

**SANTA CRUZ CITY SCHOOLS DISTRICT  
 REGULAR MEETING FOR THE ELEMENTARY  
 AND SECONDARY DISTRICTS  
 WEDNESDAY, February 8, 2023  
 OPEN SESSION BEGINS AT 6:30 P.M.  
 ZOOM REMOTE BOARD MEETING**

**COMMUNITY MEMBERS CAN PARTICIPATE REMOTELY VIA ZOOM OR  
 IN PERSON AT THE COUNTY OFFICE OF EDUCATION, BOARD ROOM  
 400 ENCINAL STREET, SANTA CRUZ, CA.**

**MASKS ARE STRONGLY ENCOURAGED**

[Click on this link to join meeting.](#)

Meeting Password: SCCS

*If a member of the community would like to make public comment on a closed session item, please join Zoom. Public comment will begin promptly at 5:30 p.m.*

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**TIME:**

**LOCATION:**

**EMPLOYEE:**

**This meeting is being conducted by teleconference at the following locations:**

**[1813 Chanticleer Avenue, Santa Cruz, CA, 95062 by Board Member Claudia Vestal].**

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**AGENDA**

<b>Item</b>	<b>Purpose / Support</b>
<b>Agenda (Estimated Time)</b>	
<b>1. Convene Closed Session</b>	<b>5:30 p.m.</b>
1.1	Roll Call
1.2	Public Comments prior to Closed Session <i>Members of the public may comment on items that are listed on the Closed Session Agenda.</i>
<b>2. Closed Session Items</b>	
2.1	Certificated/Classified/Management Leaves, Retirements, Resignations & Appointments
2.2	Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code Section 54957)
<b>3. Convene Open Session</b>	<b>6:30 p.m.</b>
3.1	Welcome
3.2	Pledge of Allegiance

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<b>Item</b>	<b>Purpose / Support</b>
3.3	Agenda Changes, Additions or Deletions & Announcements
3.4	Teleconference Notice
<b>4.</b>	<b>Public Comments</b>
	<i>For presentations of matters <b>not</b> on the Agenda. 3 minutes for individuals; 15 minutes per subject.</i>
	<b>Note to Members of the Public: Thank you for taking the time to attend this meeting. Santa Cruz City School Board Members appreciate your presence and your comments regarding items not on the agenda are valued. Per Santa Cruz City Schools Board Bylaw protocols, Trustees will not comment on Public Comments during this time.</b>
<b>5.</b>	<b>Superintendent's Report</b>
5.1	Superintendent's Report
5.2	Student Trustees' Reports
<b>6.</b>	<b>Board Members' Reports</b>
6.1	Board Members' Reports

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<b>Item</b>	<b>Purpose / Support</b>
6.2	Board President's Report
<b>7.</b>	<b>Approval of Minutes</b>
7.1	<a href="#">November 2 Minutes</a>
7.2	<a href="#">November 16 Minutes Study Session</a>
7.3	<a href="#">January 11 Minutes</a>
<b>8.</b>	<b>General Public Business</b>
<b>8.1</b>	<b>Consent Agenda Non-Contract Items and Items to be Received: These matters may be passed by one roll call motion.</b>
<b>8.1.1</b>	<b>Educational Services</b>
8.1.1.1	<a href="#">Overnight Field Trip: Soquel High School: Anaheim Heritage Music Festival</a>
<b>8.1.2</b>	<b>Business Services</b>

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<b>Item</b>	<b>Purpose / Support</b>
8.1.2.1	<a href="#">Purchase Orders, Bids &amp; Quotes</a>
8.1.2.2	<a href="#">Warrant Register</a>
8.1.2.3	<a href="#">2<sup>nd</sup> Quarter Investment Report</a>
8.1.2.4	<a href="#">Bond Notice of Completion</a>
<b>8.1.3</b>	<b>Human Resources</b>
8.1.3.1	<a href="#">Certificated Personnel Actions</a>
8.1.3.2	<a href="#">Classified Personnel Actions</a>
8.1.3.3	<a href="#">New Job Description: Central Kitchen Cook/Baker</a>
8.1.3.4	<a href="#">New Job Description: Nutrition Services Support Coordinator</a>
<b>8.1.4</b>	<b>Governance/Superintendent</b>
8.1.4.1	<a href="#">CPUC Grant Submission Letter of Support</a>

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<b>Item</b>	<b>Purpose / Support</b>
<b>8.2</b>	<b>Consent Agenda: General Contracts &amp; Agreements</b>
<b>8.2.1</b>	<b>Educational Services</b>
8.2.1.1	<a href="#">Memorandum of Understanding with Cabrillo College: Running Start to College</a>
8.2.1.2	<a href="#">Riverside County Office of Education Contract Extension</a>
8.2.1.3	<a href="#">Agreement for Professional Services: Lisa Achelis, SLP</a>
<b>8.2.2</b>	<b>Business Services</b>
8.2.2.1	<a href="#">Barksdale Photography: Addendum to Extend the Original Contract</a>
<b>8.2.3</b>	<b>Human Resources</b> <span style="float: right;"><i>None.</i></span>
<b>8.2.4</b>	<b>Governance/Superintendent</b> <span style="float: right;"><i>None.</i></span>

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<b>Item</b>	<b>Purpose / Support</b>
<b>8.3</b>	<b>Consent Agenda: Bond Projects Contracts, Agreements, Proposals, Bids &amp; Change Orders</b>
8.3.1	<a href="#">Albion Environmental, Inc.: Proposal: Santa Cruz High School Baseball Backstop Construction Monitoring</a>
8.3.2	<a href="#">Bosco Construction Services, Inc.: Proposal: Transportation Storage Ramp</a>
8.3.3	<a href="#">CRW Industries, Inc.: Change order 1: Santa Cruz High School C &amp; D Modernization</a>
8.3.4	<a href="#">Dilbeck &amp; Sons: Proposal: Bay View Elementary School Door Hardware Replacement</a>
8.3.5	<a href="#">King Star Computer: Quote: Electronic Key Card System Backup Server</a>
8.3.6	<a href="#">Palace Business Solutions: Proposal: Mission Hill Middle School Office Furniture</a>

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8.3.7	<a href="#">PSR Electric: Proposal: DeLaveaga Elementary School Exterior Lighting</a>
<b>8.4</b>	<b>Report of Closed Session Actions</b>
8.4.1	Report of Actions Taken in Closed Session
<b>8.5</b>	<b>Items to Be Transacted and/or Discussed</b>
<b>8.5.1</b>	<b>Educational Services</b>
8.5.1.1	<a href="#">Staff Report: Local Control and Accountability Plan Update: School Plan for Student Achievement Mid-Year Progress Report</a> <i>Staff will provide a mid-year progress update on School Plans for Student Achievement.</i>
8.5.1.2	<a href="#">Staff Report: California School Dashboard Update</a> <i>Staff will provide an update on the California School Dashboard</i>
<b>8.5.2</b>	<b>Business Services</b>
8.5.2.1	<a href="#">Staff Report: Preliminary Enrollment Projection</a> <i>Staff will provide a report on Preliminary Enrollment Projections</i>

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8.5.2.2 <a href="#">Staff Report: Governor's Budget Proposal</a>	<i>Staff will provide an update on the Governor's Budget Proposal</i>
8.5.2.3 <a href="#">New Business: Resolution #28-22-23 To Form New Bond Oversight Committee</a>	<i>Recommendation: Approve Resolution #28-22-23 To Form New Bond Oversight Committee for Measures K &amp; L</i>
8.5.2.4 <a href="#">AB1200 for Meet &amp; Confer Groups</a>	<i>Recommendation: Approve the AB1200 for Meet &amp; Confer Groups</i>
<b>8.5.3        Human Resources</b>	
8.5.3.1 <a href="#">New Business: Annual Resolution #26-22-23: District Needs</a>	<i>Recommendation: Approve Annual Resolution #26-22-23 District Needs</i>
8.5.3.2 <a href="#">New Business: Annual Resolution #27-22-23: Tie Breaker Criteria</a>	<i>Recommendation: Approve Annual Resolution #27-22-23: Tie Breaker Criteria</i>
8.5.3.3 <a href="#">Staff Report: GSCFT 2023-24 Sunshine Articles</a>	<i>Staff will provide an update on the GSCFT 2023-24 Sunshine Articles</i>
<b>8.5.4        Governance/Superintendent</b>	



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<b>Item</b>	<b>Purpose / Support</b>
8.5.4.1 <a href="#">Board Committees</a>	<i>Finalize Board Committee Assignments</i>
8.5.4.2 <a href="#">Board Policies for Second or Final Reading</a>	
8.5.4.3 Possible Items for Future Meeting Agendas	
<b>9. Adjournment</b>	
<b>10. Return to Closed Session (if necessary)</b>	
<b>11. Closed Session Action Report (if necessary)</b>	
<b>12. Adjournment</b>	

The board book for this meeting, including this agenda and back-up materials, may be viewed or downloaded online: [http://sccs.net/board\\_of\\_education](http://sccs.net/board_of_education) or may be viewed at the District Office, 133 Mission St. Ste. 100, Santa Cruz, CA 95060.

**Public Participation:**

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz City Schools Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as

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## **AGENDA**

any item, upon motion, may be moved to the beginning of the agenda. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session.

### **Translation Requests:**

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Alyssa Martinez by telephone at (831) 429-3410 extension 48220.

### **Las Solicitudes de Traducción:**

Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Alyssa Martinez por teléfono al numero (831) 429-3410 x48220.

### **Board Meeting Information**

1. The Study Session on February 15, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
2. The Regular Board Meeting on February 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
3. The Regular Board Meeting on March 8, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
4. The Regular Board Meeting on March 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
5. The Regular Board Meeting on April 12, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
6. The Study Session on April 26, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.

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7. The Regular Board Meeting on May 10, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
8. The Study Session on May 24, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
9. The Regular Board Meeting on May 31, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
10. The Regular Board Meeting on June 14, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.

**MINUTES OF THE REGULAR MEETING  
OF THE SANTA CRUZ CITY SCHOOLS BOARD OF  
EDUCATION FOR THE ELEMENTARY AND  
SECONDARY DISTRICTS  
November 2, 2022**

**Convene Open Session**

Board President Tracy-Proulx called this Regular Meeting Open Session to order at 6:30 p.m.

**Attendance at Meeting**

Sheila Coonerty, John Owen, Patricia Threet, Deb Tracy-Proulx, Claudia Vestal

Remote: Jeremy Shonick, Cindy Ranii

Absent:

none

Student Board Representative,  
Nevaeh Karraker Student Board  
Representative, Lynda Otero  
Student Board Representative, Eva  
Diop (Remote)

Kris Munro, Superintendent  
Dorothy Coito, Assistant Superintendent,  
Educational Services Molly Parks, Assistant  
Superintendent, Human Resources  
Jim Monreal, Assistant Superintendent, Business

Services Members of the Audience

**Welcome and Format**

Board President Tracy-Proulx welcomed those in attendance and explained the format used for this Regular Meeting of the Board of Education.

**Agenda Changes, Additions, or Deletions**

Superintendent Munro shared that there were two expulsions discussed in closed session and two agenda items have been added to vote for the expulsions. Agenda item 8.4.1.1 has been added to vote for Expulsion 04-22-23 and agenda item 8.4.1.2 has been added to vote for Expulsion 05-22-23.

## **PUBLIC COMMENTS**

Union representatives Casey Carlson and Jeanie Brown shared a union survey with all staff to provide feedback about recent safety events. Casey Carlson and Jeanie Brown expressed gratitude and appreciation for Deb Tracy-Proulx, Jeremy Shonick, and Cindy Ranii for their many years of service on the Santa Cruz City Schools Board of Trustees.

## **SUPERINTENDENT'S REPORT**

### **Superintendent's Report**

Superintendent Munro provided an update on district activities addressing District Goals since the last Board meeting. Goals #1 and #3 have been met through Elementary Conferences, Cabrillo College & Career Family Night, and activities for College & Career Awareness Month. Data conversations with Principals have been ongoing, and there was a Special Education collaboration on math intervention curriculum that occurred in the last two weeks. In terms of Goal #2, Santa Cruz City Schools partnered with the Education Foundation to provide bully prevention programs. Staff members from the Costanoa team visited Mount Toro Model Continuation High School and the Wellness Center at Everett Alvarez High School to look at different ways to offer continuation high school education and resources. CCS playoffs at High Schools, Halloween, and Dia De Los Muertos were celebrated. Superintendent Munro shared that Goal #4 has been addressed with both ongoing trainings including the Incident Command Academy provided by the County Office of and Catapult EMS Training. Further, Assistant Superintendent Molly Parks and Human Resource Manager Desiree Dominguez attended the American Association of Employment in Education Conference for the first time and returned with fresh ideas to share with the team. Goal #5 was met through SECA Operations Council and the preparation for the First Interim report. The finance team also met with principals at all sites to provide an overview of their 2022-23 budget. Goal #6 community partnerships included the Rotary's 100 year anniversary celebration, monthly meetings with our union partners, and the Harvest Festival field trip to UCSC for high school students.

Superintendent Munro shared gratitude and appreciation for law enforcement partners and their quick response to the recent threat in the District. In terms of COVID response, cases have been up and the district offered a booster clinic for the elementary sites. Superintendent Munro took a moment to provide a school safety update and remind everyone that there is a countywide threat assessment protocol and annually, there are threat assessment trainings and code red trainings for staff. In addition to the annual trainings, the Santa Cruz City Schools leadership team meets monthly to discuss safety for the sites and central office.

### **Student Trustees' Report**

Student Board Representative Eva Diop was pleased to report that Santa Cruz High School sports teams have excelled this season, and the girls' varsity volleyball team became league champions. Ms. Diop shared that the black student union partnered with Mission Street BBQ

for a school fundraiser. On a more serious note, Ms. Diop mentioned that Santa Cruz High School has experienced several traumatic events and has reached out to students in person and on social media to get a collective idea of what type of support students are looking for in the future. Many students would like more frequent and clearer communication from school sites and the District Office. Ms. Diop has received strong feedback that students would like additional counseling resources and small group assemblies to inform students about what is happening and next steps following any incidents or events involving student safety.

Student Board Representative Nevaeh Karraker expressed gratitude that no students or staff were harmed at Harbor High or any other schools in the recent events. Ms. Karraker found there was some miscommunication at Harbor High that resulted in some students feeling lost, confused, and exposed. Ms. Karraker shared various classes handled safety precautions differently and due to some students having access to their cell phones and others not, unconfirmed rumors about the incidents cause panic and worry among students. However, the announcement that there was no danger helped relieve students of their concern. Ms. Karraker mentioned that communication could be improved in the future. She was pleased to announce that over 40 students were able to attend the Cabrillo College Fair, and resources were provided to students unable to attend. Ms. Karraker found that the resources shared were very helpful for conducting research about different colleges Ms. Karraker expressed gratitude for the buses provided to students to attend the Cabrillo College Fair. Harbor High School supported this event by offering a college and career spirit week, to involve all students. During spirit week, candy grams were sold on campus to support future school programming.

Student Board Representative Lynda Otero began her report by sharing gratitude for student safety in the recent events. Ms. Otero recognized the effort of first responders, teachers, and the community at large for the quick response in the recent events. Ms. Otero shared that students feel that classes should have been canceled on November 1 and 2. She is pleased to report that students celebrated Dia De Los Muertos through several activities and celebrations Ms. Otero shared that a California State University representative will be on campus at Soquel High to help students with their college applications. Finally, Ms. Otero shared that she is excited to share that Soquel High will be welcoming Jimmy Panetta on campus as a guest speaker and students have been preparing questions for the visit.

## **BOARD MEMBERS' REPORTS**

### **Board Members' Reports**

Trustee Vestal thanked the students and the superintendent for their reports. Trustee Vestal attended the County Office of Education Early Educators Meeting, where universal pre-kindergarten was discussed. There were concerns about age-appropriate curriculum, and with

staff development for the workforce.

Trustee Threet thanked all involved in the recent incident. Trustee Threet was able to attend the Soquel High Football game and congratulated the team for their win and opportunity to move to playoffs. Trustee Threet was pleased to share that the half-time show with the band was wonderful and was glad to see involvement in the arts continue at school sites. To end the report, Trustee Threet congratulated all high school girls' volleyball teams making it to the playoffs.

Trustee Owen did not have a report but wanted to thank the student board representatives for their feedback and suggestions on how the district can be better. Trustee Owen commends all involved in the recent events and how well the situation was handled.

Trustee Coonerty shared thanks and gratitude for the student board representatives and the work they do. Trustee Coonerty was pleased to share with her various constituents that the district handled the recent events with strong communication and quick actions.

Trustee Shonick did not have a report to share.

Trustee Ranii did not have a report to share. Trustee Ranii thanked the Superintendent and Board President for the strong communication and support the Trustees received during the recent events.

### **Board President's Report**

Board President Tracy-Proulx will be submitting a report in writing to keep the meeting moving.

### **APPROVAL OF MINUTES**

7.1 MSP (Threet/Vestal) 7-0, the Board of Education approved the Minutes of August 17, 2022 Meeting.

7.2 MSP (Vestal/Threet) 7-0, the Board of Education approved the Minutes of August 31, 2022 Meeting.

### **GENERAL PUBLIC BUSINESS**

#### **Consent Agenda**

8.2.1 Educational Services 8.2.1.1 Memorandum of Understanding: Cabrillo College Dual Enrollment 8.2.1.2 Positive Behavior Support (PBS) Corporation Master Contract 8.2.1.3 Santa Cruz Applied Behavior Analysis (ABA) Agreement for Professional Services 8.2.2 Business Services 8.2.2.1 Bartos Architecture Inc.: Amendment Agreement: Emergency Site Exit Plans

8.2.3 Human Resources 8.2.4 Governance/Superintendent 8.3 Consent Agenda: Bond Projects Contracts, Agreements, Proposals, Bids & Change Orders 8.3.1 Anixter, Inc.: Proposal: DeLaveaga Elementary School and Westlake Elementary School Door Hardware 8.3.2 Communication Service Corporation: Proposal: DeLaveaga Elementary School Speaker & Clock Integration 8.3.3 M3 Environmental: Change Order 1: Santa Cruz High School C & D Modernization Abatement Oversight Services 8.3.4 M3 Environmental: Proposal: Soquel High School Fitness Center Asbestos and Lead Inspections 8.3.5 Palace Business Solutions: Proposal: Transportation Office Furniture 8.3.6 Shelters of America: Quote: Santa Cruz High School Temporary Food Service Shelter 8.3.7 Verde Design: Proposal: Santa Cruz High School Baseball Backstop Bid & Construction Support

Student Board Representative Nevaeh Karraker made a comment on item 8.2.1.1 Memorandum of Understanding: Cabrillo College Dual Enrollment. Student Board Representative Nevaeh Karraker took two semesters and found that communication and counselor support could be improved in the future.

Trustee Coonerty motioned to approve the consent agenda. Trustee Vestal seconded the motion. The motion was passed by the following roll call vote:

**Roll Call Vote:**

Coonerty – Yes	Owen – Yes	Ranii – Yes	
Shonick – Yes	Threet – Yes	Tracy-Proulx – Yes	Vestal – Yes

**Closed Session Items**

**Report of Actions Taken in Closed Session**

1. Assistant Superintendent Coito presented information about student expulsion 04-22-23 and student expulsion 05-22-23.
2. Assistant Superintendent Parks presented the Board with information about certificated, classified, and management resignations, leaves, and appointments.
3. Assistant Superintendent Monreal presented the board with information about employee discipline.

**Vote on Expulsion**

Vote on Expulsion MSP (Vestal/Coonerty) 7-0, the Board of Education approved the recommendation of expulsion of student 04-22-23 as submitted.

Vote on Expulsion MSP (Owen/Coonerty) 7-0, the Board of Education approved the recommendation of expulsion of student 05- 22-23 as submitted.

**ITEMS TO BE TRANSACTED AND/OR DISCUSSED**

**8.5.1.1 Staff Report: Transitional Kindergarten Update**



Assistant Superintendent Coito introduced Elementary Learning and Achievement Director Shannon Calden to present the Transitional Kindergarten Update. California Education Code (EC) Section 8281.5 requires the implementation of Universal Prekindergarten for all four-year-olds beginning in the 2022-23 school year and continuing for the next four years. The legislation requires that nine hours of programming (combining instructional time and after-school enrichment time) be offered to students turning five. The State requires that districts consider five areas when developing the expanded Transitional Kindergarten program, and Santa Cruz City Schools has chosen to focus on vision and coherence, community engagement and partnerships, workforce recruitment and professional learning, curriculum, intervention and assessment, and facilities, services, and operations. This report was informational in nature and no actions were taken by the Board of Education regarding this matter.

**8.5.1.2 Staff Report: California Assessment of Student Performance and Progress (CAASPP)**

The California Assessment of Student Performance and Progress Assessment is given to students in grades 3 through 8 and grade 11 to gauge performance in English Language Arts, Literacy, Mathematics and Social Sciences, including the ability to write clearly, think clearly and solve problems. CAASPP scores are part of the California student assessment system, and scores are posted on the California Dashboard annually to determine both current ability and growth over time. Student performance data from 2016 through 2019 was provided, as well as preliminary data for 2022-23. Leadership and staff will study students' results to set program and plan goals based on areas of growth, and to celebrate areas of strength and build upon them. This report was informational in nature and no actions were taken by the Board of Education regarding this matter.

**8.5.1.3 New Business: Expanded Learning Opportunities Program Grant (ELOP)**

The Expanded Learning Opportunities (ELO) Grant provides districts the opportunity to provide supplemental instruction and support to students ranging from transitional kindergarten to sixth grade. "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing academic, social, emotional, and physical needs and interests of students through hands-on engaging learning experiences. The Elementary District qualifies for \$1,300,000 in Expanded Learning Opportunities Funds. The State has not been clear about plan submission requirements; however, staff have prepared a plan for the ELO Grant and recommended Board approval. Trustees asked questions and had discussion.

MSP (Vestal / Coonerty) 6-0-1, the Board of Education approved the Expanded Learning Opportunities Program Grant; Trustee Ranii abstained

**8.5.2.1 Staff Report: Food Service Update**

Assistant Superintendent Monreal introduced Director of Food Service Amy Hedrick-Farr. Amy presented a report on the 2022-23 Food Service Program, including program achievements, participation, budget and 2022-23 goals. It is noteworthy that with new legislation allowing all students to eat for free that there was no need for a contribution to the food service budget in the 2021-22 school year. This report was informational in nature and no action was taken.

**8.5.2.2 Staff Report: Bond Projects Update:**

Assistant Superintendent Monreal introduced Ralph le Roux of 19six Architects, formerly MADI Architecture. Ralph le Roux presented an update on Measures A and B bond projects at Bay View Elementary, DeLaveaga Elementary, Branciforte Small Schools and Soquel High School. This report was informational in nature and no action was taken.

**8.5.2.2 Discussion: Possible Items for Future Meeting Agendas**

None.

**9. Adjournment of Meeting**

As there was no further business to come before the Board of Education, Board President Tracy-Proulx adjourned this Regular Meeting at 8:49 p.m.

**Board Meeting Schedule Information**

1. The Regular Board Meeting on November 2, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
2. The Study Session on November 16, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
1. The Regular Board Meeting on December 14, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
2. The Study Session on December 21, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
3. The Regular Board Meeting on January 11, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
4. The Study Session on January 18, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
5. The Regular Board Meeting on February 8, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
6. The Regular Board Meeting on February 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
7. The Regular Board Meeting on March 8, 2023, 6:30 p.m., at the Santa Cruz County

- Office of Education, and will be broadcast to the public remotely via Zoom.
8. The Regular Board Meeting on March 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  9. The Regular Board Meeting on April 12, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  10. The Study Session on April 26, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  11. The Regular Board Meeting on May 10, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  12. The Study Session on May 24, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  13. The Regular Board Meeting on May 31, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
  14. The Regular Board Meeting on June 14, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.

\*For more details about this meeting, please visit our district website and listen to the meeting recording: [http://sccs.net/board\\_of\\_education](http://sccs.net/board_of_education)

Respectfully submitted,

Kris Munro, Superintendent  
Santa Cruz City Schools

Deb Tracy-Proulx, President  
Board of Education

**MINUTES OF THE STUDY SESSION MEETING  
OF THE SANTA CRUZ CITY SCHOOLS BOARD OF EDUCATION  
FOR THE ELEMENTARY AND SECONDARY DISTRICTS  
November 16, 2022**

**There was no Closed Session this evening.**

**Convene Open Session**

Board President Tracy-Proulx called this Regular Meeting Open Session to order at 5:35 p.m.

**Attendance at Meeting**

Sheila Coonerty, John Owen, Patricia Threet, Deb Tracy-Proulx, Claudia Vestal

Remote: Cindy Ranii

Absent: Jeremy Shonick

Student Board Representative Eva Diop

Student Board Representative Nevaeh Karraker

Student Board Representative Lynda Otero

Kris Munro, Superintendent

Dorothy Coito, Assistant Superintendent, Educational Services

Molly Parks, Assistant Superintendent, Human Resources

Absent: Jim Monreal, Assistant Superintendent, Business Services

Members of the Audience

**Welcome and Format**

Board President Deborah Tracy-Proulx welcomed those in attendance and explained the format used for this Study Session of the Board of Education.

Superintendent Munro expressed gratitude to Board President Deborah Tracy-Proulx, Trustee Cindy Ranii, and Trustee Jeremy Shonick for their years of service.

**PUBLIC COMMENTS**

None.

**Approval of Minutes**

3.1 MSP (Vestal/Coonerty) 5-0-1, the Board of Education approved the Minutes of September 14, 2022 Meeting. Trustee Owen abstained from this vote as neither was present at the meeting.

3.2 MSP (Vestal/Threet) 6-0, the Board of Education approved the Minutes of September 28, 2022 Meeting.

3.3 MSP (Vestal/Threet) 4-2, the Board of Education approved the Minutes of October 19, 2022 Meeting. Trustee Coonerty

and Trustee Owen abstained from this vote as neither was present at the meeting.

## GENERAL PUBLIC BUSINESS

### Consent Agenda

4.1.1.1 Memorandum of Understanding: Career and Technical Education (CTE) Magnet programs, 4.1.1.2 Memorandum of Understanding: Career and Technical Education (CTE) Teaching Mentor Programs, 4.1.1.3 Memorandum of Understanding: Santa Clara Media Literacy Project 4.1.2.1 Agreement for School Bus Driver & Training Services and 4.1.2.2 Membership Renewal for Super Co-Op 4.1.4.1 ThoughtExchange Membership Renewal

Vice President John Owen moved to approve and Trustee Coonerty seconded the motion. The Motion was passed by the following roll call vote:

#### **Roll Call Vote:**

Coonerty – Yes	Owen – Yes	Ranii – Yes		
Shonick – Absent	Threet – Yes	Tracy-Proulx – Yes	Vestal – Yes	

### **Study Session: Curriculum and Instruction for History Social Science, Ethnic Studies, and Science**

Superintendent Munro introduced the fifth annual Curriculum Study Session for the Board of Education. Superintendent Munro explained the format for the evening’s Study Session and expressed gratitude to Director Hodges and Director Calden for coordinating the Study Session and the teacher volunteers who prepared presentations. Directors Calden and Hodges gave an overview of the History Social Science, Ethnic Studies, and Science courses and pathways that are offered in the District. Six teachers presented to the board an overview of the History Social Sciences, Ethnic Studies, and Science courses in the district. Information on course pathways and curriculum were presented and discussed. Presenters shared their motivations for teaching, what curriculum is used in their courses, and how student learning is assessed in their classrooms. Trustees asked questions and made comments throughout the evening.

#### **Teacher/Staff Presenters**

Social Studies Elementary: Holly Butler  
History and Social Sciences Middle School: Jeff Osborne  
History and Social Sciences High School: Matt Oderman  
Ethnic Studies All Levels: Marissa Ferejohn Swett & Julia Hodges  
Elementary Science: Shannon Calden  
Middle School Science: Katherine Garkey  
High School Science: Kasha Maslowski

#### **Study Session Debrief**

Trustees discussed the presentation and their experiences.

