



## COLD SPRING SCHOOL DISTRICT BOARD OF TRUSTEES

### REGULAR BOARD MEETING / ANNUAL ORGANIZATION OF THE BOARD

MONDAY, DECEMBER 12, 2016  
6:00 PM

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

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

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

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

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

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

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

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

**Reports/Attachments** – *Members of the public may request a copy of the agenda, or a copy of the documents constituting the agenda packet, of any meeting of the Board of Trustees. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability*

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

**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING / ANNUAL ORGANIZATION OF THE BOARD**

**AGENDA**

**MONDAY, DECEMBER 12, 2016  
6:00 PM**

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

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**REGULAR SESSION / ANNUAL ORGANIZATION OF THE BOARD**

- 1. Call to Order ..... 6:00 PM**
- 2. Adjourn to Closed Session** (No Closed Session Scheduled)
- 3. Reconvene Regular Meeting, Pledge of Allegiance ..... Board President**
- 4. Announcement of Closed Session Action** (none scheduled)
- 5. Oath of Office for Newly Elected Trustees ..... Superintendent Price**

5.A. Recognition of Outgoing Board Members, Bryan Goligoski, 2008-2016, and Michael Wasserman, 2009-2016.

5.B. Superintendent Price to administer Oath of Office to newly elected Trustees, Gregg Peterson and Kathy Davidson, and newly appointed Trustees in lieu of election, Kimberly Ferrarin and Leslie Kneafsey.

- 6. Annual Organization of the Board ..... 2017 School Board**

6.A. Election of Board President / Passing of The Gavel

- Call for Nominations for Board President, 2017
- Motion:\_\_\_\_\_ Second:\_\_\_\_\_ that nominations be closed and that \_\_\_\_\_ be elected as Board President, 2017.
- Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_

***New Board President Presides Over Remainder of Meeting***

6.B. Election of Vice President

- Call for Nominations for Vice President, 2017
- Motion:\_\_\_\_\_ Second:\_\_\_\_\_ that nominations be closed and that \_\_\_\_\_ be elected as Vice President, 2017
- Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_

6.C. Election of Board Clerk

- Call for Nominations for Board Clerk, 2017

- Motion:\_\_\_\_\_Second:\_\_\_\_\_ that nominations be closed and that \_\_\_\_\_ be elected as Board Clerk, 2017.
- Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_Abstain:\_\_\_\_\_

6.D. Appointment of Board Representatives for the Following Committees:

1. Cold Spring School Site Council:\_\_\_\_\_
  2. Cold Spring Foundation: \_\_\_\_\_
  3. Cold Spring Parent Club: \_\_\_\_\_
  4. Ad Hoc Measure C Committee \_\_\_\_\_
  5. Negotiations \_\_\_\_\_
  6. Santa Barbara County Committee on School District Organization, (See Santa Barbara County Office of Education Form Attachment D)  
Rep: \_\_\_\_\_/ Alternate: (Optional) \_\_\_\_\_
- Motion:\_\_\_\_\_, Second: \_\_\_\_\_, to appoint all Board Representatives as agreed upon by the Board.
  - Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_Abstain:\_\_\_\_\_

6.E. Establish Date, Time and Place of Regular Board Meetings for 2017

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Cold Spring School District Board of Trustees Meeting Schedule for 2017, as shown in the attached supplement.

**7. Approval of Minutes ..... Item 7**

Approval of the Minutes (2) for the following Board Meetings:

- Regular Board Meeting of November 14, 2016
- Board Workshop of December 7, 2016

Motion by \_\_\_\_\_second by, \_\_\_\_\_, to approve the Minutes of November 14<sup>th</sup> and December 7<sup>th</sup> as shown in the attached supplements.

**8. Recognitions and Acknowledgements..... Superintendent Price**

8.A. Recognition of parent volunteers who provided leadership for the school's Fall events

**9. Board Comments – Communication/Correspondence**

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

**10. 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.

**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:

- 11.A. Approval of Finance Reports
  - 11.A.1. Warrants for November, 2016 (attachment)
  - 11.A.2. November Regular Payroll: \$295,502.78
- 11.B. Approval of Applications for Use of School Facilities, (3 total), as shown in the attached supplement
- 11.C. Approval of Personnel Action items
  - 11.C.1. Reassignment, one (1) full-time classified 12-month position: Office Coordinator; from temporary to permanent, effective December 16, 2016

**12. Superintendent Report .....Items 12A – 12F**

- 12.A. Presentation on Superintendent/Principal Search Process – Mari Baptista, Santa Barbara County Education Office, Assistant Superintendent of Human Resources
- 12.B. Monthly Enrollment Update
- 12.C. Superintendent's Goals Update
- 12.D. Update on Third Grade Instructional Support
- 12.E. Update on Front Office Coverage

**13. Business and Finance .....Item 13A**

- 13.A. Approval – 2016-17 First Interim Report

**14. Action Agenda.....Items 14A – 14E**

- 14.A. Discussion and Announcement of Intent to Proceed with the Search and Hiring Process for the Superintendent / Principal
- 14.B. Approval of Title I Parent Involvement Policy
- 14.C. Resolution 2016/17-9 Delegating Authority to Make Cash and Budget Transfers for the 2017 Calendar Year
- 14.D. Board Policy Revision, #1330, "Use of School Facilities" (BP and AR)
- 14.E. Discussion and/or Action Regarding Dolphin Center Fees

**15. Conference Agenda ..... Item 15**

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.

**16. ADJOURNMENT**

*Date of Next Regular Board Meeting: January 9, 2017 (Pending Board Approval)*

ITEM 6D

**Cold Spring School District  
Board of Trustees  
Committee Appointments -- 2016**

<b>Name</b>	<b>Date Formed</b>	<b>Charge/Function</b>	<b>Meets</b>	<b>Current Board Member</b>
<b>CSS Foundation</b>	Early 1980s	Raises funds to support school programs and other needs identified by the Board	Monthly -- Third Wednesday at 7:00 AM	Bryan Goligoski, Gregg Peterson
<b>Parent Club</b>	On-going	Raises funds to support school programs and organizes events that promote school/community relations	Monthly -- Second Tuesday at 8:25 AM	
<b>School Site Council*</b>	On-going	Oversees the Single School Plan and Categorical Budget	Monthly -- Second Tuesday at 3:15 PM	Kim Ferrarin
<b>Ad hoc Measure C Committee</b>	In progress	The Board requested a committee be formed to develop a list of potential projects for the remainder of the Measure C funds	TBD	Bryan Goligoski
<b>Negotiations</b>	Summer, 2000	Meet with Cold Spring Education Association regarding modifications to the contract	As needed	Michael Wasserman

ATTACHMENT D

Due:  
Tuesday, Dec. 27



THE 2017 SCHOOL BOARD REPRESENTATIVE  
TO THE  
COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

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

To: Angela Wells  
School Business Advisory Services  
Santa Barbara County Education Office

From: Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
District: \_\_\_\_\_

**Subject: The 2017 county committee representative selected by the governing board at the Dec. 2016 meeting**

Our office also needs the name of whichever governing board member is selected as your district's representative to the Santa Barbara County Committee on School District Organization ("County Committee"). Education Code Section 35023 specifies that the representative must be a member of your governing board and must be selected at your annual organizational meeting. The board representative will **not** be a member of the County Committee. **The function of the board representatives is to nominate and elect the eleven members of the County Committee.** Elections are held in the fall. Board representatives will be directly notified by our office, with courtesy copies sent to their superintendents. You may name an alternate representative, but there is no requirement that you do so.

Name of  
representative: \_\_\_\_\_

Name of alternate  
representative: \_\_\_\_\_

REFERENCE:  
EC§ 35023

ITEM 6E

**ORGANIZATION OF THE  
BOARD ITEM 6E**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: BOARD MEETING SCHEDULE, 2017**

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**SUMMARY**

California Education Code section 35140, requires a school district governing board to fix the time and place for its regular governing board meetings annually. Attached is a proposed Board Meeting Schedule for 2017. It has been the practice of the Cold Spring School District Board of Trustees to conduct their regularly scheduled meetings on the second Monday of every calendar month, beginning at 6:00 PM, in the Cold Spring School Auditorium.

**RECOMMENDATION**

This item is being submitted for Board Discussion and Action. It is recommended the Board approve the Board Meeting Schedule for 2017.



## **Cold Spring School District**

### **Board of Trustees**

#### **Schedule of Regular Session Meetings – 2017**

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Meetings are scheduled for 6:00 PM on the second Monday of each month,  
unless noted\*

January 9, 2017

February 13, 2017

March 13, 2017

April 10, 2017

May 8, 2017

June 12, 2017

July 10, 2017

August 14, 2017

September 11, 2017

October 9, 2017

November 13, 2017

December 11, 2017  
Annual Organizational Meeting

ITEM 7



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

**MONDAY, NOVEMBER 14, 2016  
6:00 PM**

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

**Members in Attendance**

Bryan Goligoski, President  
Michael Wasserman, Vice President  
Jennifer Miller, Clerk  
Kim Ferrarin, Trustee  
Gregg Peterson, Trustee

**Administration / Staff in Attendance**

Tricia Price, Superintendent/Principal  
Mary Stark, Chief Business Official  
Stephanie Cary, Teacher, 1<sup>st</sup> Grade  
Misha Lewis, Librarian  
Jean Gradias, STEAM TOSA  
Taiwo Madison, Director, Fiscal Services  
Christian Garfield, Technology Specialist  
Heather Shennum, Co-Director, Dolphin Center  
Lindsay Stark, Director, Dolphin Center  
Becky Banning, Recording Secretary

**Members of the Public in Attendance**

Kathy Davidson  
Amanda Rowan  
Dorothy Poley  
Holly Covington  
Leslie Kneafsey  
Margaret Chapman

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

The meeting was called to order at 6:05 PM.

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

**3. PLEDGE OF ALLEGIANCE**

President Goligoski led the Pledge of Allegiance.

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

**5. APPROVAL OF MINUTES .....ITEM 5A**

**5.A. Approval of Minutes of October 10, 2016 Board Meeting, Regular Session**

It was moved by Trustee Peterson, and seconded by Trustee Wasserman, to approve the Minutes of October 10, 2016, Regular Session Board Meeting as presented. Ayes: Goligoski, Wasserman, Miller, Ferrarin, Peterson; Noes: None; Abstain: None; Absent: None

*Motion unanimously carried.*

**6. RECOGNITIONS, RECEIPT OF GIFTS, ACKNOWLEDGEMENTS, AND ACCEPTANCES** **ITEM 7**

None presented

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

- Trustee Peterson requested that the board agenda be posted earlier than the 72-hour minimum timeline.

