



## COLD SPRING SCHOOL DISTRICT BOARD OF TRUSTEES

### REGULAR BOARD MEETING

MONDAY, AUGUST 13, 2018  
6:00 PM

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

Welcome to the meeting of the Cold Spring School District 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 9), members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

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

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

**Accessibility** – In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in disability-related alternative format, please contact the [Superintendent/Principal's Office](#). Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability.

**Reports/Attachments** – Members of the public may request a copy of the agenda, or a copy of the documents constituting the agenda packet, of any meeting of the Board of Trustees.

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

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

**AGENDA**

**MONDAY, AUGUST 13, 2018  
6:00 PM**

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

**REGULAR SESSION / CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

**3. CLOSED SESSION**

**4. PLEDGE OF ALLEGIANCE**

**5. ANNOUNCEMENT OF CLOSED SESSION ACTION**

**6. COLD SPRING SCHOOL MISSION STATEMENT**

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

Teachers, staff, parents, and the community will work together to create a school environment in which cooperative problem-solving, creativity, and innovative thinking are encouraged, and the unique potential of each individual student and employee is valued and nurtured.

**7. APPROVAL OF MINUTES..... ITEM 7A**

7.A. Approval of Minutes of the July 9, 2018 Board Meeting, Regular Session

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

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

**9. PUBLIC COMMENTS**

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

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

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

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

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

Recommended that the board approve the following items as presented:

11.A. FINANCE REPORTS:

1. Warrants (attachment)
2. Regular payroll, July 2018: \$110,388.75
3. Other financial items

11.B. Approval of Applications for Use of School Facilities, (5 total), as shown in the attached supplement

To approve:

- AYSO Soccer, Jennifer Miller
- AYSO Soccer, Alex Stephens
- AYSO Soccer, Angela D'Amour
- AYSO Soccer, Brian D'Amour
- Friday Night Lights Flag Football, Gary Goldberg
- Santa Barbara Festival Ballet, Erin Clark
- South Coast Karate, Brian Jordan
- Musical Minds, Warren Mendes
- Academic Chess, Beatriz Arroyo

11.C. Personnel Action:

- One Classified Resignation

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

**12. SUPERINTENDENT REPORT .....ITEMS 12A – 12C**

12.A. Enrollment Report Update

12.B. Opening of School Timeline

12.C. Presentation of the 2018-2019 Comprehensive Professional Learning Plan

**13. BUSINESS AND FINANCE.....ITEM 13A**

13.A. Review and Approval of FY 2018-19 Off-Campus Federal Work-Study Agreement with Westmont

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

**14. ACTION AGENDA.....ITEMS 14A – 14D**

14.A. Consider Approval of the Cold Spring School District Personnel Action Agenda for the Employment of Classified Specialists for the 2018-2019 School Year

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

14.B. Consider Adoption of Revisions to the Classified Employee Salary Schedule to Include the Specialist Positions

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

14.C. Approval the California School Boards Association Agreement for Governance Consulting Services

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

14.D. Approval of Resolution 2018-19/2 Adopting Revisions and Amendments to the Conflict of Interest Code Set Forth in Board Bylaw 9270 and Approval of Revised Board Bylaw 9270, First Reading

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

14.E. Approval of Board Policy, Second Reading:

- BP 3516

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

**15. CONFERENCE AGENDA .....ITEMS 15A**

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.

15.A. Review and/or Approval of Board Policies, First Reading:

- BP 1330
- BP 1400
- BP 2210

[Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_]

**16. SUGGESTED BOARD AGENDA ITEMS FOR THE SEPTEMBER BOARD MEETINGS**

- Unaudited Actuals
- Sufficiency of Textbooks
- CAASPP Results
- GANN Resolution

**17. BOARD GOVERNANCE**

17.A. Evaluation of Meeting

17.B. Discussion of the Board Office Hours

**18. ADJOURNMENT**

[Motion:\_\_\_\_\_ Second:\_\_\_\_\_ Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Absent:\_\_\_\_\_ Abstain:\_\_\_\_\_]

*Date of Next Board Meeting: Regular Session September 13, 2018*



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

**MINUTES**

**MONDAY, JULY 9, 2018  
4:00 PM**

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

**Board Members**

Jennifer Miller  
Kim Ferrarin  
Kathy Davidson  
Leslie Kneafsey

**Administration / Staff**

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

**General Counsel:**

Yuri Calderon

**1. CALL TO ORDER ..... 4:00 PM**

The meeting was called to order at 4:07 PM.

**2. APPROVAL OF THE AGENDA**

It was moved by Trustee Miller, seconded by Trustee Ferrarin, to approve the Agenda for Monday, July 9, 2018.

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

**3. CLOSED SESSION**

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

The Board returned from Closed Session and resumed the meeting at 5:30 PM.

**4. PLEDGE OF ALLEGIANCE**

President Miller led the Pledge of Allegiance.

**5. ANNOUNCEMENT OF CLOSED SESSION ACTION**

There was no reportable action taken in Closed Session.

**6. COLD SPRING SCHOOL MISSION STATEMENT**

President Miller read the Cold Spring School Mission Statement.

**7. APPROVAL OF MINUTES ..... ITEM 7A**

7.A. Approval of Minutes of the June 11, 2018 Board Meeting, Regular Session

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve the Minutes for June 11, 2018, Regular Session.

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

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

### 8.A. Approval of Donations made to Cold Spring School

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve the donations made to Cold Spring School.

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

## **9. PUBLIC COMMENTS**

There were no Public Comments comments to report.

## **10. BOARD COMMENTS – COMMUNICATION/CORRESPONDENCE**

There were no Board comments to report.

## **11. CONSENT AGENDA.....ITEMS 11A**

### 11.A. FINANCE REPORTS:

1. Warrants (attachment)
2. Regular payroll, June 2018: \$306,853.49
3. Other financial items

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve the Consent Agenda.

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

## **12. SUPERINTENDENT REPORT.....ITEMS 12A – 12B**

### 12.A. Enrollment Report Update

There are currently 170 students enrolled for the 2018-19 school year.

### 12.B. Quarterly Williams Report

There were no complaints to report.

## **13. BUSINESS AND FINANCE.....ITEMS 13A – 13B**

### 13.A. Dolphin Center and Kinderlime Update

Dr. Alzina presented the Dolphin Center Revenues and Expenditure report. Dr. Alzina and Dr. Santa Cruz will be monitoring Dolphin Center closely this year to see if there is a possibility to reduce the hourly cost charged to parents. No reduction in the hourly rate is recommended by the administration at this time until more data is collected and analyzed.

13.B. Public Report of District Budget Adjustments Resulting from State Budget Act

Dr. Santa Cruz presented the adjustments to the district's adopted budget that are based on the California state budget signed into law by Governor Brown on June 27, 2018.

**14. CONFERENCE AGENDA ..... ITEMS 14A – 14D**

14.A. Summary Presentation on District Deferred Maintenance Program and District Capital Facilities Program

Yuri Calderon, the district's legal counsel, presented a PowerPoint regarding the district's deferred maintenance and facilities timeline. The PowerPoint presented is attached to the Minutes.

14.B. Update Regarding the 2017-2018 Third Grade Lease to Own Pilot Program

Dr. Alzina presented the goals and results of the 2017-18 third grade lease to own program along with a recommended timeline for rolling out a third grade lease to own program for the 2018-19 school year.

14.C. Presentation of the Updated 2017-2020 Technology Plan

Dr. Alzina presented a PowerPoint which included updates to the Technology Plan to reflect the goals and needs for the 2018-19 school year.

14.D. Review and/or Approval of Board Policy, First Reading:

- BP 3516

The Board requested that Board Policy 3516 is placed on the August Board Agenda for a second reading.

**15. ACTION AGENDA ..... ITEMS 15A – 15F**

15.A. Approval of Resolution 2018-19/1 Reducing Hours in the Classified Service and Corresponding Layoff of Classified Employees

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve the Resolution 2018-19/1 Reducing Hours in the Classified Service and Corresponding Layoff of Classified Employees.

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

15.B. Approval of the Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum

It was moved by Trustee Kneafsey, seconded by Trustee Ferrarin, to approve the Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum.

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

15.C. Approval of the SBCSELPA Joint Exercise of Powers Agreement Amendments

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve the SBCSELPA Joint Exercise of Powers Agreement Amendments.

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

15.D. Approval of the Agreement Between Santa Barbara County Office of Education and Cold Spring School District for Professional Development

It was moved by Trustee Miller, seconded by Trustee Kneafsey, to approve Agreement Between Santa Barbara County Office of Education and Cold Spring School District for Professional Development.

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

15.E. Approval of the Donation and Acceptance of the Contract from United Way Thomas Fire and Flood Fund Grant

It was moved by Trustee Kneafsey, seconded by Trustee Ferrarin, to approve the Donation and Acceptance of the Contract from United Way Thomas Fire and Flood Fund Grant.

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

15.F. Approval of Board Policies, Second Reading:

- BP 0410
- BP 3514
- BP 3514.1
- BP 5111
- BP 5111.1
- BP 5125

It was moved by Trustee Kneafsey, seconded by Trustee Miller, to approve the Board Policies: BP 0410, BP 3514, BP 3514.1, BP 5111, BP 5111.1, BP 5125.

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

**16. SUGGESTED BOARD AGENDA ITEMS FOR THE AUGUST BOARD MEETING**

- Update on Professional Learning Plan
- Opening of School Timeline
- Review of Board Protocols and Complaint Procedures
- Discuss Timeline to update CSSD "Beliefs, Visions, Goals"
- CSBA Governance Standards discussion
- Board Office Hours
- District Reserves (Board Workshop)

- Superintendent/Principal and Board Goals (September)

## **17. BOARD GOVERNANCE**

### 17.A. Evaluation of Meeting

The Board reconvened to Closed Session at 7:59 PM.

The Board returned from Closed Session and resumed the meeting at 8:59 PM.

## **18. ADJOURNMENT**

It was moved by Trustee Miller, seconded by Trustee Ferrarin, to adjourn the July 9, 2018 Regular Session meeting.

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

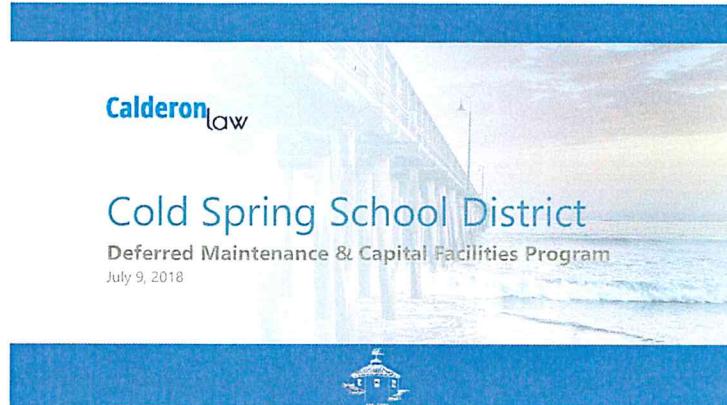
The meeting was adjourned at 9:00 PM.