#### **Adjournment of Meeting**

As there was no further business to come before the Board of Education, Board President Tracy-Proulx adjourned this Regular Meeting at 8:24 p.m.

#### **Board Meeting Schedule Information**

1. The Study Session on December 7, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and

will be broadcast to the public remotely via Zoom.

2. The Regular Board Meeting on December 14, 2022, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
3. The Regular Board Meeting on January 11, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
4. The Study Session on January 18, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
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9. The Regular Board Meeting on April 12, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
10. The Study Session on April 26, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
11. The Regular Board Meeting on May 10, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
12. The Study Session on May 24, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
13. The Regular Board Meeting on May 31, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
14. The Regular Board Meeting on June 14, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.

\*For more details about this meeting, please visit our district website and listen to the meeting recording:

[http://sccs.net/board\\_of\\_education](http://sccs.net/board_of_education)

Respectfully submitted,

Kris Munro, Superintendent  
Santa Cruz City Schools  
Superintendent

Deborah Tracy-Proulx, President  
Santa Cruz City Schools  
Board of Education

**MINUTES OF THE REGULAR MEETING  
OF THE SANTA CRUZ CITY SCHOOLS BOARD OF EDUCATION  
FOR THE ELEMENTARY AND SECONDARY DISTRICTS  
January 11, 2023**

**Convene Open Session**

Board President Owen called this Regular Meeting Open Session to order at 6:32p.m.

**Attendance at Meeting**

John Owen                      Patricia Threet                      Kevin Grossman                      Claudia Vestal  
Kyle Kelley

Remote: Angela Meeker

Absent: Sheila Coonerty

Student Board Representative, Lynda Otero

Remote: Student Board Representative, Neveah Karraker

Remote: Student Board Representative, Eva Diop

Kris Munro, Superintendent

Dorothy Coito, Assistant Superintendent, Educational Services

Jim Monreal, Assistant Superintendent, Business Services

Absent: Molly Parks, Assistant Superintendent, Human Resources

Members of the Audience

**Welcome and Format**

Board President Owen welcomed those in attendance and explained the format used for this Regular Meeting of the Board of Education.

**3.3 Agenda Changes, Additions, or Deletions**

A correction was made to the fiscal breakdown on the board cover for item 8.2.2.2 Premier Inspection Services Proposal for Solar Photovoltaic System Inspections. Fiscal impact was corrected.

A correction was made to the dates on the board cover for item 8.1.1.2 Overnight Field Trip Request: Soquel High School. The trip dates were corrected.

The quote for item number 8.2.1.2 CTE Computer Lab Replacement was added as it was missing.

Addition of agenda item 8.4.2 Vote on Student Expulsion #06-22-23

Addition of agenda item 8.4.3 Vote on Student Expulsion #07-22-23

### **3.3.1 Teleconference Notice**

Superintendent Munro announced for the record that this meeting is being conducted pursuant to California Government Code Section 54953(b) concerning teleconferencing of meetings. Council/Board member Meeker is participating in this meeting by video call from the Sheraton Ontario Airport Hotel, 429 North Vineyard Avenue, Ontario, CA 91764. In accordance with the Brown Act, this location has been identified on the agenda for this meeting.

### **PUBLIC COMMENTS**

None.

### **SUPERINTENDENT'S REPORT**

#### **Superintendent's Report**

Superintendent Munro recounted to the board the Culture of Service Training that was held for all new central office staff and information from the districtwide professional development day. Ms. Munro commended principals, assistant principals, SCIL teams, Julia Hodges and Shannon Calden who were all integral to providing meaningful professional development for staff as well as for pivoting and readjusting because of storms across Santa Cruz County. Ms. Munro recounted that there was damage from the storm including minor flooding at De LaVeaga, Branciforte Small Schools and Harbor High which was addressed immediately. Superintendent Munro announced that the County Office of Education was recently notified that a federal grant has been awarded for two new wellness centers, one of which will be available at Soquel High School. Ms. Munro concluded her report by stating that Santa Cruz City Schools will continue to help staff who were impacted by flooding, as well as our partner districts who have been hit harder.

#### **Student's Report**

Student Board Representative Lynda Otero excitedly shared that the Winter sports teams did very well in their recent games. Ms. Otero stated that last semester Soquel's 100 building had struggled with fluctuating temperatures wherein teachers were recommended to "bundle up" but the students were not communicated to, she hopes for better communication with students in the coming year.

Student Board Representative Neveah Karraker stated that she had nothing to report except to express concern for those impacted by the flooding. Ms. Karraker hoped that there was a procedure in place to help those who were unable to attend school to reduce the stress of missed classwork on top of floods. Ms. Karraker reported that a portion of the Harbor High parking lot was flooded which reduced parking and that she is looking forward to working with everyone this New Year.

Student Board Representative Eva Diop shared that Santa Cruz High was surviving the rain but that parking is still a struggle for students. Ms. Diop reported that both the Varsity girls and boys Basketball teams won their games and that students were very excited.



## **BOARD MEMBERS' REPORTS**

### **Board Members' Reports**

Trustee Meeker shared her gratitude for being able to participate virtually. Ms. Meeker recently visited Westlake Elementary with Trustee Claudia Vestal and Superintendent Munro and said that she was happy to see the collaboration and hard work of teachers at the school.

Trustee Threet recounted to the Board her recent visit to Bayview Elementary with Principal Golder and Superintendent Munro. Ms. Threet stated that it was heartwarming to see lively engaged students under the leadership of an energetic principal. Trustee Threet said that the new building work and library looked good and that it was fun to see students getting outside even in the rain. Finally, she shared that she saw a music video from Soquel High and was happy to see that the arts were alive there.

Trustee Grossman began his report by wishing everyone a happy New Year and shared that his thoughts were with everyone in community that have been impacted by the flooding. Mr. Grossman recounted that before the holiday break he visited Bayview during their staff appreciation breakfast and was impressed with the decorations in the auditorium that the parent volunteers had worked so hard to put up. Trustee Grossman visited Bayview Elementary with Trustee Threet and Superintendent Munro, stating that it was great to see the remodeling, the beginnings of the new key card system, and that it was fun to see kids actively learning in the classroom as well as playing outside in the rain.

Trustee Vestal shared that she also enjoyed the visit to Westlake Elementary with Trustee Meeker and Superintendent Munro. Ms. Vestal said that the buildings looked good from the recent bond money and that she hopes everyone stays safe with the weather.

Trustee Kelley wished everyone a happy New Year and said that he was glad to be back. Mr. Kelley stated that he had nothing to report except that there was a collision at DeLaveaga where a student driver hit an elementary student. Because of this event he has begun working with the transportation department to aid in ensuring pedestrian safety for our kids.

### **Board President's Report**

Board President Owen shared that he visited Bayview with Trustee Threet, Trustee Grossman and Superintendent Munro. Mr. Owen enjoyed seeing the new changes and the active engagement teachers had with students. He concluded his report by saying his thoughts were with victims of flooding and that he knew there would be long clean-up efforts from everyone in the community.

## **APPROVAL OF MINUTES**

1. Trustee Threet made a motion to bring back the Minutes of November 2, 2022 Study Session Meeting and Minutes of November 16, 2022 Meeting because of a lack of quorum of Trustees who had been in attendance at those meetings. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

**Roll Call Vote:** Meeker – Yes      Threet – Yes      Grossman – Yes      Vestal – Yes  
Kelley – Yes      Coonerty – Absent      Owen – Yes

Student Trustee Otero recommended a yes vote on this matter.  
Student Trustee Karraker recommended a yes vote on this matter.  
Student Trustee Diop recommended a yes vote on this matter.

MSP (Threet/Grossman) 6-1-0, the Board of Education approved the Minutes of November 2, 2022 Meeting.

2. Trustee Threet motioned to approve the Minutes of December 14, 2022 Meeting with the following change to her Board Report:

“Attended the Soquel High CTE Ag-Science Farm to Table fundraiser. It was a wonderful event and she would like to thank the students and sponsors who made it possible.”

Trustee Vestal seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero abstained from a vote on this matter.  
Student Trustee Karraker abstained from a vote on this matter.  
Student Trustee Diop recommended a yes vote on this matter.

MSP (Threet/Vestal) 6-1-0, the Board of Education approved the Minutes of December 14, 2022 Meeting.

3. Trustee Vestal motioned to approve the Minutes of December 14, 2022 Finance Authority Meeting. Trustee Threet seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero abstained from a vote on this matter.  
Student Trustee Karraker abstained from a vote on this matter.  
Student Trustee Diop recommended a yes vote on this matter.

MSP (Vestal/Threet) 6-1-0, the Board of Education approved the Minutes of December 14, 2022 Finance Authority Meeting.

### **GENERAL PUBLIC BUSINESS**

#### **Consent Agenda**

8.1.1.1 2nd Quarter Williams Report, 8.1.1.2 Overnight Field Trip: Soquel High School, 8.1.2.1 Purchase Orders, Bids & Quotes, 8.1.2.2 Warrant Register, 8.1.2.3 Budget Transfers, 8.1.2.4 Bond Notice of Completion, 8.1.3.1 Certificated Personnel Actions, 8.1.3.2 Classified Personnel Actions, 8.1.4.1 Board Meeting Schedule 2023-24,

8.2.1.1 Revision to Speechrighter Contract, 8.2.1.2 Career Technical Education Computer Lab Replacement, 8.2.2.1 Moore Twining: Proposal: Solar Photovoltaic System Special Inspection and Materials Testing, 8.2.2.2 Premier Inspection Services: Proposal: Solar Photovoltaic System Inspections, 8.2.2.3 LifeTouch Photography: Addendum to Extend the Original Contract, 8.2.3, 8.3.1 Best Contracting Services, Inc.: Change Order 1: Harbor High School Gym Reroof, 8.3.2 Monterey Peninsula Engineering: Change Order 2: Maintenance Facility Yard Repaving, 8.3.3 Premier Inspection Services: Proposal: Harbor High School MPR Cold Storage Addition Inspections, 8.3.4 Premier Inspection Services: Proposal: Mission Hill Middle School Exterior Improvements Inspections, 8.5.1.1 Staff Report: Local Control and Accountability Plan Update: English Learner Master Plan Implementation, 8.5.1.2 New Business: Transitional Kindergarten Window Recommendation, 8.5.2.1 Staff Report: Workforce Housing Update, 8.5.2.2 New Business: District Financial Audit, 8.5.2.3 New Business: Measures A & B Audit Report, 8.5.2.4 New Business: AB 1200 Public Disclosure on Tentative 2022-23 Collective Bargaining Agreement, between Santa Cruz City Schools and the Greater Santa Cruz Federation of Teachers (GSCFT), 8.5.2.5 New Business: AB 1200 Public Disclosure on Tentative 2022-23 Collective Bargaining Agreement, between Santa Cruz City Schools and the Santa Cruz Council of Classified Employees (SCCCE), 8.5.2.6 New Business: Resolution 24-22-23 Consideration of Resolution Confirming Certification of Election Results (Elementary School District Measure L) And Entry Upon Minutes of Favorable Vote, 8.5.2.7 New Business: Resolution 25-22-23 Consideration of Resolution confirming certification of election results (High School District Bond Measure K) and Entry Upon Minutes of Favorable Vote, 8.5.3.1 Staff Report: Employee Supervision and Evaluation: Probationary 2 Process, 8.5.3.2 New Business: Resolution 22-22-23: Transitional Kindergarten Teacher Requirement, 8.5.3.3 Tentative Agreement between SCCS and GSCFT, 8.5.3.4 Tentative Agreement between SCCS and SCCCE, 8.5.4.1 New Business: Resolution 23-22-23 Proclaiming Black History Month

Trustee Threet motioned to approve the consent agenda. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**Closed Session Items**

**Report of Actions Taken in Closed Session**

1. Ms. Coito provided trustees with information regarding student expulsion #06-22-23.
2. Ms. Coito provided trustees with information regarding student expulsion #07-22-23.
3. Ms. Munro did not have information to share with the Board on Certificated/Classified/Management Leaves, Retirements, Resignations & Appointments.
4. Ms. Munro shared information with the Board regarding Public Employee Discipline/Dismissal/Release/Complaints.

5. Ms. Munro provided an update to and received direction from Trustees regarding negotiations with the SCCS Association of Managers and Administrators.
6. Ms. Munro provided an update to and received direction from Trustees regarding negotiations with the SCCS Confidential Unit.
7. Ms. Munro provided an update to and received direction from Trustees regarding negotiations with the Non-Represented Assistant Superintendents.
8. Ms. Coito provided an update to and received direction from Trustees regarding the Special Education Settlement Agreement.

**8.4.2 Vote on student expulsion #06-22-23**

Trustee Threet motioned to accept the District’s recommendation and expel student #06-22-23. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

**Roll Call Vote:**

Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

MSP(Threet/Grossman) 6-1-0, the Board of Education voted to expel student #06-22-23.

**8.4.3 Vote on student expulsion #07-22-23**

Trustee Grossman motioned to accept the District’s recommendation and expel student #07-22-23. Trustee Threet seconded the motion.

The motion was passed by the following roll call vote:

**Roll Call Vote:**

Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

MSP(Grossman/Threet) 6-1-0, the Board of Education voted to expel student #07-22-23.

**ITEMS TO BE TRANSACTED AND/OR DISCUSSED**

**8.5.1.1 Staff Report: Local Control and Accountability Plan Update: English Learner Master Plan Implementation**

Assistant Superintendent Coito introduced Director Shannon Calden to present on the English Learner Master Plan Update. The EL Master plan outlines the District’s methods for adherence to Federal and State requirements, as well as explains systems of support for English Learners. Additionally, the EL Master plan codifies the district commitment to support for Multilingual students. For the 2022-23 school year, there were specific actions identified as next steps for improving services for our English Learners, these included: Identification, Placement and Reclassification; Instructional Programs; Family and Community Engagement; and Monitoring

and Evaluation. Trustees asked questions and had discussion. This report was informational in nature and no action was taken by the Board at this time.

**8.5.1.2 New Business: Transitional Kindergarten Window Recommendation**

Assistant Superintendent Coito introduced Director Shannon Calden to present the Transitional Kindergarten Window Recommendation. California Education Code (EC) Section 8281.5 required the implementation of Universal Prekindergarten for all four-year-olds beginning in the 2022-23 school year. Over the past few months, SCCS staff have investigated whether or not to follow the timeline that the ed code suggests for TK expansion, or to increase the window to the maximum point next year. There is Ed Code that states that students cannot be enrolled in school if they do not turn five prior to the last day of school. This would preclude the window expanding to September 1st. This Ed Code will be nullified in 2025-26 and will be replaced with the new language in Universal Pre-K legislation. Assistant Superintendent Coito recommended to set the Transitional Kindergarten Enrollment cut off at May 25, 2024 and May 29, 2025.

Trustee Vestal motioned to approve the recommendation. Trustee Kelley seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.2.1 Staff Report: Workforce Housing Update**

Assistant Superintendent Monreal introduced Ralph LeRoux of 19.six Architecture to present an update on Workforce Housing. In 2022, the Board passed a resolution to put Measures K & L on the ballot, in part, to provide initial funding for workforce housing. With the community’s support of Measures K and L in November 2022, the Board approved a contract at the December 14, 2022 meeting to extend the work of the bridging architect to move the project forward. Mr. LeRoux provided an update on the project outlining next steps and giving a projected timeline for completion. Trustees asked questions and had discussion. This report was informational in nature and no action was taken by the Board at this time.

**8.5.2.2 New Business: District Financial Audit**

Assistant Superintendent Monreal introduced Charles Raibley from Crowe LLP to present an analysis of the 2021-22 external financial audit for the district through June 30, 2022. The District is required to have an independent financial audit performed annually in accordance with audit standards established for K-12 schools by the State Controller. Mr. Raibley presented an analysis of the annual District audit.

Trustee Vestal motioned to approve the District Financial Audit. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:



Student Trustee Diop recommended a yes vote on this matter.

**8.5.2.5 New Business: AB 1200 Public Disclosure on Tentative 2022-23 Collective Bargaining Agreement, between Santa Cruz City Schools and the Santa Cruz Council of Classified Employees (SCCCE)**

Assistant Superintendent Monreal reported that the AB1200 Disclosure of Costs for the proposed agreement for the 2022-23 will provide a one-time off salary schedule payment for \$1,500 for full-time permanent (post probationary) classified employees who work more than 4 hours, not including EWRS, and \$750 for permanent (post probationary) part-time classified employees working four hours or less, not including EWRS, for 2022-23. This agreement applied to employees that are permanent as of February 1, 2023. Employees on a full time leave for the 2022-23 school year will not be eligible for this one-time payment. Assistant Superintendent Monreal recommended approval of the AB1200.

Trustee Threet motioned to approve the AB1200. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Recuse	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.2.6 New Business: Resolution 24-22-23 Consideration of Resolution Confirming Certification of Election Results (Elementary School District Bond Measure L) and Entry Upon Minutes of Favorable Vote**

The District submitted to the voters Measure “L” on the November 8, 2022 ballot, which authorized its general obligation bond proposal in the amount of \$122,000,000. The voters approved the passage of Measure “L” with at least a 55% vote. Pursuant to California Education Code Section 15274, the District has received the election results from the Elections Officials of Santa Cruz County, which this Board is to incorporate in its official minutes and which it shall certify to the Board of Supervisors of Santa Cruz County. Assistant Superintendent Monreal recommended the adoption of the Resolution for Measure L.

Trustee Vestal motioned to approve the Resolution 24-22-23 Consideration of Resolution Confirming Certification of Election Results (Elementary School District Bond Measure L) and Entry Upon Minutes of Favorable Vote. Trustee Kelley seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.2.7 New Business: Resolution 25-22-23 Consideration of Resolution Confirming Certification of Election Results (High School District Bond Measure K) and Entry Upon Minutes of Favorable Vote**

The District submitted to the voters Measure “K” on the November 8, 2022 ballot, which authorized its general obligation bond proposal in the amount of \$249,000,000. The voters approved the passage of Measure “K” with at least a 55% vote. Pursuant to California Education Code Section 15274, the District has received the election results from the Elections Officials of Santa Cruz County, which this Board is to incorporate in its official minutes and which it shall certify to the Board of Supervisors of Santa Cruz County. Assistant Superintendent Monreal recommended the adoption of the Resolution for Measure K.

Trustee Kelley motioned to approve the Resolution 25-22-23: Consideration of Resolution Confirming Certification of Election Results (High School District Bond Measure K) and Entry Upon Minutes of Favorable Vote. Trustee Vestal seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.3.1 Staff Report: Employee Supervision and Evaluation: Probationary 2 Process**

Superintendent Munro presented on the Employee Supervision and Evaluation: Probationary 2 Process. Under California’s Education Code [44660-44665], teacher evaluations must occur on a regular basis. Teachers with probationary status must be evaluated at least once every school year. The Education Code also requires that evaluations include recommendations for improvement as needed, and the state’s Government Code [3543-3543.8] says districts and unions must bargain over procedures to be used to evaluate employees. Article XIV of the Certificated Bargaining Agreement outlines our agreements about procedures for employee evaluation. This process was developed collaboratively with a team of certificated staff and administrators. Trustees asked questions and had discussion. This report was informational in nature and no action was taken by the Board at this time.

**8.5.3.2 New Business: Resolution 22-22-23: Transitional Kindergarten Teacher Requirement**

Superintendent Munro presented to Resolution 22-22-23: Transitional Kindergarten Teacher Requirement to the Board. Education Code Section 48000 permits the Governing Board to determine professional teaching experience in a preschool setting comparable to the twenty-four (24) semester units. Determining one year of professional teaching experience in a preschool setting equivalent to twelve (12) semester units will allow the district to certify all our transitional kindergarten teachers, and future teachers, meet the requirements for transitional



kindergarten. Superintendent Munro recommended to approve Resolution 22-22-23: Transitional Kindergarten Teacher Requirement.

Trustee Grossman motioned to approve the Transitional Kindergarten Teacher Requirement. Trustee Vestal seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.3.3 Tentative Agreement between SCCS and GSCFT**

Superintendent Munro reported that a Tentative Agreement was reached on December 21, 2022 between Santa Cruz City Schools and the Greater Santa Cruz Federation of Teachers. The proposed agreement for 2022-23 will provide a one-time off salary schedule payment of \$1,500 for FTE .51 to 1.00 (+) FTE and \$750 for FTE of .50 or below for 2022-23. This will be applied to current employees as of February 1, 2023. Employees on a full time leave for the 2022-23 school year will not be eligible for this one-time payment. Superintendent Munro recommended approval of this agreement.

Trustee Threet motioned to approve the recommendation. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

<b>Roll Call Vote:</b> Meeker – Yes	Threet – Yes	Grossman – Yes	Vestal – Yes
Kelley – Yes	Coonerty – Absent	Owen – Yes	

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.3.4 Tentative Agreement between SCCS and SCCCE**

Assistant Superintendent Parks reported that a Tentative Agreement was reached on December 21, 2022 between Santa Cruz City Schools and the Santa Cruz Council of Classified Employees. The proposed agreement for the 2022-23 will provide a one-time off salary schedule payment for \$1,500 for full-time permanent (post probationary) classified employees who work more than 4 hours, not including EWRS, and \$750 for permanent (post probationary) part-time classified employees working four hours or less, not including EWRS, for 2022-23. This agreement applied to employees that are permanent as of February 1, 2023. Employees on a full time leave for the 2022-23 school year will not be eligible for this one-time payment. Superintendent Munro recommended approval of this agreement.

Trustee Threet motioned to approve the recommendation. Trustee Grossman seconded the motion.

The motion was passed by the following roll call vote:

**Roll Call Vote:** Meeker – Yes      Threet – Yes      Grossman – Yes      Vestal – Yes  
Kelley – Recuse      Coonerty – Absent      Owen – Yes

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.4.1      New Business: Resolution 23-22-23 Proclaiming Black History Month**

Superintendent Munro brought forward Resolution 23-22-23 proclaiming February as Black History Month. Santa Cruz City Schools strives for all students to feel safe and welcome in their schools and to see themselves represented in the curricula. Santa Cruz City Schools recognizes the important contributions of local, State, and National Black Americans to the history of the United States, by promoting social justice, enhancing health and well-being, and building a sense of community for Black Americans. Superintendent Munro recommended approval of Resolution 23-22-23.

Trustee Threet motioned to approve the recommendation. Trustee Kelley seconded the motion.

The motion was passed by the following roll call vote:

**Roll Call Vote:** Meeker – Yes      Threet – Yes      Grossman – Yes      Vestal – Yes  
Kelley – Yes      Coonerty – Absent      Owen – Yes

Student Trustee Otero recommended a yes vote on this matter.

Student Trustee Karraker recommended a yes vote on this matter.

Student Trustee Diop recommended a yes vote on this matter.

**8.5.4.2.      Discussion: Possible Items for Future Meeting Agendas**

Trustee Kelley asked staff to provide a count of SCCS' unfilled vacancies across each school site (classified and certificated) so as to examine the data in relation to the workforce housing project.

Trustee Grossman brought up the new AI program ChatGPT, which has been banned in some school districts across the country and recommended a staff report be brought to the board to discuss the implications of the new technology to help SCCS create a policy surrounding it's use in schools.

**9.      Adjournment of Meeting**

As there was no further business to come before the Board of Education, Board President Owen adjourned this Regular Meeting at 9:17 p.m.

**Board Meeting Schedule Information**

1. The Study Session on January 18, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
2. The Regular Board Meeting on February 8, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
3. The Study Session on February 15, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
4. The Regular Board Meeting on February 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
5. The Regular Board Meeting on March 8, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
6. The Regular Board Meeting on March 22, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
7. The Regular Board Meeting on April 12, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
8. The Study Session on April 26, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
9. The Regular Board Meeting on May 10, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
10. The Study Session on May 24, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
11. The Regular Board Meeting on May 31, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.
12. The Regular Board Meeting on June 14, 2023, 6:30 p.m., at the Santa Cruz County Office of Education, and will be broadcast to the public remotely via Zoom.

\*For more details about this meeting, please visit our district website and listen to the meeting recording:  
[http://sccs.net/board\\_of\\_education](http://sccs.net/board_of_education)

Respectfully submitted,

Kris Munro, Superintendent  
Santa Cruz City Schools

John Owen, President  
Board of Education

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Overnight Field Trip: Soquel High School: Anaheim Heritage Music Festival

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Soquel High School's overnight trip to Anaheim, CA and surrounding areas for the Anaheim Heritage Music Festival from April 27, 2023 to April 30, 2023.

**BACKGROUND:**

The Soquel High School Music Department requests approval to travel to Anaheim, CA and the surrounding areas for the Worldstrides Heritage Music Festival from April 27<sup>th</sup>-30<sup>th</sup>, 2023. Students will miss school for part of Thursday the 27th and all of Friday the 28th. This year's trip will accommodate approximately 70 students and includes two staff members and seven parent chaperones. The groups participating are the Varsity Band, Jazz Band and Jazz Singers. Students will travel by charter bus with San Jose Charters.

The Worldstrides Heritage Festival is unparalleled in terms of the number and quality of instrumental and choral performing groups from throughout the country and offers worldwide travel opportunities. It is truly an outstanding educational experience for students. Soquel Music Department's has participated in the Worldstrides Heritage Festival for over 20 years. These events allow students to hear and perform for some of the best adjudicators in the country as well as to hear other high school ensembles from around the country. Along with providing an exceptional educational experience, this trip also provides an opportunity to develop ensemble camaraderie, which will enhance performance experiences and students' self-confidence.

**FISCAL IMPACT:**

All students will attend. The trip costs approximately \$500 per person, and the trip will be funded through a combination of family contributions and fundraising.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

**AGENDA ITEM: 8.1.1.1**

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

## **Band Trip Itinerary**

### **Thursday April 27th**

1:00 pm Load San Jose Charter bus Soquel High School

1:45 pm leave Soquel High for Anaheim

Stop for dinner in Santa Barbara for 1 hour

Arrive at hotel TBA (Hotel is provided by The World Strides Heritage Music Festival) usually Sheraton, Marriott, or some similar hotel.

10:00 Room checks

11:00 Lights out

### **Friday April 28th**

9:00 am meet in Lobby to load bus for festival

9:30 leave hotel for festival site (performance halls in and around Anaheim or Fullerton

9-4 Spend the day performing and listening to other bands at the Heritage Music Festival:

- We get adjudicated by 3 College and Professional conductors and get an onstage clinic from one of the judges.

4:00 Load bus for Disneyland

5-11:00 Spend time in the park

11:00 Load bus for hotel students will go straight to assigned rooms

11:30 Lights out.

### **Saturday April 30th**

9:00 am Meet in lobby to load bus

9:30 load bus for Newport Beach Balboa Island

10:30- 2:30 Beach Time and lunch at Ruby's on the Pier.

2:30 Load bus to return to hotel

4:00 Load bus to go to Awards Ceremony at Disneyland

5:00-8:00 time in the park

8:00-9:00 Awards Ceremony inside Disneyland

9- closing Disneyland

11:00- Return to hotel and lights out.

### **Sunday April 31st**

9:00 am meet in lobby to return home

9:30 Return to Soquel

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Purchase Orders, Bids, and Quotes

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the purchase orders, quotes, bids, and proposals from December 20, 2022 through January 23, 2023.

**BACKGROUND:**

A detailed report is attached, listing purchase orders, quotes and bids that require Board approval prior to release to vendors or ratification within 60 days as allowed by Education Code 17605.

The following definitions are provided to clarify the differences between purchase orders, quotes, and bids:

**Purchase Orders:**

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. The Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor.

**Quotes:**

For the purchase of materials and supplies between \$15,000 and \$60,000 more than one quote is required and may be verbal or written. When purchases will be \$15,000 to \$99,100 for contracted work other than Public Works Projects and \$60,000 to \$99,100 for materials and supplies, several vendors are contacted for written quotes/proposals. This process, though not as rigorous as a bid, ensures that the District has involved more than one vendor and will secure a competitive price.