**8. PUBLIC COMMENTS**

The following members of the public addressed the Board

- Amanda Rowan – regarding classroom coverage for 3<sup>rd</sup> grade
- Stephanie Carey – expressed appreciation to outgoing Board Members, Bryan Goligoski and Michael Wasserman

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

It was moved by Trustee Peterson, seconded by Trustee Ferrarin, to approve the Consent Agenda, Items 9A through 9C, as presented below. Ayes: Goligoski, Wasserman, Miller, Peterson, Ferrarin; Noes: None; Abstain: None; Absent: None

*Motion unanimously carried.*

9.A. Finance Reports

1. Warrants (attachment)
2. Regular payroll: \$291,894.20

9.B. Applications for Use of School Facilities

9.C. Personnel Action

9.C. 1. Employment

One full-time position: Maintenance Director/Custodian effective 11/07/16

One Temporary Instructional Assistant 3.5 hrs (for 6<sup>th</sup> grade, Morgan), effective 10/26/16

9.C.2. Resignation for purposes of retirement:

One Full-Time Office Coordinator/Interim Executive Assistant; effective December 16, 2016

9.D Donations

Acceptance of donation of \$2,600 from the Jennifer Nasser Revocable Trust to provide for the installation of the "Buddy Bench". (On behalf of Justine Richey, Parent)

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

10.A. Turkey Trot Update – November 17

Superintendent Price gave an update on the status of the the upcoming Turkey Trot even and stated that while grandparent's day will not be

ITEM 7

combined with Turkey Trot this year, there is discussion about combining it with the Art Faire.

10.B. Overview of Dolphin Program – Lindsay Stark, Dolphin Center Director, Heather Shennum, Co-Director

Dolphin Director, Lindsay Stark, gave a presentation on the Dolphin Center program development and improvements. She presented samples of working schedules, snack options, Westmont Aide schedules, room improvements from September, 2105 through November, 2106, and answered questions presented by the Board. The Board commended Ms. Stark and Ms. Shennum for their dedication and excellent work.

10.C. Enrollment and Staffing Report

Superintendent Price reported current enrollment at 176. (Three new students, 1 in Kindergarten and two in 5<sup>th</sup> grade).

10.D. Process to Update the Local Control and Accountability Plan (LCAP)

Superintendent Price gave an update on the LCAP process, the new template and timeline set forth by the state, which includes a deadline of July 1, 2017, and the requirement of a Public Hearing before the Board can approve the LCAP.

10.E. Technology Update – Christian Garfield, Technology Specialist

Technology Specialist Christian Garfield, gave an update on technology developments and highlighted recent accomplishments and goals. Among them is the conversion to Google Apps for Education, which includes, Gmail, google docs, and so much more. Mr. Garfield gave an overview of Technology Skills Scope and Sequence by grade levels. Lower grades use iPads. Skills learned include keyboarding, word processing, and other technology integration. Examples of programs used are Keyboarding Without Tears, Reading Eggs, Scratch Jr. (to create interactive stories), Kodable, (provides transition into decoding), and Pic Collage (to teach them to save/print). Upper grades are using laptops; students learn to use Pages (for their work), Wacom tablets (to illustrate their own stories); Desktop Publishing (for use in reports); Photoshop (for creative writing projects); Keynote (for presentations); SeeSaw (for creating work and sharing with their teachers on real time), and Khan Academy. Sixth grade culminates in a featured "6<sup>th</sup> Grade Film Festival", which takes place in the school auditorium.

10.F. Spanish During the School Day – Sub-Committee Report

Superintendent Price gave an update on behalf of the sub-committee, Subsequent to that meeting, a subcommittee that was formed to further study a recent proposal. This came at the request of the Board, who expressed an interest in hearing input from the teaching staff, establishing program goals, and any other additional information that could inform decision-making. Topics addressed were state guidelines, components of the program, instructional goals, and sub-committee recommendations.

**ITEM 7**

The Board requested to receive comparison information on Spanish programs in other schools. The Board encouraged the district to have the School Site Council consider recommendations about this program.

**10.G. Schedule Board Budget Workshop**

The board has requested to schedule a Board Workshop to discuss the District's Budget. A recommendation was made by administration to conduct this workshop during the week of December 5, since many Board members will be in San Francisco for the annual California School Boards Association conference from November 29<sup>th</sup> - December 3<sup>rd</sup>.

**11. BUSINESS AND FINANCE .....ITEM 11A**

**11.A. Dolphin Center Fees; Discussion and/or Action**

Chief Business Official Mary Stark gave an update on Dolphin Center Budget and expenses in response to a request by the Board to consider a reduction of costs for families with more than one student enrolled. The Board discussed options and asked administration to provide a count of siblings currently enrolled in the Dolphin Center along with a model showing different scenarios of cost reductions. The Board also discussed the possibility of online billing and asked for further discussion regarding the revision of the current website that includes billing option upgrades.

No further action was taken.

**11.B. After-School Enrichment Program Update – Information Only**

Ms. Stark presented a recap of the current after school courses and schedule. This item was presented as information only. Trustee Peterson encouraged the Board to revisit board policy regarding these details.

**11.C. Revision of Board Policy and Administrative Regulation #1330, "Use of School Facilities" (BP & AR), Permitting Process for Review and/or Action, as shown in the attached supplement; first read. Trustee Peterson requested that the Board consider incorporating an option of waiving fees into their board policy revision.**

This item was presented for First Read and will be resubmitted for Board Action on December 12, 2016.

**12. ACTION AGENDA..... ITEMS 12A – 12C**

**12.A Review and Approval of Revised 2016-17 Comprehensive Safety Plan**

This item was presented for Board Review on October 10, 2016. It was moved by Trustee Wasserman, seconded by Trustee Peterson, to approve the Comprehensive Safety Plan 2016-17 upon final review by the sheriff and/or fire department.

Ayes: Goligoski, Wasserman, Miller, Ferrarin, Peterson; Noes: None; Abstain: None; Absent: None

*Motion unanimously carried.*

**ITEM 7**

**13. CONFERENCE AGENDA**

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

13.A. Review and Discussion of Team Performance Proposal

**14. ADJOURNMENT**

The regular meeting of the Cold Spring School District Board of Trustees was adjourned at **8:55 PM.**

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Board Clerk

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Date



**COLD SPRING SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**ITEM 7**

**BOARD WORKSHOP  
MINUTES**

**WEDNESDAY, DECEMBER 7, 2016  
10:30 AM**

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

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**Attendance / Board**

Bryan Goligoski, Board President  
Michael Wasserman, Vice President  
Jennifer Miller, Board Clerk  
Kimberly Ferrarin  
Gregg Peterson

**District Staff / Administration**

Tricia Price, Superintendent  
Mary Stark, Chief Business Official  
Amy Campbell, Reading Specialist  
Stephanie Carey, Teacher, 1<sup>st</sup> Grade  
Jean Gradias, STEAM Specialist  
Taiwo Madison, Director of Fiscal Svcs  
Linda Edwards, Teacher, 5<sup>th</sup> Grade  
Lisa Ishikawa, Teacher, Kindergarten  
Becky Banning, Recording Secretary

**Public**

Kathy Davidson  
Leslie Kneafsey  
Amanda Rowan

**PRELIMINARY FUCTIONS**

**1. Call to Order**

The meeting was called to order at 10:37 AM.

**BOARD DISCUSSION**

**2. Review of Fiscal Year 2016-17 First Interim & Multi-Year Projection, Mary Stark, Chief Business Official**

Ms. Stark gave an update on the District's Audited Actuals for Fiscal Year 2015-16 and the District's First Interim Budget for Fiscal Year 2016-17. Primary topics presented were as follows:

- Attendance per Audit and Projection
- Recap of District Special Funds
- Restricted General Fund as of Fiscal Year 2016-17 Interim
- Review of History and Projection of Reserves for General Fund, Special Reserve for Non-Capital Outlay Projects, and Reserves for Capital Outlay Projects from Fiscal Year 2004-2005 through 2018-2019
- History and Projection of Property Taxes from 2004 through 2019
- Position Control for Certificated and Classified Staff (Salaries and Benefits)
- First Interim Projected Specialists Budget for Fiscal Year 2016-17

- Santa Barbara County Education Office Special Education Direct Services Costs **ITEM 7**

The next step is the Fiscal Year 2016-17 First Interim to the Board for approval at their next regularly scheduled Board Meeting of December 12, 2016.

The Board requested another Board Workshop in January to discuss the following topics:

- Specific Funds and total amounts budgeted for future Professional Development
- Further clarification on availability of Tax Revenue Anticipation Note (TRAN) options for the District
- Deferred Maintenance budget set aside
- Potential transfer of Fund 40 Building expenses to other budgeting funds
- Discussion centered on further reserves and projected FTE options for staffing expenditure reductions

Q&A – No further questions presented.

3. Adjournment – The meeting was adjourned at 12:42 PM.

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date



**ITEM 8**

**RECOGNITION AND ACKNOWLEDGMENTS  
AGENDA ITEM 8A**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: RECOGNITION OF PARENT VOLUNTEERS**

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**SUMMARY**

The Board of Trustees appreciates the hard work, creativity, and countless hours our parent volunteers contribute to make this school an enriching, fun, and caring place for our students and families. This evening we recognize the many parents who provided special leadership this fall to create, organize, and implement these great activities and programs for our students and families.

**Directory - Heidi Bergseteren, Nancy Everest**

**Green Team – Katie Szopa, Isabel McCue and Anna Sieh**

**Fall Festival – Karmen Aurell, Dorothy Poley**

**Turkey Trot – Erin Goligoski**

**CONSENT  
AGENDA ITEM 11A**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

**FROM: MARY T. STARK, CHIEF BUSINESS OFFICIAL**

**RE: MONTHLY FINANCE REPORTS, NOVEMBER, 2016**

**SUMMARY**

The following finance reports are submitted for board approval as a routine consent item:

1. Warrants for the period of November 3 – December 9, 2016
2. Regular Payroll – Pay Period: November 30, 2016

**RECOMMENDATION**

It is recommended the Board approve the reports as presented in the attached supplements.