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Kimberly Ferrarin, Board Clerk

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Date



## School Facilities Maintenance in General

- Three types of maintenance projects are recognized:
  - Routine Maintenance (Regular Ongoing Operations – annual inspections, maintenance of equipment and repairs)
  - Scheduled Maintenance (On-time replacements to building systems and other infrastructure that have reached the end of their useful life)
  - Deferred Maintenance (systems or other infrastructure that are at the end of their useful life and need replacement, but such projects have been delayed due to a lack of resources or a desire to address other funding priorities)

Calderon law

## Deferred Maintenance District Fund 14

Calderon law

## School Deferred Maintenance Defined

- Education Code § 17582. District deferred maintenance fund; establishment; purposes
  - Authorizes the establishment of a **restricted** fund known as the "district deferred maintenance fund" for purposes of addressing major repair or replacement of:
    - Plumbing and Electrical
    - Heating and air-conditioning
    - Roofing
    - Floor systems;
    - exterior and interior painting of school buildings
    - inspection, sampling, and analysis of building materials to determine the presence of asbestos-containing materials and the encapsulation or removal of asbestos-containing materials
    - inspection, identification, sampling, and analysis of building materials to determine the presence of lead-containing materials and the control, management, and removal of lead-containing materials
- Funds deposited in this account may be received from any source
- Must be accounted for separately and retained in the fund for deferred maintenance purposes only; District maintains control over these funds once deposited in the account

Calderon law

## Office of Public School Construction California Department of General Services

- If a District receives State Bond funds, the board must require the school district to make all necessary repairs, renewals, and replacements to ensure that a project is at all times maintained in good repair, working order, and condition. All costs incurred for this purpose must be borne by the school district
- School districts that receive funding from state facility bonds are required to set aside at least three percent (3%) of expenditures for facility maintenance each year for 20 years
- Small districts are exempt from this requirement (elementary schools with less than 900 students)
- A school district to which the section does not apply must certify to its board that it can reasonably maintain its facilities with a lesser level of maintenance.

Calderon law

## Cold Spring Scheduled Maintenance Plan



- District staff has been developing a comprehensive Scheduled Maintenance Plan for Cold Spring
- Projects scheduled for 2018 are base, in part, on Proposition 39 Funding
- Funding for subsequent years will be budgeted accordingly

Calderon law

## Elements of a Good Scheduled Maintenance Program

- Identify maintenance items
- Estimate cost for each maintenance item
- Place maintenance items on a regular maintenance schedule and estimate inflated cost of maintenance
- Fund the deferred maintenance account at an adequate level to perform scheduled maintenance
- Regularly/annually perform routine maintenance and inspections
- Annually review and update scheduled maintenance program

Calderon law

## Maintenance Projects for Summer of 2018

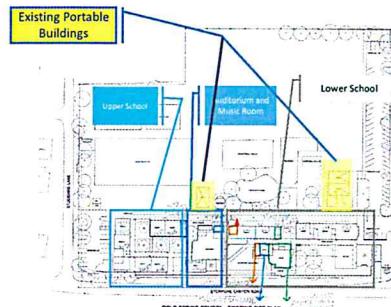
- Replace furnaces and thermostats (Proposition 39)
- Replace/install additional insulation in the certain classrooms (Proposition 39)
- Replace lighting fixtures and bulbs throughout campus to LED lighting (Proposition 39)
- Continued roof and beam repairs, including additional bird stops
- Flooring replacement in K-3 classrooms and repairs to linoleum throughout campus
- Interior and exterior touch-up painting
- Repair to/replacement of exterior basketball hoops in play area
- Resurface front parking lot (Asphalt)
- Replace video surveillance system and certain classroom projectors
- Other minor repairs throughout school site

Calderon law



## Proposed Capital Facilities Program

Funds 40 and 51/55



### Replace Aging Relocatable Buildings

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

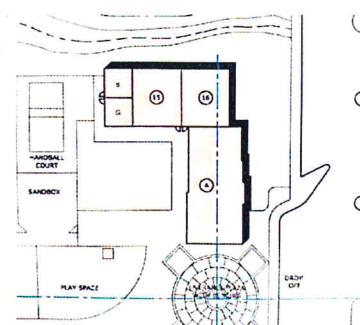
Calderon law

## Facilities Master Plan "Revisited"

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

### Original Architectural Plan

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

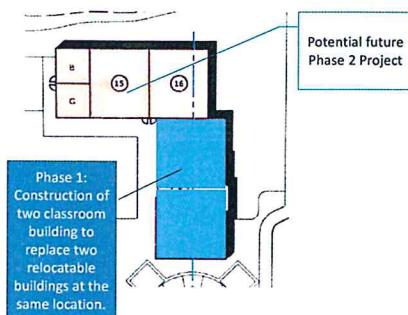


Calderon law

Calderon law

## Phase 1 Improvements

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



Calderon law

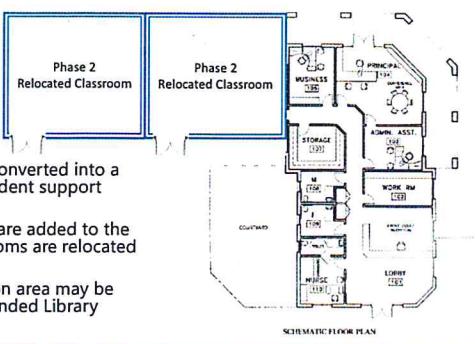
## Next Steps

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

Calderon law

## Phase 2 Improvements

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



Calderon law

## ReqPay12\_SBCCEOx

ReqPay12x - Board Report of Checks with  
Comment

Checks Dated 07/04/2018 through 08/06/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-526103	07/11/2018	Jean M. Gradias	01-5220	Admission - Maker Faire Bay Area		78.75	448.55
01-526103	07/11/2018	Jean M. Gradias	01-5220	Mileage (Roundtrip) from SB to San Mateo		334.80	
01-526103	07/11/2018	Jean M. Gradias	01-5220	Parking at Maker Faire Conference		35.00	
01-526104	07/11/2018	Maria Santa Cruz	01-4400	Flat White Stops, Satin Nickel Knob		42.65	171.69
01-526104	07/11/2018	Maria Santa Cruz	01-4400	Garden Stools, Furniture for Kitchen		41.98	
01-526104	07/11/2018	Maria Santa Cruz	01-4400	Miscellaneous for Kitchen		87.06	
01-526105	07/11/2018	Bitvision,LLC	01-5800	Camera Server, Hard Drive, Shipping		1,945.24	2,040.24
01-526105	07/11/2018	Bitvision,LLC	01-5800	Initial windows setup and update		95.00	
01-526106	07/11/2018	Calderon Law	01-5830	General Counsel Services, Personnel & Labor Negotiations		3,500.00	3,500.00
01-526107	07/11/2018	Coastal Copy, Lp	01-4310	Kyocera Contract for 4 copy machines		1,368.87	1,368.87
01-526108	07/11/2018	Department Of Justice	01-5850	Fingerprint Apps - Summer Worker		32.00	32.00
01-526109	07/11/2018	Forensic Analytical Lab. Inc.	01-4300	Analysis of metal on basketball hoop & support post		16.00	16.00
01-526110	07/11/2018	Montecito Water District	01-5530	Water Usage - 05/25/2018-06/27/2018		456.50	456.50
01-526111	07/11/2018	San Joaquin Co. Office Of Ed	01-5850	Account Fees 2018-2019		450.00	450.00
01-526112	07/11/2018	SHERWIN-WILLIAMS	01-4300	3 quarts of paint & paint accessories		68.09	68.09
01-526113	07/11/2018	Sisc II Property & Liability	01-5450	Property & Liability Premiums 2018-2019		12,862.62	12,862.62
01-526114	07/11/2018	Wells Fargo Vendor Fin Serv	01-5630	Copiers - Models 8001I & 7551CI		850.53	850.53
01-527125	07/18/2018	Apple, Inc.	01-4400	MACBOOK PRO COMPUTERS FOR CLASSROOM TEACHERS		14,991.55	14,991.55
01-527126	07/18/2018	Assoc. Of California Admin.	01-5310	ACSA Membership Dues - District Paid for Dr. Alzina		1,314.00	1,314.00
01-527127	07/18/2018	County of Santa Barbara	01-4300	Mulch Delivery		75.00	75.00
01-527128	07/18/2018	Cox Communication-Org	01-5910	Charges: 07/08/18-08/07/18		572.30	572.30
01-527129	07/18/2018	Hr Direct	01-4310	Renewal of Fed & State Mandated Posters		94.81	94.81
01-527130	07/18/2018	JULIE AVNIT, CONSULTANT	01-5850	PROP 39 PROJECT PLAN		140.00	140.00
01-527131	07/18/2018	Lenz Pest Control	01-5860	2 x's per week underground trapping		280.00	280.00
01-527132	07/18/2018	Marborg Industries	01-5570	Monthly Trash Service - June		918.58	918.58
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	2 x 4's - 6 units		39.44	280.44
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Applied Return Credit		13.86-	
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Chicken Manure Kellogg		12.47	
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Clearing Finance Charge with open credit		3.13	
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Finance Charge		.21	
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Molding Quarter, Blade Scraper, Bosch Masonry, Cable		61.40	

## ReqPay12\_SBCEx

ReqPay12x - Board Report of Checks with  
Comment

Checks Dated 07/04/2018 through 08/06/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Paint Rollers, Flat White, Brushes, Paint Supplies		165.21	
01-527133	07/18/2018	S.B. Home Improvement Center	01-4300	Tube Vinyl, Tubing Anderson Vinyl		12.44	
01-527134	07/18/2018	SB MailWorks	01-4300	Dr. Alzina - Spring Newsletter - Mailout		617.70	617.70
01-527135	07/18/2018	SISC III	01-3401	July Health Insurance Premiums		11,400.00	50,608.25
01-527135	07/18/2018	SISC III	20-9510	July Health Insurance Premiums		39,208.25	
01-527949	07/25/2018	Maria Santa Cruz	01-4310	Reimb. Dbl. Pmt. - Reimb. check issued to CSS		175.00	175.00
01-527950	07/25/2018	Carpinteria Valley Lumber	01-4300	Marlex MIPXFIP		2.97	2.97
01-527951	07/25/2018	Channel Plumbing, Inc.	01-4300	Drain Cleaning of 2" Line - Janitor Sink		120.00	120.00
01-527952	07/25/2018	Cox Communication-Org	01-5910	Charges: 07/12/18-2018/11/2018		839.98	839.98
01-527953	07/25/2018	Empire Chemical Co., Inc. dba Empire Cleaning Supply	01-4300	Facial Tissue, Seat Covers, Liners, Foam Soap, Gloves		1,342.78	1,342.78
01-527954	07/25/2018	Finco Services	01-4300	Carpet Cleaning		2,095.00	2,095.00
01-527955	07/25/2018	Insight Environmental, Inc.	01-4300	One time on-site, visual inspection, lab tests for asbestos		1,040.00	1,040.00
01-527956	07/25/2018	Renaissance Learning Inc.	01-4310	SUBSCRIPTION RENEWAL		4,861.00	4,861.00
01-527957	07/25/2018	SBCEO	01-4310	Printing Charges - Envelopes, 2000		145.00	145.00
01-527958	07/25/2018	Southern Ca Edison Company	01-5520	Charges: 06/07/2018-07/09/2018		1,452.58	1,452.58
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4300	Home Depot - Paint Supplies		893.78	11,126.43
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	Amazon - Battle of the books		10.34	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	Amazon - Wall Calendar for Office		22.62	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4310	Apple iTunes - Apps - Classroom Games		16.98	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	Adobe - Creative Cloud subscription		359.88	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	Amazon - Office & Kitchen Furniture		3,873.79	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	Amazon - Office & Kitchen Remodeling		19.48	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-4400	Instant Sign Company - Full Color Banner		81.56	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	ACSA Academies - Conference Reg. for C. Godlis		1,295.00	