**Bids/RFP:**

A formal process including advertising to notify prospective bidders, distribution of written specification regarding the work or materials, and compliance with legal guidelines for bidding, must be followed for contracted work other than CUPCAA Public Works Projects projected to cost \$109,300 and over, or for materials and supplies in the sum of \$109,300 or over unless a Cooperative Purchasing Agreement is being utilized under PCC 20118. Under CUPCAA contracts may be awarded up to \$60,000 without additional quotes. Informal bidding procedures are followed for Public Works projects from \$60,000 to \$200,000 and a formal bid process occurs for Public Works projects over \$200,000 (PCC 20117(B), 20651(B)). Bids are

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solicited from a wide pool of prospective vendors, thus assuring that when the award is made to the lowest responsible bidder and that the District receives the best price available.

This work is in direct support of the following District goal and its corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.



Description

Includes Purchase Orders dated 12/20/2022 - 01/23/2023

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01567	AIRGAS NATIONAL CAR	SCHS - CD 750 BULK CO2 TANK (Monthly - rent)	M&O	01	OTHER RESTRICT	540.00
PO23-01568	APPI	SCHS -REPLACEMENT OF CHLORINE RM AIR BLOWER	M&O	01	OTHER RESTRICT	2,856.69
PO23-01569	RIVERSIDE INSIGHTS	PSYCHOLOGIST ASSESSMENTS 22-23	SPED	01	SE:STATE LOCAL	223.98
PO23-01570	CADA	PREPAY CADA State Convention	HHS	01	BAS GNT LOW-INC	610.00
PO23-01571	RIVERSIDE INSIGHTS	22-23 RSP, Psych PROGRAM ASSESSMENT MATERIALS	SPED	01	SE:STATE LOCAL	478.32
PO23-01572	BENCHMARK EDUCATION	Benchmark Core Curriculum for Monarch	CURR	01	NO REPORTING RI	9,971.71
PO23-01573	SANTA CLARA VALLEY	SCH BASEBALL BACKSTOP INSPECTIONS	M&O	21	Bond A Secondar	10,000.00
PO23-01574	SANTA CLARA VALLEY	GE CLASSROOM INSPECTIONS	M&O	21	Bond A Elem	209,000.00
PO23-01575	ACCO-WILSON INC DBA	BVEL - SEWAGE BACKUP OUTSIDE RM 20	M&O	01	ONGOING & MAJO	6,640.00
PO23-01576	FOLLETT CONTENT SOL	Updating library materials	MHMS	01	LCFF SUPP FUNDI	95.61
PO23-01577	LEARNING A-Z	DLV Raz-Kids license renewal (G1,S7)	DLEL	01	LCFF SUPP FUNDI	230.40
PO23-01578	UC REGENTS - CASHIE	AVID Tutor UCSC Work Study	CURR	01	LCFF SUPP FUNDI	273.00
PO23-01579	PALACE BUSINESS SOL	Instructional supplies/Open PO	GAEL	01	LCFF SUPP FUNDI	2,500.00
PO23-01580	PHOENIX CERAMICS SU	Open PO for Phonenix- Art supplies	DLEL	01	Measure U	300.00
PO23-01581	DICK BLICK COMPANY	Open PO for Blick- Art supplies	DLEL	01	Measure U	4,680.00
PO23-01582	DISCOVERY CHARTERS	Bus for Boys Soccer	HHS	01	Measure T	1,216.65
PO23-01583	CARRILLO, CARLOS DA	Game Clock Mgmt./Assistance	HHS	01	Measure T	1,000.00
PO23-01584	ADRIAN GALINDO	Game Clock Mgmt./Assistance	HHS	01	Measure T	1,000.00
PO23-01585	SHERATON GRAND SACR	HOTEL STAY GOVERNORS BUDGET REVIEW	FIN	01	OTHER RESTRICT	286.10
PO23-01586	CALIFORNIA SCHOOL L	California School Library Association Conference	CURR	01	NO REPORTING RI	4,045.00
PO23-01587	EMBASSY SUITES BY H	HOTEL STAY FOR JIM MONREAL CASH CONFERENCE	FIN	01	NO REPORTING RI	503.76
PO23-01588	LENZ ARTS	OHLSON-PEREZ, LILITH-ART SUPPLIES	SQHS	01	Measure T	5,013.10
PO23-01589	AMAZON CAPITAL SERV	Amazon book order	DLEL	01	IPI GF	412.74
PO23-01590	AMAZON CAPITAL SERV	PE Supplies	WLEL	01	OTHER RESTRICT	426.08
PO23-01591	FOLLETT SCHOOL SOLU	Questionbank license renewal	HHS	01	LOTTERY:INSTRU	882.48
PO23-01592	MCGRAW HILL EDUCATI	Quote 62859591. Math workbooks	BSS	01	LOTTERY:INSTRU	344.46
PO23-01593	PHOENIX CERAMICS SU	Quote 5799 Clay	BSS	01	LOTTERY:INSTRU	480.48
PO23-01594	SCHOLASTIC BOOK FAI	CFP - SCHOLASTIC BOOK FAIR	WLEL	01	DONATIONS	1,779.91
PO23-01595	INSTITUTE FOR EDUCA	CFP - Restorative Practices Conference	HHS	01	BAS GNT LOW-INC	279.00
PO23-01596	ASSOC FOR CAREER &	Reference Books for CTE TOSA	CURR	01	CAREER TECHNIC	83.66
PO23-01597	APPLE COMPUTER INC	13-inch MacBook Pro for Molly Parks	IT	01	NO REPORTING RI	1,577.76
PO23-01598	SANTA CRUZ COE	Hotspots for SCCS	IT	01	NO REPORTING RI	3,006.64

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ESCAPE ONLINE

Description

Includes Purchase Orders dated 12/20/2022 - 01/23/2023

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01599	STEPS TO SUCCESS	22-23 /NPA-Steps to Success: IEP MANDATED SERVICES	SPED	01	SE:STATE LOCAL	16,125.00
PO23-01600	PACIFIC COAST TRANE	HH - BLD. H, HV-8 TROUBLESHOOT HEATING ISSUES	M&O	01	ONGOING & MAJO	5,580.00
PO23-01601	SAN JOSE BOILER WOR	22/23 OPEN PO FOR EMERGENCY BOILER REPAIRS	M&O	01	ONGOING & MAJO	5,000.00
PO23-01602	CDW GOVERNMENT INC.	IT Equipment Replacements	IT	01	NO REPORTING RI	21,936.65
PO23-01603	AMAZON CAPITAL SERV	"Impact Cycle" books for TOSAs/OLA Directors	CURR	01	ESSER III ARP	121.40
PO23-01604	ANIXTER INC	BV PANIC BARS - DOOR HARDWARE	M&O	01	ONGOING & MAJO	4,308.51
PO23-01605	SCHOOL OUTFITTERS	Bulletin boards	WLEL	01	IPI GF	1,650.25
PO23-01606	SPORTS DESIGN INC	B40MS Band Shirts	BMS	01	Measure U	1,186.78
PO23-01607	SPORTS DESIGN INC	Soccer Uniforms Basketball	BMS	01	Measure U	616.83
PO23-01608	AMAZON.COM	LCD PROJECTOR-POWERLITE W39	SCHS	01	OTHER RESTRICT	838.22
PO23-01609	CCSLI INC	ASL Interpreter for parent meeting	WLEL	01	LCFF SUPP FUNDI	250.00
PO23-01610	CDW GOVERNMENT INC.	IT HUBS	IT	01	NO REPORTING RI	2,308.56
PO23-01611	STRAWN CONSTRUCTION	*MHMS ENVELOPE PROJECT	M&O	21	Bond A Secondar	2,807,844.00
PO23-01612	COMPLETE MAILING SE	printing enrollment postcards	SCHS	01	NO REPORTING RI	60.00
PO23-01613	JOSTENS INC	OPEN PO DIPOLMA COVERS/CORDS	SCHS	01	NO REPORTING RI	1,000.00
PO23-01614	BRINKS AWARDS & SIG	OPEN PO FOR GRADUATION MEDALS	SCHS	01	NO REPORTING RI	500.00
PO23-01615	ABACHERLI FENCE CO	HH REPAIR FOOTBALL FIELD FENCING	M&O	01	OTHER RESTRICT	885.00
PO23-01616	CHASTAIN JANITORIAL	22/23 OPEN PO FOR POOL PART REPAIRS	M&O	01	OTHER RESTRICT	3,500.00
PO23-01617	THERMAL CONTROL	FS Oven Maint.	FS	13	CHLD NUTR:SCHO	680.46
PO23-01618	DIVISION OF STATE A	TRANSPORTATION BLDG CLOSEOUT	M&O	21	Bond A Secondar	860.00
PO23-01619	AMAZON CAPITAL SERV	CONFIRMING ORDER. 7 BLOCKING WALLETS	SUPT	01	DONATIONS	53.46
PO23-01620	CSPCA TREASURER MAT	CSPCA Annual Conference 2023	PERC	01	NO REPORTING RI	1,398.00
PO23-01621	SYLVAN MUSIC	Repair of Guitar	BVEL	01	DONATIONS	1,000.00
PO23-01622	PACIFIC COAST TRANE	SCHS BUILDING AUTOMATION	M&O	01	ESSER II	4,983.00
PO23-01623	HANDLE WITH CARE BE	HANDLE WITH CARE MANDATORY ANNUAL TRAINING	SPED	01	MNTL HLTH 20-21	1,050.00
PO23-01624	CDW GOVERNMENT INC.	Special Education Dept. Equipment	IT	01	SE:STATE LOCAL	2,237.88
PO23-01625	THE ONLINE ITINERAN	DHOH - ONLINE ITINERANT PROFESSIONAL ACADMEY	SPED	01	SE:STATE LOCAL	448.00
PO23-01626	DEMCO INC	CFP-LIBRARY SHELF	SCHS	01	OTHER RESTRICT	1,959.77
PO23-01627	PALACE BUSINESS SOL	Palace 2023 Calendars	PERC	01	NO REPORTING RI	62.99
PO23-01628	XTREME SIGNS INC	CFP - Directory Lettering	HHS	01	NO REPORTING RI	100.00
PO23-01629	AMAZON CAPITAL SERV	Charger, Cabinet, Bandage Wraps	HHS	01	NO REPORTING RI	167.78
PO23-01630	DEMCO INC	Library Supplies	HHS	01	NO REPORTING RI	319.21
PO23-01631	PALACE BUSINESS SOL	FS office equipment	FS	13	CHLD NUTR:SCHO	1,716.65
PO23-01632	BUREAU OF AUTOMOTIV	CFP-SMOG AND REPAIR LICENSES	SCHS	01	Measure T	300.00

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ESCAPE ONLINE

Description

Includes Purchase Orders dated 12/20/2022 - 01/23/2023

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01633	AMERICAN VALLEY WAS	OPEN PO FOR WASTE OIL 7 COOLANT REMOVAL	SCHS	01	Measure T	250.00
PO23-01634	AMAZON CAPITAL SERV	OPEN PO FOR SPED MATERIALS	SCHS	01	LOTTERY:INSTRUC	200.00
PO23-01635	AMAZON CAPITAL SERV	School Supplies/Materials	BVEL	01	OTHER RESTRICT	1,000.00
PO23-01636	DICK BLICK COMPANY	Open PO - Art Supplies	BVEL	01	Measure U	2,000.00
PO23-01637	ORIENTAL TRADING CO	Classroom Supplies - Menser	BVEL	01	DONATIONS	153.35
PO23-01638	CDW GOVERNMENT INC.	Headsets with mics for use with Read 180	CURR	01	NO REPORTING RI	627.53
PO23-01639	AMAZON CAPITAL SERV	Art supplies	BSS	01	LOTTERY:INSTRUC	382.38
PO23-01640	DELTA EDUCATION INC	FOSS KIT- PEBS SAND + SILT	DLEL	01	LOTTERY:INSTRUC	1,740.08
PO23-01641	LEARNING WITHOUT TE	CFP Inv.#145322. Paper for MCS students	BSS	01	OTHER RESTRICT	282.41
PO23-01642	ROCHESTER 100 INC	School-Home Communication Folders	GAEL	01	LCFF SUPP FUNDI	930.00
PO23-01643	DANNIS WOLIVER KELL	Legal Fees	SUPT	01	NO REPORTING RI	103.50
PO23-01644	AMAZON CAPITAL SERV	Office Supplies	HHS	01	NO REPORTING RI	314.33
PO23-01645	PREMIER INSPECTION	HH MPR COLD STORAGE IOR	M&O	21	Bond A Secondar	71,300.00
PO23-01646	PREMIER INSPECTION	MHMS ENVELOPE IOR	M&O	21	Bond A Secondar	69,000.00
PO23-01647	MOORE TWINING ASSOC	^SOLAR PHOTOVOLTAIC TESTING	M&O	40	2012 SERIES A G	54,986.50
PO23-01648	DEVELOPMENT GROUP I	TELECOMMUNICATION SERVICES	M&O	21	Bond A Secondar	40,686.63
PO23-01649	AMS.NET	AMS Invoice	IT	01	NO REPORTING RI	16,554.41
PO23-01650	OFFICE DEPOT	Open Purchase Order for Supplies	WLEL	01	NO REPORTING RI	1,000.00
PO23-01651	DS&C DALE SCOTT & C	Financial Advisory/ Cont. Disclosure	BUSN	01	NO REPORTING RI	2,828.52
PO23-01652	AMAZON CAPITAL SERV	Amazon Order for WL SDC Class	SPED	01	SE:STATE LOCAL	34.94
PO23-01653	DISCOVERY CHARTERS	Bus for BB and Cheer	HHS	01	Measure T	1,445.00
PO23-01654	ROYAL COACH TOURS	Bus - Cheer	HHS	01	Measure T	901.00
PO23-01655	FLINN SCIENTIFIC IN	Density Sets for Science Dept.	HHS	01	LCFF SUPP FUNDI	1,135.97
PO23-01656	NADHERNY-CALCIANO S	Calciano Symposium for BSSC staff	BSS	01	BAS GNT LOW-INC	1,400.00
PO23-01657	SAGE PUBLISHING	EL Resource book for OLA Director	CURR	01	ESEA:ENGLISH LE	44.13
PO23-01658	SANTA CRUZ AUTO PAR	OPEN PO FOR AUTO SHOP	SCHS	01	C. PERKINS CTE:	3,000.00
PO23-01659	OLIVER MACHINERY CO	PLANER	SCHS	01	C. PERKINS CTE:	1,212.49
PO23-01660	NADHERNY-CALCIANO S	NADHERNY 25TH ANNUAL SYMPOSIUM	SCHS	01	ESEA:STDNT SUPP	600.00
PO23-01661	OFFICE DEPOT	COPY PAPER - OPEN PO	SQHS	01	NO REPORTING RI	1,500.00
PO23-01662	AMAZON CAPITAL SERV	Amazon Books for 1st grade	DLEL	01	NO REPORTING RI	210.89
PO23-01663	OFFICE DEPOT	Office Depot- Copy Paper	DLEL	01	NO REPORTING RI	367.20
PO23-01664	INTRADO INTERACTIVE	Intrado Website Hosting Services	SUPT	01	NO REPORTING RI	4,060.00
PO23-01665	SPOTIFY USA INC	LICENSES Sountrap music for Eldred	MHMS	01	NO REPORTING RI	249.00
PO23-01666	PREMIER INSPECTION	^SOLAR PHOTOVOLTAIC IOR	M&O	40	2012 SERIES A G	118,450.00
PO23-01667	VIOLATION PROCESSIN	OPEN ORDER TO COVER FAST TRACK PASSES	TRAN	01	TRANSPORT:HOM	100.00
PO23-01668	CALIFORNIA DEPARTME	FS Sales and Use Tax Return	FS	13	CHLD NUTR:SCHO	188.00
PO23-01669	INFINITE CAMPUS INC	Infinite Campus Contract 22-23	IT	01	NO REPORTING RI	82,659.55
PO23-01670	AMAZON CAPITAL SERV	ANGELA GATES-LIBRARY BOOKS	SQHS	01	NO REPORTING RI	29.58

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ESCAPE ONLINE

Description

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PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01671	AMAZON CAPITAL SERV	Math Game Links	DLEL	01	LOTTERY:INSTRUC	67.90
PO23-01672	FAGEN FRIEDMAN & FU	F3 SPED ADMIN LAW SYMPOSIUM	SPED	01	Sped Dispute	940.00
PO23-01673	N2Y LLC	N2Y ULS 12 MONTH SUBSCRIPTION	SPED	01	SE:STATE LOCAL	699.99
PO23-01674	CHARTWELLS HIGHER E	Soquel High AVID Field Trip LUNCH	CURR	01	LCFF SUPP FUNDI	631.50
PO23-01675	NORTH BAY FORD	FS Van repairs	FS	13	CHLD NUTR:SCHO	1,014.42
PO23-01676	SCHOOLHOUSE EDUCATI	PSYCH: ON-LINE ASSESSMENT SOFTWARE	SPED	01	SE:STATE LOCAL	99.00
PO23-01677	AMANDA PACKER	AP PARENT REIMBS - (RE: JP/SETTLEMENT AGREEMENT)	SPED	01	NO REPORTING RI	4,590.00
PO23-01678	AMAZON CAPITAL SERV	Library supplies	BVEL	01	DONATIONS	200.00
PO23-01679	AMAZON CAPITAL SERV	Classroom supplies RSP teacher Rick	BSS	01	SE:STATE LOCAL	200.00
PO23-01680	TRIPLE B CORPORATIO	FS food purchases-Open Impact grant	FS	13	OTHER RESTRICT	1,500.00
PO23-01681	PHOENIX CERAMICS SU	G1, A3. Ceramics for CHS enrichment class	BSS	01	ESSA (CSI)	657.88
PO23-01682	BOOKSHOP SANTA CRUZ	Supplemental books	BSS	01	LOTTERY:INSTRUC	191.49
PO23-01683	HEGGERTY PHONEMIC A	Phonemic Awareness and Phonics materials (G1, S1)	DLEL	01	LOTTERY:INSTRUC	351.75
					<b>Total</b>	<b>3,654,857.25</b>

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ESCAPE ONLINE

**SANTA CRUZ CITY SCHOOL DISTRICT**

**AGENDA ITEM:** Warrant Register

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the warrants on the Board Payment Report. The report covers vendor warrants issued from December 21, 2022 through January 23, 2022.

**AGENDA ITEM: 8.1.2.2**

## Checks Dated 12/21/2022 through 01/23/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1019285	01/09/2023	EVA DIOP	34.30
1019286	01/09/2023	HARTFORD LIFE	112.32
1019287	01/09/2023	HARTFORD LIFE	112.32
1019288	01/09/2023	AT&T	408.63
1019289	01/09/2023	GREENWASTE RECOVERY INC	15,140.66
1019290	01/09/2023	GS DIRECT LLC	4,806.68
1019291	01/09/2023	MAGNOLIA SUN LLC	10,047.72
1019292	01/09/2023	SANTA CRUZ MUNICIPAL UTILITIES	60,369.75
1019293	01/09/2023	SOLARCITY LMC SERIES 1 LLC	2,765.33
1019294	01/09/2023	SOQUEL CREEK WATER DISTRICT	9,046.70
1019295	01/09/2023	SPURR	33,893.81
1019296	01/09/2023	T-MOBILE USA INC	5,885.45
1019297	01/09/2023	Torres-Moran, Anthony L	118.37
1019298	01/09/2023	Singson, Jeffrey W	55.92
1019299	01/09/2023	Ruiz, Reyna M	66.75
1019300	01/09/2023	Angelacos, Jennifer L	58.43
1019301	01/09/2023	Cameron, Kristen A	572.02
1019302	01/09/2023	Calden, Shannon W	281.92
1019303	01/09/2023	Grogan, Denice M	8.52
1019304	01/09/2023	Kramer, Todd A	391.02
1019305	01/09/2023	Monreal, Jimmy	28.13
1019306	01/09/2023	Munro, Kristin E	144.61
1019307	01/09/2023	Hedrick-Farr, Amy R	2,174.08
1019308	01/09/2023	Hernandez, Amariah A	114.03
1019309	01/09/2023	Bedell, Janna L	63.18
1019310	01/09/2023	Pendergraft, Laura N	94.04
1019311	01/09/2023	Asamoto, Erin E	8.69
1019312	01/09/2023	Murphy, Heather E	939.74
1019313	01/09/2023	Banks, Branna D	75.95
1019314	01/09/2023	Bentley, Thomas K	119.89
1019315	01/09/2023	Hilderbrand, Laurie A	36.12
1019316	01/09/2023	Ohlson, Lily L	141.98
1019317	01/09/2023	Stevens, Marion	577.11
1019318	01/09/2023	DILBECK & SONS INC	36,960.00
1019319	01/09/2023	FIBER OPTIC TELECOM INTL	18,574.00
1019320	01/09/2023	M3 ENVIRONMENTAL CONSULTING	1,100.00
1019321	01/09/2023	PEARTREE + BELLI ARCHITECTS INC	8,646.77
1019322	01/09/2023	PSR ELECTRIC	6,500.00
1019323	01/09/2023	SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH SERVICES	1,768.00
1019324	01/09/2023	WALLACE-KUHL & ASSOCIATES	2,605.00
1019325	01/09/2023	A TOOL SHED EQUIPMENT RENTALS	288.00
1019326	01/09/2023	ABA BUILDING SERVICES	2,150.00
1019327	01/09/2023	ABACHERLI FENCE CO	775.00
1019328	01/09/2023	ACE PORTABLE SERVICES	190.59
1019329	01/09/2023	ADVANCED BLIND & SHADE	55.00
1019330	01/09/2023	AIRGAS NATIONAL CARBONATION	266.69
1019331	01/09/2023	AMAZON CAPITAL SERVICES	4,486.01
1019332	01/09/2023	ANIMAL DAMAGE MGMT	2,350.00

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## Checks Dated 12/21/2022 through 01/23/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1019333	01/09/2023	ANIXTER INC	4,308.51
1019334	01/09/2023	APPI	2,162.78
1019335	01/09/2023	B & B SMALL ENGINE REPAIR	1,693.07
1019336	01/09/2023	CARBONIC SERVICE INC	288.16
1019337	01/09/2023	CENTRAL COAST SYSTEMS INC	2,145.69
1019338	01/09/2023	CINTAS CORPORATIONS	526.64
1019339	01/09/2023	COAST PAPER & SUPPLY	219.07
1019340	01/09/2023	COMMUNICATION SERVICE CO	7,340.50
1019341	01/09/2023	CORVIS INDUSTRIES INC FACILI-SERV LTD	770.81
1019342	01/09/2023	CREATIVE WINDOW INTERIORS INC	2,170.00
1019343	01/09/2023	DEVELOPMENT GROUP INC	4,971.31
1019344	01/09/2023	DIRECT LINE TELE RESPONSE	117.00
1019345	01/09/2023	ELITE INTERACTIVE SOLUTIONS LLC	5,796.40
1019346	01/09/2023	EWING IRRIGATION PRODUCTS	338.58
1019347	01/09/2023	FERGUSON ENTERPRISES	2,164.80
1019348	01/09/2023	FIELDTURF USA	5,995.00
1019349	01/09/2023	FLYERS ENERGY LLC	1,562.77
1019350	01/09/2023	GEO H WILSON	12,056.82
1019351	01/09/2023	HINES PEST & WEED CONTROL DBA R AURIA INC	280.00
1019352	01/09/2023	HOME DEPOT INC	1,106.95
1019353	01/09/2023	HOSE SHOP	123.19
1019354	01/09/2023	INDEPENDENT ELECTRICAL SUPPLY	69.84
1019355	01/09/2023	KELLY MOORE PAINT CO	139.75
1019356	01/09/2023	KELLY MOORE PAINT CO	97.79
1019357	01/09/2023	KELLY MOORE PAINT CO	34.02
1019358	01/09/2023	KELLY MOORE PAINT CO	246.61
1019359	01/09/2023	KELLY MOORE PAINT CO	123.65
1019360	01/09/2023	KELLY MOORE PAINT CO	14.19
1019361	01/09/2023	KELLY MOORE PAINT CO	294.95
1019362	01/09/2023	KNORR SYSTEMS	12,902.71
1019363	01/09/2023	KONE INC	3,301.28
1019364	01/09/2023	LINCOLN AQUATICS	3,046.45
1019365	01/09/2023	MISCOWATER	1,990.73
1019366	01/09/2023	MONTEREY BAY AIR RESOURCES DISTRICT	624.00
1019367	01/09/2023	NORTH GLASS	303.73
1019368	01/09/2023	OLIVE SPRINGS QUARRY INC.	85.10
1019369	01/09/2023	PACIFIC COAST TRANE	26,697.75
1019370	01/09/2023	PHIL ALLEGRI ELECTRIC INC	10,503.56
1019371	01/09/2023	PRIORS TIRES	25.00
1019372	01/09/2023	SAN LORENZO LUMBER AND HOME CENTER	2,062.65
1019373	01/09/2023	SANTA CRUZ AUTO PARTS INC	14.43
1019374	01/09/2023	SANTA CRUZ FIRE EQUIPMENT	325.31
1019375	01/09/2023	SANTA CRUZ RECORDS MANAGEMENT	687.50
1019376	01/09/2023	SENSERA SYSTEMS INC	528.00
1019377	01/09/2023	SUPERIOR ALARM CO	1,968.00
1019378	01/09/2023	ULINE	845.97
1019379	01/09/2023	UNITED RENTALS	176.99
1019380	01/09/2023	VERIZON CONNECT FLEET USA LLC	1,184.03
1019381	01/09/2023	WESTSIDE HARDWARE	1,447.83

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## Checks Dated 12/21/2022 through 01/23/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1019382	01/09/2023	AMAZON CAPITAL SERVICES	11,380.68
1019383	01/09/2023	ACSA attn:financial services	1,780.00
1019384	01/09/2023	ADOBE INC	7,380.00
1019385	01/09/2023	ADRIAN GALINDO	605.00
1019386	01/09/2023	ALEXIS PARTY RENTALS INC	740.00
1019387	01/09/2023	APPLE COMPUTER INC	85.22
1019388	01/09/2023	BALANCE4KIDS	53,603.54
1019389	01/09/2023	BENCHMARK EDUCATION CO.	10,611.45
1019390	01/09/2023	BSSB DOUG DIRT GREENFIELD	1,000.00
1019391	01/09/2023	BUREAU OF EDUCATION & RESEARCH ATTN ACCOUNTS RECEIVABLE	279.00
1019392	01/09/2023	CA COUNCIL FOR SOCIAL STUDIES	525.00
1019393	01/09/2023	CADA	610.00
1019394	01/09/2023	CALIFORNIA SCHOOL LIBRARY ASSOCIATION	4,045.00
1019395	01/09/2023	CARRILLO, CARLOS DANIEL	495.00
1019396	01/09/2023	CETPA	2,650.00
1019397	01/09/2023	CINTAS CORPORATIONS	70.99
1019398	01/09/2023	COAST PAPER & SUPPLY	3,814.11
1019399	01/09/2023	CORNELIUS SMIT	4,620.00
1019400	01/09/2023	CRAFT SUPPLIES USA	283.76
1019401	01/09/2023	CURRICULUM ASSOCIATES INC	1,946.50
1019402	01/09/2023	CUSTOM INK LLC	1,922.22
1019403	01/09/2023	DANIELSEN CO.	22,679.87
1019404	01/09/2023	DIESELWORKS	2,652.23
1019405	01/09/2023	DISCOUNT SCHOOL SUPPLY	3,882.05
1019406	01/09/2023	DISCOVERY CHARTERS	6,157.05
1019407	01/09/2023	DOMINOS/3 AMIGOS PIZZA INC	2,160.00
1019408	01/09/2023	EMBASSY SUITES SLO	503.76
1019409	01/09/2023	FAGEN FRIEDMAN & FULFROST LLP	4,398.00
1019410	01/09/2023	FEDEX OFFICE	10.17
1019411	01/09/2023	FLYERS ENERGY LLC	3,251.56
1019412	01/09/2023	GOLD STAR FOODS	20,801.29
1019413	01/09/2023	HARTFORD LIFE	3,869.96
1019414	01/09/2023	ILLUMINATE EDUCATION INC	41,988.54
1019415	01/09/2023	JULIUS MILLS-DENTI	1,125.00
1019416	01/09/2023	JW PEPPER & SON INC	29.17
1019417	01/09/2023	KAPLAN EARLY LEARNING CO	831.64
		Unpaid Tax	1.64
		Expensed Amount	833.28
1019418	01/09/2023	KATIE EICHOLZ	818.13
1019419	01/09/2023	LENZ ARTS	1,161.55
1019420	01/09/2023	LEXIA LEARNING SYSTEMS LLC	4,250.00
1019421	01/09/2023	MARIA E ARIAGNO BALLARD MPT	468.75
1019422	01/09/2023	MARKERBOARD PEOPLE, THE	160.00
1019423	01/09/2023	MHB VOLLEYBALL CONSULTING SERV	2,861.00
1019424	01/09/2023	NASCO	6.46
1019425	01/09/2023	OFFICE DEPOT	93.52
1019426	01/09/2023	OLIVER PACKAGING & EQUIPMENT	1,845.62
1019427	01/09/2023	P & R PAPER SUPPLY COMPANY INC	5,167.04