## ReqPay12c

## Board Report

## ITEM 11A

## Checks Dated 11/09/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-439503	11/09/2016	Aaron B. Brinegar	01-4300	Maintenance Supplies		106.74
01-439504	11/09/2016	Amber N. O'Neill	01-4310	Art Supplies		215.21
01-439505	11/09/2016	Kirsten P. Perkins	01-5220	CTSA Conference Correction		112.88
01-439506	11/09/2016	Augustine Rada	01-5860	Live Scan		25.00
01-439507	11/09/2016	Lindsay D. Stark	63-4301	Dolphin Center Snacks and Equipment		101.45
01-439508	11/09/2016	A-Ok Weed & Brush	01-5850	Gopher Abatement Oct 2016		360.00
01-439509	11/09/2016	Alexander, Ron	01-5850	POETS		1,080.00
01-439510	11/09/2016	Bitvision, LLC	01-5800	Peace of Mind IT-Back-up		548.00
01-439511	11/09/2016	Casbo	01-5220	REG CASBO PRE-CONFERENCE		150.00
01-439512	11/09/2016	Christine Kravetz	01-5850	POETS		360.00
01-439513	11/09/2016	Department Of Justice	01-5850	Fingerprint Apps		64.00
01-439514	11/09/2016	JULIE AVNIT, CONSULTANT	01-5850	PROP 39 PROJECT PLAN		420.00
01-439515	11/09/2016	Khoza Technology, Inc.	01-5800	Gold Hosting Computer Service		179.85
01-439516	11/09/2016	KIM COLLINS	01-4310	Tuned Pianos		350.00
01-439517	11/09/2016	Montecito Water District	01-5530	Water Bill		1,720.12
01-439518	11/09/2016	Nick Gosnell Tree Service	01-5640	Trim 2 Large Oaks		1,650.00
01-439519	11/09/2016	S.B. Home Improvement Center	01-4300	Maintenance Supplies		21.56
01-439520	11/09/2016	Santa Barbara Axxess, LLC	01-8699	Axxess Books		3,300.00
01-439521	11/09/2016	SISC III	01-3401	Nov 2016 SISC III Health & Dental Benefit Plan	8,055.54	
			20-9510	Nov 2016 SISC III Health & Dental Benefit Plan	38,169.50	46,225.04
01-439522	11/09/2016	Smart & Final	63-4301	Dolphin Center Snacks		217.39
01-439523	11/09/2016	Southern Ca Gas Company	01-5510	Gas Bill		64.32
01-439524	11/09/2016	Wells Fargo Vendor Fin Serv	01-5630	Copier Payments		848.88
Total Number of Checks					22	58,120.44

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	20	19,632.10
20	Spec Resv Postempl Benefits	1	38,169.50
63	Other Enterprise Fund	2	318.84
Total Number of Checks		22	58,120.44
Less Unpaid Tax Liability			.00
Net (Check Amount)			58,120.44

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

ESCAPE ONLINE

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## ReqPay12c

## Board Report

## ITEM 11A

## Checks Dated 11/16/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-440581	11/16/2016	Aaron B. Brinegar	01-4300	Maintenance Supplies		54.95
01-440582	11/16/2016	Jean M. Gradias	01-4310	Steam Room Supplies		121.43
01-440583	11/16/2016	Misha D. Lewis	01-4310	Post Card Postage Stamps		61.20
01-440584	11/16/2016	Rebecca E. Naranjo	01-4310	Guided Reading Books		85.00
01-440585	11/16/2016	JILL WOLF	01-5860	Live Scan		25.00
01-440586	11/16/2016	Empire Chemical Co., Inc. dba Empire Cleaning Supply	01-4300	Maintenance Supplies		908.60
01-440587	11/16/2016	Marborg Industries	01-5570	Waste Services		865.03
01-440588	11/16/2016	Nick Rail Music	01-4400	INSTRUMENT REPAIRS (VIOLINS), 2016-17		73.44
01-440589	11/16/2016	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17		152.71
01-440590	11/16/2016	Pitney Bowes	01-5630	Finance Charge for Postage Meter		20.99
01-440591	11/16/2016	PITNEY BOWES INC	01-4300	Mail Meter Supplies		203.75
01-440592	11/16/2016	Southern Ca Edison Company	01-5520	Electricity Bill		1,705.72
01-440593	11/16/2016	Visa	01-5220	CSBA CONFERENCE BOARD & DR PRICE		3,585.00
01-440594	11/16/2016	Visa	01-4300	VISA BILL LIBRARY & OTHER SUPPLIES	182.99	
			01-4310	VISA BILL LIBRARY & OTHER SUPPLIES	777.21	
			01-4400	VISA BILL LIBRARY & OTHER SUPPLIES	120.89	
			01-4700	VISA BILL LIBRARY & OTHER SUPPLIES	635.96	
			01-5310	VISA BILL LIBRARY & OTHER SUPPLIES	114.00	
			01-5800	VISA BILL LIBRARY & OTHER SUPPLIES	359.88	
			01-5840	VISA BILL LIBRARY & OTHER SUPPLIES	45.00	
			01-5891	VISA BILL LIBRARY & OTHER SUPPLIES	100.00	
			63-4301	VISA BILL LIBRARY & OTHER SUPPLIES	211.66	2,547.59
Total Number of Checks					14	10,410.41

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	14	10,198.75
63	Other Enterprise Fund	1	211.66
Total Number of Checks		14	10,410.41
Less Unpaid Tax Liability			.00
Net (Check Amount)			10,410.41

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

ESCAPE ONLINE

Page 1 of 1

## ReqPay12c

## Board Report

## ITEM 11A

## Checks Dated 11/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-442594	11/30/2016	Sara Disalvo	01-4310	Music Supplies		19.14
01-442595	11/30/2016	Jean M. Gradias	01-4310	Valves for Steam Room		34.94
01-442596	11/30/2016	Susan L. Iwanaga	01-5210	Mileage		102.06
01-442597	11/30/2016	Augustine Rada	01-4300	Maintenance Supplies		31.92
01-442598	11/30/2016	Lindsay D. Stark	01-5210	Mileage		35.64
01-442599	11/30/2016	Mary T. Stark	01-5210	Conference Mileage	85.10	
			01-5220	Conference expenses	506.07	591.17
01-442600	11/30/2016	A-OK Power Equipment	01-4300	Maintenance Equipment (Blower)		1,058.29
01-442601	11/30/2016	Better Earth Landscape Co.	01-5850	Landscape Maintenance		351.00
01-442602	11/30/2016	Cox Communication-Org	01-5910	Telephone/Internet 027015601		496.21
01-442603	11/30/2016	Cox Communication-Org	01-5910	Telephone/Internet 027175101		839.97
01-442604	11/30/2016	CSTA (CA SCIENCE TCHRS ASSOC)	01-5220	SCIENCE CONF, PALM SPRINGS, (PERKINS, GRADIAS)		410.00
01-442605	11/30/2016	Golden State Alarms, Inc.	01-4300	Fix Smoke detector		390.00
01-442606	11/30/2016	Nasco Modesto-Aristotle Corp	01-4310	PAD CHARCOAL		11.04
01-442607	11/30/2016	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17		494.33
01-442608	11/30/2016	SBCEO	01-7142	SPECIAL ED SVCS, 2016-17 SCHOOL YR		1,694.22
01-442609	11/30/2016	SIERRA SCHOOL EQUIPMENT	01-4310	STEAM RM FURNITURE, BOARD-APPROVED 7/11/16		8,640.54
01-442610	11/30/2016	Tri-Valley Trophies	01-4300	New Board nameplates and supplies		265.22
01-442611	11/30/2016	Wells Fargo Vendor Fin Serv	01-5630	Copier Payment Bridge Unit.		199.80
Total Number of Checks					18	15,665.49

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	18	15,665.49
	Total Number of Checks	18	15,665.49
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		15,665.49

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

ESCAPE ONLINE

Page 1 of 1

## Checks Dated 12/07/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-443517	12/07/2016	Sara Disalvo	01-4310	Winter Sing Supplies		108.98
01-443518	12/07/2016	Jean M. Gradias	01-4310	Brochure Boxes		148.60
01-443519	12/07/2016	Mary T. Stark	01-5220	CSBA Conference expense	378.17	
				Hotel CSBA Conference	943.59	1,321.76
01-443520	12/07/2016	Aqua Flo Supply	01-4300	Maintenance Supplies		150.51
01-443521	12/07/2016	BENCH FACTORY	01-4300	BUDDY BENCH		1,464.74
01-443522	12/07/2016	Bitvision,LLC	01-5800	Peace of Mind Back up		548.00
01-443523	12/07/2016	Mountain Spring Water	01-5860	Drinking Water		185.35
01-443524	12/07/2016	Office Depot, Inc.	01-4310	SCHOOL SUPPLIES, 2016-17		354.21
01-443525	12/07/2016	Pitney Bowes	01-5630	Postage Meter lease		145.80
01-443526	12/07/2016	S.B. Home Improvement Center	01-4300	Maintenance Supplies		154.73
01-443527	12/07/2016	Santa Barbara Audubon Society Eyes in the Sky	01-5850	Peregrine Falcon Presentation		175.00
01-443528	12/07/2016	Santa Barbara Locksmiths Inc.	01-4300	3 Schlage Keys	8.91	
				4 Schlage Drid's(keys)	14.04	22.95
01-443529	12/07/2016	SISC III	01-3401	Dec 2016 SISC III Health & Dental Benefit Plan	7,659.54	
			20-9510	Dec 2016 SISC III Health & Dental Benefit Plan	38,236.50	45,896.04
01-443530	12/07/2016	Wells Fargo Vendor Fin Serv	01-5630	Copier Payment		848.88
Total Number of Checks					14	51,525.55

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	14	13,289.05
20	Spec Resv Postempl Benefits	1	38,236.50
	Total Number of Checks	14	51,525.55
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		51,525.55

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

ESCAPE ONLINE

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Pay01a

Payroll Summary by Org

ITEM 11A

Pay Date 11/30/2016

EARNINGS by Earnings Code	Income	Adjustments
No Gross Pay		5.00
Regular	223,304.17	
<b>TOTAL</b>	<b>223,304.17</b>	<b>5.00</b>

EARNINGS by Group	Income	Adjustments
Base Pay	209,997.59	
Miscellaneous	8,977.23	5.00
Overtime	919.35	
Stipends	3,410.00	
<b>TOTAL</b>	<b>223,304.17</b>	<b>5.00</b>

EARNINGS	Person Type	Female Employees
Certificated	23 153,474.57	19 132,622.68
Classified	27 69,829.60	18 41,360.10
<b>TOTAL</b>	<b>50 223,304.17</b>	<b>37 173,982.78</b>

## Vendor Summary for Pay Date 11/30/2016

Vendor Checks	2,740.96	5
Vendor Liabilities	149,605.14	22
	<b>152,346.10</b>	<b>27</b>

## BALANCING DATA

		143,156.68	Net Pay
Gross Earnings	223,304.17	80,147.49	Deductions
District Liability	72,198.61	72,198.61	Contributions
	<b>295,502.78</b>	<b>295,502.78</b>	

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding	23,616.98		23,616.98	196,802.12
State Withholding	7,335.84		7,335.84	196,802.12
Social Security	4,323.07	4,323.07	8,646.14	69,726.54
Medicare	3,135.63	3,135.63	6,271.26	216,251.34
SUI		108.17	108.17	216,251.34
Workers' Comp		2,973.46	2,973.46	216,251.34
<b>SUBTOTAL</b>	<b>38,411.52</b>	<b>10,540.33</b>	<b>48,951.85</b>	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	2,110.79	4,187.79	6,298.58	30,153.96
PERS / 62	1,300.72	3,010.72	4,311.44	21,678.60
STRS / 60	14,614.85	17,937.07	32,551.92	142,583.89
STRS / 62	572.86	782.90	1,355.76	6,223.36
TSAs	850.00		850.00	
Benefits	7,052.83	1,494.32	8,547.15	
<b>SUBTOTAL</b>	<b>26,502.05</b>	<b>27,412.80</b>	<b>53,914.85</b>	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Benefits		34,057.65	34,057.65	
Misc	1,378.13	187.83	1,565.96	15.05
Summer Savings	13,855.79		13,855.79	83,134.62
<b>SUBTOTAL</b>	<b>15,233.92</b>	<b>34,245.48</b>	<b>49,479.40</b>	
<b>TOTALS</b>	<b>80,147.49</b>	<b>72,198.61</b>	<b>152,346.10</b>	

## Cancel/Reissue for Process Date 11/30/2016

Reissued  
Cancel Checks  
Void ACH

## NET

Direct Deposits	122,218.03	34
Checks	20,938.65	16
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
<b>TOTAL</b>	<b>143,156.68</b>	<b>50</b>

Selection Grouped by Org, Filtered by (Org = 6, Starting Pay Date = 11/30/2016)

ESCAPE ONLINE

Page 1 of 1

**ITEM 11B**

**CONSENT  
ITEM 11B**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: FACILITIES USE APPLICATIONS AS OF DECEMBER, 2016**

**SUMMARY**

The following Facilities Use Applications are submitted for approval and/or ratification by the Board:

- Santa Barbara Girls' La Crosse – Robert Ball, Requestor  
April 17 – June 2, 2017
- After-School Spanish – Holly Covington, Instructor  
January 18 – March 15, 2017 (4 hours / week; 8 weeks = 32 hours total)
- Academic Chess – Beatriz Arroyo, Requestor  
January 20 – March 10, 2017 (1 hour per week = 8 hours total)

**RECOMMENDATION**

It is recommended the Board approve the Facilities Use Applications as shown in the attached supplement.