## ReqPay12\_SBCEOx

ReqPay12x - Board Report of Checks with  
Comment

Checks Dated 07/04/2018 through 08/06/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Unpaid Tax	Expensed Amount	Check Amount
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	Ed Tech - Conf. Reg. for 5 teachers		1,843.00	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	Literacy Partners - Conf. Reg. - A. Campbell		625.00	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	Literacy Partners - Conf. Reg. - J. Thorpe		625.00	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	Literacy Partners - Conf. Reg. - L. Edwards		625.00	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	01-5220	Literacy Partners - Conf. Reg. - L. Ishikawa		625.00	
01-527959	07/25/2018	U.S. BANK CORPORATE PAYMENT SY STEM	63-5860	Kinderlime - Dolphin Center Monthly Plan		210.00	
01-527960	07/25/2018	UI Technical Subcommittee	01-5220	Unemployment Insurance Seminar	40.00	40.00	
01-528827	08/01/2018	Coral L. Godlis	01-5800	Mailing of Certified Letter	6.70	6.70	
01-528828	08/01/2018	Michelle Gross	01-5860	Live Scan - C. Gross	20.00	20.00	
01-528829	08/01/2018	Maria Santa Cruz	01-4400	Blinds for kitchen	468.30	524.35	
01-528829	08/01/2018	Maria Santa Cruz	01-4400	Kitchen Remodel - supplies	56.05		
01-528830	08/01/2018	Bitvision,LLC	01-5800	Monthly Billing - August	548.00	548.00	
01-528831	08/01/2018	Empire Chemical Co., Inc. dba Empire Cleaning Supply	01-4300	Clorox Urine Remover - 1 case	59.62	59.62	
01-528832	08/01/2018	SWEETWATER SOUND	01-4310	16 CHANNEL MIXER FOR AUDITORIUM	449.99	449.99	
01-528833	08/01/2018	Wells Fargo Vendor Fin Serv	01-5630	Copier - Model 4551CI	201.19	201.19	
01-528834	08/01/2018	WestEd	01-5800	California Healthy Kids Survey	545.00	545.00	

## Pay01a

## Payroll Summary by Org

Pay Date 07/03/2018 through 07/31/2018

EARNINGS by Earnings Code		Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses
No Gross Pay			2.00	Federal Withholding	4,835.51		4,835.51	46,825.77
Regular	51,224.79			State Withholding	1,693.07		1,693.07	46,825.77
				Social Security	1,956.96	1,956.96	3,913.92	31,563.62
				Medicare	730.83	730.83	1,461.66	50,403.07
				SUI		25.22	25.22	50,403.07
				Workers' Comp		233.37	233.37	50,403.07
<b>TOTAL</b>	<b>51,224.79</b>		<b>2.00</b>	<b>SUBTOTAL</b>	<b>9,216.37</b>	<b>2,946.38</b>	<b>12,162.75</b>	

EARNINGS by Group		Income	Adjustments	REDUCTIONS	Employee	Employer	Total	Subject Grosses
Base Pay	48,136.46			PERS	688.80	1,762.57	2,451.37	9,840.02
Miscellaneous	3,028.33		2.00	PERS / 62	1,294.43	3,327.01	4,621.44	18,566.45
Stipends	60.00			STRS / 60	1,594.07	2,512.77	4,106.84	15,551.87
				Benefits	821.72	56.33	878.05	
<b>TOTAL</b>	<b>51,224.79</b>		<b>2.00</b>	<b>SUBTOTAL</b>	<b>4,399.02</b>	<b>7,658.68</b>	<b>12,057.70</b>	

EARNINGS		Person Type	Female Employees	DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Certificated	6	18,968.32	5	22,804.22				
Classified	12	32,256.47	6	22,609.35				
<b>TOTAL</b>	<b>18</b>	<b>51,224.79</b>	<b>11</b>	<b>45,413.57</b>	<b>Benefits</b>	<b>8,946.95</b>	<b>8,946.95</b>	
				<b>Summer Savings</b>	<b>72,779.35-</b>		<b>72,779.35-</b>	<b>4,839.89-</b>
				<b>SUBTOTAL</b>	<b>72,779.35-</b>	<b>8,946.95</b>	<b>63,832.40-</b>	
				<b>TOTALS</b>	<b>59,163.96-</b>	<b>19,552.01</b>	<b>39,611.95-</b>	

## Vendor Summary for Pay Date 07/03/2018 thru 07/31/2018

Vendor Checks	1,502.00	1
Vendor Liabilities	41,113.95-	48
	<b>39,611.95-</b>	<b>49</b>

## Cancel/Reissue for Process Date 07/03/2018 thru 07/31/2018

Reissued	7,646.68	2
Cancel Checks	3,613.44-	1
Void ACH		

## BALANCING DATA

Gross Earnings	51,224.79	110,388.75 Net Pay
District Liability	19,552.01	59,163.96- Deductions
		19,552.01 Contributions
	<b>70,776.80</b>	<b>70,776.80</b>

## NET

Direct Deposits	92,961.56	23
Checks	25,073.87	14
Partial Net ACH		
Negative Net	7,646.68-	2
Check Holds		
Zero Net		
<b>TOTAL</b>	<b>110,388.75</b>	<b>39</b>

Selection Grouped by Org, Filtered by (Org = 6, Starting Pay Date = 7/1/2018, Ending Pay Date = 7/31/2018)

ESCAPE ONLINE

Page 1 of 1

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

Date requested: 08/22 - 11/21/18

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.

##### Recurring Event:

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

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

Start Date: 08/22 End Date: 11/21  
Days of Week: Wed Exact Time of Day: 4:00-5:00 pm

OR

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: Jennifer Miller / AYSO U7 Boys Contact Name: Jennifer Miller  
Address: 420 Nicholas Ln City & Zip: 93108  
Phone: 805 794 4523 Email: miller.oceanic@cox.net  
Number of Participants: 10 Purpose: Soccer

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: Mil Print: Jennifer Miller

Date of Application: 07/23/18

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Amy M. Alzina Date: 8-7-18

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

Calendar check     Maintenance Director     Preliminary Approval     Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

Start Date: 9-1 End Date: 12-1

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

M, W 4-5:30

#### 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: AHSO Soccer U12 Contact Name: Alex Stephens

Address: 272 Dawlish place City & Zip: SB CA 93108

Phone: 805-452-1411 Email: rincon@me.com

Number of Participants: 16 Purpose: Soccer practice

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: Alex Stephens Print: Alex Stephens

Date of Application: 8-9-18

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Amy M. Alzina

Date: 8-

Fee Determination:  Direct-Cost  Fair Rental  
Certificate of Insurance:  Verified & Attached

Total Due: \$ 7

Calendar check  Maintenance Director  Preliminary Approval  Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

Single Event:

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

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

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

OR

Recurring Event:

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

- Fall Quarter (Sept-Dec) Deadline: 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: 8/15/18 End Date: 11/14/18  
Days of Week: Wed. Exact Time of Day: 4-5:30pm

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: Girls AYSO U8 Team (2nd grade CSS girls) Contact Name: Angela D'Amour

Address: 1702 Mountain Ave City & Zip: SB CA 93101

Phone: 805-722-5687 Email: adamour@westmont.edu

Number of Participants: 10 Purpose: practice for girls AYSO soccer

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: Angela D'Amour Print: Angela D'Amour

Date of Application: March 13, 2018

This Application is not a valid permit until signed below.

District Use Only

Administrator Approval: Dr. Amy M. Alzina Date: 8-9-18

Fee Determination:  Direct-Cost  Fair Rental Total Due: \$ 8  
Certificate of Insurance:  Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

Start Date: 8/24/18 End Date: 12/21/18

Days of Week: Fridays Exact Time of Day: 4:00-5:30

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

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

#### Applicant Information

Group Name: Santa Barbara AYSO 10U - Boys Contact Name: Brian D'Amour

Address: 1702 Mountain Ave City & Zip: Santa Barbara 93101

Phone: 805-722-5715 Email: bridamour@gmail.com

Number of Participants: 12 Purpose: Weekly Soccer Practice

Is the activity open to the general public?  Yes  No (Participation in AYSO is open to public)

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: Brian D'Amour Digitally signed by Brian D'Amour  
Date: 2018.08.10 09:43:07 -0700<sup>1</sup> Print: Brian D'Amour

Date of Application: August 10, 2018

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Amy M. Allina Date: 8-10-18

Fee Determination:  Direct-Cost  Fair Rental Total Due: \$ 20  
Certificate of Insurance:  Verified & Attached



Calendar check



Maintenance Director



Preliminary Approval

Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

Start Date: 8/16/18 End Date: 11/8/18  
Days of Week: Thursday Exact Time of Day: 4-6pm

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: Friday Night Lights Washington Huskies Contact Name: Gary Goldberg  
Address: 1086 Coast Village Road City & Zip: Montecito, CA 93108  
Phone: 805-455-8910 Email: gary@coastalrealty.com  
Number of Participants: 10 Purpose: Little Kid Flag Football practice

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: Gary Goldberg

Print: Gary Goldberg

Date of Application: 8-9-18

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Cheryl M. Olmedo

Date: 8-9-18

Fee Determination:  Direct-Cost     Fair Rental

Total Due: \$ 0

Certificate of Insurance:  Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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

Start Date: 09/06/2018 End Date: 05/16/2019

Days of Week: thursdays Exact Time of Day: 2-3:30

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 Festival Ballet Contact Name: Erin Clark

Address: 1019 Chapala St. City & Zip: Santa Barbara 93101

Phone: 805-861-0474 Email: erin@nimblermovement.com

Number of Participants: 1 teacher Purpose: ballet class

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: Erin Clark Print: Erin Clark

Date of Application: 07/23/2018

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Amy M. Alina Date: 8-7-18

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

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

# Cold Spring Elementary School District

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

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

### Event or Activity Information

#### Single Event:

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

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

Start Date: Aug 28, 2018 End Date: May 28, 2018  
 Days of Week: Tuesdays Exact Time of Day: 2:45 - 4:10

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)

- |  |                                    |   |   |                                    |
|--|------------------------------------|---|---|------------------------------------|
| <input checked="" 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: South Coast Karate Contact Name: Brian Jordan

Address: 37 Six Flags Circle City & Zip: Buellton, CA 93427

Phone: 805 687-5001 Email: SouthCoastKarate@gmail.com

Number of Participants: 10 - 30 Purpose: "Kid Power" Educational & Recreational

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: Brian Jordan Print: Brian Jordan

Date of Application: 7/31/18

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval: Dr. Amy M. Alzina Date: 8-7-18

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

Certificate of Insurance:  Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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.

##### Recurring Event:

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

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

Start Date: Sept 6, 2018 End Date: Nov 8, 2018  
Days of Week: Thurs Exact Time of Day: 3:10 p.m.

OR

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: Musical Minds

Contact Name: Warren Mendes

Address: P.O. Box 8477

City & Zip: Van Nuys, CA 91409

Phone: 310-478-5659

Email: mendes2000@hotmail.com

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: W/M

Print: Warren Mendes

Date of Application: 7/31/18

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval:

Dr. Amy M. Heino

Date: 8-7-18

Fee Determination:

Direct-Cost

Fair Rental

Total Due: \$ 0

Certificate of Insurance:

Verified & Attached

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

## Cold Spring Elementary School District

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

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

#### Event or Activity Information

##### Single Event:

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

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.

##### Recurring Event:

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

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

Start Date: 09/07/18 End Date: 11/02/18

Days of Week: FRIDAY Exact Time of Day: 3:05 - 4:05 PM

OR

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

- |                                     |   |   |   |                                    |
|-------------------------------------|---|---|---|------------------------------------|
| <input type="checkbox"/> Auditorium | <input checked="" 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: Academic Chess

Contact Name: Beatriz Arroyo

Address: 8300 Tampa Ave #G

City & Zip: Northridge, CA 91324

Phone: (805) 450-0097

Email: santa.barbara@academicchess.net

Number of Participants: 8 minimum

Purpose: Chess lessons after school

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: 08/03/2018

This Application is not a valid permit until signed below.

