



**COLD SPRING SCHOOL DISTRICT
BOARD OF TRUSTEES**

**BOARD MEETING / SPECIAL SESSION
AGENDA**

MONDAY, APRIL 24, 2017
5:00 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 8), members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

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

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

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

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

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



**COLD SPRING SCHOOL DISTRICT
BOARD OF TRUSTEES**

**BOARD MEETING / SPECIAL SESSION
ADDENDUM**

**MONDAY, APRIL 24, 2017
5:00 PM**

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

- 1. Call to Order**..... **5:00 PM**
Jennifer Miller, President
Gregg Peterson, Vice-President
Kim Ferrarin, Clerk
Kathy Davidson, Trustee
Leslie Kneafsey, Trustee

2. Approval of Agenda

Adjourn to Closed Session

3. Closed Session

3.A. The Board will take action on an appeal from a parent regarding an inter-district transfer denial (Board Administrative Regulation 5117 (a))

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

4. Reconvene Special Session, Pledge of Allegiance

5. Announcement of Closed Session

6. Public Comments

7. Board Comments/Correspondence

8. Presentation of Fifth Grade Biosphere Project and Action Requested

9. Update of Second Grade Garden Project and Action Requested

10. Update on School Site Council

11. Update on Grievance

12. ACTION

11.A. Public Hearing and Approval of Initial Proposals for Bargaining between Cold Spring School District and Cold Spring Education Association for the 2017-18 School Year

- a. **Open Public Hearing at 6:00 PM**
- b. **Call for Public Comment**
- c. **Close Public Hearing**
Approval of Fifth Grade Biosphere Project

13. Job Study Presentation and Discussion: Jeff Chancer, Transition Facilitator

- **Chief Business Official (CBO)/Business Manager**
- **Account Technician**
- **Childcare Coordinator**
- **Childcare Worker**

14. Presentation and Discussion of Proposed Classified Salary Schedule

15. Adjournment

Second Grade Native Garden Installation

Proposed Schedule and Project Details

April 24, 2017

Goal

Install native garden with plants that attract hummingbirds/butterflies and provide pathways and seating for students.

Materials

- Organic fertilized soil
- Weed barrier
- Filter fabric for bioswale
- Composite bender board
- DG with integral binder
- Rocks for bioswale
- Rocks for raised bed
- Native plants for ground cover
- Native plants that attract hummingbirds and butterflies
- Log seating/stump seating

Contact Points

- Chris Gilliland - Landscape Architect, Common Ground
- Alex Bereda - Explore Ecology School Gardens Director
- Augustine Rada - CSS Maintenance/Facilities
- Katie Szopa - CSS Green Team

Schedule

Weekend 01

- Remove soil and put to side...tarp if necessary
- Weed barrier (if necessary)
- Place filter fabric and bioswale rocks
- Bender board path (before soil?)
- Reintroduce soil, possibly mix in with organic fertilized soil during backfill

Weekend 02

- Add decomposed granite material (integral binder type)
- Compress decomposed granite
- Add sandstone edge material for "raised" planters

Weekend 03

- Add plants (potentially relocate front garden natives per discussion with Augustine and Green Team)
- Add bench seating
- Add birdbath

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

DATE: APRIL 24, 2017
TO: BOARD OF TRUSTEES
FROM: TRICIA T. PRICE, SUPERINTENDENT/PRINCIPAL
RE: UPDATE ON SCHOOL SITE COUNCIL (SSC)

SUMMARY

The Board has asked that I provide a report on School Site Council.

The last two meetings have had to be rescheduled due to a failure to post the agenda in a timely manner. The next meeting will be Thursday, April 27. In addition, several SSC meetings this year have failed to have a quorum in attendance.

The SSC has discussed how to encourage more parents and community members to participate on the SSC. Some suggestions included, having SSC sponsor regular Town Hall meetings and/or lecture series, having SSC serve as a curriculum review committee, better informing the community of the decision-making opportunities on SSC. It has been difficult to find a convenient time for both school district employees and community members to attend. From the records I have reviewed, I don't think Cold Spring has ever had a ten member SSC, which is the desired participation: 5 parent/community members, and 5 school members.

I can provide an additional report for the Board after the April 27 meeting, where I hope to get a quorum.