ITEM 11B

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

OR

##### Recurring Event:

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

- ☐ Fall Quarter (Sept-Dec) Deadline: July 31  
☒ Winter Quarter (Jan-Mar) Deadline: Dec. 1 Spring  
☒ Quarter (April-Mid June) Deadline: Mar. 2  
☐ Summer Quarter (Mid June -Aug) Deadline: June 4

Start Date: 1/18/2017 End Date: 3/15/17

Days of Week: M/W Exact Time of Day: ✓

M: 2:00 - 2:30 2:40 - 4:10 W: 1:45 - 3:45

4 hours/week; 8 weeks

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

#### 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: After School Spanish with Holly Covington Contact Name: Holly Covington

Address: 1116 Westmont Rd City & Zip: Santa Barbara, CA 93108

Phone: 805-969-2427 Email: hcovington@westmont.edu

Number of Participants: 15/class maximum Purpose: Spanish language instruction & enrichment

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: Holly B Covington Print: Holly Covington

Date of Application: November 28, 2016

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: [Signature]

Date: 11/30/16

Fee Determination: ☒ Direct-Cost ☐ Fair Rental

Total Due: \$ 540.00

Certificate of Insurance: ☒ Verified & Attached

- ☒ Calendar check ☒ Maintenance Director ☒ Preliminary Approval ☐ Board Approval

ITEM 11B

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

OR

##### Recurring Event:

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

- ☐ Fall Quarter (Sept-Dec) Deadline: July 31
- ☐ Winter Quarter (Jan-Mar) Deadline: Dec. 1 Spring
- ☐ Quarter (April-Mid June) Deadline: Mar. 2
- ☐ Summer Quarter (Mid June -Aug) Deadline: June 4

Start Date: 1/20/2017 End Date: 3/10/2017  
Days of Week: 1 Exact Time of Day: 3:05-4:05

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

#### 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: Academic Chess Contact Name: Beatriz Arroyo  
Address: 8300 Tampa Ave Suite G City & Zip: Northridge, CA 91324  
Phone: 818-850-1114 Email: santabarbara@academicchess.net  
Number of Participants: Minimum 8 Purpose: Chess Lessons

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: Beatriz Arroyo Print: Beatriz Arroyo

Date of Application: 11/30/2016

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

- ☐ Calendar check ☐ Maintenance Director ☐ Preliminary Approval ☐ Board Approval



ITEM 11B

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

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

OR

##### Recurring Event:

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

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

Start Date: 4/17/17 End Date: 6/2/17  
Days of Week: M-Th Exact Time of Day: 4:00

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: Santa Barbara Girls Lacrosse Assoc Contact Name: Robert Ball  
 Address: 2440 Sycamore Cyn City & Zip: Santa Barbara 93108  
 Phone: 949-413-2465 Email: rball421@yahoo.com  
 Number of Participants: 20 Purpose: Girls Youth Lacrosse

Is the activity open to the general public? ☒ Yes ☐ No

Is Applicant a non-profit organization? ☒ Yes ☐ No

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

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

Applicant Signature: [Signature] Print: Robert Ball

Date of Application: 9/12/16

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: [Signature] Date: 10/3/16

Fee Determination: ☐ Direct-Cost ☐ Fair Rental

Certificate of Insurance: ☒ Verified & Attached

Total Due: \$ 0

- ☒ Calendar check    ☒ Maintenance Director    ☒ Preliminary Approval    ☐ Board Approval

**ITEM 11C**

**CONSENT  
ITEM 11C**

**DATE:** DECEMBER 12, 2016  
**TO:** BOARD OF TRUSTEES  
**FROM:** TRICIA PRICE, SUPERINTENDENT/PRINCIPAL  
**RE:** PERSONNEL ACTION

**SUMMARY**

The following personnel action items are submitted to the Board for Approval:

**Classified**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Michelle Gross	Office Coordinator	December 16, 2016

1 F/t Position, from temporary to permanent, (Replacing Becky Banning)

**RECOMMENDATION**

It is recommended the Board approve the personnel action item(s) as presented.

**ITEM 12A**  
**SUPERINTENDENT'S REPORT**  
**AGENDA ITEM 12A**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

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

**RE: PRESENTATION OF SUPERINTENDENT/PRINCIPAL SEARCH  
PROCESS – MARI BAPTISTA**

---

**SUMMARY:**

Mari Baptista, Assistant Superintendent of Human Resources at the Santa Barbara County Education Office (SBCEO), will present to the Board a description of the Superintendent/Principal search process.

(A sample RFP and SBCEO Proposal are included in your Board documents).

**RECOMMENDATION:**

For information only.

***SAMPLE REQUEST FOR PROPOSALS (brief)  
for Consultant Services to Assist in Superintendent Search***

*\*Consult with legal consult before preparing such a document*

The (Name) School District invites proposals to provide consultant assistance to the Board in carrying out a superintendent search.

The Board plans to complete this process by approximately (date).

Proposals are sought from individuals, partnerships or firms that have experience in educational administrator search and selection. The following elements must be included in a proposal in order to receive consideration by the Board:

- A suggested outline of activities for assisting the Board in the search/selection.
- An explanation of the degree of involvement for the Board, the school district staff and the consultant(s).
- A description of the recommended degree/kind of community participation and an explanation of how this might occur.
- A discussion of the record of the individual's, partner's or firm's experience in providing superintendent search/selection services.
- A list of current references with names, addresses and phone numbers.
- A recommended timeline for carrying out the search/selection.
- A precise quotation of cost for assisting the Board in the search/selection.

The (Name) School District observes federal, state and local laws and regulations in regard to equity and equal opportunity.

Completed proposals should be directed to:

(Contact Person)  
Superintendent's Office  
(Name) School District  
(address)

Proposals must be received in the Superintendent's Office by (deadline date) at 5:00 p.m. in order to receive consideration. Questions may be directed to (Contact Person) at (area code-number, e- mail, web site).

**SAMPLE REQUEST FOR PROPOSALS (detailed)  
for Consultant Services to Assist in Superintendent Search**

*\*Consult with legal consult before preparing such a document*

**GENERAL**

The Board of (Name) School District requests proposals for professional services to assist the Board in conducting a superintendent search.

The current superintendent will complete work on (separation date). The Board intends to conduct a thorough search. The goal is to have a new, permanent superintendent selected no later than (selection date) and for that person's employment to begin no later than (start date).

**EXPECTATIONS OF CONSULTANT**

- To develop and conduct a thoughtful, timely process for gathering Board, staff, parent and community input for establishment criteria for the selection process.
- To conduct a thorough search for appropriate applicants and ultimately produce for the Board a pool of highly qualified candidates who meet the established criteria.
- To complete other tasks necessary that result in selection and employment of a new superintendent.

**PROPOSAL SPECIFICATIONS**

Proposals should include the following:

- Suggested timeline of activities and major events in the search process.
- Responsibilities to be assumed by the Board and the Search Consultant during each phase of the process.
- Recommended process for developing criteria that will be used for selecting the new superintendent.
- Recommended process for obtaining staff input.
- Recommended process for obtaining parent and community input.
- Description of the process the consultant suggests for advertising, recruitment including measures to assure equal opportunity and other considerations.
- Recommended process for screening, reference checks, interviews and final selection.
- Information about the consultant or firm making this proposal including:
  - Identification of the person who will take primary responsibility for the search and their resume.

## ITEM 12A

- Names of board members from other districts who can be contacted about working with this person.
- Description of other superintendent searches conducted in the past five years for districts of similar or larger size.
- Statement as to whether the individual or firm are currently engaged in other projects that are coincident with or might affect the timeline of this search.
- The shortest and longest tenure of superintendents appointed in other searches.
- Fees for this search, separating out anticipated expenses for each element of the search and outlining other anticipated expenses for the district.

**SUBMISSION OF THE PROPOSAL**

Proposals should be sent to: (Contact Person, address, email)

Proposals must be received by 5:00 p.m. on (Due Date).

Questions regarding the proposal should be addressed to (Contact Person).

**SELECTION OF THE CONSULTANT**

Proposals will be screened to (#) finalists. The Board will invite the finalists to make an oral presentation during the week of (week dates). Only proposals received by the deadline will be considered. All respondents will receive written notification of the decision.



**ITEM 12B**

**SUPERINTENDENT'S REPORT  
ITEM 12B**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: ENROLLMENT/ STAFFING NUMBERS**

---

**SUMMARY**

The attached document reflects enrollment and staffing numbers as of December 9, 2016.

**RECOMMENDATION**

This item is being presented as information only.

ITEM 12B

Enrollment and Staffing as of  
December 09, 2016

Teacher	K	1st	2nd	3rd	4th	5th	6th	Total
Ishikawa	16							
Gonzales	17							33
Carey		14						28
Callahan		14						
Thorpe			19					19
Neely				11				
Perkins (.5)				12				23
Orwig/Wooten					26			26
Edwards						22		22
Pierce							25	25
								176
<b>TOTALS</b>	33	28	19	23	26	22	25	176
<b>without SDC</b>	31	27	19	22	25	20	24	168
<b>Average Class Sizes:</b>								
<b>K,1,2,3</b>	103	by	7	is	14.71			
<b>4,5,6</b>	73	by	3	is	24.33			
<b>K-6</b>	176	by	10	is	17.6			

**ITEM 12C**

**SUPERINTENDENT'S REPORT  
ITEM 12C**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

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

**RE: SUPERINTENDENT GOALS FOR 2016-17 UPDATE**

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This report summarizes the Superintendent/Principal's progress toward the completion of goals for the 2016-17 school year.