#### District Use Only

Administrator Approval:

Dr. Amy M. Alzina

Date: 8-7-18

Fee Determination:

Direct-Cost

Fair Rental

Certificate of Insurance:

Verified & Attached

Total Due: \$ 0

Calendar check

Maintenance Director

Preliminary Approval

Board Approval

**CONSENT AGENDA 11.C.**

**DATE:** **August 13, 2018**

**TO:** **Governance Board**

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

**RE:** **Personnel Items**

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

**Resignation / Classified**

Name	Position	Effective Date
Adriana Rey-Dovgin	Account Technician 1.00 FTE	August 8, 2018

**SUPERINTENDENT REPORT 12.A.**

**DATE:** August 13, 2018

**TO:** Governance Board

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

**RE:** Enrollment Report

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**2018-2019 Student Enrollment**

Grade/Teacher	Total Students
K Ishikawa	22
1 <sup>ST</sup> Carey	18
2 <sup>ND</sup> Campbell	15
2 <sup>ND</sup> Thorpe	15
3 <sup>RD</sup> Gonzales	13
3 <sup>RD</sup> Callahan	14
4 <sup>TH</sup> Orwig/Wooten	22
5 <sup>TH</sup> Edwards	25
6 <sup>TH</sup> Pierce	24
<b>Total</b>	168 Students

**Average Class Size**

Grades	Students	Classes	Average
K,1,2,3	97	6	16.17
4,5,6	71	3	23.67
K-6	168	9	18.67

## SUPERINTENDENT REPORT 12.C.

**DATE:** August 13, 2018

**TO:** Governance Board

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

**RE:** Presentation of the 2018-2019 Comprehensive Professional Learning Plan

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The Transitional Kindergarten through Sixth Grade, Professional Learning Plan is focused on Increasing Instructional Excellence, Capacity Building, and Student Achievement.

The Professional Learning Plan is designed to address Mathematics, Science, Technology, Writing and Assessments to support Transitional Kindergarten through Sixth grade students. The plan is committed to creating coherence and comprehensiveness throughout all classrooms district-wide by grade level through high functioning professional learning communities. These vital factors will contribute to a greater impact on increasing student achievement and sustainable substantial change among those who serve them.

The comprehensive professional development plan is developed with input recorded in the 2018 spring teacher survey, LCAP survey, LCAP goals, and student achievement results recorded on the 2018 CAASPP. The comprehensive professional development plan is aligned to the Cold Spring School District LCAP and is created with the pedagogy to encourage and support teachers in giving them the tools and strategies to inspire their students to think differently by inspiring creativity.

The great teachers and staff within the Cold Spring School District are committed to learning, teaching, leading and learning again. They recognize these attributes are necessary in creating a culture of community that fosters individuality, creativity and possibility.

**Cold Spring School District**  
**Transitional Kindergarten-Sixth Grade:**  
A Comprehensive  
Professional Learning Plan  
Focused on  
Increasing Instructional Excellence, Capacity Building, and  
Student Achievement  
*July 2018-June 2019*



## Overview

Cold Spring School District is committed to continuing the work conducted by its teachers in the preparation of curriculum, design of instructional lessons, and development of engaging delivery of cognitively rich and challenging content that is accessible by all students including English learners, children living in poverty, advanced learners and students with disabilities.

The comprehensive professional development plan provides support to teachers through professional learning that focuses on the following schoolwide priority goals:

- Goal 1: Prepare students for life, learning and work in the 21st century
- Goal 2: Maintain a high level of student engagement and attendance through a robust specialist program.
- Goal 3: Engage students, families and the community to promote student success.

The Professional Learning Plan is designed to address Mathematics, Science, Technology, English Language Arts and Assessments to support Transitional Kindergarten through Sixth grade students. The plan is committed to creating coherence and comprehensiveness throughout all classrooms district-wide by grade level through high functioning professional learning communities. These vital factors will contribute to a greater impact on increasing student achievement and sustainable substantial change among those who serve them.

The comprehensive professional development plan is developed with input recorded in the 2018 Spring Teacher survey, LCAP survey, LCAP goals and student achievement results recorded on the 2018 CAASPP. The comprehensive professional development plan is aligned to the Cold Spring School District LCAP and is created with the pedagogy to encourage and support teachers in giving them the tools and strategies to inspire their students to think differently by inspiring creativity.

The great teachers and staff within the Cold Spring School District are committed to learning, teaching, leading and learning again. They recognize these attributes are necessary in creating a culture of community that fosters individuality, creativity and possibility.

## Mission Statement

The mission of Cold Spring School is to provide a quality educational program in a secure family atmosphere, which fosters a balance of academic achievement, healthy personal development, social and environment responsibility, and enthusiasm for lifelong learning. Teachers, staff, parents, and the community will work together to create a school environment in which cooperative problem-solving, creativity, and innovative thinking are encouraged, and the unique potential of each individual student and employee is valued and nurtured.

**This seven-part professional development plan is focused on the following goals in order to ensure a guaranteed curriculum for all students.**

✓ **Part 1a: Back to School Professional Development**

**Timing:** August 16, 2018

**Scope of Work:** All Teachers (Full Day)

During the morning half of the day, the teachers will review the CCS Mission statement and shared commitments (Values) for which the group will hold itself mutually accountable. The three CSS priority goals will be reviewed.

The later part of the morning will consist of establishing clear expectations/goals around technology in the classroom. Matt Zuchowicz, Director of Educational Technology Services for the SBCEO, and Christian Garfield will explain how our goal is for every teacher to work towards achieving an official Google 1 Certification. Matt Zuchowicz and will also review the essential components in the

*Common Sense Media Digital Citizenship* curriculum and lessons that are to be implemented in every 3-6th grade classroom.

The afternoon will consist of a Dreambox and Accelerated Math webinar training before teachers review the 2017-2018 CAASPP results. These CAASPP results will drive our conversation around formative assessments (2018-2019 Formative Assessment Calendar) and goals for Student Achievement that are centered around 100% of the students at Cold Spring School meeting and exceeding the standards.

✓ **Part 1b: Back to School Professional Development**

**Timing:** August 17, 2018

**Scope of Work:** All Teachers (Full Day) and Staff (Half Day)

The morning will begin by reviewing the LCAP Goals for Student Achievement with the entire staff before each department (Business Office, HR, Front Office/Purchasing and Facilities) presents new norms and protocols. The Superintendent/Principal will review highlights from the *News in Brief* as well as highlights from the Professional Learning calendar. Classroom teachers and assistants will use the remainder of the morning for collaboration and planning. Teachers will use the afternoon for grade level collaboration and planning.

## ✓ Part 2: Mathematics

**Timing:** Fall 2018

**Scope of Work:** All TK-4th grade teachers will engage in a *Dreambox* training, while all 5-6th grade teachers will engage in an *Accelerated Math* training.

## ✓ Part 3: Science

**Timing:** Fall 2018-Spring 2019

**Scope of Work:** Teachers will begin the school year by examining the Next Generation Science Standards, developing their instructional strategies for effective science learning, and continuing with the Amplify Science pilot in preparation for the approved science curriculum adoption from the California Department of Education in November of 2018. Once the adoption list is available, the staff will engage in discussion around an official adoption.

**Timing:** Fall 2018-Spring 2019

**STEAM Scope of Work:** The STEAM teacher and technology teacher will work with classroom teachers to enhance their knowledge of the computer science standards and engineering practices. Together, they will assist teachers and students with knowing how to apply their knowledge in the STEAM classroom and general education classroom that will lead to student application projects.

**Timing:** September 22, 2018

**Scope of Work:** The Santa Barbara County Education Office Next Generation Science Standards Leadership Consortium will be offering free NGSS professional development workshop for teachers across Santa Barbara county at Oak Valley Elementary School located in the Buellton Union School District. Justin Pierce, CSS sixth grade teacher, and Jean Gradias, CSS STEAM teacher, will be presenters. Mr. Pierce will be presenting an introduction to NGSS with a K-12 focus, while Dr. Gradias will be presenting NGSS Shifted vs. Unshifted lessons with a K-5 focus to compare a lesson from the way we used to teach science to the new NGSS methodology and format. Registration can be found through this link: <http://sbceo.org/s/NGSSreg>

## ✓ Part 4: Technology

**Timing:** Fall 2018-Spring 2019

**Scope of Work:** Matt Zuchowicz, SBCEO Director of Educational Technology Services, will work with Christian Garfield, CSS Computer Specialist, to develop professional learning opportunities for CSSD teachers centered on the resources of the Google Suite for Education, with the goal of CSSD staff becoming Google Educator Level 1 certified.

✓ Matt Zuchowicz, SBCEO Director of Educational Technology Services, will consult with Dr. Amy Alzina, Superintendent, and Christian Garfield, CSSD Technology Specialist, to support the vision for educational technology, and will develop presentations on technology integration, as well as cybersecurity and student data privacy for CSSD teachers, administrators, parents, and students.

✓ All 3-6th grade teachers will implement *Common Sense Media Digital Citizenship* curriculum and lessons. Resource: <https://www.commonsense.org/education/>

✓ Four teachers and the Superintendent/Principal will be attending the EdTech Summit for two days in August 2018. “Sessions include two keynote presentations, a demo slam competition, and a

closing capstone session - plus two full days of informative breakouts, cutting-edge demonstrations, and hands-on workshops led by experienced and knowledgeable professional developers.

- Deployment & Management of Google Apps
- Google Apps for Education Certification
- Android and Google Play in Education
- Google Maps and Earth Across The Curriculum
- YouTube for Schools
- Google Plus for Personal Learning Networks
- 20% Time for Students and Educators
- Google Classroom, Google Drive, Google Sites, Google Calendar, Gmail power tips, and... even more!
- All presenters are Google for Education Certified Innovators, Google for Education Certified Trainers, Google Employees, or teachers with local success stories!"

✓ Two teachers will be attending the Level 2 Google Certification Bootcamp at the EdTechTeam Summit where they will "explore and create purposeful blended learning lessons while enhancing student understanding of topics and concepts. They will learn to organize course work and leverage the internet to better meet the needs of an increasingly digital curriculum. Personalized learning models and coaching models will also be explored."

## ✓ Part 5: Writing

**Timing:** Fall 2018-Spring 2019

**Scope of Work:** Dahlia Dallal, the founder of Literacy Partners, will continue to train and support teachers with the Lucy Calkins Writing Workshop model that comes from the Teachers College Reading and Writing Project, Columbia University. Teachers will receive 2 full-days of professional learning and coaching to support writing workshop. Parents will receive two parent workshops in the evening.

**Timing:** Fall 2018

**Scope of Work:** *Words Their Way* is based on years of research into invented and developmental spelling which is keyed to the five stages of spelling and orthographic development. The *Words Their Way* program will support teachers and students working in each stage of spelling development, from emergent through derivational relations. Teachers will engage in a professional development webinar during a Wednesday PD session in September.

## ✓ Part 6: Formative Assessments

**Timing:** August 2018-June 2019

**Scope of Work:** All 1-6<sup>th</sup> grade students will take the multiple choice, 32-question, computer adaptive STAR Reading/STAR Math assessment four times throughout the school year. The purpose of the nationally normed STAR Reading/Math assessments are to assess student reading and math levels, progress monitor and plan intervention/enrichment groups. Parents will receive a parent report after each assessment period that identifies their student Percentile Rank, Instructional Reading Level/Math Level and Zone of Proximal Development.

**Timing:** October 2018-June 2019

**Scope of Work: Renaissance Learning Accelerated Reader (AR)**

All students will be participating in the Accelerated Reader (AR) program. Student STAR Reading scores will be used to identify the appropriate independent reading level for every student.

**✓ Part 7: Ongoing Professional Development**

**Timing:** Fall 2018-Spring 2019

**Scope of Work:** Teachers and administration will engage in weekly afterschool content specific learning communities around the focus goals for student learning for the TK-2, 3-6 grade level strands. These weekly meetings will begin at 2:45pm and occur every Wednesday.