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**Checks Dated 12/21/2022 through 01/23/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
1019428	01/09/2023	PALACE BUSINESS SOLUTIONS	2,661.42
1019429	01/09/2023	PERFECTION LEARNING CORP	2,231.40
1019430	01/09/2023	PHOENIX CERAMICS SUPPLY	2,734.49
1019431	01/09/2023	PITNEY BOWES BANK INC PURCHASE POWER	29.99
1019432	01/09/2023	PITNEY BOWES BANK INC RESERVE ACCOUNT	5,000.00
1019433	01/09/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	1,101.55
1019434	01/09/2023	PRODUCERS DAIRY FOODS INC	3,243.48
1019435	01/09/2023	QUALITY LOGO PRODUCTS	219.13
1019436	01/09/2023	RAPTOR TECHNOLOGIES LLC	4,375.00
1019437	01/09/2023	ROGER'S REFRIGERATION INC	754.08
1019438	01/09/2023	SAFEWAY STORES INC ACCT 58624	352.16
1019439	01/09/2023	SAN JOSE CHARTER INC	1,350.00
1019440	01/09/2023	SAN LORENZO LUMBER AND HOME CENTER	151.38
1019441	01/09/2023	SANTA CRUZ COE BUSINESS DEPARTMENT	3,006.64
1019442	01/09/2023	SC COUNTY SHERIFF - FISCAL	8,190.36
1019443	01/09/2023	SCHOOL HEALTH CORPORATION	443.86
1019444	01/09/2023	SEYMOUR CENTER/UC REGENTS	175.00
1019445	01/09/2023	SHERATON GRAND SACRAMENTO	286.10 *
Cancelled on 01/12/2023			
1019446	01/09/2023	SILKE COMMUNICATIONS INC	712.14
			Unpaid Tax <u>1.40</u>
			Expensed Amount <u>713.54</u>
1019447	01/09/2023	SOLSTICE RTC	18,281.52
1019448	01/09/2023	SPORTS DESIGN INC	673.78
1019449	01/09/2023	STAPLES ADVANTAGE	1,017.27
1019450	01/09/2023	STR8 SPORTS INC	4,574.28
1019451	01/09/2023	SYSCO FOOD SERVICES OF SF	9,080.86
1019452	01/09/2023	THE HARTFORD LTD ATTN: GROUP BENEFITS	4,919.13
1019453	01/09/2023	UCSC-REGENTS FINANCIAL SERVICE CENTER	273.00
1019454	01/09/2023	WARDS NATURAL SCIENCE EST. INC	1,765.37
1019455	01/09/2023	WATSONVILLE COAST PRODUCE	3,041.74
1019456	01/09/2023	WINCHESTER SOQUEL DBA NAPA AUTO PARTS	52.99
1019457	01/09/2023	19SIX ARCHITECTS	6,300.00
1019458	01/09/2023	BARTOS ARCHITECTURE INC	46,202.50
1019459	01/09/2023	COLBI TECHNOLOGIES INC	2,760.00
1019460	01/09/2023	CRW INDUSTRIES INC	52,950.00
1019724	01/13/2023	Sturgeon, Rishelle C	10.41
1020063	01/17/2023	ABRITE, A SPEECH PATHOLOGY CORPORATION	37,931.25
1020064	01/17/2023	ACSIG/EDGE DENTAL ATTN: K DENNIS, EXEC DIR	53,884.30
1020065	01/17/2023	AMERICAN RED CROSS TRAINING SERVICES	1,260.00
1020066	01/17/2023	BIOMETRICS4ALL INC	120.00
1020067	01/17/2023	BUSWEST	330.00
1020068	01/17/2023	CANON FINANCIAL SERVICES INC	25,480.53
1020069	01/17/2023	CATTOS GRAPHICS INC	410.94
1020070	01/17/2023	CENGAGE LEARNING	526.37
1020071	01/17/2023	CHARTWELL SCHOOL	3,869.00
1020072	01/17/2023	COAST PAPER & SUPPLY	3,731.73
1020073	01/17/2023	COMPLETE MAILING SERVICE INC	75.00
1020074	01/17/2023	CORNELIUS SMIT	3,960.00

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**Checks Dated 12/21/2022 through 01/23/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
1020075	01/17/2023	CSPCA C/O J. SERGIO GARCIA	1,398.00
1020076	01/17/2023	DANIELSEN CO.	6,678.51
1020077	01/17/2023	DICK BLICK CO.	364.62
1020078	01/17/2023	DOMINOS/3 AMIGOS PIZZA INC	1,485.00
1020079	01/17/2023	EASTER SEALS CENTRAL CALIF	14,976.00
1020080	01/17/2023	ESTRELLITA INC	297.00
1020081	01/17/2023	GLASSLESS MIRROR	4,400.74
1020082	01/17/2023	GOLD STAR FOODS	27,635.52
1020083	01/17/2023	HANDLE WITH CARE BEHAVIOR MANAGEMENT SYSTEMS INC	1,050.00
1020084	01/17/2023	K2 ENERGY SOLUTIONS INC	251.50
1020085	01/17/2023	NATIONAL ASSOCIATION OF SCHOOL NURSES	105.00
1020086	01/17/2023	NUZ DBA GOOD TIMES	436.00
1020087	01/17/2023	OFFICE DEPOT	359.93
1020088	01/17/2023	OTC BRANDS INC	125.63
1020089	01/17/2023	P & R PAPER SUPPLY COMPANY INC	2,575.03
1020090	01/17/2023	P&A ADMINISTRATIVE SERVICES	227.00
1020091	01/17/2023	PALACE BUSINESS SOLUTIONS	62.99
1020092	01/17/2023	PHOENIX CERAMICS SUPPLY	1,026.32
1020093	01/17/2023	PPD MULTIMEDIA	1,654.90
		Unpaid Tax	3.51
		Expensed Amount	1,658.41
1020094	01/17/2023	PRODUCERS DAIRY FOODS INC	4,172.62
1020095	01/17/2023	RAY MORGAN CO.	128.92
1020096	01/17/2023	SCHOLASTIC BOOK FAIRS 10	1,779.91
1020097	01/17/2023	SCHOOL HEALTH CORPORATION	147.52
1020098	01/17/2023	SISC	554,722.60
1020099	01/17/2023	SPEECHRIGHTER INC	11,062.50
1020100	01/17/2023	STAPLES ADVANTAGE	484.41
1020101	01/17/2023	SYLVAN MUSIC	1,000.00
1020102	01/17/2023	SYSCO FOOD SERVICES OF SF	6,685.80
1020103	01/17/2023	THERMAL CONTROL	680.46
1020104	01/17/2023	WATSONVILLE COAST PRODUCE	443.20
1020105	01/17/2023	YOUR FUTURE IS OUR BUSINESS	8,000.00
1020106	01/17/2023	ACE PORTABLE SERVICES	1,396.26
1020107	01/17/2023	B & B SMALL ENGINE REPAIR	74.67
1020108	01/17/2023	CARBONIC SERVICE INC	173.96
1020109	01/17/2023	COAST LOCK & SAFE	486.16
1020110	01/17/2023	COMCAST	291.53
1020111	01/17/2023	CRYSTAL SPRINGS WATER	39.75
1020112	01/17/2023	FERGUSON ENTERPRISES	534.47
1020113	01/17/2023	FLYERS ENERGY LLC	1,904.83
1020114	01/17/2023	GEO H WILSON	9,717.88
1020115	01/17/2023	HOME DEPOT INC	745.32
1020116	01/17/2023	KNORR SYSTEMS	5,721.78
1020117	01/17/2023	PACIFIC COAST TRANE	4,985.30
1020118	01/17/2023	SAN LORENZO LUMBER AND HOME CENTER	351.29
1020119	01/17/2023	SANTA CRUZ FIRE EQUIPMENT	616.37
1020120	01/17/2023	ULINE	1,552.88

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**Checks Dated 12/21/2022 through 01/23/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
1020121	01/17/2023	VERIZON CONNECT FLEET USA LLC	1,733.74
1020122	01/17/2023	WESTSIDE HARDWARE	214.10
1020123	01/17/2023	Atlansky, Gail L	40.78
1020124	01/17/2023	O'Farrell, Stacy L	1,098.35
1020125	01/17/2023	Millar, Sarah J	57.04
1020126	01/17/2023	Paulsen, Kelly A	52.18
1020127	01/17/2023	Shimasaki, Lindsay	14.98
1020128	01/17/2023	Morgan, Jon M	182.19
1020129	01/17/2023	Bullard, Crysta	311.58
1020130	01/17/2023	Hochler, Katelyn J	28.39
1020131	01/17/2023	Burke, Kathleen A	48.82
1020132	01/17/2023	Duke, Krislynn S	44.50
1020133	01/17/2023	Toschi, Dina R	261.01
1020134	01/17/2023	Rovick, Leif L	37.04
1020135	01/17/2023	Martinez, Rosa O	158.13
1020136	01/17/2023	Higgins, Tamara H	511.13
1020137	01/17/2023	Marlatt, Monica A	127.75
1020138	01/17/2023	Griffith, Kathy L	17.19
1020139	01/17/2023	Jaffe, Jennifer A	44.77
1020140	01/17/2023	STATE BOARD OF EQUALIZATION	361.00
1020141	01/17/2023	BUSINESS CARD	158.26
1020142	01/17/2023	BOSCO CONSTRUCTION SERVICES INC	56,335.00
1020143	01/17/2023	COMMUNICATION SERVICE CO	20,205.76
1020144	01/17/2023	DIVISION OF STATE ARCHITECT	860.00
1020145	01/17/2023	KENT CONSTRUCTION	21,738.54
1020146	01/17/2023	MOORE TWINING ASSOCIATES INC	2,039.25
1020147	01/17/2023	PEARTREE + BELLI ARCHITECTS INC	13,022.37
1020148	01/17/2023	PSR ELECTRIC	24,500.00
1020149	01/17/2023	SANTA CLARA VALLEY CONSTRUCTION INSPECTIONS	18,400.00
1020150	01/17/2023	VIKING PRODUCTS GROUP INC	15,467.94
1020151	01/17/2023	E.D.D./ STATE OF CALIFORNIA	83,991.55
1020152	01/17/2023	AMAZON CAPITAL SERVICES	1,892.26
		Unpaid Tax	.11
		Expensed Amount	1,892.37
1020724	01/23/2023	EVERYDAY SPEECH LLC	4,051.89
1020725	01/23/2023	ABA BUILDING SERVICES	4,005.00
1020726	01/23/2023	ACE PORTABLE SERVICES	1,350.99
1020727	01/23/2023	AKON LLC	2,128.37
1020728	01/23/2023	APPI	3,731.64
1020729	01/23/2023	CINTAS CORPORATIONS	131.66
1020730	01/23/2023	GEO H WILSON	3,759.34
1020731	01/23/2023	INDEPENDENT ELECTRICAL SUPPLY	87.82
1020732	01/23/2023	KNORR SYSTEMS	302.66
1020733	01/23/2023	REVOLT RECYCLING, LLC	1,658.12
1020734	01/23/2023	ROYAL WHOLESALE ELECTRIC	83.10
1020735	01/23/2023	SAN LORENZO LUMBER AND HOME CENTER	869.17
1020736	01/23/2023	SANTA CRUZ RECORDS MANAGEMENT	90.00
1020737	01/23/2023	STARK LEAK DETECTION	1,175.00
1020738	01/23/2023	TMT ENTERPRISES INC.	6,402.82

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## Checks Dated 12/21/2022 through 01/23/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1020739	01/23/2023	WESTSIDE HARDWARE	18.56
1020740	01/23/2023	Tucker, Stephanie A	22.48
1020741	01/23/2023	Atlansky, Gail L	33.06
1020742	01/23/2023	Calden, Shannon W	431.85
1020743	01/23/2023	Manners, Wednesday R	9.88
1020744	01/23/2023	Munro, Kristin E	77.56
1020745	01/23/2023	Hernandez, Amariah A	375.63
1020746	01/23/2023	Hernandez Hernandez, Sergio Da niel	506.09
1020747	01/23/2023	Gates, Angela	162.00
1020748	01/23/2023	Martinez, Rosa O	27.69
1020749	01/23/2023	Diaz, Rachel L	35.67
1020750	01/23/2023	19SIX ARCHITECTS	19,862.50
1020751	01/23/2023	ALBION ENVIRONMENTAL INC	4,497.17
1020752	01/23/2023	AMERICAN MODULAR SYSTEMS INC	1,294,684.51
1020753	01/23/2023	ANIXTER INC	30,365.14
1020754	01/23/2023	BARTOS ARCHITECTURE INC	12,305.00
1020755	01/23/2023	BOSCO CONSTRUCTION SERVICES INC	2,965.00
1020756	01/23/2023	CONSOLIDATED PLUMBING INC	44,316.00
1020757	01/23/2023	GEO H WILSON	3,422.50
1020758	01/23/2023	LEWIS & TIBBITS INC	47,297.71
1020759	01/23/2023	OVERHEAD DOOR COMPANY OF SALINAS	12,401.00
1020760	01/23/2023	PEARTREE + BELLI ARCHITECTS INC	111.65
1020761	01/23/2023	AMAZON CAPITAL SERVICES	3,699.49
1020762	01/23/2023	ABRITE, A SPEECH PATHOLOGY CORPORATION	128,136.00
1020763	01/23/2023	ACES 2020 LLC	39,687.55
1020764	01/23/2023	ACSIG/VSP VISION CARE ATTN: K DENNIS, EXEC DIR	6,847.80
1020765	01/23/2023	ADRIANA SAN MILLAN SCHOOL PSYCH & SPEC ED SERV	8,450.00
1020766	01/23/2023	AMAZON CAPITAL SERVICES	38.52
1020767	01/23/2023	BAY SCHOOL, THE	50,518.18
1020768	01/23/2023	BENCHMARK EDUCATION CO.	9,971.71
1020769	01/23/2023	BOOKSHOP SANTA CRUZ INC	266.58
1020770	01/23/2023	BSN SPORTS LLC	2,227.20
1020771	01/23/2023	CALIFORNIA DEPT OF JUSTICE ACCOUNTING OFFICE	1,103.00
1020772	01/23/2023	CAMPUS KIDS CONNECTION INC	19,238.60
1020773	01/23/2023	CDW GOVERNMENT INC.	108.51
1020774	01/23/2023	CHARTWELL SCHOOL	2,340.00
1020775	01/23/2023	CIF-CCS	1,680.00
1020776	01/23/2023	CINTAS CORPORATIONS	72.08
1020777	01/23/2023	COAST PAPER & SUPPLY	1,845.03
1020778	01/23/2023	COLIBRI SYSTEM	928.27
1020779	01/23/2023	DANNIS WOLIVER KELLEY	103.50
1020780	01/23/2023	DS&C DALE SCOTT & CO INC	2,828.52
1020781	01/23/2023	FLINN SCIENTIFIC INC	84.67
1020782	01/23/2023	FLYERS ENERGY LLC	5,691.14
1020783	01/23/2023	FOLLETT CONTENT SOLUTIONS LLC	538.20
1020784	01/23/2023	FOLLETT SCHOOL SOLUTIONS	882.48
1020785	01/23/2023	INFINITE CAMPUS INC	1,137.50
1020786	01/23/2023	JOHNSON GAS APPLIANCE CO	541.64
1020787	01/23/2023	JOSTENS INC	367.28

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

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**Checks Dated 12/21/2022 through 01/23/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Tax	.83
		Expensed Amount	368.11
1020788	01/23/2023	JUNIOR LIBRARY GUILD	2,747.55
1020789	01/23/2023	LITERACY RESOURCES, LLC	342.36
1020790	01/23/2023	MAKE MUSIC INC	531.62
1020791	01/23/2023	MISSION HILL BLDG OWNERS ASSN	32,067.71
1020792	01/23/2023	NORTH BAY FORD	1,687.43
1020793	01/23/2023	OFFICE DEPOT	844.62
1020794	01/23/2023	PALACE BUSINESS SOLUTIONS	921.65
1020795	01/23/2023	PERMA BOUND DIVISION INC	1,392.16
1020796	01/23/2023	PHOENIX CERAMICS SUPPLY	436.39
1020797	01/23/2023	PRODUCERS DAIRY FOODS INC	388.14
1020798	01/23/2023	RAY MORGAN CO.	290.48
1020799	01/23/2023	RIVERSIDE INSIGHTS	702.30
1020800	01/23/2023	SAN LORENZO LUMBER AND HOME CENTER	71.20
1020801	01/23/2023	SAVVAS LEARNING COMPANY LLC	1,967.08
		Unpaid Tax	4.51
		Expensed Amount	1,971.59
1020802	01/23/2023	SC COUNTY SHERIFF - FISCAL	7,141.26
1020803	01/23/2023	SC ROLLER PALLADIUM EASTSIDE	730.00
1020804	01/23/2023	SCHOLASTIC INC.	886.52
1020805	01/23/2023	SCHOOL SERVICES OF CALIF	550.00
1020806	01/23/2023	SPROUTS SC	8,996.00
1020807	01/23/2023	STAPLES ADVANTAGE	1,453.24
1020808	01/23/2023	SUTTER HEALTH PLUS	427,090.35
1020809	01/23/2023	THE ONLINE ITINERANT	448.00
1020810	01/23/2023	WINCHESTER SOQUEL DBA NAPA AUTO PARTS	36.13
1020811	01/23/2023	AMS.NET C/O FREMONT BANK	16,554.41
1020812	01/23/2023	AT&T	3,610.92
1020813	01/23/2023	FASTRAK VIOLATION PROCESSING	12.00
1020814	01/23/2023	GREENWASTE RECOVERY INC	7,682.33
1020815	01/23/2023	GS DIRECT LLC	2,580.66
1020816	01/23/2023	PG&E	473,332.11
1020817	01/23/2023	SANTA CRUZ MUNICIPAL UTILITIES	30,188.93
1020818	01/23/2023	SANTA CRUZ, CITY OF	572.74
1020819	01/23/2023	SOLARCITY LMC SERIES 1 LLC	1,660.28
1020820	01/23/2023	SOQUEL CREEK WATER DISTRICT	7,593.28
1020821	01/23/2023	SPURR	181,184.86
1020822	01/23/2023	T-MOBILE USA INC	5,902.87
1020823	01/23/2023	CENTRAL VALLEY COMMUNITY BANK	3,708.08
<b>Total Number of Checks</b>			<b>367</b>
			<b>4,887,770.10</b>

	Count	Amount
Cancel	1	286.10
Net Issue		4,887,484.00

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
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**Checks Dated 12/21/2022 through 01/23/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
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**Fund Recap**

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	GENERAL/COUNTY SCHOOL	317	3,000,728.97
11	ADULT EDUCATION	5	3,775.62
13	CAFETERIA SPECIAL REVENUE	24	131,223.10
21	BUILDING	29	1,718,574.05
25	CAPITAL FACILITIES	1	11,742.50
40	SPL RESV CAPITAL OUTLAY PRJ	7	21,451.76
	Total Number of Checks	<b>366</b>	4,887,496.00
	Less Unpaid Tax Liability		12.00
	<b>Net (Check Amount)</b>		<b><u><u>4,887,484.00</u></u></b>

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ESCAPE ONLINE

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## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Second Quarter Investment Report

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the Second Quarter Investment Report for 2022-23.

**BACKGROUND:**

SB564, effective January 1, 1996, requires local governments in California, including school districts, to make quarterly reports to the Governing Board on the investments of the agency.

District cash for all funds is on deposit with and is invested by the Santa Cruz County Auditor-Controller. The report of interest rates for the period July 1, 2022 through December 31, 2022 is attached. The Quarterly Investment Report from the Santa Cruz County Treasurer's Office is an insert to the Board agenda book.

The quarterly interest rate that applies to all funds has been:

	1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q
2014-15	0.409%	0.425%	0.498%	0.517%
2015-16	0.623%	0.585%	0.676%	0.723%
2016-17	0.777%	0.764%	0.912%	0.965%
2017-18	0.977%	1.081%	1.307%	1.456%
2018-19	1.610%	1.863%	2.211%	2.330%
2019-20	2.312%	2.174%	1.965%	1.449%
2020-21	1.045%	0.723%	0.550%	0.400%
2021-22	0.373%	0.355%	0.426%	0.675%
2022-23	1.042%	1.407%		

**FISCAL IMPACT:**

The table above shows the interest rates in all funds since 2014-15. The interest earned year to date through the 2nd Quarter of 2022-23 was \$671,515.87

This work is in direct support of the following District goals and their corresponding metrics:  
Goal #5: SCCS will maintain a balanced budget and efficient and effective management.



Dr. Faris Sabbah, Superintendent · 400 Encinal Street, Santa Cruz, CA 95060

**MEMO**

**DATE:** January 9, 2023  
**TO:** DISTRICT BUSINESS MANAGERS  
**FROM:** SANTA CRUZ COUNTY OFFICE OF EDUCATION  
**SUBJECT:** 2022-2023 INTEREST DECEMBER 2022

The following summary of the Auditor - Controller's interest rates is provided for your information.

FY 22/23	1ST QTR			2ND QTR				
	JULY	AUGUST	SEPT.	AVERAGE	OCT.	NOV.	DEC.	AVERAGE
	0.945%	1.073%	1.108%	<b>1.042%</b>	1.118%	1.339%	1.764%	<b>1.407%</b>
	3RD QTR			4TH QTR				
	JAN.	FEB.	MARCH	AVERAGE	APRIL	MAY	JUNE	AVERAGE
				<b>0.000%</b>				<b>0.000%</b>

FY 23/24

**PRIOR YEARS AVERAGE - PROVIDED BELOW IS A LISTING OF THE ANNUALIZED INTEREST RATES FOR THE LAST 24 FISCAL YEARS.**

YEAR	RATE	YEAR	RATE	YEAR	RATE
FY 21/22	0.46%	FY 12/13	0.35%	FY 04/05	2.20%
FY 20/21	0.68%	FY 11/12	0.49%	FY 03/04	1.30%
FY 19/20	1.98%	FY 10/11	0.59%	FY 02/03	1.99%
FY 18/19	1.97%	FY 09/10	0.81%	FY 01/02	3.28%
FY 17/18	1.21%	FY 08/09	1.88%	FY 00/01	6.28%
FY 16/17	0.86%	FY 07/08	4.16%	FY 99/00	5.82%
FY 15/16	0.65%	FY 06/07	5.27%	FY 98/99	5.40%
FY 14/15	0.45%	FY 05/06	4.23%	FY 97/98	5.57%
FY 13/14	0.36%				

CC Rebecca Olker



**COUNTY OF SANTA CRUZ  
INTEREST APPORTIONMENT  
GENERAL FUND EARNINGS**

Prepared by: [Trevor MacGruer](#)  
Updated on: [1/5/2023](#)

**FY 2022-23**

**FY 2021-22**

RCUTVI JOB REF	INTEREST ON CASH IN TREASURY GL 101					
		MONTHLY AVERAGE DAILY BALANCE (A)	TOTAL APPORTIONED (B)	GENERAL FUND 40430/40434 (C)	% OF TOTAL (D)	RATE* (E)
3013338	Jul-22	1,164,402,904.57	934,292.34	140,487.89	15.037%	0.945%
3046534	Aug-22	1,094,515,884.91	997,620.92	159,391.33	15.977%	1.073%
3078976	Sep-22	1,049,549,950.76	956,002.42	154,924.96	16.205%	1.108%
	1ST QTR		2,887,915.68	454,804.18	15.749%	1.042%
3109606	Oct-22	1,026,167,499.50	974,587.79	146,013.34	14.982%	1.118%
3138148	Nov-22	1,091,155,924.17	1,201,307.75	226,787.77	18.878%	1.339%
3166805	Dec-22	1,266,078,772.51	1,896,777.69	314,857.73	16.600%	1.764%
	2ND QTR		4,072,673.23	687,658.84	16.885%	1.407%
	Jan-23					
	Feb-23					
	Mar-23					
	3RD QTR		0.00	0.00	0.000%	0.000%
	Apr-23					
	May-23					
	Jun-23					
	4TH QTR		0.00	0.00	0.000%	0.000%
	TOTALS		6,960,588.91	1,142,463.02	16.413%	1.225%

RCUTVI JOB REF	INTEREST ON CASH IN TREASURY GL 101					
		MONTHLY AVERAGE DAILY BALANCE (A)	TOTAL APPORTIONED (B)	GENERAL FUND 40430/40434 (C)	% OF TOTAL (D)	RATE* (E)
2638243	Jul-21	900,091,337.03	302,043.44	50,039.48	16.567%	0.395%
2666092	Aug-21	839,644,378.50	251,244.54	35,235.18	14.024%	0.352%
2694386	Sep-21	829,916,326.19	253,966.43	30,128.38	11.863%	0.372%
	1ST QTR		807,254.41	115,403.04	14.296%	0.373%
2720212	Oct-21	832,041,321.17	264,213.93	35,769.73	13.538%	0.374%
2749396	Nov-21	945,902,153.91	266,339.12	45,972.14	17.261%	0.343%
2773768	Dec-21	1,105,564,769.10	328,194.79	55,882.08	17.027%	0.350%
	2ND QTR		858,747.84	137,623.95	16.026%	0.355%
2803917	Jan-22	1,151,737,694.57	400,174.10	60,341.20	15.079%	0.409%
2826815	Feb-22	1,082,828,204.40	368,020.88	50,727.96	13.784%	0.443%
2856947	Mar-22	1,098,302,953.63	396,003.71	55,282.34	13.960%	0.425%
	3RD QTR		1,164,198.69	166,351.50	14.289%	0.426%
2891414	Apr-22	1,224,721,329.95	535,932.42	100,858.31	18.819%	0.532%
2926199	May-22	1,202,461,301.80	704,931.35	112,735.32	15.992%	0.690%
2967530	Jun-22	1,203,096,067.39	793,571.67	127,900.85	16.117%	0.803%
	4TH QTR		2,034,435.44	341,494.48	16.786%	0.675%
	TOTALS		4,864,636.38	760,872.97	15.641%	0.457%

\* (Total Apportioned / Number of Days in Month X 365) / Monthly Average Daily Balance = Rate

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Bond Project Notice of Completion

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Accept one Bond project notice of completion.

**BACKGROUND:**

This work has been inspected and complies with the plans and specifications of the vendor contracts. The District has determined that this project is complete. The Board is asked to accept the completion of this project by approving the attached Notice of Completion, which will be duly filed with the County. In order to comply with Public Contract Code, this Notice of Completion must be made official so that we can pay the contractor by the required timelines and not incur financial penalties.