<b>FINANCIAL</b>
------------------

<p>Develop and maintain a district budget that supports the school's current academic program and maintains a healthy financial status for the future.</p>
--

<p>Lead and direct the Governing Board with regard to the budget and negotiations.</p>
--

<p>Keep the Cold Spring staff apprised of the budget and negotiations.</p>
--

<p>Become more familiar with the ESCAPE program</p>
---

<p>Meet weekly with CBO to remain current on budget issues</p>
--

<p><b>Indicators:</b></p>
---------------------------

<p>The District maintains a positive ending balance in the General Fund during the current fiscal year and in subsequent years as indicated in the multi-year projections.</p>
--

<p>Student programs and levels of support are maintained.</p>
---

<p>District maintains a balance that supports a healthy cash flow</p>
---

<p>District is able to commit funds toward facilities project(s).</p>
---

<p><b>Status as of December, 2016:</b></p>
--

- |  |
|--|
| <ol style="list-style-type: none"><li>1. <b>Although a 1 FTE NGSS TOSA was maintained, class sizes needed to grow in the upper grades in order to maintain an adequate reserve.</b></li><li>2. <b>A Board Budget Workshop is planned for November/December</b></li></ol> |
|--|

ITEM 12C

**COMMUNITY BUILDING**

- Attend school and community events and use them as an opportunity to connect with school and community populations in ways that build relationships and are meaningful to Cold Spring School District
- Respond to staff and community/parent members in a timely manner and be accessible on campus. Follow up with parents and staff to confirm that issues are resolved.
- Communicate regularly with staff and parents, seek staff and parent input when making decisions, and be accessible in order to build consensus and community
- Establish norms with staff that enhance team performance and support good morale
- Continue to utilize local resources (Montecito Journal, e-mail distribution lists, Wednesday Word, Spring Newsletter, Cold Spring School website) to communicate with the District and larger community.
- Distribute a Winter and/or Spring newsletter to residents of the attendance area.
- Visit classrooms regularly, and be a regular presence on the playground.
- Seek staff, parent, Board, and community input while continuing to develop plans for new construction.
- Review current Mission and Vision statements with staff and Board to ensure it remains relevant

**Indicators:**

Students, staff and surrounding community members will be familiar with the school vision and mission and understand, communicate, and embrace its message

Parents will report that administration has been attentive and responsive.

Staff members will work together as a team to serve students and solve problems.

**Status as of December, 2016:**

1. I continue to attend Montecito Association meetings once a month to make Community Reports.
2. I am exploring with the staff the most effective way(s) to enhance team performance

ITEM 12C

**SAFETY**

**Facilities – Non-instructional operations:**

Work with architect, staff, parents, Board, and community to design an Administrative Building with additional classroom space that ***enhances safety and instruction.***

**Indicators:**

- A budget, timeline, and options for funding will be determined through Board Sessions and/or Community Meetings. Facilities decisions will involve input from staff, parents, and community.

**Status as of December, 2016:**

- **The B/D Committee has given input to the Board regarding new building design. The Board has not yet decided on a final schematic for the new building.**
- **Administration is bringing information to the Board regarding a possible timeline for getting a bond on the ballot in November, 2018.**

**Student Safety and Discipline:**

Staff will develop and update an Emergency Plan and a Behavior Plan that support student safety and well-being.

**Indicators:**

- Monthly emergency drills evidence an understanding of emergency procedures and protocols.
- There is a decrease in the number of student Behavior Reports and/or referrals to the office.
- During frequent visits to the classroom, the S/P sees evidence of clearly defined routines and procedures.
- There is a school-wide focus on building strong character.
- On the 2015-16 Parent Satisfaction Survey, parents report that they feel their children are emotionally and physically safe at school.
- On the 2015-16 Parent Satisfaction Survey, parents report that they understand the discipline policy and that the school communicates behavior issues to parents effectively.
- All emergency backpacks will include the photos of all students with allergies and/or health issues and a description of the health issue.
- Staff will be trained in the use of an EpiPen and in CPR.

ITEM 12C

**Status as of December, 2016**

1. The Emergency Plan has been updated and presented to staff. We have conducted an intruder drill and have scheduled one a month (including earthquake drills and one all-school disaster simulation) over the course of the school year.
2. The Behavior Committee continues to meet and is planning to look at available behavior curriculum.
3. The aides, who supervise the playground, have been trained in playground rules and how to respond to behavior issues.
4. Teachers reviewed classroom rules and procedures during the first weeks of school, and went over the rules with parents at Back to School Night.
5. Emergency backpacks are being updated to include any new students.
6. The Blackboard Connect community broadcast system is updated with all new staff and students.
7. All staff has received CPR training (September, 2016)
8. Parents reported on the 2015-16 Parent Satisfaction Survey that their child(ren) felt emotionally and physically safe at school.
9. Parents reported on the 2015-16 Parent Satisfaction Survey that they understood the discipline policies.
10. The Comprehensive Safety Plan has been reviewed and approved by the fire department and sheriff's department.
11. All locks on the Sycamore Canyon gates can be locked with a key from both sides for greater security.
12. Additional security cameras have been installed.

**INSTRUCTIONAL**

**Goal (Curriculum and Instruction):**

Provide necessary support and/or training opportunities for newly hired staff

**Indicators:**

- Principal will meet with the new staff and identify areas where support will be needed
- Principal will spend time observing staff in the classroom and provide feedback and support
- Principal will formally observe the two temporary teachers at least twice

ITEM 12C

<p>during the 2015-16 school year.</p> <ul style="list-style-type: none"><li>• New teachers will be provided mentorship by veteran teachers and/or coaching support.</li></ul>
<p><b>Status as of December, 2016</b></p> <ol style="list-style-type: none"><li>1. Principal has met regularly with the newest teacher, and has visited the classroom during instruction.</li><li>2. The new staff attended the Professional Development workshops during the summer with the rest of the staff.</li><li>3. The new teacher(s) will be informally and formally observed and will be provided written and verbal feedback.</li><li>4. Where additional support needs are indicated, the Principal will provide the staff and resources.</li><li>5. The newest teacher is working closely with the NGSS TOSA to design and implement NGSS lessons.</li><li>6. Additional supports for third grade classroom are being explored in response to Spring maternity leave</li></ol>

**Goal (Curriculum and Instruction):**

Continue to fully implement the California Common Core Standards (CCCS) in Math and ELA in 2016-17, as well as the Next Generation Science Standards (NGSS).

**Indicators:**

- In Professional Learning Communities (PLC), and with the support of Curriculum Specialists, teachers will identify instructional practices to utilize in classroom instruction. Teachers will also create pacing guides, assessment timelines, rubrics for scoring, and units of study that align with Common Core and NGSS.
- In PLCs, teachers will determine how to assess student progress toward mastery of CCCS and for adjusted instructional grouping as appropriate.
- Work will continue on the Common Core-aligned report card in the primary grades.
- Teachers will identify needs for implementation: program, professional development, materials, and technology needs
- Instruction in all content areas is differentiated to support the unique learning needs of all students.
- CAASPP results for 2016-17 will show 5% growth in the percent of students who have met or exceeded standards in ELA and math.
- An action plan will be in place to support students who did not meet or exceed standards in math on the 2015-16 CAASPP.

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**Status as of December, 2016:**

1. Many teachers attended Common Core, GATE, and Project Based Learning workshops over the summer and plan to attend additional trainings throughout the school year
2. A team of teachers went to a Factwise training at the SBCEO.
3. A SBCEO trainer came to a staff meeting to work with teachers on Bridges implementation.
4. Teachers discuss implementation of Common Core Standards at staff, grade level, and team meetings, and the need to work as a team. They also use this time to score the Smarter Balanced Interim assessments.
5. A staff member will attend Curriculum Council once a month to stay current with Common Core and NGSS implementation countywide and statewide.
6. Grade levels have begun to update their writing rubric to reflect the Common Core Standards and align with the Lucy Calkins Writing Program.
7. There is a full time TOSA running our new STEAM program and working with teachers to design units of study and driving questions.
8. Primary grade teachers continue to align their report cards with the Common Core standards.
9. Two teachers will be worked with Lucy Calkins over the summer (Columbia University Teacher's College) in the area of Balanced Literacy.
10. All teachers agreed to use the Lucy Calkins Reading and Writing Programs this year, as well as Words Their Way, as components of Balanced Literacy.
11. Teachers and administration created an action plan to support those students who did not meet standards on the CAASPP in 2015-16. The plan will be presented to the Board.
12. South Coast Writing Project coaches will provide training and coaching to K-6 teachers in Calkins Units of Study in writing

**Goal (Curriculum and Instruction):**

Effectively prepare students for the CAASPP in the Spring. Move toward full implementation of NGSS.

**Indicators:**

- On regular visits to the classroom, the Principal sees evidence of instruction and materials that support student progress toward mastery of Common Core Standards, and the Next Generation Science Standards.



**ITEM 12C**

- Teachers report increasing levels of student engagement in the classroom.
- Formal and informal assessment results, and analysis of student work, show evidence of rigorous, higher-order thinking and progress toward mastery of Common Core standards and NGSS.
- Teachers and students experience increased comfort and facility with Common Core standards and practices, and are building units for NGSS.
- Student writing samples, as evaluated with a rubric, will show improvement
- Staff considers options for NGSS program/materials
- Instruction in all content areas is differentiated to support the unique learning needs of all students
- Interim assessments provided by Smarter Balanced are utilized in grades 3-6.

**Status as of December, 2016**

- 1. All teachers participated in Professional Development over the summer.**
  - 1. Two teachers went to week-long Balanced Literacy trainings over the summer.**
  - 2. Students/teachers are using Visible Thinking Routines in the classroom (including, art, music and library)**
  - 3. Grade levels have begun to update their writing rubric to reflect the Common Core Standards and the Lucy Calkins Writing Program.**
  - 4. Our Wednesday afternoon Professional Learning Communities will be focusing on Common Core and NGSS, including creating a Common Core-based report card.**
  - 5. Teachers will work at grade level and in teams to score, analyze, and calibrate Smarter Balanced Interim assessment results.**
  - 6. The teacher on special assignment who is focusing on the NGSS has scheduled meetings with all teachers to build NGSS, Project-Based Learning units and to demonstrate instruction.**
  - 7. Dr. Price, Jean Gradias (NGSS TOSA), Kirsti Perkins and a Board member attended a two-day workshop with BaySci, (Lawrence Hall of Science, Berkeley), whom we have partnered with for support in the implementation of NGSS. We will be collaborating with Montecito Union School.**
  - 8. There are plans to include a STEAM room in the new building. Until that is built, Room 10 has been converted into a STEAM room, where students go weekly to work with the NGSS TOSA on integrating engineering practices into the science program.**
  - 9. Teachers are implementing lessons/units based upon the NGSS, and that integrate science, math, technology, engineering, and language arts.**
  - 10. Partnership with the South Coast Writing Project (SCWriP) for support with the Calkins Units of Study is being considered (budget**

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contingent).
11. A second meeting with BaySci focused on building capacity and creating a vision for science.