## Investment Summary

<b>Component</b>	<b>Cost</b>
<b>Part 1: Back to School PD</b> <b>Timing:</b> August 16-17, 2017 <b>Scope of Work:</b> All TK-6 Elementary Teachers; 2 days. <b>Scope of Work:</b> 4 summer day per teacher to plan curriculum @ \$120 per day.	\$7,680.00 (PD)
<b>Part 2: Mathematics: Dreambox and Accelerated Math</b> <b>Timing:</b> August 2018-June 2019 <b>Scope of Work:</b> Teachers will attend a webinar training in Dreambox (K-4) and Accelerated Math (5-6).	\$4,100 (K-4, Dreambox curr.) \$2,100 (5-6, Acc.Math curr.)
<b>Part 3: Next Generation Science Standards</b> <b>Timing:</b> August 2018-June 2019 <b>Scope of Work:</b> Continue to Pilot Amplify Science Curriculum. <b>Scope of Work:</b> Continued PD and support for NGSS-aligned science curriculum, as we anticipate making an informed decision about adoption when the CA Department of Education provides their approved list of materials in the Fall of 2018.	\$TBD (PD) \$TBD (curr.)
<b>Part 4: Technology Integration and Cybersecurity</b> <b>Timing:</b> August 2018-June 2019 <b>Scope of Work:</b> <ul style="list-style-type: none"> <li>● EdTechTeam Summit and Google 2 Certification Bootcamp for 5 teachers to attend: \$1,843.00</li> <li>● Contract with SBCEO to support google certification, cybersecurity and student data privacy laws for all teachers and a PD for parents: \$2,924.09</li> </ul>	\$4,767.00 (PD)
<b>Part 5: Writers Workshop</b> <b>Timing:</b> July 2018-June 2019	\$6,800 (summer PD) \$5,000 (PD)

<b>Scope of Work:</b> <ul style="list-style-type: none"> <li>● Four Teachers will receive 4 full-days of professional learning to support writing workshop: \$6,800</li> <li>● All teachers will receive two days of coaching in the classroom.</li> <li>● Parents will receive two parent workshop in the evening.</li> </ul>	\$2,669.21 (K-3, Words Their Way curr.)
<b>Part 7: Formative Assessments</b> <b>Timing:</b> August 2018-June 2019 <b>Scope of Work:</b> Renaissance Learning STAR Reading/STAR Math All 1-6 <sup>th</sup> grade students will take the multiple choice, 32-question, computer adaptive STAR Reading/STAR Math assessment five times throughout the school year.	\$2,485.00 (curr./assess.)
<b>Part 8: Ongoing Professional Development</b> <b>Timing:</b> August 2017-2018 <b>Scope of Work: Wednesday Release</b> Teachers and administration will engage in weekly afterschool content specific learning communities around the focus goals for student learning for the TK-2, 3-6 grade level strands. These weekly meetings will begin at 3:00pm and occur every Wednesday.	\$0
<b>PD Total</b> <b>Curr./Assess Total</b> <b>Grand Total</b>	\$24,247.00 (PD) \$11,170.00 (curr./assess) <b>\$35,417.00</b>

## Professional Learning and Assessment Calendar 2018-2019

Month	Monday	Tuesday	Wednesday	Thursday	Friday
<b>July</b> 23-27  <i>*Optional 4 summer days to plan curr for all teachers</i>	Literacy Partners Writing Workshop in Whittier	Literacy Partners Writing Workshop in Whittier	Literacy Partners Writing Workshop in Whittier	Literacy Partners Writing Workshop in Whittier	
<b>July/August</b> 30-3					
<b>August</b> 6-10		Ed Tech Summit in Goleta	Ed Tech Summit in Goleta	Ed Tech Summit in Goleta	
<b>August</b> 13-17			PD: All Teachers (Full-Day)	PD: All Teachers (Full-Day and Staff (Half-Day))	
20-24 <b>1-6th STAR Reading/ 2-6th STAR Math Assessment Window</b>	Teacher and Staff Workday	<b>First Day of School Principal's Coffee</b>	PD: Classroom Environment	Amy Attend SBCEO Curriculum Council in Buellton	
27-31 <b>1-6th STAR Reading/ 2-6th STAR Math Assessment Window</b> <b>TK/K/1: Star Early Literacy</b>			PD: Back to School Night Expectations	Amy attend all SB County Superintendents Retreat in Pismo Beach	Amy attend all SB County Superintendents Retreat in Pismo Beach
<b>September</b> 3-7 <b>TK/K/1: Star Early Literacy</b>	<b>*Labor Day</b>		<b>Back to School Night 6-8pm</b>		
10-14			PD: Words their Way (K-3)		
17-21			PD: Grade Level Vertical Alignment, K-2 and 3-6  <b>*Review STAR</b>		

			<b>DATA</b> Intervention/ Enrichment Planning		
24-28			PD: STEAM and Science Adoption Process		
<b>October</b> 1-5	Amy attend all SB County Superintendents Meeting in Buellton		PD: Google Certification		
8-12	<b>ALL Teachers PD Day:</b> Science Writing Workshop Google Certification and Cybersecurity with Matt Z.		PD: Writing Workshop Lessons Planning Time for Observations/ Coaching on the 11th	Writing (Literacy Partners) Observations Coaching <b>Parents Evening</b> <b>PD with Literacy Partners:</b> <b>The Writing Process</b>	
15-19	*Principal's Coffee: Topic Cybersecurity with Matt Z *All 4-6th Grade Assembly in the Auditorium at 9:30am: Cybersecurity. *Matt Z teach Common Sense Media lessons in 5th grade at 10:20am and in 6th grade at 10:55am		PD: Cybersecurity and Common Sense Media Lessons <i>Planning Time in K-2 and 3-6 grade cohorts</i>		
22-26			PD: Google Certification		
29 -November 2 <b>1-6th STAR Reading/ 2-6th STAR Math Assessment Window</b> <b>TK/K/1: Star Early Literacy</b>			PD: OPEN		
<b>November</b> 5-9			PD: Grade Level Vertical Alignment, K-2 and 3-6 <b>*Review STAR DATA</b> Intervention/ Enrichment Planning	Conference Day	

12-16	*Veterans Day	Conference Week	Conference Week	Conference Week	Conference Week
19-23	<b>Fall Break</b>	<b>Fall Break</b>	<b>Fall Break</b>	<b>Fall Break</b>	<b>Fall Break</b>
26-30		Amy and the Board attend CSBA AEC Conference	Amy and the Board attend CSBA AEC Conference	Amy and the Board attend CSBA AEC Conference	Amy and the Board attend CSBA AEC Conference
<b>December</b> 3-8	Amy attend SB County Superintendent's Meeting in Buellton	Principal's Coffee: Topic - California Dashboard	PD: Science and History		
10-14			<b>Winter Sing</b>		
17-21	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>
24-28	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>	<b>Winter Break</b>
<b>December/January</b> 31-4 <b>1-6th STAR Reading/ 1-6th STAR Math Assessment Window</b> <b>TK/K/1: Star Early Literacy</b> <b>*3-6th Grade Begin to Administer CAASPP Interim Assessments</b>	*New Year's Eve	*New Year's Day	PD: Welcome Back CAASPP Interim Assessments		
7-11 <b>1-6th STAR Reading/ 1-6th STAR Math Assessment Window</b> <b>TK/K/1: Star Early Literacy</b>			PD: Review STAR Data and Plan Intervention/Enrichment Groups		
14-18	Amy attend SB County Superintendent's Meeting in Buellton		PD: Google Certification		
21-25	<b>*Martin Luther King Jr. Day</b>		PD: Google Certification		
<b>January/February</b> 28-1			PD: STEAM		Amy attend SB County Curriculum Council Meeting in Buellton
<b>February</b> 4-8 <b>*5th Grade PE</b>	Amy attend SB County Superintendent's Meeting in Buellton	Principal's Coffee: Topic - LCAP Update	PD: OPEN		

Testing Begins		and Safety Plan			
11-15			PD: Review Interim CAASPP Results		*Presidents' Holiday
February/March 25-1	* Presidents' Holiday		PD: Writing Workshop Lessons Planning Time for Observations/ Coaching on the 28th	Writing (Literacy Partners) Observations Coaching Parents Evening PD with Literacy Partners:	
March 4-8 <b>1-6th STAR Reading/ 1-6th STAR Math Assessment Window TK/K/1: Star Early Literacy</b>	Amy attend SB County Superintendent's Meeting in Buellton	Principal's Coffee: Topic - LCAP	PD: LCAP/2019- 2020 Budget LCAP Survey Input Meeting	Amy attend ACSA mid-state conference with Superintendents in SLO	Amy attend ACSA mid-state conference with Superintendents in SLO
11-15 <b>1-6th STAR Reading/ 1-6th STAR Math Assessment Window TK/K/1: Star Early Literacy</b>			PD: Grade Level Vertical Alignment, K-2 and 3-6 <b>*Review STAR DATA</b> Intervention/ Enrichment Planning		
18-22	Conference Week	Conference Week	Conference Week	Conference Week	Conference Week
25-29	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break
3/26-3/30			PD: LCAP Annual Update and Input into 2019-2020 LCAP plan		
April 1-5	Staff Development Day: Science/ Writing (Literacy Partners) Cybersecurity and Google Certification with Matt Z. (no students)		PD: *Common Sense Media Lessons *Intervention Students and Specialist Collaboration		Amy Attend SBCEO Curriculum Council in Buellton
8-12			PD: K-2nd Vertical Alignment 3-6th Interim		

			<b>CAASPP Results and Intervention Strategies</b>		
15-19			PD: 3-6th grade CAASPP Training K-2nd grade - TBD		
22-26			PD: 3-6th grade CAASPP Training K-2nd grade - TBD		
<b>April/May</b> 29-3			PD: Art/Makerfaire Update LCAP		
<b>6-10</b> <b>CAASPP Sped Testing Begins</b>	Amy attend SB County Superintendent's Meeting in Buellton	<b>NATIONAL TEACHER APPRECIATION DAY!</b> Principal's Coffee: Topic- LCAP	PD: Teacher Planning		Amy attend SB County Curriculum Council Meeting in Buellton
<b>13-17</b> <b>CAASPP Testing ELA</b>			PD: End of Year Close Business Items		
<b>20-24</b> <b>CAASPP Testing Math</b>			PD: Google Certification		
<b>27-31</b> <b>CAASPP Make-Up Testing &amp; 5th Grade Science Test</b>	<b>*Memorial Day</b>		PD: None <b>South Coast Math Superbowl</b>		
<b>June</b> 3-7	Amy attend SB County Superintendent's Meeting in Buellton		PD: None <b>Beach Day</b>	<b>Last Day of School</b>	<b>Last Day for Staff</b>

## BUSINESS & FINANCE 13.A.

**DATE:** August 13, 2018

**TO:** Governing Board

**FROM:** Dr. Maria C. Santa Cruz, Business Manager

**RE:** Review and Approval of FY 2018-19 Off-Campus Federal Work-Study Agreement with Westmont

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Included in your packet is the Work-Study Agreement we enter into each year with Westmont College in an arrangement providing work for their students eligible to participate in this program.

The students provide valuable support services to the school staff and at the Dolphin Center After School Program. In the agreement, please note the role Cold Spring School District (the “Organization”) plays in this arrangement.

During 2017-18, fifteen students provided variable hours of service at the cost of \$1362.12 from District General Funds and \$4031.92 from Dolphin Center funds as our 50% share of salaries and benefits paid in behalf of the students. Students worked with Ms. O'Neill, DiSalvo, Lewis as well as Ms. Stark in the Dolphin Center.

Several of the students were also hired as temporary classified assistants during school year periods when Westmont College classes were not in session.

**I recommend that the Board approve the 2018-19 Off- Campus Federal Work-Study Agreement with Westmont.**

**OFF-CAMPUS FEDERAL WORK-STUDY AGREEMENT  
EFFECTIVE FOR ACADEMIC YEAR 2018-2019**

This agreement is entered into between Westmont College, hereinafter known as the "Institution" and, Cold Spring Elementary and Dolphin Center hereinafter known as the "Organization," a federal, state, or municipal agency or a private nonprofit organization, for the purpose of providing work to students eligible to participate in the Federal Work-Study (FWS) Program.