<b>CONTRACTOR</b>	<b>PROJECT</b>	<b>Completion Date</b>
Monterey Peninsula Engineering	Maintenance Facility Yard Repaving	11/09/2022

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

- Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.
- Goal #5: SCCS will maintain a balanced budget and efficient and effective management.
- Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*



*Santa Cruz City Schools*  
*Facility Services*  
536 Palm Street, Santa Cruz, CA 95060  
(831) 429-3904

**NOTICE OF COMPLETION**

Date: February 8, 2023  
To: Monterey Peninsula Engineering  
Project: Project #2022-01, Maintenance Facility Yard Paving,  
Santa Cruz City Schools

THE SANTA CRUZ CITY SCHOOLS DISTRICT HEREBY GIVES NOTICE THAT:

The address of this School District is 133 Mission Street, Suite 100, Santa Cruz, California 95060.

On April 14, 2022, this District contracted with: Monterey Peninsula Engineering, 192 Healy Ave, Marina, CA, 93933 as Contractor; and with The Continental Insurance Company as Surety for said Contractor, for work of Maintenance Facility Yard Repaving performed on District grounds at: 536 Palm Street, Santa Cruz, Ca 95060.

It has been certified that this work has been inspected and complies with the plans and specifications, and that the Contractor completed the work on November 9, 2022.

The work of improvement described above is accepted as completed, and the Assistant Superintendent for Business Services has filed for recording this Notice as a Notice of Completion in connection with that contract.

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Jim Monreal  
Assistant Superintendent, Business Services  
Santa Cruz City Schools

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Certificated Personnel Actions

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent of Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the certificated personnel actions as submitted.

**BACKGROUND:**

The attached certificated personnel actions are submitted in accordance with District policy, California Education Code and the negotiated contract.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All SCCS students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

### **2022-2023 CERTIFICATED APPOINTMENTS:**

**Torey Pratt, 1.0 Adapted Physical Education Teacher** effective February 13, 2023. Torey's educational background includes a BA in English Literature from UC Santa Barbara, an MA in Special Education from Grand Canyon University and an MA in Adapted Physical Education from Azusa Pacific University. She holds a Clear Education Specialist Instruction Credential for Mild to Moderate Disabilities, Adapted Physical Education Authorization, Autism Spectrum Disorder Authorization and an English Learners Authorization. Sarah has five years of teaching experience and her status is Probationary 1.

### **2022-2023 EXTRA WORK ASSIGNMENTS:**

**Katherine Chaput**, History/Social Science Curriculum & Assessment Team, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 18 hours

**Amanda Conger**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Virginia Cuddihy**, IB Individual Assessments for Social Studies, Harbor High, 11/16/22 – 2/15/23, not to exceed 10 hours

**Anthony DiFrancesca**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Lauren Elward**, GIP Art, Santa Cruz High, 11/16/22 – 5/23/23, not to exceed 12 hours

**Gjon Feinstein**, Chess Enrichment Provider for AFE, Branciforte Small Schools, 1/16/23 – 6/25/23, not to exceed 17 hours

**Meghann Finn**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Lisa French**, Additional School Psychologist Coverage, Special Education, 1/16/22 – 6/15/23, not to exceed 75 hours

**2022-2023 EXTRA WORK ASSIGNMENTS (continued):**

**Teresa Gaims**, IB Individual Assessments for Social Studies, Harbor High, 11/16/22 – 2/15/23, not to exceed 10 hours

**Shanna Kiesz**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Aidan Lawrence-Devine**, Release Time Music, 12/16/22 – 6/15/23, not to exceed 300 hours

**Hailee Lawton**, Ethnic Studies Working Group, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 30 hours

**Hailee Lawton**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Sarah Maydole**, CMC North Conference, Learning & Achievement, 11/16/22 – 12/15/22, not to exceed 14 hours

**Catherine McDougall**, GIP Art, Santa Cruz High, 11/16/22 – 5/23/23, not to exceed 12 hours

**Steve McDowell**, Math Department Mentoring, Soquel High, 12/16/22 – 6/15/23, not to exceed 30 hours

**Matthew Oderman**, IB Individual Assessments for Social Studies, Harbor High, 11/16/22 – 2/15/23, not to exceed 10 hours

**Jacqueline Olin**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Larissa Owechko**, Peer Tutor Coordinator, Santa Cruz High, 4/16/23 – 5/15/23, \$2,000 stipend

**Julianna Perry**, GIP Art, Santa Cruz High, 11/16/22 – 5/23/23, not to exceed 12 hours

**Meghan Robertello**, Home and Hospital Instruction, Student Services, 12/13/22 – 5/26/23, not to exceed 50 hours

**2022-2023 EXTRA WORK ASSIGNMENTS (continued):**

**Mandy Rubin**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Stacey Saady**, Sources of Justice & Climate Action, Learning & Achievement, 1/16/23 – 6/30/23, not to exceed 9 hours

**Katy Scowcroft**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Marliss Shaver**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Christina Spaugh**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Anne Spoon**, Substitute for Vacant Special Day Class assignment, Special Education, 12/16/22 – 6/15/23, not to exceed 450 hours

**Zoey Turek**, Computer Science Integration, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 38 hours

**Zoey Turek**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Lacie Wall**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Sarah Wolfsen**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

**Maria Carmen Zuniga Martinez**, KIBO Robot, Learning & Achievement, 11/16/22 – 6/30/23, not to exceed 12 hours

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Classified Personnel Actions

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Asst. Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the classified personnel actions as submitted.

**BACKGROUND:**

The attached lists of classified personnel actions are submitted in accordance with the District, SCCCE Agreement and the Merit Rules.

This work is in direct support of the following district goals and their corresponding metrics:

Goal #1: All SCCS students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.



## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 1/27/23*

### • Employment Actions Concerning Regular Assignments •

#### **Probationary (New Hires or Temporary Employees Made Regular):**

Harper, Camille, Student Data Technician-Sped - SP, 8 hrs/12 mos, effective 1/9/23

Hatch, Robyn, Behavior Technician-Sped - BV, 5.2 hrs/9 mos, effective 1/13/23

Little, Natalie, Textbook/Media Assistant - SHS, 3.2 hrs/9 mos, effective 1/12/23

Kerr, Michelle, Paraeducator-After School - BV, 3.9 hrs/9 mos, effective 1/13/23

Marzolf, Gail, Attendance Technician - MHMS, 6 hrs, 9 mos, effective 1/12/23

Potter, Gabriel, School Bus Driver - TR, 5 hrs/9 mos, effective 1/9/23

#### **Change Calendar:**

Brewer, Deadra, Program Account Technician - FS, from 8 hrs/11 mos to 8 hrs/12 mos, effective 1/1/23

#### **Increase FTE:**

Bernal, Guadalupe, Food Service Worker II - FS, from 5.5 hrs/9 mos to 6 hrs/9 mos, effective 1/11/23

Fry, Christina, Behavior Technician-BSS, from 5.6 hrs/9 mos to 6.1 hrs/9 mos, effective 1/17/23

#### **Increase FTE/Change Calendar:**

Cuttriss, Jessica, Nutrition Outreach Instructional Specialist - FS, from 6 hrs/9 mos to 8 hrs/12 mos, effective 1/11/2023

#### **Lateral Move:**

Melendez, Cesar, DL, from Playground/Recess Coach, 3 hrs/9 mos to Paraeducator-Academic Intervention, 3 hrs/9 mos, effective 1/17/23

#### **Out of Class:**

Reyes, Alicia, Benefits Specialist - FIN, not to exceed 1000 hrs, 1/1 - 6/30/23

#### **Promotion:**

Salgado De Santo, Maria, from Food Service Worker I, 6.5 hrs/9 mos to Food Service Worker II, 6 hrs/9 mos, effective 1/11/23

#### **Separation from Service:**

Manzo, Dorthy, Paraeducator-Academic Intervention - HHS, 3.6 hrs/9 mos, effective 1/11/23

• **Short Term (not to exceed 126 days)/Substitutes** •

**New Substitute and Short Term Employees:**

Marzolf, Gail, Attendance Technician - MHMS, not to exceed 18 hrs, effective 1/3 - 2/15/23

Urbano, Veronika, Office Assistant - District Office, not to exceed 256 hrs, 12/16/22 - 2/15/23

**Existing Substitute and Short Term Employees:**

Allen, Catherine, Paraeducator-Academic Intervention - HHS, not to exceed 400 hrs, 1/2 - 6/15/23

Artiga de Paz, Erika, Night Custodian - BSS, not to exceed 40 hrs, 12/16/22 - 6/15/23

Boggs, Mahki, Night Custodian - WL, not to exceed 100 hrs, 12/16/22 - 5/15/23

Cole, Maguire, Night Custodian - SHS, not to exceed 80 hrs, 12/16/22 - 6/30/23

Gembe, Emmanuel, Night Custodian - MHMS, not to exceed 40 hrs, 12/16/22 - 6/15/23

Greco, Genevieve, Paraeducator-TK - WL, not to exceed 50 hrs, 12/16/22 - 13/15/23

Olazo Hernandez, Lizbeth, Paraeducator-Academic Intervention - HHS, not to exceed 350 hrs, 1/16 - 6/15/23

Ritland, Jon, Behavior Technician-Sped - BV, not to exceed 11 hrs, 12/19/22 - 2/15/23

Suarez, Cole, Paraeducator-Academic Intervention - HHS, not to exceed 350 hrs, 1/16 - 6/15/23

Ronning, Linda, Paraeducator-TK - DL, not to exceed 264 hrs, 12/16/22 - 6/15/23

Vargas, Alexis, Paraeducator-After School - SHS, not to exceed 40 hrs, 1/16 - 6/15/23

**Regular Employees (Extra Hours, Short Term Assignments, or Substitute Assignments):**

Blanck, Adrian, Night Custodian - MHMS, not to exceed 40 hrs, 1/16 - 5/15/23

Carmichael, Catherine, Paraeducator-TK - WL, not to exceed 24 hrs, 12/16/22 - 1/15/23

Castaneda, Frances, School Bus Driver - TR, not to exceed 50 hrs, 1/16 - 5/25/23

Coronado, Margarito, Paraeducator-After School - GA, not to exceed 170 hrs, 1/16 - 6/15/23

Delgado, Sandra, Paraeducator-TK - BV, not to exceed 100 hrs, 8/23 - 12/22/22

Dominique, Jayden, Paraeducator-After School - BV, not to exceed 40 hrs, 12/6/22 - 2/15/23

Elrod, Edward, Day Custodian - MHMS, not to exceed 60 hrs, 12/16/22 - 5/15/23

Elrod, Edward, Day Custodian - M/O, not to exceed 120 hrs, 1/18 - 6/30/23

Fernandez, Javier, Fleet Technician/School Bus Driver - TR, not to exceed 50 hrs, 1/16 - 5/25/23

Forsyth, Geoffrey, Behavior Technician-SPED - SP, not to exceed 150 hrs, 10/16/22 - 5/31/23

Gonzales, Christina, Paraeducator-After School - GA, not to exceed 87 hrs, 1/16 - 6/15/23

Hall, Jeffrey, School Bus Driver - TR, not to exceed 160 hrs, 12/16/22 - 5/25/23

Kemerling, Mark, School Bus Driver - TR, not to exceed 100 hrs, 1/16 - 5/25/23

Lamendola, Matt, School Bus Driver, not to exceed 100 hrs, 1/16 - 5/26/23

Marizette, Gail, Office Assistant - BV, not to exceed 100 hrs, 12/16/22 - 6/15/23  
Marzolf, Gail, Health Office Assistant - MHMS, not to exceed 60 hrs, 1/16 - 5/15/23  
Potter, Gabriel, School Bus Driver - TR, not to exceed 110 hrs, 1/11 - 5/25/23  
Powell, Brooke, Health Office Assistant - WL, not to exceed 7 hrs, 12/16/22 - 1/15/23  
Ramirez Vilchez, Wendy, ELPAC Proctor - MHMS, not to exceed 50 hrs, 1/16 - 3/15/23  
Sliney, Lisa, School Administrative Assistant II - MHMS, not to exceed 15 hrs, 12/16/22 - 2/15/23  
Waters, Peggy, Yard Duty Monitor - DL, not to exceed 130 hrs, 12/16/22 - 6/15/23  
Wong, Juliette, Paraeducator-Academic Intervention - GA, not to exceed 80 hrs, 1/16 - 6/15/23

**Retired (Short Term Assignments, or Substitute Assignments):**

Glasgow, Amy, ELPAC Proctor - Curr, not to exceed 30 hrs, 11/16/22 - 6/30/23

• **Eligibility Lists Established** •

Accounts Payable Technician  
Attendance Technician  
Food Service Worker III  
Instructional Specialist-Life Lab

**SANTA CRUZ CITY SCHOOL DISTRICT**

**AGENDA ITEM:** New Job Description: Central Kitchen Cook/Baker

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent of Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the new job description for Central Kitchen Cook/Baker.

**BACKGROUND:**

There has been an increase in participation in our food program by 25% in the past year and half. There is additional funding coming in the 2023-24 school year for scratch cooking through the Kitchen and Infrastructure Training (KIT) Grant. This position will prepare a large variety of large batch food items from scratch. With this position, the department will be able to secure additional funding and align more closely with our Wellness Policy and District Goals.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

**FISCAL IMPACT:**

Not to exceed \$38,324, Kitchen and Infrastructure Training Grant (Restricted)

This work is in direct support of the following district goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

**AGENDA ITEM: 8.1.3.3**

# SANTA CRUZ CITY SCHOOLS

## DRAFT

### JOB DESCRIPTION

#### CENTRAL KITCHEN COOK/BAKER

---

#### **DEFINITION:**

Under the direction of the Director Food Services; cook, bake, prepare, and serve food from scratch at the Central Kitchen; cook and prepare a variety of large batch food items for District Food Service programs; follow all USDA National School Lunch regulations; maintain food service facilities, equipment, and utensils in a clean and sanitary condition.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Cooks, bakes, prepares and serves hot and cold food items from scratch at the Central Kitchen; assembles various ingredients; heats, packages and wraps food items according to established procedures and portion control standards; determines appropriate quantities of food items to meet Federal regulatory standards and student needs.
- Cooks and prepares food and supplies for large catering events; cooks, assembles and plates “restaurant style”.
- Maintains food service facilities, equipment, and utensils in a clean and sanitary condition; cleans serving counters, tables, food containers and food service equipment; washes trays, pots, pans, plates, utensils and other serving equipment as assigned.
- Prepares food and beverages for sale and for delivery; counts and sets-up plates, trays, and utensils; stocks condiments, food items and paper goods; orders, receives, stores and rotates food items and supplies as directed; conducts meal counts and inventories as directed.
- Performs cashiering duties as assigned; counts money and makes correct change; balances and verifies cash drawers; utilizes a computer to perform transactions and input data as assigned.
- Prepares entrees, fruits, vegetables, sandwiches, salads, meats, pizza, eggs, cereal, breads, baked goods, desserts, dressings, and other assigned foods for distribution as needed; mixes, slices, grates and chops food items; opens cans; replenishes containers as necessary.
- Sets out plates of prepared foods according to established timelines; observes quality and quantity of food served according to established procedures; assures proper temperature of foods; assures food service activities comply with established safety and sanitation requirements.
- Assists in the development and implementation of menus according to established portion control and recipe guidelines.
- Ensures that recipes are accurate and that foods served are of the highest nutritional quality and taste standards.
- Maintains a variety of mandated and requested records related to food items, temperatures, inventory, meal counts, sales and assigned activities; prepares routine food service reports.
- Assists in determining appropriate quantity of food items for cooking and baking; adjusts and extends recipes as needed; maintains food quality standards including appearance and nutritional guidelines.
- Operates standard food service equipment such as slicers, ovens, can openers, food carts and warmers.
- Utilizes the District’s email and calendaring system software for correspondence and calendaring; utilizes the Food Service Department’s software for assigned functions including, but not limited to, point of sale, word processing, spreadsheets, electronic filing, inventory, menu production, district templates and online reporting systems.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.
- Maintains regular and punctual attendance.

## **OTHER DUTIES:**

- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Two years experience in the preparation and serving of food in large quantities.

### Licenses and other Requirements

- Valid ServSafe certificate or equivalent.
- Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards

### Knowledge of:

- Quantity food preparation including washing, cutting, and assembling food items and ingredients.
- Institutional and non-institutional quantity cooking and baking from scratch.
- Sanitation and safety practices related to preparing, handling, and serving food.
- Standard kitchen equipment, utensils, and measurements.
- Oral and written communication skills.
- Operation of a variety of technology devices including but not limited to a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.
- Portion control techniques.
- Storage and rotation of perishable food.
- Catering preparation and presentation.
- Mathematical calculations and cashiering skills.
- Proper lifting techniques and safe working practices
- Record-keeping techniques.

### Ability to:

- Cook, bake, prepare, and serve hot and cold food items from scratch to students and staff.
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition.
- Perform cashiering duties and make change accurately.
- Operate a variety of technology devices including but not limited to a computer and assigned software.
- Operate standard kitchen equipment safely and efficiently.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Follow and ensure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Wash, cut, slice, grate and assemble food items.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain various mandated and requested records.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor/Outdoor kitchen environment.
- Subject to heat from ovens and cold from freezers.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling, or crouching.
- Seeing to monitor food quality and quantity.

### **Hazards:**

- Heat from ovens and cold from refrigerators and freezers.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers, or other sharp objects.
- Exposure to cleaning chemicals, fumes, and loud noises.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Approved by Personnel Commission: 1/10/23**

**Approved by Governing Board: TBD – Meeting on 2/8/23**

**Salary Range: 20**

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** New Job Description: Nutrition Services Support Coordinator

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent of Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the new job description for Nutrition Services Support Coordinator.

**BACKGROUND:**

The Food Service Program's growth of 25% has led to the need for additional staffing. This position will assist the Director in training employees, assigning substitutes and aid in meeting production needs by filling in for vacant positions as needed.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

**FISCAL IMPACT:**

Not to exceed \$48,795

This work is in direct support of the following district goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

**AGENDA ITEM: 8.1.3.4**



# SANTA CRUZ CITY SCHOOLS

## DRAFT

### JOB DESCRIPTION

#### NUTRITION SERVICE SUPPORT COORDINATOR

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##### **DEFINITION:**

Under the direction of the Director - Food Services; assist with day to-day activities and operations of the food service department throughout the district. Arrange for substitutes as needed for optimal production and Support food service staff with menu implementation and culinary oversight; support nutrition education for students and staff with the goal of ensuring that all the food served is of the highest possible nutritional quality.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists the implementation of breakfast, lunch, snack, supper, and summer menus which meet Federal regulatory standards, enables Food Services Department to meet its budget, and satisfy the tastes of students.
- Communicates the department's goals to reduce reliance on processed foods and focus on meals that reflect fresh, whole foods and ingredients.
- Assigns Food Service substitute employees and/or work in food production as needed to meet deadlines, production levels and allow for staff training.
- Supports staff development by educating staff about USDA meal regulations and implementing best practices in meal production.
- Ensures the procurement, preparation, distribution, and service of nutritious/delicious foods from a nutrition standpoint as well as adherence to applicable laws, standards and guidelines; assists in tracking food production and inventory records at all sites and assists in assuring that sites are producing and serving meals according to the established budgetary and regulatory standards.
- Supports school site order processing and inventory management in processing weekly orders; ensure accurate inventories are maintained.
- Supports special programs such as catering, tastings or other special events or programs by developing menus, directing staff and producing food that highlights the District focus on quality ingredients and fresh, healthy preparations.
- Ensure that recipes are accurate and that foods served are of the highest nutritional quality and taste standards; oversees staff in ensuring that recipes and established procedures are followed.
- Ensures compliance with health and safety rules and regulations; trains employees and monitors worksites for hazards to prevent accidents or injuries.
- Utilizes the District's email and calendaring system software for correspondence and calendaring; utilizes the Food Service Department's software for assigned functions including, but not limited to, point of sale, word processing, spreadsheets, electronic filing, inventory, menu production, district templates and online reporting systems.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
- Maintains regular and punctual attendance.

## **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Three years' experience in quantity food preparation, cooking and serving in quantity; experience leading and overseeing the work of others in a food service environment.

### Licenses and other Requirements

- A valid Class C California Driver's License and evidence of appropriate insurance.
- Valid ServSafe certificate or equivalent.
- Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards.

### Knowledge of:

- USDA school meal programs and requirements including National School Breakfast, National School Lunch, After School Snack Program, Child and Adult Care Food Program, and seamless Summer Programs.
- Planning, organization, coordination and implementation of quantity food service operations and production.
- Quantity food preparation including washing, cutting, and assembling food items and ingredients
- Proper methods, procedures and equipment used in the ordering, preparation, storage, cooking, packaging, and distribution of large quantities of food for an institutional setting.
- Proper food service sanitation and safety requirements.
- Basic menu planning and nutritional principals.
- Basic record keeping, inventory control and report writing.
- Kitchen utensils and equipment.
- Training and presentation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Safe working practices.
- Oral and written communication skills.
- Sanitation principles applicable to food serving and kitchen maintenance.

### Ability to:

- Plan, organize, coordinate, and implement the daily operations and activities of a food service facility.
- Direct and coordinate the preparation and distribution of large quantities of food.
- Provide timely service of foods for students and staff.
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition.
- Order and estimate food quantities of food items for preparation.
- Observe and enforce health and safety regulations.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Train and coordinate the work of others.

- Operate and maintain a variety of commercial food services appliances and equipment such as slicers, large mixers, graters, grinder, pack-out machine, knives in a safe and sanitary manner.
- Meet the physical requirements necessary to safety and effectively perform the required duties.
- Establish and maintain effective working and cooperative relationships with others.
- Manage multiple tasks simultaneously.
- Maintain regular attendance.
- Understand and follow oral and written directions.
- Complete work with interruptions.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor kitchen environment.
- Subject to heat from ovens and cold from freezers.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling, or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Exposure to very hot or cold foods, beverages, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Approved by Personnel Commission: 1/10/23**

**Approved by Governing Board: TBD – Meeting on 2/8/23**

**Salary Range: 29**



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** CPUC Grant Submission Letter of Support

**MEETING DATE:** February 8, 2023

**FROM:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the letter of support for the CPUC Grant.

**BACKGROUND:**

In October of 2022 the California Public Utilities Commission created Resolution T-1770 - Administration of the Digital Divide Grant Program. The commission identified four grants for projects benefiting low-income schools in small school districts. Due to the low-income population at Gault Elementary School, Gault was the only school in Santa Cruz City Schools meeting the eligibility criteria.

Gault Elementary School has been working this year on creating a Digital Literacy Roadmap through work with the California Department of Education Grant with the support of The Santa Cruz County Office of Education called shiftED. With the Santa Cruz Community Foundation as the lead Community Based Organization for the grant, and the Santa Cruz County Office of Education has facilitated access to the grant for GAult. If selected, the grant award includes High Speed Internet Service for 100 families of the Gault Community for two years through Cruzio Internet and Santa Cruz Community Foundation's Equal Access Santa Cruz Program, four bilingual education nights focused on digital literacy, cyber security and supporting children with technology, refurbished desktop computers or monitors and ongoing teacher and administrator support and training to implement the Gault School's Digital Literacy Roadmap through the shiftED program. The grant funds will be distributed to Cruzio Internet and the Santa Cruz County Office of Education. The funds will provide the training, Internet services for families, food at family events, and certificated stipends for teacher leaders at Gault School.

The Parent Teachers Association, Superintendent Munro, and the Santa Cruz Education Foundation have all written letters of support for this grant. The last letter that is required is from the Board of Trustees.

**FISCAL IMPACT:**

\$250,000 in revenue and services

This work is in direct support of the following District goals and their corresponding metrics:

**AGENDA ITEM: 8.1.4.1**

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.



**Kris Munro**  
*Superintendent of  
Schools*

**Molly Parks**  
*Assistant Superintendent  
Human Resources*

**Jim Monreal**  
*Assistant Superintendent  
Business Services*

**Dorothy Coito**  
*Assistant Superintendent  
Educational Services*

February 8, 2023

Dear California, Public Utilities Commission,

The Santa Cruz City Schools Board of Trustees is excited to support Gault Elementary School in the Digital Divide Grant Program and work with the Community Foundation Santa Cruz County. The school staff have been working diligently to support students build skills in digital tools and technologies. Currently, staff are working with the Santa Cruz County Office of Education on a statewide digital literacy initiative called shiftED that aims to build out goals and actions to support equity, instruction, and professional development for digital literacy. This grant would assist in leveraging the work and continue the momentum of the school site. We wholeheartedly support this Gault Elementary School's continued work to diminish the digital divide.

Sincerely,

John Owen  
Santa Cruz City Schools Board President

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Memorandum of Understanding: with Cabrillo College: Running Start to College

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the Running Start to College Memorandum of Understanding between Cabrillo College and Santa Cruz City Schools from February 1, 2023 to June 30, 2023.

**BACKGROUND:**

Cabrillo College has reached out to collaborate with Santa Cruz City Schools through their Running Start to College program to ensure high school seniors have a seamless transition to Cabrillo College. High School seniors will be able to participate in workshops and receive support through registration in Spring 2023 and a focus on:

- College-going mindset and sense of belonging
- College application Support by Outreach as well as Admissions and Records
- Financial Aid Information and FAFSA Application Support by Financial Aid
- Career Exploration by Outreach and Counseling
- Schedule Building and Educational Planning
- Registration

This collaborative partnership with Cabrillo College will be a great opportunity for our District's High School students.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

**AGENDA ITEM:**

**8.2.1.1**



Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

**8.2.1.1**

**AGENDA ITEM:**

**LETTER OF AGREEMENT  
CABRILLO COMMUNITY COLLEGE DISTRICT  
AND  
SANTA CRUZ CITY SCHOOLS/DISTRICT  
RUNNING START TO COLLEGE  
SPRING 2023**

The Cabrillo College District and the Santa Cruz City Schools/District (SCCS) agree to enter into this agreement for the services rendered through Cabrillo College's Running Start Program. The term of the program shall be from February 1, 2023 – June 30, 2023.

The overall program goal is to collaborate with Santa Cruz City Schools/ District to ensure that high school seniors have a seamless transition to Cabrillo College. To support in achieving this goal, our efforts will focus on the following areas:

- College-going mindset and sense of belonging
- College Application Support by Outreach as well as Admissions and Records
- Financial Aid Information and FAFSA Application Support by Financial Aid
- Career Exploration by Outreach and Counseling
- Schedule Building and Educational Planning
- Registration

Cabrillo College agrees to the following when Cabrillo College Staff and/or Faculty are **onsite**:

- Provide workshops and support through registration in Spring 2023
- Provide current lists of applicants to help track student progress

SCCS agrees to the following when Cabrillo College Staff and/or Faculty provide **onsite workshops**:

Prior to workshops:

- Identify and support high school senior participation
- Promote workshops with students and parents
- Identify and secure a well-ventilated space with the following technology:
  - Computers, tablets, and/or chromebooks
  - Projector and screen
- Provide designated parking

During the workshops faculty/staff will:

- Introduce high school faculty and staff to Cabrillo presenters
- Supervise and set student behavior expectations
- Participate in workshops and assist with general student questions
- Troubleshoot technology

**INDEMNIFICATION**

Each party (the “indemnitor”) agrees to indemnify, defend and hold harmless the other party(the “indemnatee”) and such other party’s Governing Board, as individuals and as an entity, officers, directors, employees, agents, and volunteers, and subcontractors from and against and all third party costs for claims and losses, and experts’ fees incurred by the indemnatee in whatsoever, arising out of the indemnitor’s fault in its performance under this contract, including but not limited to, any legal expenses (such as attorney fees, court costs, and investigations connected with such claims). The “indemnitor’s” performance means any action or failure to act in performance under the contract by the indemnitor, its Governing Board, as individuals and as an entity, its officers, directors, employees, agents, and volunteers and subcontractors.

It is agreed and understood by the parties hereto, that this agreement has been arrived at through negotiations and that neither party is to be deemed the party that prepared this agreement with the meaning of Civil Code Section 16544. **SCCS will maintain insurance with the following coverage levels throughout the duration of this agreement and may be required to produce a certificate of insurance upon request with the certificate holder listed as:** Cabrillo Community College District.6500 Soquel Drive Aptos, CA 95003.