LEADERSHIP and GOVERNANCE

Goal:
Provide necessary support and/or training to new Board
Assist new Board in establishing a search process for new Superintendent/Principal
Indicators:
<ul style="list-style-type: none"><li>• Board receives training and support necessary to conduct effective and efficient Board meetings and provide leadership to the District</li><li>• Board organizes an effective search process with an established timeline</li></ul>
Status as of December, 2016
<ol style="list-style-type: none"><li>1. Most Board members attended the 3-day CSBA Conference in San Francisco in December.</li><li>2. A Board Budget workshop was conducted in December for sitting and new members.</li><li>3. Board members were given information about workshops being conducted throughout the school year for Board members at the Santa Ynez High School.</li></ol>

On-Going Goals

Goal (Instructional Programs): The District will continue to provide a comprehensive and challenging academic program that supports a high level of achievement for all students.
Indicators:
<ul style="list-style-type: none"><li>• The first set of results for the Smarter Balanced assessment, which will be <b>baseline data from which to measure growth</b> in 2015-16. Our baseline data showed that 80% of students met or exceeded standards in ELA, and 81% met or exceeded standards in math. We hope to see a 5% increase</li></ul>

ITEM 12C

<p>in the number of students who meet or exceed standard in math and ELA.</p> <ul style="list-style-type: none"><li>• Parent satisfaction on the Annual Parent Survey at 85% or above for all academic areas.</li></ul>
<p><b>Status as of December, 2016:</b></p> <p><b>Parent Survey responses two years ago showed satisfaction for all academic areas at above 80%.</b></p> <p><b>Last year's GATE parent survey responses showed that parent satisfaction that programs were meeting their child's learning needs had dropped to 67%. Teachers focused on differentiated instruction for gifted learners over the summer and will continue to into the school year to improve practices. A new GATE coordinator is working with teachers on how to best meet the academic and emotional needs of our gifted students.</b></p> <p><b>The most current (2016) Parent Satisfaction Survey results show satisfaction ratings for math, writing, reading, social studies, and science above 80%, most above 90%.</b></p> <p><b>CAASPP results showed that 89% of our students taking the test met or exceeded standards in ELA, an increase of 9%; 76% in math, a decrease of 5%. We are creating an action plan to support those students who did not make gains in math (<i>see also Curriculum and Instruction goals above</i>)</b></p>

<p><b>Goal:</b> The District will continue to develop the integration of technology with the core curriculum program to improve student learning</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"><li>• Reports on surveys and other sources from students, parents, and staff that the increased use of technology is improving student learning.</li></ul> <p>Student work samples and presentations demonstrate the positive impact of computer use on student learning.</p>
<p><b>Status as of December, 2016:</b></p> <ol style="list-style-type: none"><li>1. <b>The 2016 Parent Satisfaction Survey indicates that satisfaction with the technology program has dropped from 86% to 73%. We are working on better integrating science, math, engineering and technology to</b></li></ol>

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improve the overall program.

2. The Technology Committee is in the process of creating new goals for this year, which include a STEAM Showcase (parent night)
3. The Technology Specialist is collaborating with the NGSS TOSA to enhance instruction in STEAM
4. The Technology Specialist gave a presentation to the Board that highlighted technology instruction at all grade levels.

ITEM 12D

**SUPERINTENDENT'S REPORT  
ITEM 12D**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: UPDATE ON THIRD GRADE STAFFING DURING LEAVE**

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**SUMMARY**

Due to a maternity leave situation in the third grade, the District has spent time considering options to best fill the vacancy left by the teacher going out on leave.

After considering several in-house options to fill the vacancy, and evaluating details of the leave, we have decided to move ahead to replicate the current 1.5% FTE model we have in place. Mrs. Perkins will stay all day, and we will be advertising for a .5% FTE substitute, projected to start sometime late February, early March. The end date has yet to be determined. All options have been considered carefully, and we are confident that the one selected will provide the most consistency and support for the third graders, a goal we all share.

Mrs. Perkins has been spending a couple of afternoons with all the students and Mrs. Neely to support writing and to begin to establish strong relationships with all the students.

We hope to find a qualified candidate to fill this vacancy before the end of January, and provide some overlap time with the current teachers in order to provide the best transition.

**RECOMMENDATION**

This item is on the agenda for information only.

**ITEM 12E**

**SUPERINTENDENT'S REPORT  
ITEM 12E**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL**  
**RE: UPDATE ON FRONT OFFICE STAFFING**

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**SUMMARY**

With Becky Banning's retirement, effective December 16, 2016, the District will be without an Executive Assistant until Coral Godlis returns from maternity leave (date unknown at this time). We anticipate this vacancy to be no more than three months, not enough time to advertise, hire, and adequately train a substitute Assistant.

Michelle Gross will continue as Office Coordinator, and Becky Banning has been able to do some cross-training with her to prepare to assume some of the Administrative Assistant duties. In addition, Mrs. Banning may be able to provide limited support to the Superintendent/Principal and the Board with Board meetings and other Board-related activities. We are also considering options for some part-time, temporary support for Mrs. Gross until Coral Godlis returns.

**RECOMMENDATION**

This is for information only.

ITEM 13A

**BUSINESS AND FINANCE  
ITEM 13A**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: MARY T. STARK, CHIEF BUSINESS OFFICIAL**  
**RE: APPROVAL OF 2016-17 FIRST INTERIM REPORT**

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**SUMMARY:** The First Interim report of the Budget has been developed and the basic assumptions used were presented and discussed in a public workshop provided on Wednesday, December 7<sup>th</sup>.

The results will be brought to the Board in State required format along with recap narrative to explain proposed budget changes.

The District is required to update its General Fund budget twice each fiscal year reflecting all changes since the single budget adoption in June. Each Interim Report represents an updated accounting of the financial status of the District projected through the end of the current year.

A short presentation highlighting changes in revenues, expenditures and multi-year budget projections will be provided.

**RECOMMENDATION:** That the Board approve the FY 2016-17 First Interim Report for submission to the County Office of Education.

**ITEM 14A**

**ACTION  
ITEM 14A**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

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

**RE: DISCUSSION AND ANNOUNCEMENT OF INTENT TO  
PROCEED WITH THE SEARCH AND HIRING PROCESS FOR  
THE SUPERINTENDENT/PRINCIPAL**

---

**SUMMARY:**

Following the presentation by Mari Baptista, Santa Barbara County Education Office Assistant Superintendent of Human Resources, the Board is given the opportunity for discussion, followed by announcement of intent to proceed with the search and hiring process for the Superintendent/Principal.

**RECOMMENDATION**

It is recommended to the Board that they proceed with the search and hiring process for the Superintendent/Principal.



**ITEM 14B**

**ACTION  
ITEM 14B**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

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

**RE: APPROVAL OF THE TITLE I PARENT INVOLVEMENT POLICY**

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**SUMMARY**

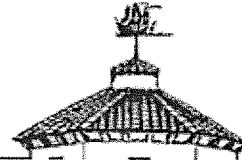
Cold Spring School has developed a Title I Parent Involvement Policy as part of the requirement for receiving Title I funding. Title I funds are used to improve the academic achievement of low-achieving students at our school. An important component of this program is improving and strengthening the communication and support for student learning between the home and the school. This policy outlines the steps the school will take to involve the parents of Title I students in their children's education. This policy has been reviewed and approved by the School Site Council as required (approval on November 9, 2016), and is submitted at this time for Board approval.

**RECOMMENDATION**

I recommend that the Board approve the Title I Parent Involvement Policy.

# COLD SPRING SCHOOL

2243 Sycamore Canyon Road Santa Barbara, CA 93108



## **Title I Parent Involvement Policy**

**A school level policy for Cold Spring School**

Cold Spring School has developed a Title I parent involvement policy as part of the requirement for receiving Title I funding. Title I funds are used to improve the academic achievement of low-achieving students at our school. An important component of this program is improving and strengthening the communication and support for student learning between the home and the school. This policy outlines the steps the school will take to involve the parents of Title I students in their children's education.

### **Involvement of Parents in the Title I Program**

Cold Spring School will do the following to involve parents under this policy.

- Hold an annual meeting to inform parents of Title I students about the services offered to their children, specifically the Reading Specialist Program.
- At the annual meeting, or at other scheduled meetings throughout the year, staff will provide an explanation of curriculum, assessments, and strategies for parents to use at home to support their children's learning.
- Provide parents, if requested, with opportunities for regular meetings to learn more about supporting their children's education

**ITEM 14B**

- Provide an opportunity for the parents to evaluate and share feedback on the services for their children.

**School-Parent Compact**

Cold Spring School has jointly developed with parents and staff a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following:

- The school's responsibility to provide high-quality curriculum and instruction
- The parents' responsibility to support their children's learning
- The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, school and classroom newsletters and websites, access to staff, and opportunities to volunteer and participate in and observe the educational program.

Approved by School Site Council: November 9, 2016

**ITEM 14C**

**ACTION  
ITEM 14C**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: MARY STARK, CHIEF BUSINESS OFFICIAL**  
**RE: RESOLUTION, CASH AND TRANSFERS, 2017**

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**SUMMARY**

Every calendar year, the School Board delegates to officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

This Resolution is submitted in compliance with Santa Barbara County Office of Education and Education Code Section 35161, for the 2017 calendar year.

**RECOMMENDATION**

It is recommended that the Board delegate powers / duties of authority to district personnel to make cash and budget transfers, as shown in the attached resolution and supplemental materials.

ITEM 14C

**Resolution of the Governing Board Delegation  
of Governing Board Powers/Duties Authority to  
Make Cash and Budget Transfers**

RESOLUTION #2016/17-9

**District:** \_\_\_\_\_

**Whereas,** Education Code Section 35161 provides that “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board...;” and

**Whereas,** Education Code Section 35161 further provides that the governing board “...may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated;” and

**Whereas,** the governing board of the \_\_\_\_\_ recognizes that, while the authority provided in Education Code Section 35161 authorizes the board to delegate any of its powers and duties, the governing board retains the ultimate responsibility over the performance of those powers and duties; and

**Whereas,** the governing board further recognizes that where other Education Code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed;

**Now, Therefore, Be It Resolved** that, in accordance with the authority provided in Education Code Section 35161, the governing board of the \_\_\_\_\_ hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

\_\_\_\_\_  
Authorized District Employee/Officer

\_\_\_\_\_  
Authorized District Employee/Officer

\_\_\_\_\_  
Authorized District Employee/Officer

\_\_\_\_\_  
Authorized District Employee/Officer

**Passed and Adopted** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the following vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

Reference: Ed. Code § 35161

\_\_\_\_\_  
Board President/Secretary

\_\_\_\_\_  
Date

**Authorized Signatures**  
**District Personnel Approved by the Board to Act as District Agents**

**District:** \_\_\_\_\_

Signature	Vendor Prelists	Contracts	Payroll Prelists
Typed Name/Title			

Signature	Vendor Prelists	Contracts	Payroll Prelists
Typed Name/Title			

Signature	Vendor Prelists	Contracts	Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

          _____ Board President/Secretary	          _____ Date
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**ACTION  
ITEM 14D**

**DATE: DECEMBER 12, 2016**

**TO: BOARD OF TRUSTEES**

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

**RE: BOARD POLICY and ADMINISTRATIVE REGULATION  
REVISIONS, #1330 *"USE OF SCHOOL FACILITIES"***

---

**SUMMARY**

This recommendation of revisions to Board Policy and Administrative Regulation #1330, "Use of School Facilities" are being submitted in order to remain compliant with new law as per California School Boards Association's online policy maintenance update recommendations and to give the Board to opportunity to provide direction on facility use and fees.

