensive School Safety Plan • Review Mission Statement • Beliefs, Visions, Goals • District Reserves • Summary Single Plan for Student Achievement (SPSA)
<u>January 2019</u>	<u>February 2019</u>	<u>March 2019</u>	<u>April 2019</u>	<u>May 2019</u>	<u>June 2019</u>
<ul style="list-style-type: none"> • Quarterly Williams Report • Annual Audit • School Accountability Report Card (SARC) • Governance Manual Workshop • HVAC project 	<ul style="list-style-type: none"> • Proposed Calendar for Subsequent School Year • Budget Workshop • Reserves Workshop 	<ul style="list-style-type: none"> • Second Interim Report • Approve District Calendar 2019-20 • Sup/Prin Check In Eval • PE Presentation 	<ul style="list-style-type: none"> • Quarterly Williams Report • Discussion of Preliminary Budget • CSS Foundation Grant Request (2019-20 sch yr) • Mission Statement Special Session • 7th & 8th Charter 	<ul style="list-style-type: none"> • Recognition of Parent Volunteers • Budget Update (Staffing) • Board Self Evaluation • Facilities Discussion 	<ul style="list-style-type: none"> • Approval of LCAP • Adoption of Budget • EPA Expenditure Plan • Superintendent Evaluation