The parties agree to and understand that work to be performed under this agreement is to be in the public interest, and which (1) will not result in the displacement of employed workers or impair existing contracts for services; (2) will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee and as mutually agreed by the Institution and the Organization; (3) does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place of religious worship; and (4) does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.

FWS Employment Authorization Forms, signed by an authorized official of the Organization, and Job Description Forms, will set forth their hourly rates of pay, description of duties, and are considered part of this agreement.

During periods of regular enrollment, students employed under this agreement may work no more than twenty (20) hours per week. During holiday breaks, students may work forty (40) hours or more per week, and are entitled to overtime pay for any hours worked in excess of forty (40) per week.

Students can only be paid for hours actually worked, and may not be paid for lunch, vacation, holiday, sick days, or other hours not actually worked. When a student's accumulated gross earnings reach his/her Federal Work-Study Award, he/she must stop working under this agreement.

Students will be made available to the Organization by the Institution, as the Institution shall determine for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization.

The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the Regulation of the Department of Health, Education and Welfare which implement that act, and Title IX of the Education Amendments of 1972 (Pub. L. 92-318).

The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of each student for the Organization. It has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assign students to work for the Organization, and reserves the right to determine whether students are performing appropriate

work. The Organization's right is limited to direction of the details and means by which the result is to be accomplished.

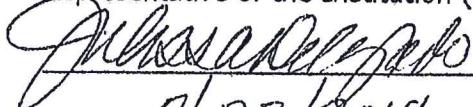
Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization. In the event of injury incurred by a student employee while acting within the scope of his/her duties, the Institution shall assume responsibility as employer. Institution agrees to defend, indemnify and hold Organization harmless from and against work travel or work-related injuries or damages claimed by the Student Worker.

Compensation for work performed on a project under this agreement will be disbursed--and all payments due as an employer's contribution under State or local worker's compensation laws, under Federal or State social security laws, or under any other applicable laws, will be made--by the Institution.

The student will be paid by the Institution based on the established hourly rate and number of hours worked. A written record of hours worked is to be submitted by the Organization to the Institution on a biweekly basis in accordance with a schedule issued annually by the Institution. The Organization agrees to confirm these hours by authorized signature of an Organization official on payroll timecards before the Institution will release payments to the students employed under this agreement.

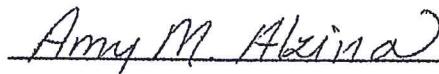
The agreement requires that the organization will pay fifty percent (50%) of student compensation. The Organization will be billed after each semester and will remit payment to the Institution no later than 30 days after the billing date.

Representative of the Institution (Westmont College)



Date 7/23/2018

Representative of the Organization (Cold Spring Elementary):



Date 7/23/18

Please return the completed form to:

**Julissa Delgado**

**Student Employment Coordinator**

**Westmont College- Kerr Student Center**

**955 La Paz Road**

**Santa Barbara, CA 93108-1098**

## Off Campus Federal Work Study Employment Authorization Form

Academic Year 2018-2019

### Organization Description

Name of Organization <b>COLD SPRING SCHOOL DISTRICT</b>	Telephone: (805) 969-2678 FAX: (805) 969-0787 Email: msantacruz@coldspringschool.net
Site Address <b>2243 Sycamore Canyon Rd.</b>	
City and State <b>Santa Barbara, CA</b>	Zip Code <b>93108</b>
<b>Individual Responsible for receipt and payment of invoices:</b>	
Name <b>Maria "Conny" Santa Cruz</b>	
Title <b>Business Manager</b>	
Telephone <b>(805) 969-2678 X 136</b>	

### Authorized Signature(s) for Payroll Reporting:

Printed Name

Title/Dept

Signature

Amy Alzina, Supt./Principal   
Maria Co SantaCruz, Business Manager   
Lindsay Stark, Dolphin Ctr. Coordinator 

**ACTION 14.A.**

**DATE:** August 13, 2018  
**TO:** Governance Board  
**FROM:** Amy Alzina, Superintendent/Principal  
**RE:** Consider Approval of the Cold Spring School District Personnel Action  
Agenda for the Employment of Classified Specialists for the 2018-2019  
School Year

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**Rationale:** In the past, the specialists have been hired by individualized contracts that include provisions that are inconsistent with the employment framework for California public school districts. These individuals should be employed as short-term, part-time classified employees, exempted from classified service as noted in Board Policy and Administrative Regulation 4200. These Specialist do not possess a California teaching credential and are employed and paid for less than 75 percent of the school year. These employees are not be eligible to attain permanent classified employee status in the District

Attached hereto are job descriptions that would govern the duties, responsibilities and the hours of employment for each of the Specialist noted above.

**Fiscal Impact:** The fiscal impact of this action would be nominal. The initial placement of these employees on the Classified Employee Salary Schedule would result in a slight hourly increase for each employee that ranges from \$0.33 per hour to \$1.05 per hour. The total fiscal impact would be less than \$300.00 for the 2018-2019 fiscal year. This adjustment would allow these employees to be accorded the same benefits and protections, apply the same standards, and expect the same duties and responsibilities as that applied to other short-term, part-time classified employees.

**Recommended Action:** It is recommended that the Governing Board of the Cold Spring School District employ the following short-term, part-time classified specialist program employees to provide support to the Cold Spring specialist instructional program:

Drama Coordinator:Step I on the Classified Employee Salary Schedule

Choral Accompanist: Step D on the Classified Employee Salary Schedule

Band Coordinator: Step J on the Classified Employee Salary Schedule

**Cold Spring School District**  
**Classified Employee Salary Schedule**  
**2017-2018**

*Board Approved on 6/11/18*

	Step A	Step B	Step C	Step D	Step E	Step F	10 Years Step G	15 Years Step H	20 Years Step I	25 Years Step J
<b>Administration / Clerical</b>										
School Office Coordinator	3,667.03	3,850.38	4,042.90	4,245.04	4,457.29	4,680.16	4,914.16	5,159.87	5,417.87	5,688.76
	21.08	22.13	23.24	24.40	25.62	26.90	28.24	29.65	31.14	32.69
Executive Assistant	4,585.01	4,814.27	5,054.98	5,307.72	5,573.11	5,851.76	6,144.35	6,451.57	6,774.15	7,112.85
	26.35	27.67	29.05	30.50	32.03	33.62	35.30	37.08	38.93	40.87
Account Technician	3,667.03	3,850.37	4,042.90	4,245.04	4,457.29	4,680.16	4,914.16	5,159.87	5,417.87	5,688.76
	21.08	22.12	23.23	24.40	25.62	26.90	28.24	29.65	31.14	32.69
Business Manager	7,038.52	7,390.45	7,759.97	8,147.96	8,555.37	8,983.13	9,432.29	9,903.90	10,399.09	10,919.04
	40.44	42.47	44.59	46.82	49.16	51.61	54.20	56.91	59.75	62.75
<b>Maintenance</b>										
Custodian	2,871.79	3,015.38	3,166.15	3,324.46	3,490.68	3,665.21	3,848.47	4,040.90	4,242.94	4,455.09
	16.50	17.33	18.20	19.11	20.06	21.06	22.12	23.22	24.38	25.60
Maintenance/Operations Supervisor	4,197.83	4,407.72	4,628.11	4,859.51	5,102.49	5,357.61	5,625.49	5,906.77	6,202.11	6,512.21
	24.13	25.33	26.60	27.93	29.32	30.79	32.33	33.95	35.64	37.43
Instructional Aide	15.13	15.89	16.68	17.51	18.39	19.31	20.28	21.29	22.35	23.47
<b>Special Categories</b>										
Childcare Coordinator	23.03	24.18	25.39	26.66	28.00	29.40	30.86	32.41	34.02	35.73
Childcare Worker	18.87	19.82	20.80	21.84	22.93	24.08	25.29	26.57	27.88	29.27
<b>Specialists*</b>										
Drama Coordinator	34.19	35.90	37.69	39.58	41.56	43.64	45.82	48.11	50.51	53.04
Band Coordinator	49.20	51.66	54.24	56.96	59.80	62.79	65.93	69.23	72.69	76.33
Choral Accompanist	22.50	23.63	24.81	26.05	27.35	28.72	30.15	31.66	33.24	34.90
Temporary Help		11.00								
Average Hours Per Month		174								
A.Rey-Dovgin		6/6/2018								

\* Specialist that were hired by the District in the 2016-2017 school year shall be grandfathered into the step that most closely matches their prior salary. All future hires of the District shall be placed at the step that most closely matches their experience and skill level.

California School Boards Association

**AGREEMENT FOR GOVERNANCE CONSULTING SERVICES**

THIS Agreement made and entered into by and between the CALIFORNIA SCHOOL BOARDS ASSOCIATION, a nonprofit California corporation, hereinafter referred to as "CSBA" and Cold Spring School District hereinafter referred to as "District."

**CONDITION PRECEDENT**

To be eligible for this program, the district must be a member in good standing of CSBA.

The parties hereby agree as follows:

**1. DUTIES AND RESPONSIBILITIES OF DISTRICT**

**1.1 District agrees to:**

- a. assure attendance by all board members, and the superintendent of Cold Spring School District as requested by CSBA;
- b. provide appropriate facilities for each session; and
- c. provide necessary food and refreshments.

**2. DUTIES, RESPONSIBILITIES AND RECOMMENDATIONS OF CSBA**

**2.1 CSBA agrees to:**

- a. conduct phone interviews with board members and superintendent as appropriate;
- b. provide governance consulting services, which may include a workshop to be completed not later than June 30, 2019 on governance leadership, such as district goal setting, board self-evaluation, superintendent evaluation, developing norms and protocols, developing a governance planning calendar, and other governance-related activity as CSBA and District may agree.
- c. provide any necessary copyrighted course materials as needed for the governance leadership workshop;
- d. provide summary materials from the governance consulting services.

**3. COMPENSATION AND REIMBURSEMENT OF EXPENSES**

**3.1 In consideration for the consulting services, the District agrees to pay CSBA a base fee of \$2700, plus reasonable travel expenses.**

- 3.2 Payment is due within 30 days upon receipt of invoice from CSBA, following the service delivery.
- 3.3 In the event that District cancels the workshop after it is scheduled, District agrees to reimburse CSBA for any travel expenses already incurred by the consultant at the time of the cancellation.

#### 4. CONTRACT TERMINATION

- 4.1 The terms of the Agreement shall terminate no later than June 30, 2019, or sooner if all provisions have been satisfied.
- 4.2 Unless otherwise terminated pursuant to this Agreement, CSBA or District may terminate this agreement without cause by giving thirty (30) days written notice to the other party.
- 4.3 Should CSBA default in the performance of this Agreement or materially breach any of its provisions, District may terminate this Agreement by giving written notification to CSBA.
- 4.4 Should District default in the performance of this Agreement or materially breach any of its provisions, CSBA may terminate this Agreement by giving written notification to District.

#### 5. GENERAL PROVISIONS

- 5.1 For the purposes of communication between the parties, the following shall be the representatives of the parties:

Jennifer Miller Board President	Amy Alzina, Ed.D. Superintendent	Naomi Eason, Ed.D. Assistant Executive Director, Member Services
Cold Spring School District 2243 Sycamore Canyon Rd. Santa Barbara, CA 93108 Phone: (805) 969-2678	Cold Spring School District 2243 Sycamore Canyon Rd. Santa Barbara, CA 93108 Phone: (805) 969-2678	California School Boards Association 3251 Beacon Boulevard West Sacramento, CA 95691 Phone: (916) 669-3293 Fax: (916) 371-3407

- 5.2 This Agreement is the entire agreement and supersedes any oral or written agreements previously entered into concerning the conduct of the Governance consulting services.
- 5.3 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force.
- 5.4 This Agreement will be governed and construed according to the laws of the State of California.