RECOMMENDATION

This item is on the agenda for information only.

**ACTION
AGENDA ITEM 11.A.**

DATE: April 24, 2017

TO: BOARD OF TRUSTEES

FROM: TRICIA PRICE, SUPERINTENDENT/PRINCIPAL

RE: Public Hearing and Approval of Initial Proposals for
Bargaining between Cold Spring School District and Cold
Spring Education Association for the 2017-18 School Year

SUMMARY

The initial proposals for Bargaining between the Cold Spring School District (CSS) and the Cold Spring Education Association (CSEA) are available for public review online and at the District Office. The purpose of this hearing is to enable the public to become informed and to express itself regarding the proposals.

Attachments:

Initial Proposal from CSEA to CSS
Initial Proposal from CSS to CSEA

Recommendation:

It is recommended that the Board approve the Initial Proposals for Bargaining between Cold Spring School District and the Cold Spring Education Association.

**The Cold Spring Education Association is Requesting to Negotiate a
Successor Agreement of our Contract for the 2017-18 School Year.
We Would Like to Reopen the Following Articles:**

Article 9 Salary and Health and Welfare Benefits

Article 10 Work Hours and Teaching Conditions

Article 11 Leave of Absence

Initial Proposals for Bargaining from Cold Spring School District to Cold Spring Education Association for Successor Agreement Beginning July 1, 2017.

Introduction

The Cold Spring School District (hereinafter "District") is a party to a collective bargaining agreement (hereinafter "Agreement") between the District and the Cold Spring Education Association (hereinafter "Association"). The Agreement specifies the terms and conditions of employment for bargaining unit members negotiated pursuant to California Government Code Section 3547, Meeting and Negotiating in Public Educational Employment. By adopting these initial proposals, the District's Board of Trustees serves notice to the Association of its intent to negotiate a successor agreement to the current Collective Bargaining Agreement, which expires on June 30, 2017

Term of Agreement

The District seeks to negotiate an agreement for the period of July 1, 2017 through June 30, 2020. The District proposes to continue all provisions in the existing agreement without modification, with the exception of those specific articles identified below. The District also proposes that the parties continue their current practice of regular meetings for the purpose of addressing issues of mutual concern.

- Article 5 Grievance Procedure
- Article 8 Assignments and Vacancies
- Article 9 Salary and Health/Welfare Benefits;
- Article 10 Work Hours and Teaching Condition
- Article 11 Leaves of Absence

Cold Spring School District Classified Job Description

Job Title

Chief Business Official (CBO) or Business Manager – 1.0 FTE

General Description and Requirements:

Under the direction of the Superintendent/Principal, the Chief Business Official (CBO) is responsible for the planning, organizing, implementing, and managing of all business services for the District. The CBO works closely with the Santa Barbara County Education Office (SBCEO) to provide leadership, management skills, and technical expertise to assume responsibility for all business services and fiscal operations of the District including budget, fiscal management, purchasing, payroll, health benefits, retirement, grant and construction accounting, and risk management. Must possess a valid California driver's license.

Education and Experience:

Any combination of experience and training to demonstrate the knowledge and abilities listed below. A Bachelor of Arts or Science degree from an accredited college or university with a major in accounting, business management, finance, or closely related discipline is required. A Master of Business Administration (MBA) and additional formal training and/or education related to California public school business training are desirable.

Essential Duties and Responsibilities: (including but not limited to)

- Keeps the Superintendent/Principal informed on all aspects of business service and fiscal operations.
- Assists the Superintendent/Principal in the presentation and interpretation of the budget to the Board of Trustees and District stakeholders.
- Plans, organizes, and administers a wide variety of funds and programs involving business services or financial operations for a K-6 California Public School District with a multi-million dollar annual budget including District accounts payable, accounts receivable and all payroll functions.
- Supervises the maintenance of balances, expenditures, and income for all federal and state programs and projects.
- Assures the accuracy of related transactions including income, expenditures and fund transfers.
- Assures the proper and timely payment of all financial obligations, including District employee payroll.
- Prepares the annual operating budget and maintains written detail in support of the Board of Trustees' priorities, goals and objectives as established through the Superintendent/Principal, and the adoption of the annual Local Control and Accountability Plan (LCAP).