The following sentence shall be included in the additional insured certificate language and/or endorsements:

“Cabrillo Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, agents, and volunteers, are included as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder.”

**Required Coverage Levels:**

<b>Policy of Insurance</b>	<b>Minimum Coverage Amount</b>
Commercial General Liability Insurance	Per Occurrence: Two Million Dollars (\$2,000,000) Aggregate: Four Million Dollars (\$4,000,000)
Auto Liability	One Million Dollars (\$1,000,000)
Workers Compensation	In accordance with CA State law
Employers Liability	One Million Dollars (\$1,000,000)

FOR CABRILLO COLLEGE

FOR SCCS



1/23/2023

Alex Strudley  
Director, Procurement and General Services

Date

\_\_\_\_\_ Date

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Riverside County Office of Education Contract Extension

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

### **RECOMMENDATION:**

Approve the Riverside County Office of Education College and Career Readiness Department Contract for Services with Soquel High School.

### **BACKGROUND:**

Soquel High has worked with the Riverside County Office of Education (RCOE) to complete and facilitate a transcript audit process to analyze Soquel High A-G completion data and begin to identify areas of focus and desired improvement. As such, Soquel High is requesting to continue to work with The College and Career Readiness Unit of the Riverside County Office of Education to continue to provide professional development services to Soquel High School for the Measuring Student Learning Project with a focus on improving UC/CSU A-G completion rates. The project will continue to support Soquel teachers and school leaders to diagnose and understand the current access and success barriers to courses of rigor.

The College and Career Readiness Department of RCOE will continue to provide guidance and project management through ongoing digital, voice, and face-to-face communication for the duration of the contract.

- Data Literacy - The ability to read, work with, analyze, and communicate with data. The skill that empowers teachers to ask the right questions of data, gather information, and build knowledge to make decisions and communicate meaning to others.
- Systems Thinking - Systems thinking is a way of helping a person or group to view systems from a broad perspective that includes seeing overall structures, patterns, and cycles in systems, rather than seeing only a specific event in the system.
- Improvement Science - Improvement science focuses on exploring how to undertake quality improvement well. It involves applying research methods to help practitioners understand what system characteristics impact system outcomes and how to improve the quality of outcome targets.

The project goal is to provide professional development services to create tools that teachers, instructional coaches, school leaders, and students can use to understand how a school system measures and reports student learning at the course, department, and school levels.

The expected benefits of the professional development include:

1. Improve the accuracy of student performance measures as reported by course grades
2. Improve staff collaboration efforts to improve instructional practices and student learning outcomes

#### On-Going Project Deliverables:

- Facilitate the gathering of current measures of student learning
- Diagnosing measures of student learning to develop and test change ideas to build on current strengths and address opportunities to improve
- Design and test change ideas with a focus on outcome data
- Analyze the impact of test/change ideas
- Improve staff skill and knowledge in the areas of data literacy, system thinking, and improvement science

The Riverside County Office of Education is also working to provide professional development for Santa Cruz High School this year. The Secondary Director will work with Riverside County Office to help share learnings across all Santa Cruz City Schools' secondary schools. Additionally, the Secondary Director will potentially replicate this same professional development process with secondary schools in the district in future years, should this process prove as effective as believed.

#### **FISCAL IMPACT:**

Up to \$13,300 A-G Grant (Restricted)

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.



**Riverside County Office of Education (RCOE)  
College and Career Readiness (CCR) Department  
Contract for Services Proposal  
District: Santa Cruz City Schools  
Contract Year: 2022 – 2023**

The College and Career Readiness Unit of the Riverside County Office of Education (RCOE) will provide professional development services to Santa Cruz City Schools and Soquel High School to focus on improving the measurement of student learning. The professional development will create and implement tools that teachers, school leaders, and district staff can use to diagnose and understand how teachers measure and report student learning at the course and department levels.

**Point of Contact Information:**

**Julia Hodges  
Director of Secondary (Grades 6-12)  
Learning and Achievement  
Santa Cruz City Schools  
133 Mission Street, Suite 100  
Santa Cruz, CA 95060**

Professional Development Theory of Action

**Data Literacy** - The ability to read, work with, analyze, and communicate with data. The skill that empowers teachers to ask the right questions of data, gather information, and build knowledge to make decisions and communicate meaning to others

**Systems Thinking** - Systems thinking is a way of helping a person or group to view systems from a broad perspective that includes seeing overall structures, patterns, and cycles in systems, rather than seeing only a specific event in the system.

**Improvement Science** - Improvement science focuses on exploring how to undertake quality improvement well. It involves applying research methods to help practitioners understand what system characteristics impact system outcomes and how to improve the quality of outcome targets.

The expected benefits of the professional development include:

1. Improve the accuracy of student performance measures as reported by course grades.
2. Improve staff collaboration efforts to improve instructional practices and student learning outcomes.
3. Improve the staff's ability to diagnose and respond to changes in the educational environment it operates within.
4. Empower the staff to improve the instructional environment to close the existing student performance gaps.

The College and Career Readiness Department of RCOE will provide guidance and project management through ongoing digital, voice, and face-to-face communication for the duration of the contract. RCOE will design, prepare, and present staff development sessions for District and Site Leadership to analyze the data from Module #1 Transcript Analysis session to prepare the site and department leadership to focus their Professional Learning Community (PLC) meetings to improve student academic outcomes.

<p><b>Project Deliverables -</b></p> <ol style="list-style-type: none"> <li>1. Facilitate the gathering of current measures of student learning</li> <li>2. Diagnosing measures of student learning to develop and test change ideas to build on current strengths and address opportunities to improve</li> <li>3. Design and test change ideas with a focus on outcome data</li> <li>4. Analyze the impact of test/change ideas</li> <li>5. Improve staff skill and knowledge in the areas of data literacy, system thinking, and improvement science</li> </ol>	
<p><b>Measuring Student Learning Project Deliverables</b></p> <p>Professional Development Training Days 1 Consultant/3 days (Training sessions can be used in ½ day increments including in person and virtual sessions)</p> <p>Preparation for Training Sessions: 1 consultant/ 3 days</p> <p>Travel - Up to three in person dates and not to exceed</p>	<p>\$5,400.00</p> <p>\$5,400.00</p> <p>\$2,500.00</p>
<p><b>Total Contract Costs</b></p>	<p><b>\$13,300</b></p>

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Agreement for Professional Services: Lisa Achelis, SLP

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the attached Agreement for Professional Services for new services through the 2022-2023 regular school year. *Due to the confidentiality regulations that protect the identity of disabled pupils, the student names have been omitted.*

**BACKGROUND:**

This agreement for professional services will provide Speech and Language services for one student in Special Education requiring in-home services through the end of the school year. These services will be performed by Lisa Achelis, a Speech/Language Pathologist (SLP). Due to the volume of assessments and services required by SCCS students attending our school campuses, these in-home services must be delivered by a contracting SLP. These services are mandated by the student's Individualized Education Plan. Service Period: February 8, 2023 through June 30, 2023.

**FISCAL IMPACT:**

Not to exceed \$3,900.00 Special Education (Restricted)

This work is in direct support of the following District goals and their corresponding metrics.

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

*Prepared by Stacy O'Farrell, Director of Special Education*



**AGREEMENT FOR  
PROFESSIONAL SERVICES  
BETWEEN  
SANTA CRUZ CITY SCHOOLS  
AND  
LISA ACHELIS, SLP**

**1. Parties and Date.**

2. This Agreement ("Agreement") is made and entered as of this 8th day of February, 2023, by and between the **SANTA CRUZ CITY SCHOOLS** ("District") and **LISA ACHELIS, SLP** ("Consultant") (collectively referred to as the "Parties" and each individually as "Party").

**3. Recitals.**

3.1 **Consultant.** Consultant is a professional consultant, experienced and properly certified/licensed to provide the professional services described herein, and is familiar with the plans of District.

3.2 **Project.** Consultant is a credentialed Speech/Language Pathologist contracted by the district to provide 30 hours of Speech and Language service for a student eligible for Special Education services. Service shall be provided in a manner consistent with all applicable federal and California state laws. (the "**Project**").

**4. Terms.**

**4.1 Scope of Services, Qualifications and Term.**

(a) General Scope of Services. Consultant promises and agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit "A"** attached hereto and incorporated herein by reference (collectively "Services"). All Services shall be subject to, and performed in accordance with, this Agreement, the Exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

4.2 **Term.** The term of this Agreement shall be from February 8, 2023 until June 30, 2023 unless earlier terminated as provided herein. The Parties may mutually agree to extend this term by written amendment. Should the Parties agree to extend the term of this Agreement, the fee for services described in **Exhibit "B"** shall remain the same.

**4.3 Responsibilities of Consultant.**

(a) **Control and Payment of Consultants and its Subordinates.** District retains Consultant on an independent contractor basis and Consultant is not an employee of District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all

times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement. Consultant shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

(b) Conformance to Applicable Requirements. All work prepared by Consultant is subject to the approval of District and any and all applicable regulatory State agencies, and shall be the property of District.

(c) Reports. Consultant shall provide copies of all reports required to be submitted to applicable regulatory State agencies to District, whether or not such reports must be submitted to the District.

(d) Work Authorization. Consultant shall obtain from District a work authorization for the Project prior to commencing work. Such work authorization shall reiterate Consultant's duties outlined herein.

(e) Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

(f) Standard of Care. Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subcontractors or subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

(g) Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

(h) Insurance. Consultant shall comply with the following insurance provisions, unless one or more paragraphs are specifically waived by the District in writing.

(i) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required

under this Section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to District that the subcontractor has secured all insurance required under this Section.

(ii) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(1) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Workers' Compensation and Employers' Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (3) *Professional Liability:* Coverage which is appropriate to the Consultant's profession, or that of its consultants or subcontractors.

(2) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Workers' Compensation and Employer's Liability:* Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease; and (3) *Professional Liability:* Not less than \$1,000,000 per claim/ \$2,000,000 aggregate.

(3) Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

a. General Liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way. If Consultant works directly with or near children, the General Liability Policy shall include or be endorsed to include abuse and molestation coverage.

b. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees,

agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

c. Professional Liability. Consultant and its sub-consultants and subcontractors shall procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance with limits discussed in this Section. This insurance shall be endorsed to include contractual liability.

(4) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to District, its directors, officials, officers, employees, agents and volunteers.

(iii) Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

(iv) Acceptability of Insurers. With the exception of Workers' Compensation Insurance, all insurance required hereunder is to be placed with insurers with a current A.M. Best's rating no less than A-: VII, which are licensed to do business in California, and which maintain an agent for process within the state. Workers' Compensation insurance required under this Agreement must be offered by an insurer meeting the above standards with the exception that the A.M. Best's rating condition is waived at the discretion of the District.

(v) Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by District if requested. District reserves the right to require complete, certified copies of all required insurance policies, at any time.

(i) Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees and subcontractors appropriate to the nature of the Services and the conditions under which the Services are to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and life saving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures.

(j) Project Staffing. Consultant shall provide adequate staff and resources to ensure Consultant's performance of the Services. Pursuant to Section 4.6.(i)-(iii), should Consultant fail to provide adequate staff for the performance of the Services, the District may, at its sole discretion, terminate this Agreement and procure similar or identical Services, upon such terms and in such manner as it may determine appropriate.

#### **4.4 Fees and Payments.**

(a) Compensation. Consultant shall receive compensation, including reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "B" attached hereto and incorporated herein by reference for a not-to-exceed price of three-thousand, nine-hundred dollars (\$3,900.00). Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

(b) Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.

(c) Payment of Compensation. Consultant shall submit to District an itemized statement which indicates work completed and hours of Services rendered by Consultant. Statement shall be submitted no later than 30 days following Service provision. LEA shall make payment to Consultant based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted to the LEA. Should deficiencies be identified, Consultant will correct and submit rebilling invoices no later than thirty (30) days after the invoice is returned by the LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by the LEA.

(d) Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by District to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written supplemental work authorization from District.

**4.5 Maintenance of Accounting Records.** Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

#### **4.6 General Provisions.**

(a) Suspension of Services. The District may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the District shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is

not caused by Consultant or the acts or omissions of Consultant, upon recession of such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without District's express written consent.

(b) Termination of Agreement.

(i) Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(ii) Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(iii) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

**CONSULTANT:**

Lisa Achelis  
605 Cedar Street  
Aptos, CA 95003

**DISTRICT:**

Santa Cruz City Schools  
133 Mission Street, Suite 100  
Santa Cruz, CA 95060

Attn: Stacy O'Farrell, Director of Special Education  
Santa Cruz City Schools

Such notice shall be deemed made when personally delivered to the address set forth above, or forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed as set forth above. Notice shall be deemed adequate on the date actual notice occurred, regardless of the method of service.

(d) Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

(e) Ownership of Materials and Confidentiality.

(i) All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(ii) All such materials and data shall be provided to the District, or such other agency or entity as directed by District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by District. Should District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.

(f) Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(g) Indemnification. To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Consultant shall reimburse District and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers. Notwithstanding the foregoing, to the extent

Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant agrees to waive all rights of subrogation against the District.

(h) Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

(i) Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of Santa Cruz, State of California.

(j) Time of Essence. Time is of the essence for each and every provision of this Agreement.

(k) District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project. However, Consultant shall be the exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.

(l) Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of District.

(m) Amendments/Waiver. This Agreement may not be amended except by a writing signed by the District and Consultant. In order to take effect, amendments shall be approved or ratified by the District Board of Education. No waiver, alteration or modification of the provisions of this Agreement shall be effective unless signed by both Parties.

(n) Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

(o) Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

(p) Conflict of Interest. Consultant shall disclose to District any outside activities or interests that conflict or may conflict with the interests of the District. Prompt disclosure is required if the activity or interest is related, directly or indirectly, to (1) any activity that Consultant may be involved with on behalf of the District, or (2) any activity that Consultant may be involved with on behalf of any other firm or agency. In addition, Consultant shall comply with all provisions of the Political Reform Act and implementing regulations, as applicable, and in accordance with the District's Conflict of Interest Code. Consultant shall be subject to the broadest disclosure category in the District's Conflict of Interest Code during the term of this Agreement, except to the extent specifically modified in writing by the Superintendent or designee. For the term of



this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

(q) Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort to contact and utilize DVBE subcontractors or subconsultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or subconsultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

(r) Fingerprinting Requirements. Consultant hereby acknowledges that, if applicable, it is required to comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of employees who may have contact with the District's pupils. The Consultant shall also ensure that its consultants on the Project also comply with the requirements of Section 45125.1. If required by Education Code Section 45125.1, the Consultant must provide for the completion of a Fingerprint Certification form, in the District's required format, prior to any of the Consultant's employees, or those of any other consultants, coming into contact with the District's pupils. Consultant further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code Section 45125 et seq., and will comply with any such requirements.

(s) Tuberculosis Testing. Consultant shall require that all regular and substitute employees provide verification of having been tested for **tuberculosis** and cleared to work with minors as evidenced by a state licensed medical doctor's signature prior to any of the Consultant's employees, or those of any other consultants, coming into contact with the District's pupils. Consultant shall keep a copy of said information in the employee file.

(t) Confidentiality. Consultant hereby acknowledges that certain records and information maintained by the District, or by Consultant on behalf of the District, are protected by law and shall not be released to third parties without express authorization from the District. Such records include, but are not limited to, student records (i.e., any item of information relating to an identifiable student) and personnel records. In addition, all ideas, memoranda, plans, strategies, and documents shared with Consultant by District in connection with the performance of this Agreement, not generally known to the public, shall be held confidential by Consultant. Consultant agrees that information acquired by Consultant during meetings with the District's administrative team, or during closed session Board discussions are deemed confidential and, except to the extent required by law, shall not be shared with third parties without express authorization from the District.

(u) Drug/Tobacco Free Facilities. All District facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of District facilities.

(v) Board Approval Required. This Agreement shall not be binding nor take effect unless approved or ratified by the District Board of Education. Any amendments to this Agreement shall require Board approval or ratification.

(w) Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

(x) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by their authorized officers as of the day and year first written above.

<b>SANTA CRUZ CITY SCHOOLS</b>	<b>LISA ACHELIS, SLP</b>
By: _____ Name: Kris Munro Title: Superintendent Date: _____	By: _____ Name: Lisa Achelis, SLP Title: Consultant Date: _____
By: _____ Name: Stacy O'Farrell Title: Director, Special Education Date: _____	_____ Federal Tax I.D. Number

Board Approved: October 28, 2022

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

Consultant is a credentialed Speech and Language Pathologist (SLP) contracted by the District to provide 30 hours of Speech and Language service for a student who is eligible for Special Education services. Service shall be provided in a manner consistent with all applicable federal and California state laws.

**EXHIBIT "B"**  
**COMPENSATION FOR SERVICES**

Hours for service: 30 hours of Speech and Language service at \$130/hr for a total of \$3,900.00

Total cost not to exceed: \$3,900.00

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Barksdale Photography: Addendum to Extend the Original Contract

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the addendum to renew the agreement with Pictures with Class by Barksdale Photography for fiscal year 23-24.

**BACKGROUND:**

The District contracted Pictures with Class by Barksdale Photography for Senior Portraits and High School Photography Services for the 2022-23 school year. The attached addendum would renew the original agreement between Pictures with Class by Barksdale Photography and Santa Cruz City Schools for one (1) additional year. Pricing and all other contract terms and conditions will remain the same.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

SANTA CRUZ CITY SCHOOLS  
SENIOR PORTRAITS AND HIGH SCHOOL PHOTOGRAPHY SERVICES  
ADDENDUM FOR 2023-2024  
SCHOOL YEAR

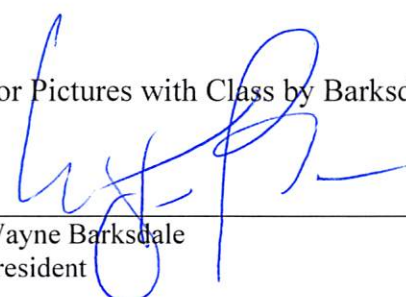
This addendum will renew the original Agreement effective July 1, 2022 between Santa Cruz City Schools and Pictures with Class by Barksdale for one (1) additional School Year, 2023-2024. Pricing and all other terms and conditions remain the same.

For Santa Cruz City Schools

\_\_\_\_\_  
Jim Monreal  
Assistant Superintendent, Business Services

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

For Pictures with Class by Barksdale

  
\_\_\_\_\_  
Wayne Barksdale  
President

Date: 1-17-23

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Albion Environmental, Inc. Proposal for Santa Cruz High School Baseball Backstop Construction Monitoring

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Albion Environmental, Inc. proposal for Santa Cruz High School baseball backstop construction monitoring.

**BACKGROUND:**

This proposal consists of construction monitoring services for the Santa Cruz High School baseball backstop project. This assessment is a requirement of the California Environmental Quality Act for the proper handling of potential cultural resources. A previously completed study confirmed that Santa Cruz High School is located on a culturally sensitive site and this assessment will help develop a plan to address procedures if artifacts are located during construction. This is a legally required monitoring service.

**FISCAL IMPACT:**

\$25,463.17 Measure A Funds (Restricted), representing 0.07% of the overall site budget \$32,072,783.00 is the total Bond Allocation to Santa Cruz High School

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*

**AGENDA ITEM: 8.3.1.**

January 24, 2023

Chris Garcia  
Construction/Facilities Project Manager  
Santa Cruz City Schools  
536 Palm Street  
Santa Cruz, California 95060

RE: Proposal to Provide Construction Monitoring for the Baseball Backstop Project at Santa Cruz High School, Santa Cruz, California

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Dear Mr. Garcia:

Albion Environmental, Inc. (Albion) is pleased to respond to your request for a proposal to provide construction monitoring services for the upcoming Baseball Backstop Project at Santa Cruz High School (SCHS), located at 415 Walnut Avenue, Santa Cruz, California. The Baseball Backstop Project entails the removal and replacement of the existing baseball backstop. Work includes: demolition of the existing chain link fence and netting; installation of new chain link backstop and nylon netting system; accessibility updates including sidewalk paving, retrofit of existing gates, and new gates; and repair of infield fines at baseball infield. The deepest ground disturbance will be for eight 35-foot-tall posts, with a maximum excavation depth not anticipated to exceed 11 feet 6 inches.

The Project Area is located within a previously recorded site, CA-SCR-93/H. Given the site's extensive size, previously documented presence of intact midden and human burials, as well as formal eligibility determinations of the site by previous archaeologists, CA-SCR-93/H is considered eligible for inclusion in the California Register of Historical Resources as a historical resource under the California Environmental Quality Act (CEQA) (D'Oro 2021; Murphy 2022). Proposed developments at SCHS are subject to CEQA. Thus, Santa Cruz City Schools (SCCS), as the lead CEQA agency, is required to conduct the necessary archaeological studies for the proper treatment of cultural resources under CEQA and Santa Cruz County guidelines.

To reduce and avoid impacts to CA-SCR-93/H, the Project will follow the Cultural Resource Monitoring Plan (CRMP) and Cultural Resource Data Recovery Plan (CRDRP) for the 2021 and 2022 Modernization Projects for SCHS (Murphy et al. 2021a; Murphy et al. 2021b). The CRMP and CRDRP are designed to adequately address treatment of cultural resources under current CEQA guidelines. The CRMP will be used to guide all developments and construction activities that occur at the school and have the potential to impact a previously recorded cultural resource, archaeological site CA-SCR-93/H. Archaeological resources associated with CA-SCR-93/H encountered during the course of the Project will be evaluated for significance using criteria set forth in Section 15064.5 (a) (3) of the CEQA Guidelines. If it is determined that an inadvertent discovery is significant and that the Project will impact the resource, we will follow protocols and procedures for mitigation outlined in the CRDRP. The CRDRP will be used to

1414 Soquel Avenue, Suite 205  
Santa Cruz, CA 95062

(831) 469-9128 Santa Cruz  
(805) 592-2222 San Luis Obispo

[albionenvironmental.com](http://albionenvironmental.com)



guide all developments and construction activities that occur at the school and have the potential to impact a previously recorded cultural resource, archaeological site CA-SCR-93/H.

## SCOPE OF WORK

### PHASE 1. MANAGEMENT AND COORDINATION

Over the course of the Project, Albion will require time for contract management, meetings and correspondence, schedule coordination, Native American management and coordination, and employee and data management. The Project Manager, Sarah Peelo, will manage the overall Project scope and budget, provide ongoing progress reports, and will be the primary Albion liaison.

### PHASE 2. CONSTRUCTION MONITORING

As is described in the CRMP, Albion will participate in an on-site pre-construction meeting between the client, Native American Tribal Monitor(s), and an Albion Archaeologist. During this meeting, the Albion Archaeologist and Native American Tribal Monitor will conduct a cultural resource awareness training for all members of the construction crew.

Given the area's sensitivity for archaeological resources, Albion has also recommended in the CRMP that an Archaeological and Native American monitor be present for all initial earth-disturbing activities. Albion will provide on-site archaeological and Native American monitoring for all soil-disturbing activities related to the Project. Based on information gathered in the field, it is at the discretion of the archaeologist to modify monitoring from full-time to periodically checking a few times daily to terminating monitoring. The archaeological monitor will complete daily monitoring logs consisting of photographs and a brief summary of activities. These logs will be included in the Summary Monitoring Report discussed in Phase 3, below.

### PHASE 3. MONITORING LETTER REPORT

Upon completion of all monitoring activities for the Project, the Albion team will create a Summary Monitoring Report. The Report will contain a summary of all monitoring activities and results, and all daily monitoring logs and photos will be appended to the letter report.

## ASSUMPTIONS

- 1) No cultural resources will be found during construction activities. Any inadvertent discoveries will require a change order to support the implementation of the CRDRP.
- 2) The standard workday will be 8 hours, and the standard work week will be 40 hours, Monday through Friday.
- 3) Construction monitoring will only be needed for ten 8-hour days. Any additional work beyond this will require a change order.
- 4) Our work will follow Albion COVID-19 Safety Plan protocols and procedures, developed using Santa Cruz County recommendations.

- 5) Changes to scheduling require at least 24 hours' notice.
- 6) The Native American will be able to travel to and from the site each day, as they will live within 50 miles of the project site. All monitors required to travel more than 50 miles one-way from home to the job site will require Per Diem (\$66.00/day) and Lodging (\$245.00/night).
- 7) The Native American monitor will charge a 4-hour minimum for arrival on the worksite with no prior notice of days cancellation.

## ESTIMATED COST AND TIMELINE

Albion proposes to perform these services on a time and material basis, not to exceed \$25,463.17 (Attachment 1). The Native American Monitor policies and rates are provided in Attachment 2. As described above, costs include Management, Construction Monitoring, and a Letter Report for the Project. Albion is prepared to begin work immediately.

If our proposal is acceptable to you, then please let me know how you would like to establish a formal contract for the work. The terms of this proposal and budget are valid for 90 days. Please contact me at (831) 469-1774 if you have any questions.

Sincerely,



Sarah Peelo, PhD, RPA  
President

Attachment 1. Cost Estimate

Attachment 2. Native American Monitor Policies and Rates

## REFERENCES

D'Oro, S.

2021 *Cultural Resources Assessment for 415 Walnut Avenue, Santa Cruz, California*. On file at the Northwest Information Center, Rohnert Park, California.

Murphy, R.

2022 *Cultural Resource Monitoring and Data Recovery for CA-SCR-93/H for the Santa Cruz High School Utilities Project*, in press.

Murphy, R., S. Peelo, A. Nicchitta, and J. Farquhar

2021a *Cultural Resources Data Recovery Plan for CA-SCR-93/H at Santa Cruz High School, 415 Walnut Avenue, Santa Cruz, California*. Report submitted to Santa Cruz City Schools.

Murphy, R., S. Peelo, and S. Nicchitta

2021b *Cultural Resources Monitoring Plan for CA-SCR-93/H at Santa Cruz High School 415 Walnut Avenue, Santa Cruz, California*. Report submitted to Santa Cruz City Schools.

# **Attachment 1**

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## Cost Estimate

## Construction Monitoring for the Baseball Backstop Project at Santa Cruz High School

Santa Cruz City Schools

January 24, 2023

Labor	Rate	Phase 1 Management and Coordination		Phase 2 Construction Monitoring		Phase 3 Monitoring Letter Report		Total	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal 4B - Peelo	\$136.26	8	\$1,090.08	2	\$272.52	1	\$136.26	11	\$1,498.86
Senior Archaeologist 6D - Murphy	\$122.09	8	\$976.72	0	\$0.00	8	\$976.72	16	\$1,953.44
Senior Archaeologist 5C - D'Oro	\$109.71	1	\$109.71	0	\$0.00	2	\$219.42	3	\$329.13
Archaeologist 7C - Biasi	\$95.54	2	\$191.08	82	\$7,834.28	0	\$0.00	84	\$8,025.36
Archaeologist 6A - Rigby	\$84.88	1	\$84.88	0	\$0.00	2	\$169.76	3	\$254.64
<b>Total Labor</b>		<b>20</b>	<b>\$2,452.47</b>	<b>84</b>	<b>\$8,106.80</b>	<b>13</b>	<b>\$1,502.16</b>	<b>117</b>	<b>\$12,061.43</b>
<b>Other Direct Costs</b>		<i>Units</i>	<i>Cost</i>	<i>Units</i>	<i>Cost</i>	<i>Units</i>	<i>Cost</i>	<i>Units</i>	<i>Cost</i>
Native American Monitor	\$150.00	0	\$0.00	80	\$12,000.00	0	\$0.00	80	\$12,000.00
Native American Monitor Mileage	\$0.655	0	\$0.00	280	\$183.40	0	\$0.00	280	\$183.40
Native American Admin Fee (10%)	\$1.00	1218.3	\$1,218.34	0	\$0.00	0	\$0.00	1218.3	\$1,218.34
<b>Total ODCs</b>			<b>\$1,218.34</b>		<b>\$12,183.40</b>		<b>\$0.00</b>		<b>\$13,401.74</b>
<b>Total Cost</b>			<b>\$3,670.81</b>		<b>\$20,290.20</b>		<b>\$1,502.16</b>		<b>\$25,463.17</b>

## **Attachment 2**

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# Native American Monitor Policies and Rates

## Indian Canyon Mutsun Band of Costanoan Ohlone People

### Scope of Work

Require a Native American Monitor and Archeologist on site during ANY EARTH movement, survey all mechanical excavation. Where sensitive material has been Identified, slow 6inch lifts, flat bucket on the equipment - no teeth.