AGREED

SCHOOL DISTRICT

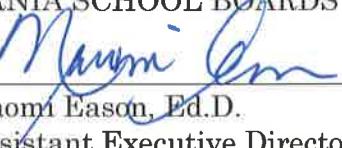
BY: \_\_\_\_\_  
Jennifer Miller, Board President

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Amy Alzina, Ed.D., Superintendent

DATED: \_\_\_\_\_

CALIFORNIA SCHOOL BOARDS ASSOCIATION

BY:   
Naomi Eason, Ed.D.  
Assistant Executive Director,  
Member Services

DATED: 8/1/18

**RESOLUTION OF THE GOVERNING BOARD  
OF THE COLD SPRING SCHOOL DISTRICT  
ADOPTING REVISIONS AND AMENDMENTS  
TO THE CONFLICT OF INTEREST CODE  
SET FORTH IN BOARD BYLAW 9270**

**RESOLUTION NO. 2018-19/2**

**WHEREAS**, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

**WHEREAS**, the Governing Board of the Cold Spring School District has previously adopted a local conflict of interest code; and

**WHEREAS**, past and future amendments to the Political Reform Act and implementing regulations require conforming amendments to be made to the district's conflict of interest code; and

**WHEREAS**, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

**WHEREAS**, the Cold Spring School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

**WHEREAS**, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

**NOW THEREFORE BE IT RESOLVED** that the Cold Spring School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

**APPROVED AND ADOPTED** by the Board of Trustees of the Cold Spring School District at a regularly scheduled board meeting held on the 9<sup>th</sup> day of April, 2018, in Santa Barbara County, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

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

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

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

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

## APPENDIX

### **Disclosure Categories**

1. Category 1: A person designated Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

### **Designated Position and Disclosure Category**

Governing Board Members	1
Superintendent/Principal	1
Business Manager	1
Maintenance and Operations Supervisor	2

## Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

# Cold Spring ESD

## Board Bylaw

### Conflict of Interest

BB 9270

#### Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code

87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she

has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: -(Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or District consultants and designated employees shall not be financially interested in any contract made by the Board on behalf of the District , including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the Contract is void. ~~or in any contract they make in their capacity as Board members or designated employees.~~(Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a “remote interest,” as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or District official to enter into the contract. ~~if his/her interest includes, but is not limited to, any of the following:~~(Government Code 1091.5)

1. ~~That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty~~
2. ~~That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board~~
3. ~~That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091~~
4. ~~That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment~~
5. ~~That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records~~
6. ~~That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further~~

~~that such interest is noted in its official records~~

~~7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records~~

~~8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive~~

~~remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm~~

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

~~In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)~~

~~A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)~~

~~A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.~~

~~Even if there is no prohibited or remote interest, a Board member shall abstain from~~

~~voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)~~

### **Common Law Doctrine Against Conflict of Interest**

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

### **Incompatible Offices and Activities**

Members of the ~~Governing Board of Trustees members~~ shall not engage in any employment or activity ~~or hold any office~~ which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

(cf. 4136/4236/4336 – Nonschool Employment)

### ~~Conflict of Interest Code~~

~~The district's conflict of interest code shall be comprised of the terms of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.~~

~~Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)~~

~~When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)~~

~~When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)~~

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

#### Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records

6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records

7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records

8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive

remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

~~A relationship within the third degree includes the individual's parents, grandparents and great grandparents, children, grandchildren and great grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.~~

## Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the ~~prevailing current~~ gift limitation, except when: ~~as described in~~ (Government Code 89506).

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the ~~District~~ District for Board members and designated employees. (Government Code 89506)

## Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private ~~conference, convention, meeting, social event, meal, or like gathering, in accordance with law~~. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession, unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

*Legal Reference:*

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

41015 Investments

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of designated employee

82028 Definition of gifts

82030 Definition of income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 Ethics; travel

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18700-18707 General prohibitions

18722-18740 Disclosure of interests

18753-18756 Conflict of interest codes

**COURT DECISIONS**

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

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**ATTORNEY GENERAL OPINIONS**

92 Ops.Cal.Atty.Gen. 26 (2009)

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89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

*Management Resources:*

**CSBA PUBLICATIONS**

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

**FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS**

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

**INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

**WEB SITES**

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

adopted: October 1992 Santa Barbara, California

revised: March 2007

revised: December 14, 2009

revised: September \_\_, 2018

## APPENDIX

### DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

~~Members of the Governing Board of Trustees~~

~~Superintendent/Principal~~

~~Business Manager/Chief Business Official~~

Designated persons in this category must report:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

\_\_\_\_\_ (1) Are engaged in the acquisition or disposal of real property within the district

\_\_\_\_\_ (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

\_\_\_\_\_ (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Maintenance and Operations Director/Supervisor

Designated persons in this category must report investments or business positions in or income from sources which:

a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent/Principal. The Superintendent/Principal's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guideline.

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

~~35230-35240~~ ~~Corrupt practices~~

~~35233~~ ~~Prohibitions applicable to members of governing boards~~

~~35239 Compensation for board members in districts under 70 ADA~~

~~GOVERNMENT CODE~~

~~1090-1098~~ ~~Prohibitions applicable to specified officers~~

~~1125-1129~~ ~~Incompatible activities~~

~~81000-91015~~ ~~Political Reform Act of 1974, especially:~~

~~82011~~ ~~Code reviewing body~~

~~82019~~ ~~Definition of designated employee~~

~~82028~~ ~~Definition of gifts~~

~~82030~~ ~~Definition of income~~

~~87100-87103.6~~ ~~General prohibitions~~

~~87200-87210~~ ~~Disclosure~~

~~87300-87313~~ ~~Conflict of interest code~~

~~87500~~ ~~Statements of economic interests~~

~~89501-89503~~ ~~Honoraria and gifts~~

~~91000-91014~~ ~~Enforcement~~

~~CODE OF REGULATIONS, TITLE 2~~

~~18110-18997~~ ~~Regulations of the Fair Political Practices Commission, especially:~~

~~18702.5~~ ~~Public identification of a conflict of interest for Section 87200 filers~~

~~COURT DECISIONS~~

~~Thorpe v. Long Beach Community College District,~~ (2000) 83 Cal.App.4th. 655

~~Kunec v. Brea Redevelopment Agency,~~ (1997) 55 Cal.App.4th 511

~~ATTORNEY GENERAL OPINIONS~~

~~86 Ops.Cal.Atty.Gen. 138~~(2003)

~~85 Ops.Cal.Atty.Gen. 60~~ (2002)

~~82 Ops.Cal.Atty.Gen. 83~~ (1999)

~~81 Ops.Cal.Atty.Gen. 327~~ (1998)

~~80 Ops.Cal.Atty.Gen. 320~~ (1997)

~~69 Ops.Cal.Atty.Gen. 255~~ (1986)

~~68 Ops.Cal.Atty.Gen. 171~~ (1985)

~~65 Ops.Cal.Atty.Gen. 606~~ (1982)

~~Management Resources:~~

~~WEB SITES~~

~~Fair Political Practices Commission:~~ <http://www.fppc.ca.gov>

~~Bylaw COLD SPRING ELEMENTARY SCHOOL DISTRICT~~

~~adopted: October 1992~~ Santa Barbara, California

~~revised: March 2007~~

~~revised: December 14, 2009~~

# Cold Spring ESD

## Board Bylaw

### Conflict of Interest

BB 9270

#### Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code

87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she

has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or District consultants shall not be financially interested in any contract made by the Board on behalf of the District , including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the Contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or District official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### **Common Law Doctrine Against Conflict of Interest**

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

### **Incompatible Offices and Activities**

Members of the Governing Board shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

(cf. 4136/4236/4336 – Nonschool Employment)

## Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the District for Board members and designated employees. (Government Code 89506)

## Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession, unless the sole or predominant activity of the business, trade or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

*Legal Reference:*

EDUCATION CODE

- 1006 Qualifications for holding office
- 35107 School district employees
- 35230-35240 Corrupt practices
- 35233 Prohibitions applicable to members of governing boards
- 41000-41003 Moneys received by school districts
- 41015 Investments

FAMILY CODE

- 297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

- 1090-1098 Prohibitions applicable to specified officers
- 1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

- 82011 Code reviewing body
- 82019 Definition of designated employee
- 82028 Definition of gifts
- 82030 Definition of income
- 82033 Definition, interest in real property
- 82034 Definition, investment
- 87100-87103.6 General prohibitions
- 87200-87210 Disclosure
- 87300-87313 Conflict of interest code
- 87500 Statements of economic interests
- 89501-89503 Honoraria and gifts
- 89506 Ethics; travel

91000-91014 Enforcement

PENAL CODE

- 85-88 Bribes

REVENUE AND TAXATION CODE

- 203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

- 18700-18707 General prohibitions
- 18722-18740 Disclosure of interests
- 18753-18756 Conflict of interest codes

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

[Cold Spring ESD](#) | BP 3516 Business and Noninstructional Operations

## **Emergencies And Disaster Preparedness Plan**

The Governing Board ~~of Trustees~~ recognizes that all ~~district~~ dDistrict staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. ~~The dDistrict shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on dDistrict students, staff and the school site.~~

The Superintendent/Principal or designee shall develop and maintain a disaster preparedness plan which ~~details provisions for handling emergencies and disasters~~ contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures ~~and which~~ shall be ~~included~~ incorporated into the ~~district's~~ dDistrict's comprehensive school safety plan. (Education Code [32282](#))

(cf. [0400 - Comprehensive Plans](#))

(cf. [0450 - Comprehensive Safety Plan](#))

(cf. [3516.3 - Earthquake Emergency Procedure System](#))

In developing the ~~disaster preparedness district emergency~~ plans, the Superintendent/Principal or designee shall involve dDistrict staff at all levels, including administrators, teachers, classified personnel and all related student support service personnel. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental professionals, parents/guardians and students. ~~collaborate with city and county emergency responders, including local public health administrators.~~

(cf. [0420 - School Plans/Site Councils](#))

(cf. [1220 - Citizens Advisory Committees](#))

The plan shall comply with ~~Superintendent/Principal or designee shall use state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System. and the National Incident Command System when updating district and site level emergency and disaster preparedness plans.~~

The Superintendent/Principal or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

(cf. [4131 - Staff Development](#))

(cf. [4231 - Staff Development](#))

(cf. [4331 - Staff Development](#))

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the ~~d~~District may deem necessary to meet the community's needs. (Education Code [32282](#))

(cf. [1330](#) - Use of School Facilities)

~~School~~ District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code [3100](#))

(cf. [4112.3/4212.3/4312.3](#) - Oath or Affirmation)  
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

*Legal Reference:*

*EDUCATION CODE*

[32001](#) Fire alarms and drills

[32040](#) Duty to equip school with first aid kit

[32280-32289](#) School safety plans

[32290](#) Safety devices

[39834](#) Operating overloaded bus

[46390-46392](#) Emergency average daily attendance in case of disaster

[49505](#) Natural disaster; meals for homeless students; reimbursement

*CIVIL CODE*

[1714.5](#) Release from liability for disaster service workers and shelters

*GOVERNMENT CODE*

[3100-3019](#) Public employees as disaster service workers; oath or affirmation

[8607](#) Standardized emergency management system

*CALIFORNIA CONSTITUTION*

*Article 20, Section 3 Oath of Affirmation*

*CODE OF REGULATIONS, TITLE 5*

[550](#) Fire drills

[560](#) Civil defense and disaster preparedness plans

*CODE OF REGULATIONS, TITLE 19*

[2400-2450](#) Standardized emergency management system

*UNITED STATES CODE, TITLE 42*

[12101-12213](#) Americans with Disabilities Act

*Management Resources:*

*CSBA PUBLICATIONS*

*Avian Influenza, Governance and Policy Services Fact Sheet, April 2006*

*911! A Manual for Schools and the Media During a Campus Crisis, 2001*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICACTIONS Crisis Response Box, 2000*

*CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS*

*Active Shooter Awareness Guidance, February 2018*

*State of California Emergency Plan, 2017*

*School Emergency Response: Using SEMS at Districts and Sites, June 1998*

*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*

*Pandemic Influenza Planning Checklist, 2006*  
~~CONTRA COSTA COUNTY OFFICE OF EDUCATION~~  
~~Pandemic Flu School Action Kit, June 2006~~  
~~GOVERNOR'S OFFICE OF EMERGENCY SERVICES~~

*School Emergency Response: Using SEMS at Districts and Sites, June 1998*

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

National Incident Management System, 3rd ed., October 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003*

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Attorney General's Office: <http://oag.ca.gov>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:

[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan> crisisplanning.html

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy COLD SPRING ELEMENTARY SCHOOL DISTRICT

adopted: April 13, 2009

last amended: \_\_\_\_ 2018; Santa Barbara, California

[Cold Spring ESD](#) | BP 1330 Community Relations

## Use of School Facilities

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

(*cf. 1400 – Relations Between Other Governmental Agencies and the School*)

(*cf. 6145.5 - Student Organizations and Equal Access*)

The Superintendent/*Principal* or designee shall give priority to school-related activities in the use of the school's 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/*Principal* or designee shall maintain procedures and regulations that: (Education Code [38133](#))

1. ~~1.~~ Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. ~~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. ~~3.~~ Ensure that 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.