- Provides continuous budget control and periodically revises the budget based on more accurate revenue/expenditure projections. This includes preparing reports of actual expenditures and detailed interim reports for use by the Board of Trustees, the Santa Barbara County Education Office (SBCEO), and administrative staff.
- Assists the Superintendent/Principal in the presentation and interpretation of the budget to the Board of Trustees and District stakeholders.
- Determines all sources of revenue available for operation of the School District including consistently reviewing with the Superintendent/Principal the status of all categorical aid programs and available grant funds.
- Manages budget requests and expenditures for programs using limited resources and provides technical expertise as needed or as directed.
- Serves as a management team member, provides financial projections as requested and prepares required reporting to the SBCEO for the collective bargaining process.
- Prepares annual offers of employment and employee contracts with the Executive Assistant and provides human resources support to the development of and payroll calculations.
- Provides oversight and resources management support to the Facilities, Maintenance and Operations Department.
- Provides expertise in determining legally appropriate methods for purchasing: i.e. bids, quotes, credit card or reimbursement process.
- Prepares required State financial reports, including unaudited actual and interim reports.
- Maintains accurate records of funding and expenditures for categorical programs for end-of-year reports as well as periodic funds accounting.
- Serves as a management team member, provides financial projections as requested and prepares required reporting to Santa Barbara County Education Office (SBCEO) for the collective bargaining process.

Knowledge of:

- Planning, organization, and direction of the District-wide accounting operations and activities including preparation, development, monitoring, review, processing, analysis, maintenance, and adjustment of District budgets, funds, and accounts.
- Accounting, auditing, budget, and business functions of an educational organization.
- State and federal standards and requirements concerning the record keeping and reporting of educational budgets, funds, and accounts.
- Preparation, analysis, review, and control of District accounts and budgets.
- Fiscal organization, operations, policies, and objectives of the District.
- Applicable laws, codes, regulations, policies, and procedures.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.

Ability to:

- Monitor, evaluate, and reconcile District accounts, funds and budgets.

- Develop, prepare, review, and analyze the District and program budgets to assure proper allocations, fund disbursement, and fiscal solvency.
- Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
- Interpret, apply, and explain laws, codes, regulations, policies and procedures.
- Communicate accurately and effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others, exhibiting tact, patience, and courtesy.
- Work independently with little direction.
- Prepare and maintain various financial and statistical records and comprehensive accounting reports.
- Maintain confidentiality when appropriate.

Physical Requirements:

The Chief Business Official or Business Manager must be able to stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 pounds, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Work Year and Salary:

12 month work year and appropriate placement on the District Classified Employee Salary Schedule.

**Cold Spring School District
Classified Job Description**

Job Title

Account Technician – 1.0 FTE

General Description and Requirements:

Under the direction of the Chief Business Officer, the Account Technician performs a variety of complex and technical accounting duties in support of categorical or assigned program accounts and functions requiring independent judgment. The Account Technician must be knowledgeable of financial procedures in support of an assigned district function such as payroll, categorical funds, accounts payable, accounts receivable, or budget control; and performs a variety of tasks relative to assigned areas of responsibility. Must possess a valid California driver's license.

Education and Experience:

A High School Diploma supplemented by college-level course work in accounting or related field and three years general accounting experience and any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below.

Essential Duties and Responsibilities: (including but not limited to)

- Prepares, maintains, and processes financial and accounting records relating to District functions such as payroll, accounts payable, accounts receivable, budget control, or categorical funds; ensures compliance with applicable Federal and State rules, laws, and regulations.
- Receives and processes classified and/or certificated payroll time cards; computes earnings and calculates deductions; corrects, adjusts, and balances payroll; verifies accuracy and completeness of data and documents and submits to County for processing of pay warrants.
- Prepares voluntary payroll deduction input; verifies accuracy and completeness of employee directed changes; establishes deductions resulting from employee contractual agreements; reconciles and balances voluntary billing statements with payroll deductions.
- Prepares and processes invoices, billings, purchase orders, requisitions, and similar documents; codes and verifies extensions; matches invoices with claims and statements; encumbers, audits, and inputs for payment
- Collects and reconciles a variety of payments and fees; contacts parties in order to follow up on uncollected payments.
- Processes and distributes checks to vendors and individuals.
- Reconciles and balances monthly bank statements.