Recognizing health and safety standards, Kanyon Konsulting has a desire to collect as much data as possible from this site, particularly paleobotanical samples.

Kanyon Konsulting requests the opportunity to review and contribute to the final report, before submission for this project.

Land Acknowledgement performed by Native Monitor or Archaeologist on-site (at tailboard for workers/project participants) recognizing Ohlone Land and Linguistic Territory, along with local active communities stewarding their homelands\*

Desired focus of:

- Data Recovery/Recording in the field during mechanical excavation
- Possible soils that aren't contaminated - obtain samples from uncontaminated portions of archaeological site.
- Consider Future Mitigations for protecting the area from future use, if ancestral remains are found [Following NAGPRA/CEQA/Cultural Representatives Guidelines]
- Kanyon Sayers-Roods conduct a Cultural Sensitivity Training [Per availability]

Indian  
CANYON  
Nation

1 Indian Canyon Road Hollister CA 95023-0028

## Monitors Responsibilities

- Equal partner with Archeologist determining the significance of the site and effects of potential impacts
- Respect and concern for Tribal and Cultural Resources per CEQA/NAGPRA/Tribal Communities stewarding their homelands
- Ability to stop work - Pause work to evaluate impacts to cultural resources
- Monitor on-site during remaining excavation of this project area
- Produce a Daily Monitoring Log for KKLLC [for submission of logs or a report at the end of project]

Consider Next Steps - with what data is recovered, possible considerations around future land use and information presented to the public/land managers [I.E. Land Acknowledgement, prioritize California Native Plants to be reintroduced to the land]

## KKLLC Services Rates

### Native American Monitor

- Cultural Sensitivity Training- \$150/hour
- Monitoring Onsite Earth Movement - \$150 /hour
- Standard Mileage Rate to and from the project site. (\$0.585 SMR2021)
- Per Diem as specified by the federal government \$245.0 per night for lodging and \$66.0 per day for meals. This applies to all monitors that are required to travel more than 50 miles one way from home to job site
- Rates per Anticipated work/Oncall considering Unanticipated discoveries
- 4 hour minimum compensation for arrival on the worksite with no prior notice of days cancellation.
- 15% administration fee

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The rates on this sheet are for consulting services provided by Kanyon Konsulting LLC [representing Indian Canyon Mutsun Band of Costanoan Ohlone People], directly to the client. Fees are based on your specific requirements and are negotiable for specific circumstances. If you have any questions or comments about this rate sheet, please do not hesitate to contact me. I strive to provide high value, high quality work with low overhead. I am fully committed to abide by the ethical principles spelled in the Sourcebook on Cultural Resource Management, Archaeology, and Cultural Heritage Values for the Native American Communities of California of the Independent Native Monitor consultants.



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Bosco Construction Services, Inc. Proposal for Transportation Storage Ramp

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Bosco Construction Services, Inc. proposal for a transportation yard storage building ramp.

**BACKGROUND:**

This proposal consists of labor and materials to install an asphalt ramp with guard rails for the transportation yard storage building. This will allow compressors, battery charges, etc. to be wheeled in and out of the shed as needed.

**FISCAL IMPACT:**

\$12,500.00 Total

Cost Breakdown by fund:

\$8,125.00 Measure A District Set-Aside (Restricted)

\$4,375.00 Elementary Redevelopment Agency Fund (Restricted)

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*

**AGENDA ITEM: 8.3.2.**



ATTENTION: PAUL  
PROJECT: MOT YARD SHED RAMP  
CUSTOMER: SANTA CRUZ UNIFIED SCHOOL DISTRICT  
ESTIMATE: M1140  
DATE: 01/04/22  
Location: 300 La Fonda Dr, Santa Cruz, Ca

BOSCO CONSTRUCTION SERVICES, INC., WILL PROVIDE ALL MATERIALS AND LABOR REQUIRED AS PER THE SCOPE OF WORK FOR THE PROJECT MENTIONED ABOVE. THIS WORK WILL BE PERFORMED IN A PROFESSIONAL MANNER ACCORDING TO INDUSTRY STANDARDS.

**DESCRIPTION:**

- Build permanent pressure treated form for Asphalt ramp from 0 to flush with shed opening.
- Fill form with hot asphalt
- Install 2 hand rails on either side of ramp that are concreted in.

**TOTAL PRICE:** \$12,500

**INCLUSIONS:**

-PREVAILING WAGES RATE FOR SANTA CRUZ COUNTY

**EXCLUSIONS:**

- PERMIT OR INSPECTION FEES.
- UNFORESEEN WORK/WORK NOT LISTED ABOVE IN THE DESCRIPTION.
- ENGINEERING.
- ADA PERAMITERS

**RESPONSIBILITIES OF CUSTOMER:**

- PROVIDE ACCESS TO ALL AREAS THAT REQUIRE INSTALLATION.
- REMIT PAYMENT UPON RECEIVING THE INVOICE.

*MARCOS MORA*

PROJECT MANAGER  
BOSCO CONSTRUCTION SERVICES, INC.  
CELL 408-396-3870

*01/04/22*

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

ALL QUOTED PRICING IS ONLY VALID FOR 30 DAYS AFTER ISSUANCE

1177 NORTH 15TH ST SAN JOSE CA, 95112 - 408.437.0337 CORPORATE OFFICE. 408.437.0339 FAX. 800.616.7626 CL#952978

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** CRW Industries, Inc. Change Order #1 for Santa Cruz High School C & D Modernization

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve CRW Industries, Inc. change order #1 for Santa Cruz High School C & D modernization.

**BACKGROUND:**

This change order consists of a 183-day increase to the original contract duration to accommodate a delay in the start of the project. The delay resulted due to COVID-19 creating the need for additional classroom space to support social distancing. Building C classrooms had to be used and therefore construction could not begin at the originally scheduled time.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*



# AIA Document G701™ – 2017

## Change Order

**PROJECT: (Name and address)**  
Santa Cruz High School Commons  
Modernization

**CONTRACT INFORMATION:**  
Contract For: General Construction

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001

415 Walnut Ave, Santa Cruz, CA 95060

Date: 04/25/2022

Date: 12/01/2022

**OWNER: (Name and address)**  
Santa Cruz City School District  
133 Mission St. Suite 100, Santa Cruz, CA  
95069

**ARCHITECT: (Name and address)**  
Bartos Architecture  
300 8th St. Suite 202, San Mateo, CA  
94401

**CONTRACTOR: (Name and address)**  
CRW Industries, Inc.  
5346 Scotts Valley Rd., Scotts Valley, CA  
95066

### THE CONTRACT IS CHANGED AS FOLLOWS:

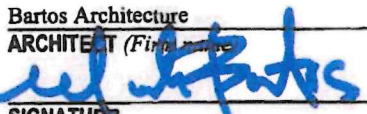
Due to various COVID-related issues the original contracted start date was delayed. As a result of this delay, this change order moves the completion date out 183 days.


The original Contract Sum was	\$ 7,107,224.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 7,107,224.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 7,107,224.00

The Contract Time will be increased by One Hundred Eighty Three (183) days.  
The new date of Substantial Completion will be 5/31/24

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bartos Architecture  
ARCHITECT (Firm name)  
  
SIGNATURE

CRW Industries, Inc.  
CONTRACTOR (Firm name)  
  
SIGNATURE

Santa Cruz City School District  
OWNER (Firm name)  
  
SIGNATURE

Mark Bartos, Architect  
PRINTED NAME AND TITLE

Bill Burr, President  
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

12/01/2022  
DATE

12/01/2022  
DATE

DATE

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Dilbeck & Sons Proposal for Bay View Elementary School Door Hardware Replacement

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Dilbeck & Sons proposal for Bay View Elementary School door hardware replacement.

**BACKGROUND:**

This proposal consists of the installation of new American Disabilities Act-compliant panic exit devices to replace the existing door hardware, which is not compliant with the current codes, at Bay View Elementary school. This door hardware will work with the new electronic key card system.

**FISCAL IMPACT:**

\$14,764.66 Measure B Funds (Restricted), representing 0.11% of the overall site budget  
\$12,384,192.00 is the total Bond Allocation to Bay View Elementary School

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*



**P.O. Box 6088  
26 Quail Run Circle**

**License No. 430708  
Salinas, CA 93912**

**Telephone (831) 422-8213  
Fax (831) 422-1882**

PROPOSAL SUBMITTED TO <b>SANTA CRUZ CITY SCHOOL</b>		PHONE <b>831-429-3883</b>	DATE <b>1/12/2023</b>
STREET <b>133 MISSION ST SUITE 100</b>		JOB NAME <b>REPLACE CARD READER HARDWARE AND PANIC</b>	
CITY, STATE AND ZIP CODE <b>SANTA CRUZ, CA 95060</b>		JOB LOCATION <b>BAYVIEW</b>	
ARCHITECT <b>N/A</b>	DATE OF PLANS	<b>ATTN: CHRIS</b>	JOB PHONE

We hereby submit specifications and estimates for:

**1. REPLACE EXISTING CARD READERS HARDWARE AND PANIC HARDWARE**

"Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826"

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

**FOURTEEN THOUSAND SEVEN HUNDRED SIXTY FOUR 66/100 DOLLARS (\$14,764.66)**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other

Authorized

Signature *Carrie McCoun*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

**Date of Acceptance:**

Signature \_\_\_\_\_

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** King Star Computer Quote for Electronic Key Card System Backup Server

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve King Star Computer quote for an electronic key card system backup server.

**BACKGROUND:**

This proposal consists of the purchase of a backup server to support the new District-wide electronic key card system.

**FISCAL IMPACT:**

\$4,805.91 Total

Cost Breakdown by Measure:

\$3,219.96 Measure A (Restricted)

\$1,585.95 Measure B (Restricted)

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*



**King Star Computer**  
 855 Kifer Rd. Sunnyvale CA 94086  
 TEL: 408-736-8590 FAX: 408-736-4151  
[WWW.KINGSTARUSA.COM](http://WWW.KINGSTARUSA.COM)

QUOTE	
Date	Quote #
10/05/22	KSCQ19145-A

Page 1

**Sold To:** Santa Cruz City Schools

133 Mission St. Ste. 100  
 Santa Cruz, CA 95060

**Phone:**

**Ship To:** Santa Cruz City Schools

133 Mission St. Ste. 100  
 Santa Cruz, CA 95060

**Phone:**

Terms	Rep	P.O. Number	Ship Via	Ship Date
NET 30	Ray			

Type	Qty	Description	Unit Price	Ext. Price
	1		\$4,399.00	\$4,399.00
SYSTEM		SYSTEM 1U INTEL XEON 1029P-WTRT		
MOTHERBOARD		MB SM X11DDW-NT		
CPU		(2) CPU Intel Xeon Silver 4215 Processor 8 Core 2.50GHZ 11MB 85W CPU		
FAN		(2) FAN SM SNK-P0067PSMB Up to 165 Watts ..		
MEMORY		(4) MEM DDR4 3200 32GB 2Rx4 ECC REG DIMM (128GB total)		
RAID		CO Intel VROC HW key (RSTe), enable RAID functions, HF,RoHS		
SSD		(2) SSD Intel DC P4510 1TB NVMe PCIe3.0 3D TLC 2.5"1DWPD SSDPE2KX010T801		
TRAY		(2) Black Gen-3 2.5 NVMe Drive Tray, Orange Tab with Lock		
CABLE		(2) CABLE SM OcuLink v 1.0 source to MiniSAS HD,INT,PCIe, 57CM,34AWG..		
RISER		RISER SM RSC-R1UW-2E16 1U LHS WIO & PCI-Express x16 Riser Card		
RISER		RISER SM RSC-R1UW-E8R 1U Right 1 x PCI-E x8		
CHASSIS		1U 116AC2-R706WB2 Chassis w/ Redundant 750W Power		
SERVICE		SERVICE 3 Year Cross-Ship Service & Warranty		

- \* Latest BIOS and Firmware on all systems.
- \* Full system stress test and burn-in.
- \* Other customizations base on request.

SubTotal	\$4,399.00
Sales Tax	\$406.91
Shipping	\$0.00
<b>Total</b>	<b>\$4,805.91</b>



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Palace Business Solutions Proposal for Mission Hill Middle School  
Front Office Furniture

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Palace Business Solutions proposal for Mission Hill Middle School front office furniture.

**BACKGROUND:**

This proposal consists of furniture for the office at Mission Hill Middle School.

**FISCAL IMPACT:**

\$3,234.27 Measure A Funds (Restricted), representing 0.01% of the overall site budget  
\$17,648,740.00 is the total Bond Allocation to Mission Hill Middle School

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*



**Palace Business Solutions**  
 2606 Chanticleer Ave., Santa Cruz, CA 95065  
**Furniture Division**  
**Todd Trowbridge, Regional Vice President**  
 P 476.3815 ext. 352 C 831.247.1866  
 toddt@gopalace.com

**PROPOSAL**

1/19/2023

**SCCS Mission Hill MS Assistant  
 Principal HA Work Station**

Line #	MFG	Product	Product Description	Qty.	Unit Sell	Extended Sell	Taxable
1	HTL	<b>HHATB3S2LT</b>	3 Stage 2 Leg Rectangle T Foot	1		\$613.80	
		<b>HHATB3S2LT</b>	\$(P1) P1 Paint Opts .LOFT Loft .X Standard Glide .MEM Memory Preset			\$613.80	True
2	HCG	<b>H105R3060</b>	60Wx30D Rectangle Worksurface	1		\$227.15	
		<b>H105R3060</b>	\$(L1STD) Grd L1 Standard Laminates			\$227.15	True
3	HVO	<b>HLSL5414L</b>	54"W x 14"H Laminate Floating Modesty Panel	1		\$167.75	
		<b>HLSL5414L</b>	\$(L1STD) Grd L1 Standard Laminates .LOFT Loft .P Black			\$167.75	True
4	HCG	<b>H105R2460</b>	60Wx24D Rectangle Worksurface	1		\$202.40	
		<b>H105R2460</b>	\$(L1STD) Grd L1 Standard Laminates			\$202.40	True
5	HCL	<b>HSDEP2429F</b>	24'D End-Panel Supports: Freestanding	1		\$135.30	
		<b>HSDEP2429F</b>	\$(P1) P1 Paint Opts .LOFT Loft			\$135.30	True
6	HCL	<b>HSDSL29</b>	Abode Shared Leg	1		\$257.95	
		<b>HSDSL29</b>	\$(P1) P1 Paint Opts .LOFT Loft			\$257.95	True
7	HSF	<b>H18723R</b>	Flagship Series Pedestal "R" Pull Mobile B/B/F 23D	1		\$521.40	
		<b>H18723R</b>	.L Standard Random Key Lock \$(P1) P1 Paint Opts .LOFT Loft			\$521.40	True
8	HCL	<b>HSDMP604</b>	Half Hgt 14Hx60W Mod Pnl	1		\$143.00	
		<b>HSDMP604</b>	\$(P1) P1 Paint Opts .LOFT Loft			\$143.00	True



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 toddt@gopalace.com

**PROPOSAL**

1/19/2023

**SCCS Mission Hill MS Assistant  
 Principal HA Work Station**

Line #	MFG	Product	Product Description	Qty.	Unit Sell	
					Extended Sell	Taxable
9	WRT	JIBE-1SDA-CCG	Jibe Single Articulating Arm - Desk Base	1	\$151.25	
		-B	Black		\$151.25	True
10	WRT	FRT	Freight	1	\$16.83	
					\$16.83	True
11	SB	RDI-E	Pick-up, Deliver, Assemble	1	\$523.60	
					\$523.60	True



**Palace Business Solutions**  
 2606 Chanticleer Ave., Santa Cruz, CA 95065  
**Furniture Division**  
 Todd Trowbridge, Regional Vice President  
 P 476.3815 ext. 352 C 831.247.1866  
 toddt@gopalace.com

**PROPOSAL**

1/19/2023

**SCCS Mission Hill MS Assistant  
 Principal HA Work Station**

Line #	MFG	Product	Product Description	Qty.	Unit Sell	
					Extended Sell	Taxable
<b>Sub-Total Customer Price</b>						\$2,960.43
9.25% Sales Tax						\$273.84
<b>Total Customer Price</b>						\$3,234.27

**Terms and Conditions:**

**Final Acceptance of Proposal under Palace Furniture Terms and Conditions of Sale.**  
**All furniture is non-returnable.**  
**Applicable local taxes will be added at time of invoice.**  
**Due to widespread supply chain product shortages and increased costs, this quote is subject to manufacturer price increases. All Prices quoted are valid for 21 days from the date stated on the quotation.**

Date:

Authorized Buyer Printed Name and Title:

Purchase Order Number or Name for Purchase Order Approval:

Authorized Buyer's Signature:

**Notes:**

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** PSR Electric Proposal for DeLaveaga Elementary School Exterior Lighting

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve PSR Electric proposal for DeLaveaga Elementary School exterior lighting.

**BACKGROUND:**

This proposal consists of labor and materials to install 17 outdoor wall-mounted lights on the perimeter of the main building at DeLaveaga Elementary School for safety purposes.

**FISCAL IMPACT:**

\$11,776.00 Measure B Funds (Restricted), representing 0.08% of the overall site budget  
\$14,188,861.00 is the total Bond Allocation to DeLaveaga Elementary School

This work is in direct support of the following District goals and their corresponding metrics:

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

*Prepared by Trevor Miller, Director, Facility Services*

# PROPOSAL

**PSR Electric, Electrical Contractor**  
Certified General Journeyman Electricians  
Bonded and Insured  
License number: 880548  
PUBLIC WORKS CONTRACTORS REGISTRATION  
#1000010224  
**"PROMPT SERVICE THAT'S RELIABLE"**  
1988 SERENATA CT, SANTA CRUZ CA, ZIP 95065  
Phone: 831-345-3914 Fax: 831-479-9034  
E-mail: [psrelectric@comcast.net](mailto:psrelectric@comcast.net)

PROJECT: DLV WALL PACKS OUTDOOR LIGHTING  
DATE: 1/22/23  
TO: TREVOR MILLER/CHRISTIPHER GARCIA



PROPOSAL TO REPLACE 17 EXISTING OUTDOOR WALL PACKS, REPLACE THEM WITH NEW LED WALLPACK LIGHT FIXTURE.

LABOR \$5,526.00

MATERIALS \$5,250.00

**TOTAL PROPOSAL COST \$11,776.00**

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Staff Report: Local Control and Accountability Plan Update: School Plans for Student Achievement Mid-Year Progress Report

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

### **BACKGROUND:**

Pursuant to California Education Code Section 64001 and the federal Elementary and Secondary Education Act, schools that receive state and federal funds will consolidate all school plans into the School Plan for Student Achievement (SPSA).

The SPSA is a blueprint to improve the academic performance of all students and it:

- coordinates all educational services at the school.
- addresses how funds will be used.
- integrates the purposes and requirements of all state and federal categorical programs.
- organizes a school's improvement process.
- addresses the root causes of student academic challenges.
- implements research-based strategies to address achievement.
- uses metrics to monitor expected outcomes.

The SPSAs were approved by the Board of Trustees on June 15, 2022. Gault Elementary, Mission Hill Middle School and Soquel High School will present a mid-year update of their SPSAs.

Districtwide work that is reflected in the Single Plans for Student Achievement include the following:

#### Strategic Focus on Academic Interventions

- Using iReady and Measures of Academic Progress (MAP) to inform instruction (high school is currently testing so English Language Arts and Math MAP scores are not available for Soquel High School).
- Response to Intervention Coordinators - progress monitoring, placing students in appropriate interventions
- Targeted Academic Support Classes
- Peer Tutoring & After School Supports

**AGENDA ITEM: 8.5.1.1**

### Strategic Focus on Social Emotional Supports

- Purposeful activities and options to connect students to school
- Positive Behavioral Intervention & Supports (PBIS) /Restorative Practices
- Small group and individual counseling
- Tier 3 Interventions through Social Workers & Interns
- Social Emotional Survey: follow up and support for students identified as at-risk
- Focus on equitable participation for all students in school wide activities

Some information to note for this mid-year update:

1. Local assessment data such as iReady is a mid-year snapshot and will change.
2. COVID continues to impact attendance rates.
3. Some data points are not yet available until end-of-year (ie., student participation in clubs/athletics/activities at the high school).

### Elementary and Middle School iReady Data

iReady generates two growth measures for every student:

The iReady assessment system identifies students' strengths and weaknesses and measures growth. Each student has expected growth targets, and the data in this update captures whether or not students are on track to meet these expected growth targets. This iReady data also allows teachers to track student skill development and standards mastery in order to adjust instruction and implement interventions as needed.

1. Typical Growth: the average annual growth of students at each grade and placement level. Typical Growth allows you to see how a student is growing compared to average student growth at the same grade and placement level.

2. Stretch Growth: the growth recommended to put below-grade level students on a path to proficiency and on-grade level students on a path to advanced proficiency levels. Students who are further behind have larger growth benchmarks to meet grade level proficiency, and it will likely take many students more than one year to achieve proficiency.

### **FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.



Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social-emotional well-being of all students.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.



# Single Plans for Student Achievement Mid-Year Progress Update

February 8, 2023



# What is a Single Plan for Student Achievement? (SPSA)

California Education Code (EC) Section 64001 and the federal Elementary and Secondary Education Act (ESEA)

- School Site Councils (SCC) develop the SPSA
- SPSA template mirrors the Local Control Accountability Plan template
  - Stakeholders
  - Metrics

# Characteristics of a SPSA

The SPSA is a blueprint to improve the academic performance of all students and it:

- coordinates all educational services at the school
- addresses how funds will be used
- integrates the purposes and requirements of all state and federal categorical programs
- organizes a school's improvement process
- addresses the root causes of student academic challenges
- implements research-based strategies to address achievement
- uses metrics to monitor expected outcomes

# Tonight's Presenters



Gault Elementary  
Principal Amariah  
Hernandez



Mission Hill Middle  
School  
Principal Derek Kendall



Soquel High School  
Principal Greg O'Meara





# Gault Elementary School

Single Plan 2022-23



- **Goal 1: English Language Arts** - For 2022-23 we decrease the points below standard on the ELA California Assessment of Student Performance & Progress (CAASPP) from 41.2. to 35.3 for 14% decrease.
- **Goal 2: English Language Development** - For the 22-23 school year 75% of EL students will make one year's growth on the English Learner Proficiency Assessments for California (ELPAC).
- **Goal 3: Math** - For 2022-23 we will decrease the points below standard on the MATH California Assessment of Student Performance & Progress (CAASPP) from 49.5 points to 42.4 points for a total of 14%.
- **Goal 4: Culture & Climate** - We will reduce our chronic absenteeism by 10 % from the previous school year.

