

Cold Spring School District

Board of Trustees

AGENDA

Special Session
Friday, November 20, 2015

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

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 4), 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 nonagenda 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 at (805) 969-2678.*

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.*

SPECIAL SESSION

1. CALL TO ORDER – 9:00 a.m. (5 minutes)

Bryan Goligoski, President
Michael Wasserman, Vice-President
Jennifer Miller, Clerk of the Board
Kim Ferrarin, Trustee
Gregg Peterson, Trustee

2. PLEDGE OF ALLEGIANCE

3. BOARD COMMENTS - COMMUNICATION/CORRESPONDENCE

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

4. 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.

5. CONFERENCE AGENDA

5.A. Review and Discussion of Superintendent and Principal Job Descriptions

5.B. Update on Timeline for Administrative Building Construction

6. ADJOURNMENT

CONFERENCE
November 20, 2015

BOARD AGENDA ITEM 5.A.

TO: Board of Trustees

FROM: Tricia T. Price, Superintendent/Principal

**RE: Review and Discussion of Superintendent and Principal Job
Descriptions**

This item is on the agenda to give the Board an opportunity to discuss separating the Superintendency from the Principal position and review the job descriptions should these duties be separated.

Cold Spring School District

Superintendent—Job Description

(Adopted _____)

The Superintendent shall be the Chief Executive Officer (CEO) of the District. S/he is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities.

Primary Activities

The Superintendent shall possess the following powers and be charged with the following duties:

1. To be the chief executive officer (CEO) of the District, with the right to speak on all matters before the Board, but not to vote.
2. To enforce all provisions of law and all rules and regulations relating to the management of the school(s) and other educational, social and recreational activities under the direction of the Board.

Responsibilities

1. Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board.
2. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters regarding board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, District needs, and the appropriate use of District facilities, and see to the development of long-range which are consistent with Board objectives.
6. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.

7. See to the execution of all decisions of the Board.
8. See that sound plans of organization, educational programs and services are developed and maintained for the Board.
9. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
10. Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
11. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
12. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
13. Prior to action by the Board, recommend the appointment, discipline or termination of employment of administrators of the District.
14. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of teaching and non-teaching personnel of the District.
15. See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
16. See that effective relations with employees organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District.
17. See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Work with the Business Office to prepare the annual proposed budget and submit it to the Board by March 1 or at such earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
18. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered
19. File or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.

20. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.

21. Establish and maintain liaison with other school districts, the State Education Department, colleges and universities, and the U.S. Department of Education.

22. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

Primary Relationships

The superintendent observe and conducts the following relationships:

Board of Education

1. As chief executive officer, be accountable to the Board of Education, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.

2. Attend, or have a representative attend, all meetings of the Board.

3. Represent the District as the chief executive officer in dealings with school systems, professional organizations, business firms, agencies of government and the general public.

4. Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.

5. Act as reference agent for problems brought to the Board.

6. Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the superintendent or initiative of the Board of Education.

Administrators

1. Directly oversee the work of other central office personnel.

2. Hold regular meetings with Building Principals. Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.

3. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

4. Approve the vacation schedules for administrators: be personally responsible for all evaluations of administrators.

Others

1. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
2. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools. Represent the District in collective negotiations with recognized or certified employee organizations.
3. Attend or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters that may impact the District appear on the agenda.
4. Represent the District before the public and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
5. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

COLD SPRING SCHOOL DISTRICT JOB DESCRIPTION: Elementary Principal

The Principal is supported by the Superintendent to ensure that the Principal can primarily focus on student achievement and developing a professional learning community with the faculty. This includes a focus on analyzing educational research, developing data analysis systems, guiding the instructional program and allocating instructional resources toward the achievement of academic goals and the initiatives of the Board Beliefs/Vision/Goals. The Principal must be a skillful communicator, an effective facilitator and an experienced mentor and coach.

Under the supervision of the Superintendent, guided by the policies of the Board of Trustees, administrative regulations and the State Education Code, the Principal is the supervisory and administrative officer of his/her school and assumes district-wide responsibilities, as appropriate.