Knowledge of:

- Practices, procedures, and terminology used in accounting, bookkeeping, invoice auditing, and financial record keeping.
- Principles and procedures of payroll and financial record keeping and reporting.
- Basic mathematical principles.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.

Ability to:

- Monitor, evaluate, and reconcile District accounts, funds and budgets.
- Develop, prepare, review, and analyze the District and program budgets to assure proper allocations, fund disbursement, and fiscal solvency.
- Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
- Interpret, apply, and explain laws, codes, regulations, policies and procedures.
- Communicate accurately and effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others, exhibiting tact, patience, and courtesy.
- Work independently with little direction.
- Prepare and maintain various financial and statistical records and comprehensive accounting reports.
- Maintain confidentiality when appropriate.

Physical Requirements:

The Account Technician must be able to stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 pounds, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Work Year and Salary:

12 month work year and appropriate placement on the District Classified Employee Salary Schedule.

**Cold Spring School District
Classified Job Description**

Job Title

Dolphin Center Childcare Coordinator – Hourly

General Description and Requirements:

Under the direction of the Superintendent/Principal the Dolphin Center Childcare Coordinator is responsible for the coordination of the after school program and enrichment activities provided through the Dolphin Center. The Childcare Coordinator plans for and identifies resources to promote a safe and healthy environment for children and provides accurate reporting documentation and arranges for the procurement of essential materials and supplies. Must possess a valid California driver's license.

Education and Experience:

- A high school diploma from an accredited high school.
- Must be at least 21 years of age.
- Be sensitive to the feelings and needs of others.
- Be willing to fulfill responsibilities in accordance with the School's program and philosophy.
- Prior childcare experience in an after school setting is preferred.
- Experience working with children of varied ages highly desired.

Essential Duties and Responsibilities: (including but not limited to)

- Supervises children at all times ensuring their well-being and safety.
- Ensures all children are signed in and out of the Dolphin Center by authorized personnel.
- Monitors day-to-day operations and activities.
- Provides for a safe, nurturing, and well supervised after school environment.
- Schedules, supervises and manages the college/university work-study aides.
- Consistently and accurately communicates with the Superintendent/Principal, parent/guardians and staff verbally or through various electronic formats.
- Identifies and arranges for the purchase of all essential supplies.
- Maintains a high degree of confidentiality related to students and/or staff matters.
- Maintains accurate documentation of attendance, absences and emergency information on each child.
- Ensures that all staff and children are respectful of school property and follow all school rules.

Knowledge of:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Emergency procedures appropriate to the site and in conformity with procedures adopted by the Cold Spring School District to ensure the safety of all children and staff.
- Developmentally appropriate activities for children.
- How to keep children safe and healthy through proper supervision, appropriate interactions, and practicing good health habits.
- Creating an enriched environment with exciting after school activities in a high quality learning environment.
- How to work collaboratively with others while modeling appropriate values and behavior.

Ability to:

- Consistently demonstrate positive interaction with all children and talk and treat them with dignity and respect.
- Communicate effectively verbally and in writing with children and adults.
- Work independently with little direction.
- Work confidentially with discretion.
- Effectively use technology to assist student learning.
- Supervise and monitor the safety of children.
- Respond to difficult situations calmly.
- Make sound judgments and transfer learning from one situation to another.
- Embrace new approaches and ideas in order to create a better experience for children.

Physical Requirements:

The Childcare Coordinator must be able to stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 30 pounds, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Work Year and Salary:

3.75 hours per day and the work year is aligned with the Teacher Work Year Calendar of 186 days. Appropriate placement on the School District's Classified Employee Salary Schedule.

**Cold Spring School District
Classified Job Description**

Job Title

Dolphin Center Childcare Worker – Hourly

General Description and Requirements:

Under the direction of the Childcare Coordinator the Dolphin Center Childcare Worker is responsible for the supervising, nurturing, and caring for children in the after school Dolphin Center Program. Assist the Coordinator with the organization of activities that stimulate children's physical, emotional, intellectual, and social growth. Must possess a valid California driver's license.