Subject to prior approval by the Board, the Superintendent/*Principal* or designee may 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/*Principal* 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](#))

The fees shall be included in AR 1330 and listed on the Use of School Facilities or Grounds form.

(cf. [9320](#) - Meetings and Notices)

## No charge to nonprofit organizations and school-related-oriented organizations groups

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations, clubs, or associations organized to promote ~~Board approved~~ youth and school activities, ~~including, but not limited to, 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, Camp Fire USA, YMCA, parent-teacher associations and school-community advisory councils, ~~and recreational youth sports leagues that charge participants no more than an average of \$60 per month.~~ No charge for facilities use is expressly extended to Cold Spring School Foundation activities and after school program providers.

Charges for non-youth and non-school-related-oriented organizations

Other groups, including nonprofits, that request the use of school facilities under the Civic Center Act, for Board approved activities, who are not organized to promote youth and school activities ~~that directly serve or benefit district students~~, shall be charged ~~at least direct cost at~~ an amount not exceeding the direct costs determined in accordance with 5 CCR [14037-14041](#). (Education Code [38134](#))

~~Additionally, when any 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)~~

## Calculating Direct Costs

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

1. ~~4.~~ 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, Board approved after-school, tutoring, and child care programs. (5 CCR 14037)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.2—Before/After School Programs)~~

2. ~~2.~~ Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services ~~or~~ performed by ~~the~~ District employees and/or contracted workers, and salaries and benefits paid to ~~district~~ District employees directly associated with the administration of 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 fee schedule. (5 CCR 14041) ~~established in Administrative Regulation 1330.~~

~~Fair Rental Value (Commercial) Charges~~

~~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)~~

### **Expenditure 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)

### **Use of School Facility as Polling Place**

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent/Principal or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

*(cf. 6111 - School Calendar)*

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so

requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent/Principal or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

*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

ELECTIONS CODE

12283 Polling places: schools

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

WEB SITES

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

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

Policy COLD SPRING ELEMENTARY SCHOOL DISTRICT

adopted: October 1992 Santa Barbara, California

revised: September 2003

revised: December 8, 2008

revised: March 9, 2009

revised: January 9, 2017

revised: September \_\_, 2018

[Cold Spring ESD](#) | BP 1400 Community Relations

### **Relations Between Other Governmental Agencies And The School**

The Governing Board ~~of Trustees~~ believes that District efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other governmental and public agencies that are responsible ~~recognizes that agencies at all levels of government share its concern and responsibility~~ for the health, safety, and welfare of ~~children~~ and youth. The ~~District Board and Superintendent/Principal or designee~~ shall initiate and maintain good working relationships with representatives of ~~these~~ local agencies to maximize student and family access to support services that will help students achieve to their highest potential. ~~in order to help district schools and students make use of the resources which governmental agencies can provide.~~

(cf. [0450 - Comprehensive Safety Plan](#))  
~~(cf. [1020 - Youth Services](#))~~  
~~(cf. [1330 - Use of School Facilities](#))~~  
~~(cf. [3515.2 - Disruptions](#))~~  
~~(cf. [3515.3 - District Police/Security Department](#))~~  
~~(cf. [3515.5 - Sex Offender Notification](#))~~  
~~(cf. [3516 - Emergencies and Disaster Preparedness Plan](#))~~  
(cf. [5030 - Student Wellness](#))  
(cf. [5131.6 - Alcohol and Other Drugs](#))  
(cf. [5141.32 - Health Screening for School Entry](#))  
(cf. [5141.52 - Suicide Prevention](#))  
(cf. [5141.6 - School Health Services](#))  
(cf. [5146 - Married/Pregnant/Parenting Students](#))  
(cf. [5148 - Child Care and Development](#))  
(cf. [5148.2 - Before/After School Programs](#))  
(cf. [5148.3 - Preschool/Early Childhood Education](#))  
(cf. [6164.2 - Guidance/Counseling Services](#))  
(cf. [6173 - Education for Homeless Children](#))  
(cf. [6173.1 - Education for Foster Youth](#))  
~~(cf. [5131.7 - Weapons and Dangerous Instruments](#))~~  
~~(cf. [5141.22 - Infectious Diseases](#))~~  
(cf. [5141.4 - Child Abuse Prevention and Reporting](#))  
~~(cf. [5145.11 - Questioning and Apprehension](#))~~  
~~(cf. [5145.12 - Search and Seizure](#))~~  
~~(cf. [7131 - Relations with Local Agencies](#))~~

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of ~~district~~District and community resources. To

further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

*(cf. 0200 - Goals for the School District)*

*(cf. 9140 - Board Representatives)*

The Superintendent/Principal and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent/Principal or designee may designate a coordinator to ensure effective implementation of the ~~district~~District's responsibilities in any such collaborative project.

The Board shall approve the services to be offered by the ~~district~~District, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

*(cf. 1330 - Use of School Facilities)*

*(cf. 1330.1 - Joint Use Agreements)*

*(cf. 3100 - Budget)*

The Superintendent/Principal or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the ~~district~~District may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5125 - Student Records)*

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the ~~district~~District's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

~~The district may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.~~

#### ~~Elections/Voter Registration~~

~~If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. If school will be in session, the Superintendent/Principal or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)~~

~~(cf. 6111 School Calendar)~~

~~When the school is used as a polling place, the Superintendent/Principal or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)~~

~~(cf. 0410 Nondiscrimination in District Programs and Activities)~~

#### *Legal Reference:*

EDUCATION CODE

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

[49073 Privacy of student records](#)

[49075 Parent/guardian permission for release of student records](#)

[49557.2 Sharing of information for MediCal eligibility](#)

[HEALTH AND SAFETY CODE](#)

[120440 Immunization records; release to local health departments](#)

[130100-130155 Early childhood development; First 5 Commission](#)

[WELFARE AND INSTITUTIONS CODE](#)

[5850-5883 Mental Health Services Act](#)

[18961.5 Computerized database; families at risk for child abuse; sharing of information](#)

[18980-18983.8 Child Abuse Prevention Coordinating Council](#)

[18986-18986.30 Interagency Children's Services Act](#)

[18986.40-18986.46 Multidisciplinary services teams](#)

[18986.50-18986.53 Integrated day care program](#)

[18987.6-18987.62 Family-based services](#)

[~~12400 Authority to receive and expend federal funds~~](#)

[~~12405 Authority to participate in federal programs~~](#)

[~~17050 Joint use of library facilities~~](#)

[~~17051 Joint use of park and recreational facilities~~](#)

[~~32001 Fire alarms and drills~~](#)

[~~32288 Notice of safety plan~~](#)

[~~35160 Authority of governing boards~~](#)

[~~35160.1 Broad authority of school districts~~](#)

[~~48902 Notification of law enforcement agencies~~](#)

[~~48909 District attorney may give notice student drug use, sale or possession~~](#)

[~~49305 Cooperation of police and California Highway Patrol~~](#)

[~~49402 Contracts with city, county or local health departments~~](#)

[~~49403 Cooperation in control of communicable disease and immunization~~](#)

[~~51202 Instruction in personal and public health and safety~~](#)

[~~ELECTIONS CODE~~](#)

[~~2145 2148 Distribution of voter registration forms~~](#)

[~~12283 Polling places: schools~~](#)

[~~WELFARE AND INSTITUTIONS CODE~~](#)

[~~828 Disclosure of information minors by law enforcement agency~~](#)

[~~828.1 School district police department; disclosure of juvenile criminal records~~](#)

*Management Resources:*

[CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS](#)

[Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006](#)

[Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006](#)

[YOUTH LAW CENTER PUBLICATIONS](#)

[Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995](#)

[WEB SITES](#)

[CSBA: <http://www.csba.org>](#)

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>  
California Department of Public Health: <http://www.cdph.ca.gov>  
California Department of Social Services: <http://www.dss.cahwnet.gov>  
California State Association of Counties: <http://www.esac.counties.org>  
Children Now: <http://www.childrennow.org>  
First 5 California: <http://www.ccfc.ca.gov>  
League of California Cities: <http://www.cacities.org>  
Youth Law Center: <http://www.ylc.org>  
California Secretary of State: <http://www.ss.ca.gov>  
California Voter Foundation: <http://www.calvoter.org>  
Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

Policy COLD SPRING ELEMENTARY SCHOOL DISTRICT  
adopted: February 5, 2009 Santa Barbara, California  
revised: September \_\_, 2018

[Cold Spring ESD](#) | BP 2210 Administration

## Administrative Discretion Regarding Board Policy

The Governing Board ~~of Trustees~~ desires to be proactive in communicating its philosophy, priorities, and expectations for the ~~district~~District; clarifying the roles and responsibilities of the Board, ~~Superintendent~~Superintendent/Principal, and other senior administrators; and setting direction for the ~~district~~District through written policies. However, the Board recognizes that, in the course of operating the ~~district~~District schools or implementing ~~district~~District programs, situations may arise which may not be addressed in written policies. In such situation, or when immediate action is necessary to avoid any risk to the safety of security of students, staff, or District property or to prevent disruption of school operations, the Superintendent/Principal or designee shall have the authority to act on behalf of the District in a manner that is consistent with law and Board Policies.

(cf. [0000](#) - Vision)

(cf. [0100](#) - Philosophy)

(cf. [0200](#) - Goals for the School District)

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [0460](#) - Local Control and Accountability Plan)

(cf. [2110](#) - Superintendent Responsibilities and Duties)

(cf. [2121](#) - Superintendent's Contract)

(cf. [3516.5](#) - Emergency Schedules)

(cf. [9000](#) - Role of the Board)

(cf. [9310](#) - Board Policies)

~~In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.~~

As necessary, the ~~Superintendent~~Superintendent/Principal or designee shall consult with other ~~district~~District staff, including ~~the~~legal counsel and/or the chief business official, regarding the exercise of this authority.

~~(cf. [0450](#) - Comprehensive Safety Plan)~~

~~(cf. [3516.5](#) - Emergency Schedules)~~

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the ~~district~~District's commitment to equity in ~~district~~District programs and activities.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [0415](#) - Equity)

The Superintendent/Principal shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, ~~t~~The Superintendent/Principal or designee shall notify the Board as soon as practicable after he/she exercises ~~this the~~ authority granted under this Policy. The Board president and the ~~Superintendent~~Superintendent/Principal shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions

to Board policies, the **Superintendent** or **Principal** or designee shall make the necessary recommendations to the Board.

(cf. 9320 - *Meetings and Notices*)

(cf. 9322 - *Agenda/Meeting Materials*)

*Legal Reference:*

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35161 Powers and duties; authority to delegate

35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

~~Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013~~

WEB SITES

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

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

Policy COLD SPRING ELEMENTARY SCHOOL DISTRICT

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