Effective Leadership: To ensure the effective operation of the total school program, the Principal shall:

1. Provide leadership, direction and support in developing and implementing curriculum
2. Develop systems of collaboration that ensure staff involvement in decision-making
3. Be an effective communicator with all constituencies
4. Show ability to mentor/motivate other employees
5. Oversee the school-level budget and recommend budget allocations and monitor requests carefully to reflect the school's immediate and long-term needs
6. Establish and follow effective and accurate budgetary procedures
7. Hold regular staff meetings which are meaningful in nature and allow for staff collaboration
8. Attend meetings delegated by Superintendent
9. Serve as a leader in educational research and their relationship to the District
10. Assume district-wide responsibility, as appropriate

School Climate: To maintain a warm and professional school climate, the Principal shall:

1. Provide opportunities for staff members to share in school decision-making in order to build a feeling of staff commitment to the school and District
2. Stimulate a spirit of high morale through the establishment of sound professional relationships, maintaining confidentiality and demonstrating integrity and trustworthiness
3. Recognize outstanding professional performance, educational achievement, or other noteworthy accomplishments
4. Encourage a free and open flow of comments, suggestions, criticism, and recommendations for the improvement of the school program
5. Generate and facilitate among the staff a high degree of cooperation and respect

6. Deal with problems of staff members fairly, promptly, systematically, and confidentially
7. Assure that the school operates efficiently and safely when he/ she is out of the building
8. Stand as a model for the professional performance and expectations of all staff
9. Develop systems that provide opportunity for the staff to give feedback on his/her effectiveness as the school leader
10. Demonstrate honesty, and a professional and positive attitude that promotes respect, collaboration and trust MUS, CAO Position Description August 2010

Curriculum: To promote the continuous development of the school curriculum by collaborating and seeking input from faculty, the Principal shall serve as the curricular leader of the school by:

1. Systematically evaluating and revising curriculum content and organization in all program areas as it is related to the California content standards
2. Keeping current with pertinent educational research and developing data collection and analysis systems
3. Establishing and evaluating annual goals for all instructional programs
4. Selecting materials which challenge and enrich instruction and reflect program goals
5. Modifying school curriculum in accordance with the school's Vision to set a standard of educational excellence
6. Providing leadership and support in implementing curriculum which meets the needs of students with various abilities, needs, talents, and interests
7. Articulating instructional programs between grade levels and schools

Instruction: To meet the needs of pupils, the Principal shall serve as instructional leader of the school by:

1. Establishing procedures for differentiating instruction for all students in all curricular areas through collaboration with the teachers
2. Using testing results to evaluate instructional programs and to evaluate the progress of students and as a basis for modifying curriculum and instructional strategies
3. Monitoring programs which meet the special needs of students
4. Demonstrating knowledge of a broad range of instructional strategies and techniques
5. Maintaining individual student records which are pertinent and up to date

Pupils: To promote the intellectual and affective growth of students, the Principal will :

1. Demonstrate knowledge of characteristics of the age group of students in the school
2. Demonstrate a warm and positive relationship with students
3. Recognize students who achieve excellence in the various areas of school life
4. Be available to students and willing to discuss their interests and concerns
5. Establish a school discipline code and procedures that are consistent with District policies and standards, and administer them in a fair and systematic manner

6. Expect staff to provide activities and experiences beyond the requirements of the basic curriculum
7. Maintain high expectations for student performance and behavior

Personnel Management: To ensure the continued professional growth of the staff, the Principal shall:

1. Oversee the hiring of exceptional school employees
2. Assign and evaluate all certificated classroom teachers and specialists
3. Assist staff to improve their performance through systematic supervision and support
4. Evaluate staff members individually, acknowledging successful practices and making firm recommendations for improved performance where appropriate
5. Lead, direct and implement staff development within set goals through collaboration with faculty
6. Observe and supervise the performance of interns and student teachers
7. Provide an orientation for all new staff members and staff members new to their assignments
8. Maintain a system for monitoring performance of substitute teachers
9. Demonstrate various effective supervisory and evaluative skills and techniques
10. Maintain confidentiality in evaluating staff members
11. Work closely with staff to define expectations and performance standards for the duties and responsibilities outlined in their current job descriptions
12. Maintain a smooth-running office
13. Prepare all necessary reports and keep accurate records
14. Follow personnel policies closely
15. Develop necessary procedures based on District policy

Community and Public Relations: To affect a strong working relationship between school and community, the Principal shall:

1. Establish procedures for parent/teacher communication and conferences
2. Reply to inquiries from parents and others in the community promptly and courteously
3. Work effectively with the Parent Club and the Site Council
4. Provide opportunities for parents and community residents to volunteer in the school
5. Actively promote the District and school programs to the public and represent the school in a positive and professional manner
6. Respond appropriately to community's needs and concerns
7. Advocate decisions and actions of the Board of Trustees and Administrative Team to the public

Other: Duties as assigned by the Superintendent related to the function of the school's instructional program.

CONFERENCE
November 20, 2015

BOARD AGENDA ITEM 5.B.

TO: Board of Trustees

FROM: Tricia T. Price, Superintendent/Principal

RE: **Update on the Timeline for Administrative Building Construction**

Tricia Price, Superintendent/Principal, and Mary Stark, CBO, will report to the Board any available updates on the timeline for Administrative Building Construction.