Education and Experience:

- A high school diploma from an accredited high school.
- Must be at least 21 years of age.
- Be sensitive to the feelings and needs of others.
- Be willing to fulfill responsibilities in accordance with the School's program and philosophy.
- Prior childcare experience in an after school setting is preferred.
- Experience working with children of varied ages highly desired.

Essential Duties and Responsibilities: (including but not limited to)

- Supervises children at all times ensuring their well-being and safety.
- Ensures all children are signed in and out by authorized personnel.
- Monitors day-to-day operations and activities.
- Provides for a safe, nurturing, and well supervised after school environment.
- Works with the college/university work-study aides.
- Consistently and accurately communicates with the Childcare Coordinator, parent/guardians and staff verbally or through various electronic formats.
- Assists with the procurement of all essential supplies.
- Maintains a high degree of confidentiality related to student and/or staff matters.
- Maintains accurate documentation of attendance, absences and emergency information on each child.
- Ensures that all staff and children are respectful of school property and follow all school rules.

Knowledge of:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Emergency procedures appropriate to the site and in conformity with procedures adopted by the Cold Spring School District to ensure the safety of all children and staff.
- Developmentally appropriate activities for children.
- How to keep children safe and healthy through proper supervision, appropriate interactions, and practicing good health habits.
- Creating an enriched environment with exciting after school activities in a high quality learning environment.
- How to work collaboratively with others while modeling appropriate values and behavior.

Ability to:

- Consistently demonstrate positive interaction with all children and talk and treat them with dignity and respect.
- Communicate effectively verbally and in writing with children and adults.
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- Respond to difficult situations calmly.
- Make sound judgments and transfer learning from one situation to another.
- Embrace new approaches and ideas in order to create a better experience for children.

Physical Requirements:

The Childcare Coordinator must be able to stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 30 pounds, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

Work Year and Salary:

3.75 hours per day and the work year is aligned with the Teacher Work Year Calendar of 186 days. Appropriate placement on the School District's Classified Employee Salary Schedule.

**Cold Spring School District
Classified Employee Salary Schedule
2016-17**

Board Approved 4/20/15

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Account Technician (new position)	3,639.73 20.02	3,821.71 21.96	4,012.80 23.06	4,213.44 24.22	4,424.11 25.43	4,645.32 26.70	4,877.58 28.03	5,121.46 29.43	5,377.54 30.91	5,646.41 32.45
Chief Business Official (current)	8,130.53 46.73	8,537.05 49.06	8,963.90 51.52	9,412.10 54.09	9,882.70 56.80	10,376.84 59.64	10,895.68 62.62	11,440.47 65.75	12,012.49 69.04	12,613.11 72.49
Chief Business Official/ Business Manager (new position)	6,986.12 40.14	7,335.43 42.15	7,702.20 44.26	8,087.31 46.47	8,491.68 48.79	8,916.26 51.23	9,362.07 53.80	9,830.17 56.49	10,321.68 59.31	10,837.76 62.28
Director of Fiscal Services (current)	5,841.70 33.57	6,133.79 35.25	6,440.48 37.01	6,762.50 38.86	7,100.63 40.81	7,455.66 42.85	7,828.44 44.99	8,219.86 47.24	8,630.86 49.60	9,062.40 52.08
Executive Assistant (current)	3,898.33 22.40	4,093.25 23.52	4,297.91 24.70	4,512.80 25.94	4,738.44 27.23	4,975.37 28.59	5,224.13 30.02	5,485.34 31.52	5,759.61 33.10	6,047.59 34.76
Executive Assistant (revised)	4,550.88 26.15	4,778.43 27.46	5,017.35 28.83	5,268.21 30.27	5,531.62 31.79	5,808.20 33.37	6,098.61 35.04	6,403.54 36.80	6,723.72 38.64	7,059.90 40.57
Dolphin Director (current)	28.93	30.37	31.89	33.49	35.16	36.92	38.76	40.70	42.74	44.87
Childcare Coordinator (new position)	22.86	24.00	25.20	26.46	27.79	29.18	30.63	32.17	33.77	35.46
Assistant Dolphin Director (current)	20.47	21.50	22.57	23.70	24.89	26.13	27.44	28.81	30.25	31.76
Childcare Worker (new position)	18.73	19.67	20.65	21.68	22.76	23.90	25.10	26.35	27.67	29.05

4/21/17 11:50 AM