This item was presented to the Board as first read on November 14, 2016 and is now being resubmitted for further Board direction.

Note the **highlighted** areas.

1. On BP 1330 the wording in Option 2 is updated in *black italics* to show how the current Facilities Use form reads. The Board will provide direction on any updated wording.
2. On AR 1330, section 3 under Restrictions, related to Alcohol and Tobacco Use has suggested wording added in *black italics*.

A copy of the current Use of School Facilities or Grounds form, Education Code Section 34134 and Business and Professions Code 25608 are provided for your reference.

**RECOMMENDATION**

It is recommended that the Board provide direction on wording to update Board Policy and Administrative Regulation #1330, "Use of School Facilities" as shown in the attached supplements. The Board is further requested to provide updated Direct Cost fee amounts within the Administrative Regulation to include on facilities use forms and how to apply for fee waivers.

# CSBA Sample ~~Cold Spring ESD~~

## Board Policy

### Use of School Facilities

BP 1330

#### Community Relations

The **Governing** Board ~~believes of Trustees recognizes~~ that ~~school district~~ facilities and grounds are a **vital** community resource ~~which should whose primary purpose is to be used to foster community involvement for school programs and development. Therefore, the activities. The~~ Board authorizes the use of school facilities by **district residents** and community groups for purposes ~~specified provided for~~ in the Civic Center Act, **to the extent that** ~~when~~ such use does not interfere with school activities **or other**.

~~All~~ school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee ~~activities (clubs, class events etc.)~~ shall ~~give be given~~ priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that ~~Thereafter,~~ the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school ~~work facilities shall be at the discretion of the district and subject to the provisions of Administrative Regulation AR 1330.~~

Subject to prior approval by the Board, the Superintendent or designee may ~~The Board shall~~ grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)



There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

#### Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

OPTION 1: (Amount not exceeding direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2: (No charge to nonprofit youth and school-oriented organizations)

The Board authorizes the use of school facilities or grounds without charge by ~~nonprofit~~ organizations, clubs, or associations organized to promote youth and school activities *and that directly serve or benefit district students*. As specified in Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, *AYSO*, ~~Camp Fire USA (not listed)~~, YMCA, *Parent Club activities*, ~~parent-teacher associations (not listed)~~, and school-community advisory councils. Other groups *including nonprofit* that request the use of school facilities under the Civic Center Act, ~~including nonprofit groups who are not organized to promote youth and school activities and for-profit groups~~, shall be charged *at least direct cost*. ~~an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.~~ (Education Code 38134)

OPTION 3: (No charge to school-related organizations)

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any ~~Other groups requesting the use of~~ school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of ~~under the Civic Center Act~~ to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted ~~shall be charged a fee according to the fee schedule.~~ (5 CCR 14041) ~~established in Administrative Regulation 1330.~~

#### ~~Fair Rental Value~~

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

#### Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

~~CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~

~~1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89~~

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

~~(11/06 4/13) 8/14 Policy — COLD SPRING ELEMENTARY SCHOOL DISTRICT~~  
~~adopted: October 1992 — Santa Barbara, California~~  
~~revised: September 2003~~  
~~revised: December 8, 2008~~  
~~revised: March 9, 2009~~

# CSBA Sample

## ~~Cold Spring ESD~~

### Administrative Regulation

#### Use Of School Facilities

AR 1330  
Community Relations

#### Application for Use of Facilities

~~Any The Superintendent/Principal or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)~~

- ~~1. Encourage and assist groups desiring to use school facilities for approved activities.~~
- ~~2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.~~
- ~~3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.~~

~~Any persons~~ applying for the use of ~~any~~ school ~~facilities or grounds~~ ~~property~~ on behalf of any society, group, or organization shall present written authorization from the group ~~or organization~~ to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

#### Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131, ~~38132~~)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization

4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youthyouths may participate regardless of religious belief or denomination.—~~First priority will be given to teams or groups whose members are primarily from Cold Spring School.~~

7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

109. Other purposes deemed appropriate by the Governing Board~~of Trustees~~

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use ~~of school facilities or grounds~~ which is inconsistent with ~~the their~~ use of the school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves ~~is discriminatory in the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco or cannabis legal sense~~

(cf. 3513.3 - Tobacco-Free Schools)

However, the Superintendent/*Principal* or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are ~~generally~~ not on the school grounds. (Business and Professions Code 25608)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

4. ~~Any use which involves the possession, consumption or sale of alcoholic or any restricted substances on school property~~

#### Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property ~~damage~~ damages caused by the activity. The ~~district~~ Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)-

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during ~~the such~~ use of district facilities or grounds. - The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide ~~other than those that promote youth and school activities shall be required to include~~ the district with evidence ~~as additional insured on their liability policies and submit a verification~~ of insurance against claims arising out ~~with their applications for use~~ of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, ~~the~~ The Superintendent/*Principal* or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities ~~facility~~ being used.

(11/06 4/13) 4/15 ~~Fee Schedule for Use of School Facilities~~

~~No Charge and Direct Cost~~

~~Subject to the application procedures set forth above, and at the discretion of the Superintendent/Principal or designee, the use of school facilities is available to the following groups, provided their purposes are not in conflict with the educational programs or goals of the district:~~

~~\* School staff or school organizations sponsoring district/school functions;~~

~~\* Community nonprofit organizations sponsoring activities designated to service the students of the district;~~

~~\* Adult non-profit organizations, public agencies, senior citizens, and cultural organizations that do not charge an admission fee and serve residents within the Cold Spring School District.~~

~~If custodial services are not required, use of the facilities shall be available at no charge.~~

~~If custodial services are required, direct cost fees shall be charged according to the Cold Spring School District Direct Cost Fee Schedule and at the discretion of the Superintendent/Principal.~~

~~Long-term use of the facilities may require additional fees. Long-term use is defined as more than two days per week or eight days per month.~~

~~Fair Rental Value~~

~~All other groups or individuals who use the facilities for commercial or other use or charge a fee will be charged the fair rental value fee schedule adopted by the Board.~~

~~Location~~

~~Direct Cost for Non-Profit Organizations~~

~~Fair Rental Value for Commercial Organizations~~

~~Classroom~~

~~\$20 per hour/\$80 per day~~

~~\$30 per hour/\$120 per day~~

~~Library~~

~~\$20 per hour/\$80 per day~~

~~\$30 per hour/\$120 per day~~

~~Kitchen~~

~~\$20 per hour/\$80 per day~~

~~\$30 per hour/\$120 per day~~

~~Computer Lab~~

~~\$5 per machine~~  
~~Not available~~  
~~Auditorium~~  
~~\$35 per hour/\$140 per day~~  
~~\$50 per hour/\$200 per day~~  
~~Restrooms~~  
~~\$25 per event~~  
~~\$25 per event~~  
~~Athletic Fields~~  
~~No charge~~  
~~\$15 per hour/\$60 per day~~  
~~Playground and Parking Areas~~  
~~No charge~~  
~~\$15 per hour/\$60 per day~~

~~Regulation—COLD SPRING ELEMENTARY SCHOOL DISTRICT~~  
~~approved: October 1992—Santa Barbara, California~~  
~~revised: September 2003~~  
~~revised: March 9, 2009~~



## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

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

OR

##### Recurring Event:

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

- ☐ Fall Quarter (Sept-Dec) Deadline: July 31
- ☐ Winter Quarter (Jan-Mar) Deadline: Dec. 1 Spring
- ☐ Quarter (April-Mid June) Deadline: Mar. 2
- ☐ Summer Quarter (Mid June -Aug) Deadline: June 4

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of Week: \_\_\_\_\_ Exact Time of Day: \_\_\_\_\_

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

- |                                     |                                    |   |   |                                    |
|-------------------------------------|------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground     | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Kitchen   |
| <input type="checkbox"/> Library    | <input type="checkbox"/> Field     | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Parking Lot      | <input type="checkbox"/> Bathrooms |

#### Applicant Information

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Purpose: \_\_\_\_\_

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: \_\_\_\_\_

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

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Determination: ☐ Direct-Cost ☐ Fair Rental

Total Due: \$ \_\_\_\_\_

Certificate of Insurance: ☐ Verified & Attached

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Calendar check | <input type="checkbox"/> Maintenance Director | <input type="checkbox"/> Preliminary Approval | <input type="checkbox"/> Board Approval |
|---|---|---|---|

## Use of School Facilities or Grounds Cold Spring Elementary School District Rules and Regulations

In conformance with Board Policy and Administrative Regulation 1330, the Board of Trustees of the Cold Spring School District has adopted the following rules and regulation for the use of school facilities for other than school purposes.

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for the Civic Center Act when such use does not interfere with school activities.

All school district activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Second priority shall be given to school connected organizations including the Parent Club and Foundation. Thereafter, the use shall be on a first-come, first served basis.

Any permit may be revoked where confliction dates have resulted or where the need of the property school purposes has subsequently developed.

### Fees

The Board authorizes the use of school facilities or grounds without charge by organizations, clubs, or associations organized to promote youth and school activities and that directly serve or benefit district students. In accordance with Education Code 3813(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, AYSO, YMCA, Parent Club activities, and school-community advisory councils. Other groups, including nonprofit that request the use of school facilities under the Civic Center Act, who are not organized to promote youth and school activities, shall be charged at least direct cost. Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meeting where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

### Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
  2. Any use that is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
  3. Any use that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use.
- During the school year, classrooms will not be used for after school programs except for district operated programs. The district may exclude other school facilities from non-school use for safety or security reasons.
- Any permit may be revoked or not renewed if the organization does not use the facility for the intended purpose as stated on the Application and Agreement for Use of School Facilities.

### Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. Groups, organizations, or persons using the field during non-school hours will not be permitted to have dogs on the field. The Board may charge the amount necessary to repair the damages or clean-up after pets and group use and may deny the group further use of school facilities or grounds. Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk (Education Code 38134).

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

FACILITY USE	DIRECT COST	COMMERCIAL USE
Classroom	\$40/hour - \$160/day	\$60/hour - \$240/day
Library	\$20/hour - \$80/day	\$60/hour - \$240/day
Kitchen	\$20/hour - \$80/day	\$60/hour - \$240/day
Auditorium	\$70/hour - \$280/day	\$100/hour - \$400/day
Restrooms	\$50 per day	\$50 per day
Athletic field or courts	\$20/hour - \$80/day	\$30/hour - \$120/day
Athletic field or courts (seasonal)	\$100/season x number days used/week	\$100/season x number days used/week
Playground and parking areas	\$20/hour - \$80/day	\$30/hour - \$120/day

### Staffing Conditions/Charges:

Weekend use of Facilities are subject to an additional charge for staffing and is subject to the availability of staff.

38133. The management, direction, and control of school facilities under this article are vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

- (a) Aid, assistance, and encouragement to any of the activities authorized in Sections 38131 and 38132.
- (b) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.
- (c) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork.

*(Amended by Stats. 2002, Ch. 1168, Sec. 9. Effective September 30, 2002.)*



38134. (a) (1) The governing board of a school district shall authorize the use of school facilities or grounds under its control by a nonprofit organization, or by a club or an association organized to promote youth and school activities, including, but not necessarily limited to, any of the following:

- (A) The Girl Scouts; the Boy Scouts; Camp Fire USA; or the YMCA.
- (B) A parent-teacher association.
- (C) A school-community advisory council.

(2) This subdivision does not apply to a group that uses school facilities or grounds for fundraising activities that are not beneficial to youth or public school activities of the school district, as determined by the governing board.

(b) Except as otherwise provided by law, a governing board may charge an amount not to exceed its direct costs for use of its school facilities or grounds. A governing board that levies these charges shall first adopt a policy specifying which activities shall be charged an amount not to exceed direct costs.

(c) The governing board of a school district may charge an amount, not to exceed its direct costs for use of its school facilities or grounds by the entity using the school facilities or grounds, including a religious organization or church, that arranges for and supervises sports league activities for youths as described in paragraph (6) of subdivision (b) of Section 38131.

(d) The governing board of a school district that authorizes the use of school facilities or grounds for the purpose specified in paragraph (3) of subdivision (b) of Section 38131 shall charge the church or religious organization an amount at least equal to the school district's direct costs.

(e) In the case of an entertainment or a meeting where an admission fee is charged or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the school district or for charitable purposes, a charge equal to fair rental value shall be levied for the use of the school facilities or grounds.

(f) If the use of school facilities or grounds under this section results in the destruction of school property, the entity using the school facilities or grounds may be charged for an amount necessary to repay the damages, and further use of the facilities or grounds by that entity may be denied.

(g) As used in this section:

(1) "Direct costs" to the school district for the use of school facilities or grounds includes all of the following:

(A) The share of the costs of supplies, utilities, janitorial services, services of school district employees, and salaries paid to school district employees directly associated with the administration of this section to operate and maintain school facilities or grounds that is proportional to the entity's use of the school facilities or grounds under this section.

(B) The share of the costs for maintenance, repair, restoration, and refurbishment, proportional to the use of the school facilities or grounds by the entity using the school facilities or grounds under this section as follows:

(i) For purposes of this subparagraph, "school facilities" shall be limited to only nonclassroom space and "school grounds" shall include, but not be limited to, playing fields, athletic fields, track and field venues, tennis courts, and outdoor basketball courts.

(ii) The share of the cost for maintenance, repair, restoration, and refurbishment shall not apply to:

(I) Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs.

(II) Organizations retained by the school or school district to provide instruction or instructional activities to pupils during school hours.

(iii) Funds collected under this subparagraph shall be deposited into a special fund that shall only be used for purposes of this section.

(2) "Fair rental value" means the direct costs to the school district plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

(h) By December 31, 2013, the Superintendent shall develop, and the state board shall adopt, regulations to be used by a school district in determining the proportionate share and the specific allowable costs that a school district may include as direct costs for the use of its school facilities or grounds.

(i) (1) A school district authorizing the use of school facilities or grounds under subdivision (a) is liable for an injury resulting from the negligence of the school district in the ownership and maintenance of the school facilities or grounds. An entity using school facilities or grounds under this section is liable for an injury resulting from the negligence of that entity during the use of the school facilities or grounds. The school district and the entity using the school facilities or grounds under this section shall each bear the cost of insuring against its respective risks, and shall each bear the costs of defending itself against claims arising from those risks.

(2) Notwithstanding any other law, this subdivision shall not be waived. This subdivision does not limit or affect the immunity or liability of a school district under Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, for injuries caused by a dangerous condition of public property.

(j) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

*(Amended by Stats. 2012, Ch. 764, Sec. 2. Effective January 1, 2013. Repealed as of January 1, 2020, by its own provisions. See later operative version added by Sec. 3 of Ch. 764.)*



25608. (a) Every person who possesses, consumes, sells, gives, or delivers to another person an alcoholic beverage in or on a public schoolhouse or the grounds of the schoolhouse, is guilty of a misdemeanor. This section does not, however, make it unlawful for a person to acquire, possess, or use an alcoholic beverage in or on a public schoolhouse, or on the grounds of the schoolhouse, if any of the following applies:

- (1) The alcoholic beverage possessed, consumed, or sold, pursuant to a license obtained under this division, is wine that is produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- (2) The alcoholic beverage is acquired, possessed, or used in connection with a course of instruction given at the school and the person has been authorized to acquire, possess, or use it by the governing body or other administrative head of the school.
- (3) The public schoolhouse is surplus school property and the grounds of the schoolhouse are leased to a lessee that is a general law city with a population of less than 50,000, or the public schoolhouse is surplus school property and the grounds of the schoolhouse are located in an unincorporated area and are leased to a lessee that is a civic organization, and the property is to be used for community center purposes and no public school education is to be conducted on the property by either the lessor or the lessee and the property is not being used by persons under the age of 21 years for recreational purposes at any time during which alcoholic beverages are being sold or consumed on the premises.
- (4) The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated veterans stadium with a capacity of over 12,000 people, located in a county with a population of over 6,000,000 people. As used in this paragraph, "events" mean football games sponsored by a college, other than a public community college, or other events sponsored by noncollege groups.
- (5) The alcoholic beverages are acquired, possessed, or used during an event not sponsored by any college at a performing arts facility built on property owned by a community college district and leased to a nonprofit organization that is a public benefit corporation formed under Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code. As used in this paragraph, "performing arts facility" means an auditorium with more than 300 permanent seats.
- (6) The alcoholic beverage is wine for sacramental or other religious purposes and is used only during authorized religious services held on or before January 1, 1995.
- (7) The alcoholic beverages are acquired, possessed, or used during an event at a community center owned by a community services district or a city and the event is not held at a time when students are attending a public school-sponsored activity at the center.
- (8) The alcoholic beverage is wine that is acquired, possessed, or used during an event sponsored by a community college district or an organization operated for the benefit of the community college district where the college district maintains both an instructional program in viticulture on no less than five acres of land owned by the district and an instructional program in enology, which includes sales and marketing.
- (9) The alcoholic beverage is acquired, possessed, or used at a professional minor league baseball game conducted at the stadium of a community college located in a county with a population of less than 250,000 inhabitants, and the baseball game is conducted pursuant to a contract between the community college district and a professional sports organization.
- (10) The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated stadium or other facility. As used in this paragraph, "events" means fundraisers held to benefit a nonprofit corporation that has obtained a

license pursuant to this division for the event. "Events" does not include football games or other athletic contests sponsored by any college or public community college. This paragraph does not apply to any public education facility in which any grade from kindergarten to grade 12, inclusive, is schooled.

(11) The alcoholic beverages are possessed, consumed, or sold, pursuant to a license, permit, or authorization obtained under this division, for an event held at an overnight retreat facility owned and operated by a county office of education or a school district at times when pupils are not on the grounds.

(12) The grounds of the public schoolhouse on which the alcoholic beverage is acquired, possessed, used, or consumed is property that has been developed and is used for residential facilities or housing that is offered for rent, lease, or sale exclusively to faculty or staff of a public school or community college.

(13) The grounds of a public schoolhouse on which the alcoholic beverage is acquired, possessed, used, or consumed is property of a community college that is leased, licensed, or otherwise provided for use as a water conservation demonstration garden and community passive recreation resource by a joint powers agency comprised of public agencies, including the community college, and the event at which the alcoholic beverage is acquired, possessed, used, or consumed is conducted pursuant to a written policy adopted by the governing body of the joint powers agency and no public funds are used for the purchase or provision of the alcoholic beverage.

(14) The alcoholic beverage is beer or wine acquired, possessed, used, sold, or consumed only in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus of a California community college and the person has been authorized to acquire, possess, use, sell, or consume the beer or wine by the governing body or other administrative head of the school.

(15) The alcoholic beverages are possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of a public community college during the special event. As used in this paragraph, "special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

(16) The alcoholic beverages are acquired, possessed, or used during an event at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is schooled, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility. As used in this paragraph, "events" include fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event.

(17) The alcoholic beverages are acquired, possessed, used, or consumed pursuant to a license or permit obtained under this division for special events held at facilities owned and operated by an educational agency, a county office of education, superintendent of schools, school district, or community college district at a time when pupils are not on the grounds. As used in this paragraph, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities.

(b) Any person convicted of a violation of this section shall, in addition to the penalty imposed for the misdemeanor, be barred from having or receiving any privilege of the use of public school property that is accorded by Article 2 (commencing with Section 82537) of Chapter 8 of Part 49 of Division 7 of Title 3 the Education Code.

*(Amended by Stats. 2015, Ch. 303, Sec. 24. Effective January 1, 2016.)*

ITEM 14E

**BUSINESS AND FINANCE  
ITEM 14E**

**DATE: DECEMBER 12, 2016**  
**TO: BOARD OF TRUSTEES**  
**FROM: MARY T. STARK, CHIEF BUSINESS OFFICIAL**  
**RE: DISCUSSION AND/OR ACTION REGARDING DOLPHIN CENTER FEES**

**SUMMARY**

The Board has been asked to consider a reduced hourly rate for families with two or more children receiving services through the Dolphin Center After-School Program. At the November 14<sup>th</sup> meeting information was provided on the history of the District's support to the Dolphin Center since the activity was first accounted for as a separate entity in 2013-14.

Ms. Sandy Williams, long-time Director of the program, provided me with this information from 2014-15:

*"MONTHLY RATES  
2014-15*

<i>Hours per billing period</i>	<i>Rates per Hour</i>
<i>50 hours or less</i>	<i>\$6.00</i>
<i>50 1/4 hours or more</i>	<i>\$5.75</i>

*If you have 2 or more children attending, the times will be added together to assure the best rate."*

*Sandy also provided this info:*

*In 2001, rates were \$3.75/\$3.50  
In 2005, " " \$4.50/\$4.25  
In 2009, " " \$5.00/\$4.75  
In 2011, " " \$5.50/\$5.25*

I note that Ms. Williams believed that the Center was self-supporting from fees collected with no support from the District.

In the 2016-17 First Interim report the support figure is projected to be \$27,586; \$3,000 of which is assumed to be Board approval of write off in uncollectible accounts.

**ITEM 14E**

The hourly rate in school year 2014-15 was \$6.00 per hour; 2015-16 was \$7.50 per hour; the 2016-17 rate, approved July 11, 2016, is \$9.00 per hour.

For 2015-16 booked revenue based on hourly rates was \$59,950.

September and October 2016 billing for services was \$13,519 for 72 children. In addition, 12 staff children were provided after school care pursuant to collective bargaining term 9.13.

**RECOMMENDATION**

This item is submitted for information and possible action by the Board.