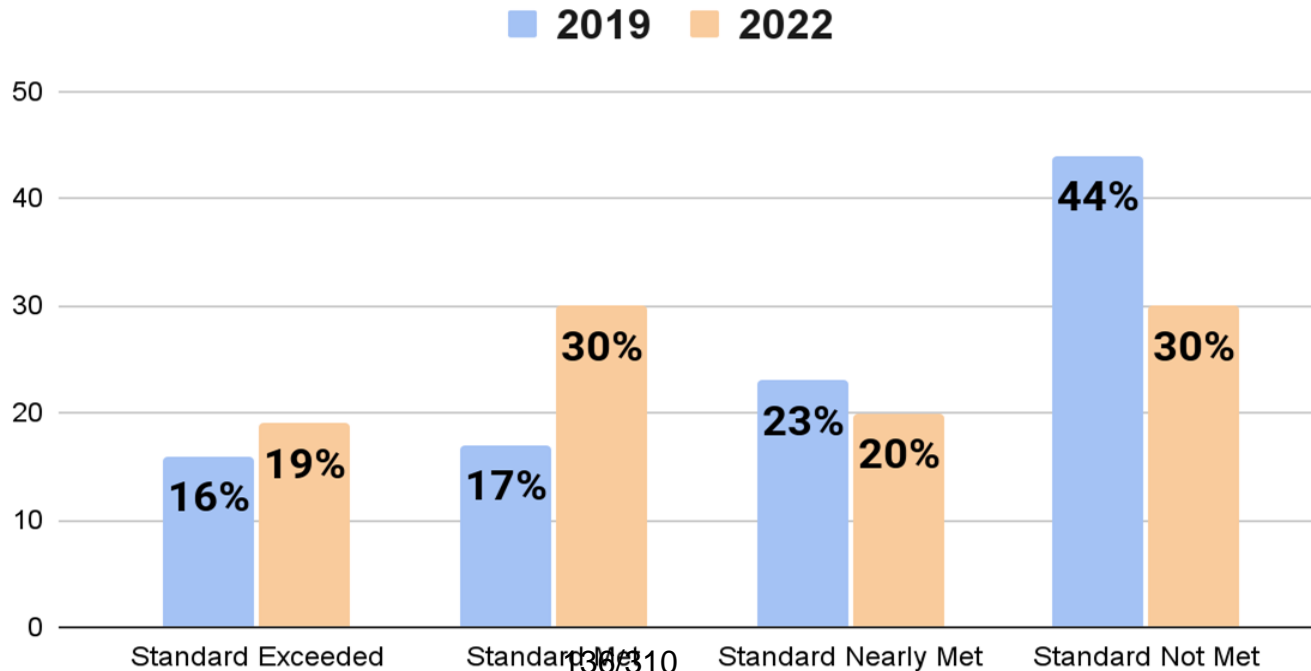
# Goals



# California Assessment of Student Performance & Progress: *Growth 2019 vs 2022*



## English Language Arts CAASPP Comparison

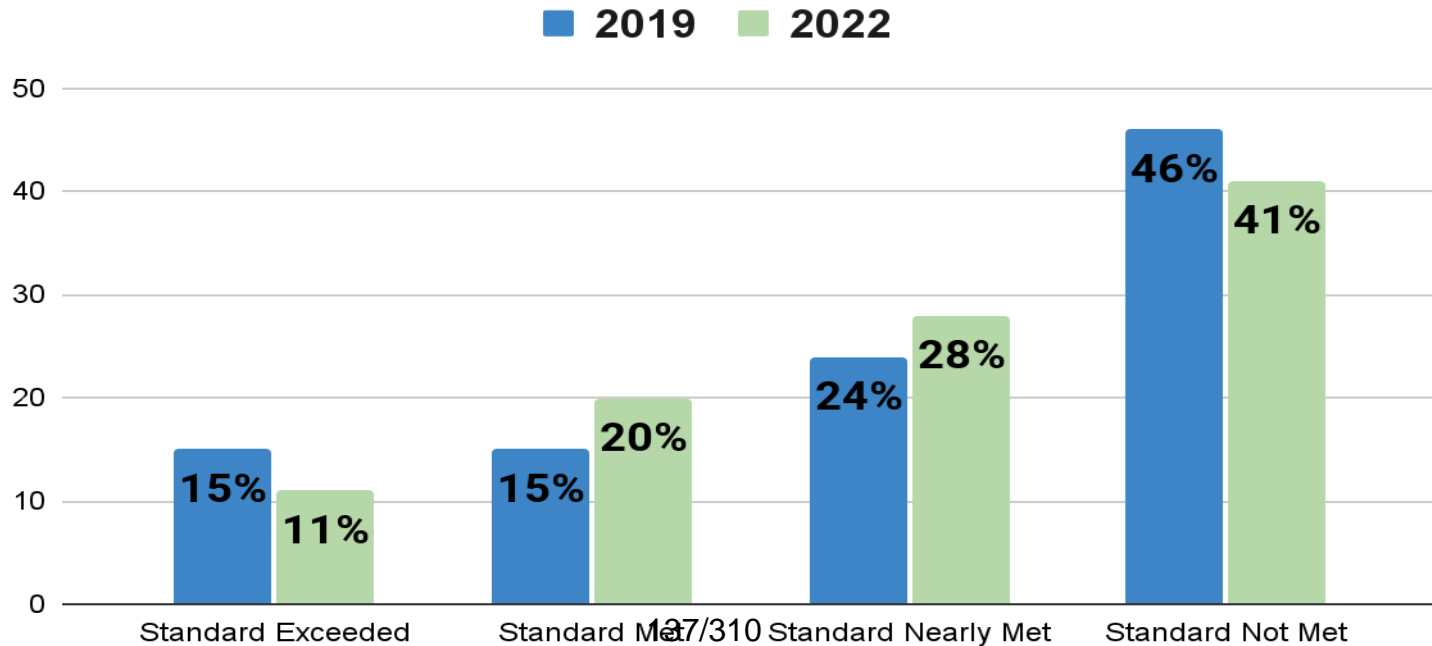




# California Assessment of Student Performance & Progress: *Growth 2019 vs 2022*



## Math CAASPP Comparison

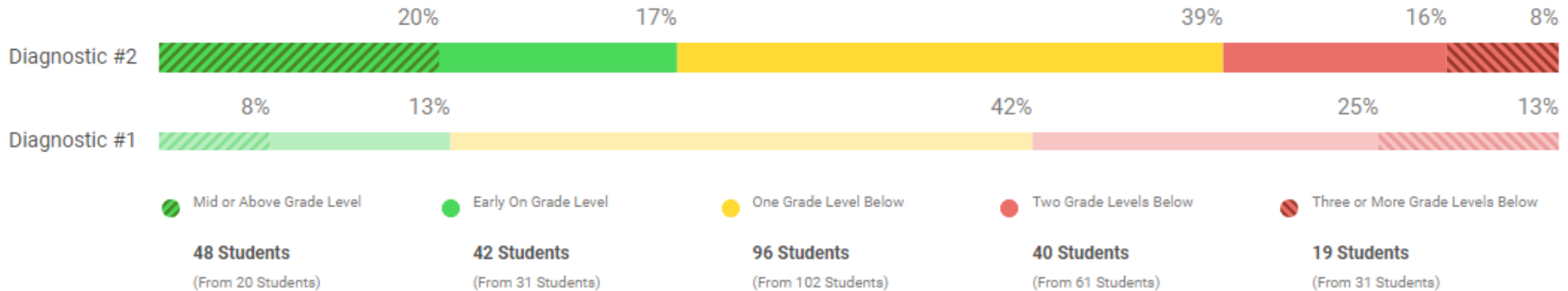


# Mid-Year Progress: Reading iReady Predictive of 2023 CAASPP Achievement



## Overall Placement

Students Assessed/Total: 245/299



Diagnostic #1 administered in Aug/Sept & Diagnostic #2 in January

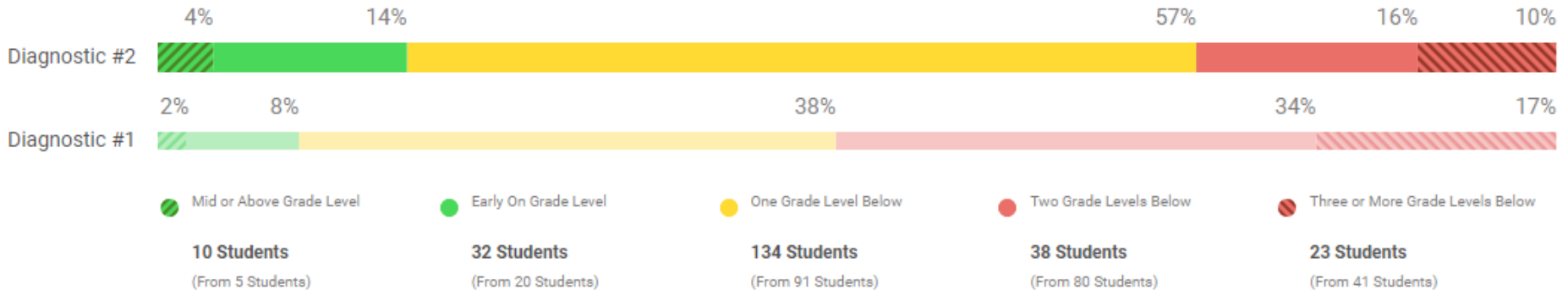
**37% of students have already met their expected annual growth targets in reading.**

# Mid-Year Progress: Math iReady Predictive of 2023 CAASPP Achievement



## Overall Placement

Students Assessed/Total: 237/299



Diagnostic #1 administered in Aug/Sept & Diagnostic #2 in January

**23% of students have already met their expected annual growth targets in math**

# iReady Mid-Year Progress English Learners



## Reading

Yes - English Learner

Diagnostic #2		0%	2%	57%	25%	16%
Diagnostic #1		0%	0%	33%	39%	29%

101/124

22% of English Learners have met their typical annual growth

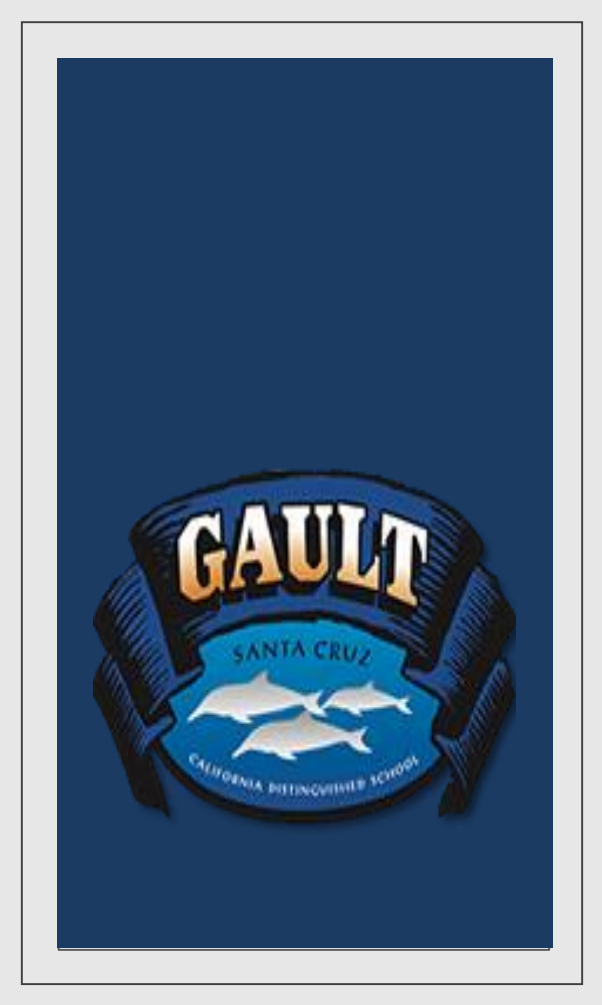
4% of English Learners have met their typical stretch growth

# Mid-Year Progress: School Connectedness



LCAP Student Survey (Grades 4 - 5)	20-21	21-22	22-23
"I feel connected and engaged with school"	80%	72%	89%
"When I have problems or challenges, I feel there are adults at the school to help and support me"	70%	87%	86%
"I feel that teachers and administrators care about all students"	90%	74%	97%

Social Emotional Health Survey	20-21	21-22	22-23
Do you feel thankful to go to your school?	87%	86%	84%
Do you feel positive that good things will happen to you at school?	70%	76%	89%
Are you thankful to have nice teachers at your school?	97%	97%	89%



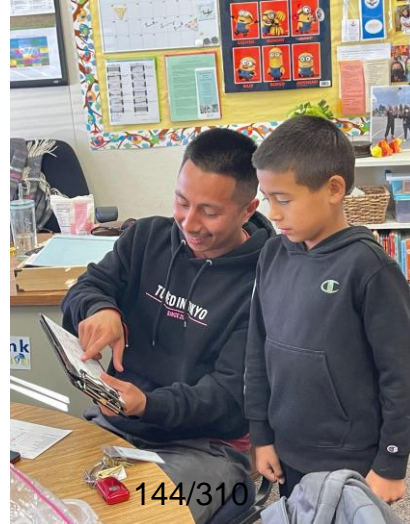
# Mid-Year Progress: School Connectedness



Suspensions		
20-21	21-22	January 2023
1	3	1

Positive Attendance Rate		
20-21	21-22	January 2023
95.2%	94%	89%

# School Connectedness



144/310





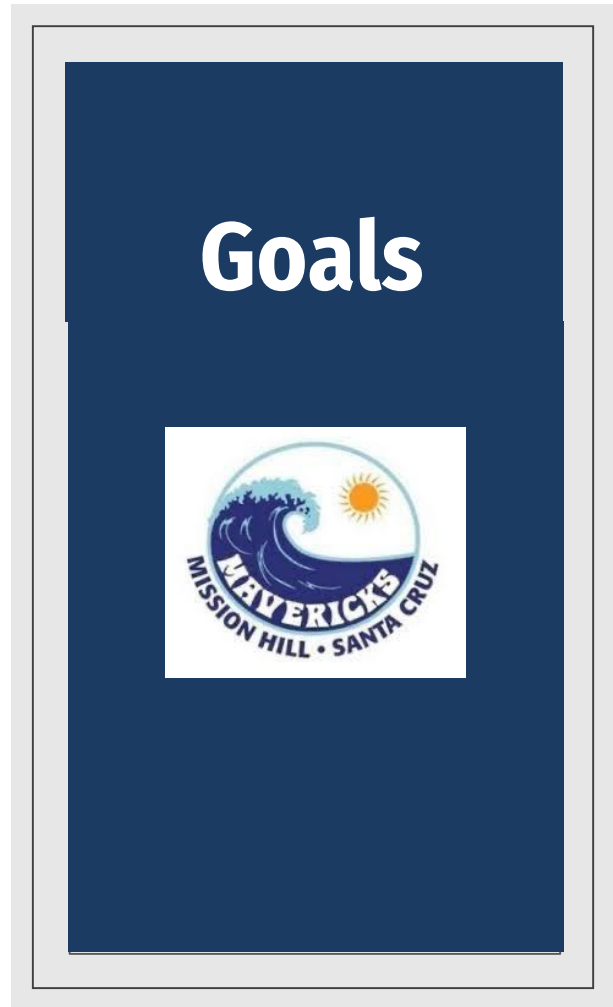


# Mission Hill Middle School

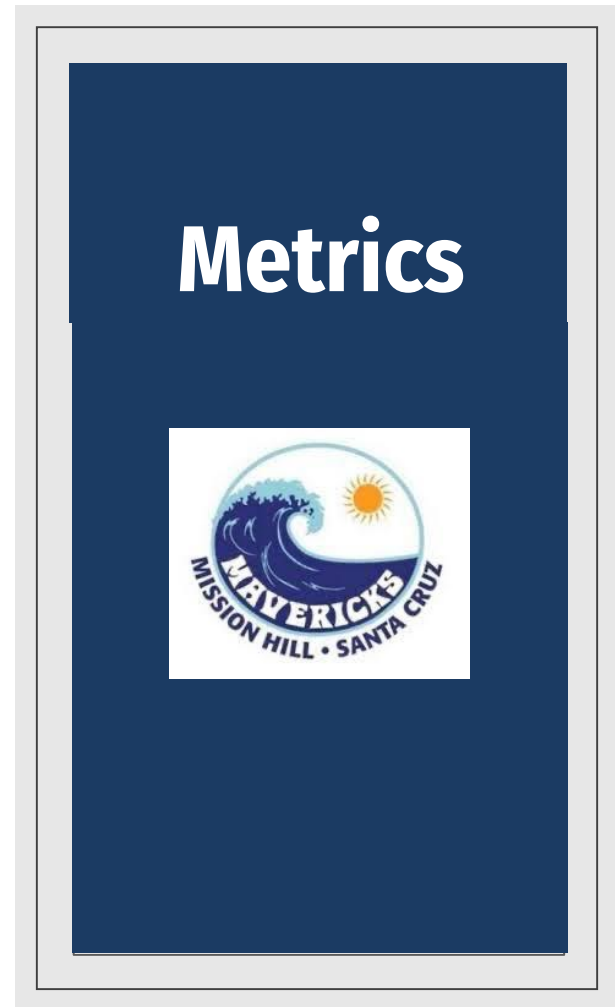
Single Plan 2022-23



- **Goal 1: Literacy & Equity** - MHMS will create an educational environment that supports all learners in high levels of achievement in literacy.
- **Goal 2: Mathematics** - MHMS will create an educational environment that supports all learners in high levels of achievement in mathematics.
- **Goal 3: School Connectedness** - MHMS will improve school climate and culture by focusing on students' behavioral, social, and emotional needs.



- **Goals 1 & 2: Literacy & Equity** -
  - i-Ready Diagnostic in Reading, Fall to Winter
    - Overall scores will increase by 4 percentile points
    - English Language Learners scores will increase by 4 percentile points.
- **Goal 3: School Connectedness**
  - Chronic absenteeism will decrease by 2.5%.
  - The number of students suspended will decrease by 40%.
  - 80% of students will report feeling connected to school on the Social Emotional Health Survey.

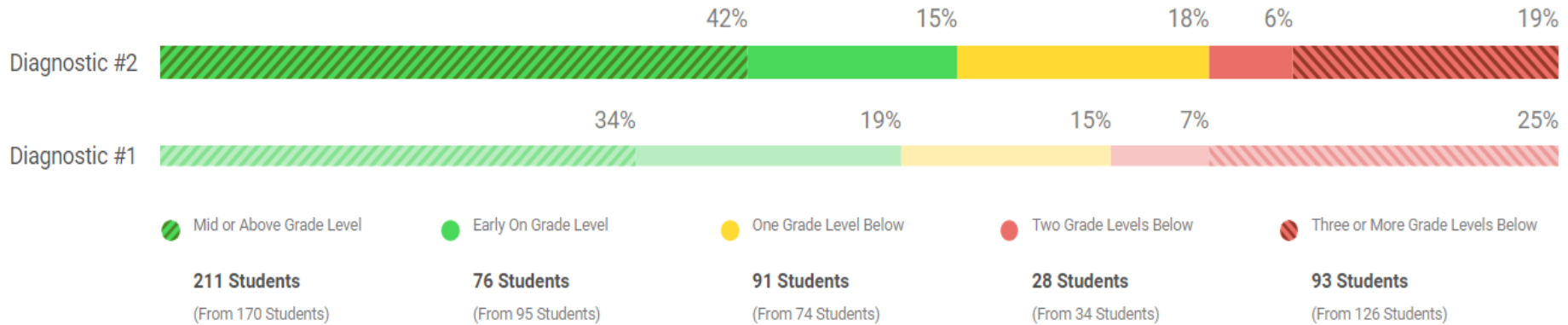


# Mid-Year Overall Progress: i Ready Reading



## Overall Placement

Students Assessed/Total: 499/536



- ★ 4% increase overall of students on or above grade level
- ★ 7% decrease in students two or more grade levels below standards
- ★ 52% of all students (260 students) have met their annual typical growth\*

\* what we expect by years' end

# Mid-Year English Learner (EL) Progress: iReady Reading



		Mid or Above Grade Level	Early On Grade Level	1 Grade Level Below	2 Grade Levels Below	3 or More Grade Levels Below
Diagnostic #2		0%	3%	24%	11%	62%
Diagnostic #1		0%	0%	8%	11%	81%

37/41

- ★ 3% increase of EL's Early on Grade Level
- ★ 19% decrease of EL's 3 or more grade levels below
- ★ 59% of EL's (19 students) have met their annual typical growth\*

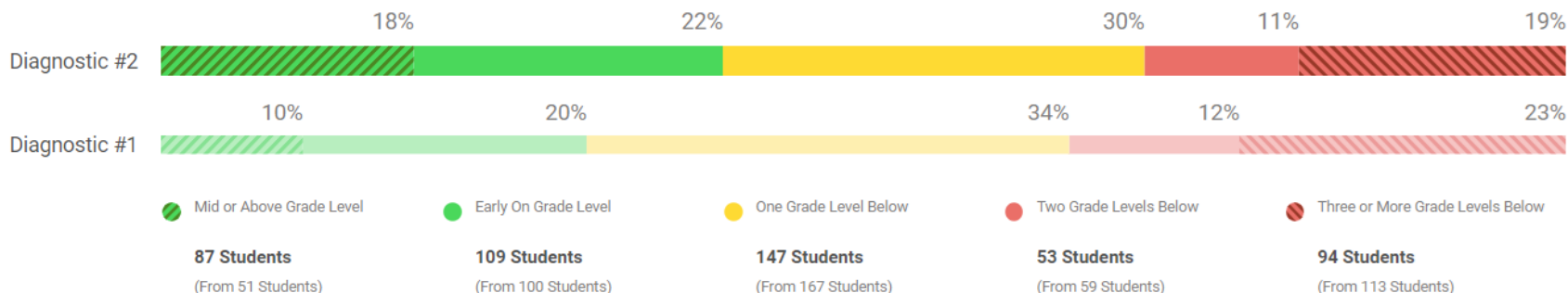
\* what we expect by years' end

# Mid-Year Overall Progress: iReady Math



## Overall Placement

Students Assessed/Total: 490/536



- ★ 10% increase overall of students on or above grade level
- ★ 5% decrease of EL's 2 or more grade levels below
- ★ 41% of all students (200 students) have met their annual typical growth\*

\* what we expect by years' end

# Mid-Year English Learner Progress: iReady Math



		Mid or Above Grade Level	Early On Grade Level	1 Grade Level Below	2 Grade Levels Below	3 or More Grade Levels Below	
Diagnostic #2		0%	3%	21%	24%	53%	34/41
Diagnostic #1		0%	0%	9%	15%	76%	

- ★ 3% increase of EL's on or above grade level
- ★ 14% decrease of EL's 2 or more grade levels below
- ★ 50% of EL's (17 students) have met their annual typical growth\*

\* what we expect by years' end

# Focused Goal Setting & Progress Monitoring



152/310

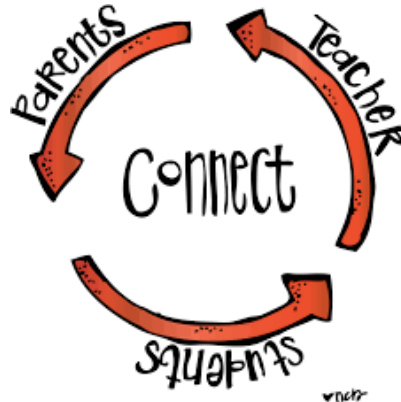
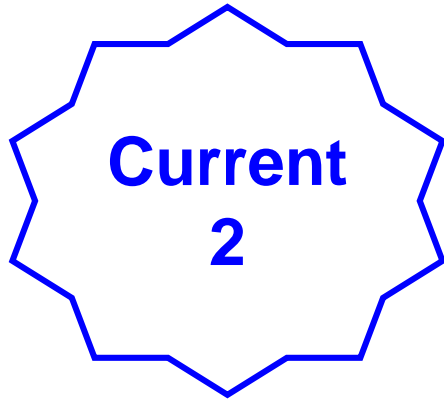




# Student Suspension Data

**Goal: The number of students suspended at least once will decrease by 40%.**

- 25 (total count) in Spring 2022
- 15 or less (total count) in Spring 2023



## Mid-Year Progress



# Student SEHS Data

78% - Happy at school

76% - Feel a part of Mission Hill

85% - Feel teachers treat them fairly

91% - Expect more good than bad will happen



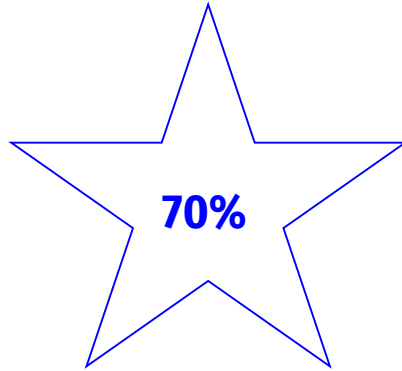
## Mid-Year Progress



# Student LCAP Survey Data

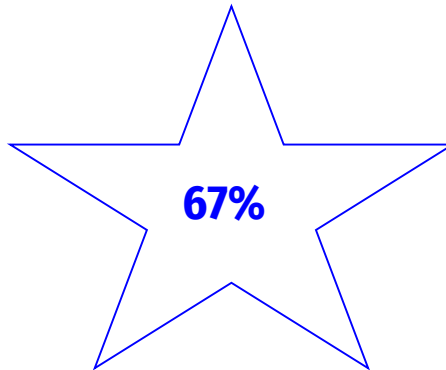
## Feel Connected

22.86% - Strongly Agree →  
47.14% - Agree  
25.0% - Somewhat Agree  
5.0% - Disagree



## Feel Safe

22.14% - Strongly Agree →  
45.00% - Agree  
23.57% - Somewhat Agree  
9.29% - Disagree



155/310

## Mid-Year Progress



# School Connectedness



156/310



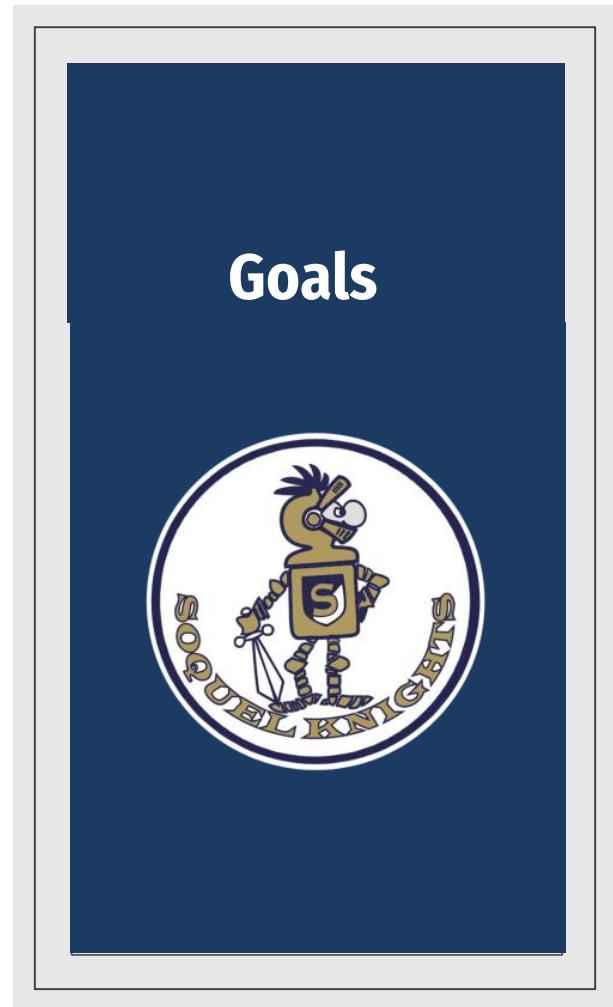


# Soquel High School

Single Plan 2022-23



- **Goal 1: Literacy in All Content Areas** - Student A-G completion rates will increase by 3% for traditionally underrepresented student populations
- **Goal 2: School Connectedness** - Soquel High School will continue to focus on equity as it relates to school-wide student involvement in Curricular/Co-Curricular/Extracurricular activities
- **Goal 3: English Learner Progress** - The demographics of students in our most challenging courses (Advanced Placement & Honors), will be reflective of our overall school demographics
- **Goal 4: Mathematics** - Maintain or increase the percentage of students passing Math 1 (C- or better) on the first attempt



# Mid-Year Progress Reading



***MAP Testing in Progress - Reading Mid Year Data Not Available Yet***

# Mid-Year Progress Math



## 9th Grade Fall (N = 237)



## 9th Grade Winter (N = 193)



## 10th Grade Fall (N = 249)



## 10th Grade Winter (N = 215)



*\*Some students are still completing the mid-year assessment*



# Mid-Year Progress Math



9th Grade Fall --Hispanic/Latino (N = 96)



9th Grade Winter - Hispanic/Latino (N = 80)



10th Grade Fall - Hispanic/Latino (N = 98)



10th Grade Winter - Hispanic/Latino (N = 86)



*\*Some students are still completing the mid-year assessment*

# Mid-Year Progress A-G - Equitable Access & Representation



- Partnership with Riverside County Office of Education: Measuring Student Learning Project: Transcript Audit
- Transcripts Class of 2022: Analysis of A-G completion along with A-G Accessibility
  - Identification of potential barriers
  - Grade distribution as students progress through A-G

**Day 1:** December 1, 2022 (A-G Team; Full Day PD)

**Day 2:** March 14, 2023 (SCIL/A-G Team; Full Day PD)

Info/Data will be used to draft strategies in **23-24** School Plan



## Social Emotional Health Survey

**85%** - Happy at school

**79%** - Feel a part of Soquel High

**90%** - Feel teachers treat them fairly

**90%** - Expect more good than bad will happen

# Social Emotional Health Survey Response

All Identified Students are/will be screened by  
Counselors/MSW and Interns

**Based on Screening,**

**Tier 1 = Academic Counselor/Social Emotional Counselor**

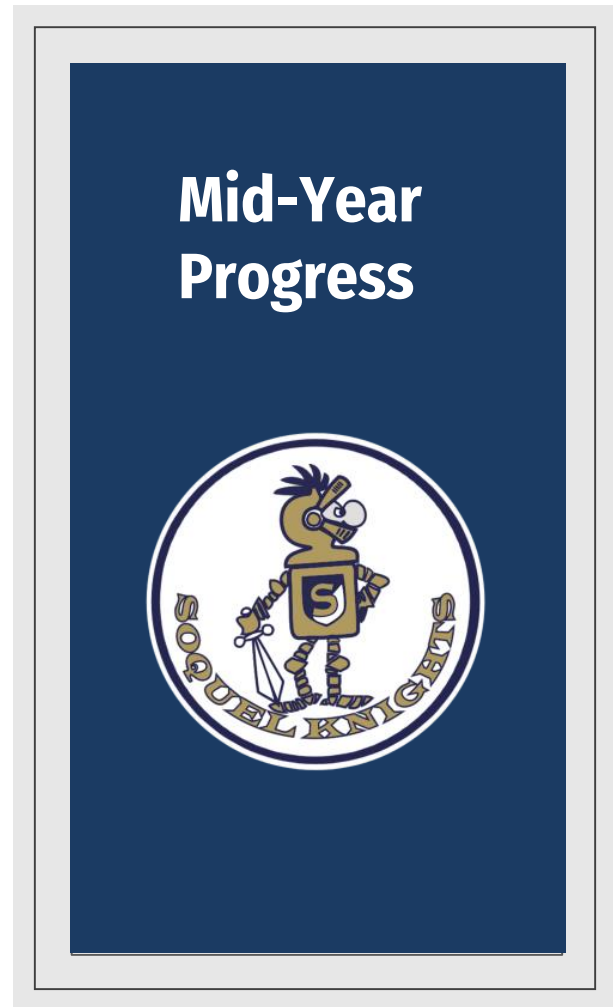
**Tier 2 = Social Emotional Counselor/Social Work Interns**

**Tier 3 = SCCS Licensed Social Worker/Social Work Interns**

**Mid-Year  
Progress**



Student LCAP Survey Grades 6 - 12	20-21	21-22	22-23
I feel connected and engaged with school.	45%	51%	58%
When I have problems or challenges, I feel that there are adults at the school to help and support me.	52%	62%	61%
I feel that teachers have high expectations for all students.	60%	65%	68%



# Mid-Year Progress School Connectedness



**End of year student group participation in extracurricular and co-curricular activities is not yet available. This is athletics' participation by student group in 21-22:**

<b>Student Group</b>	<b>School Enrollment Percentage</b>	<b>Athletic Participation Percentage</b>
English Learners	36%	27%
Low Income	11%	26%
Special Education	5%	9%
Hispanic	39.4%	27%

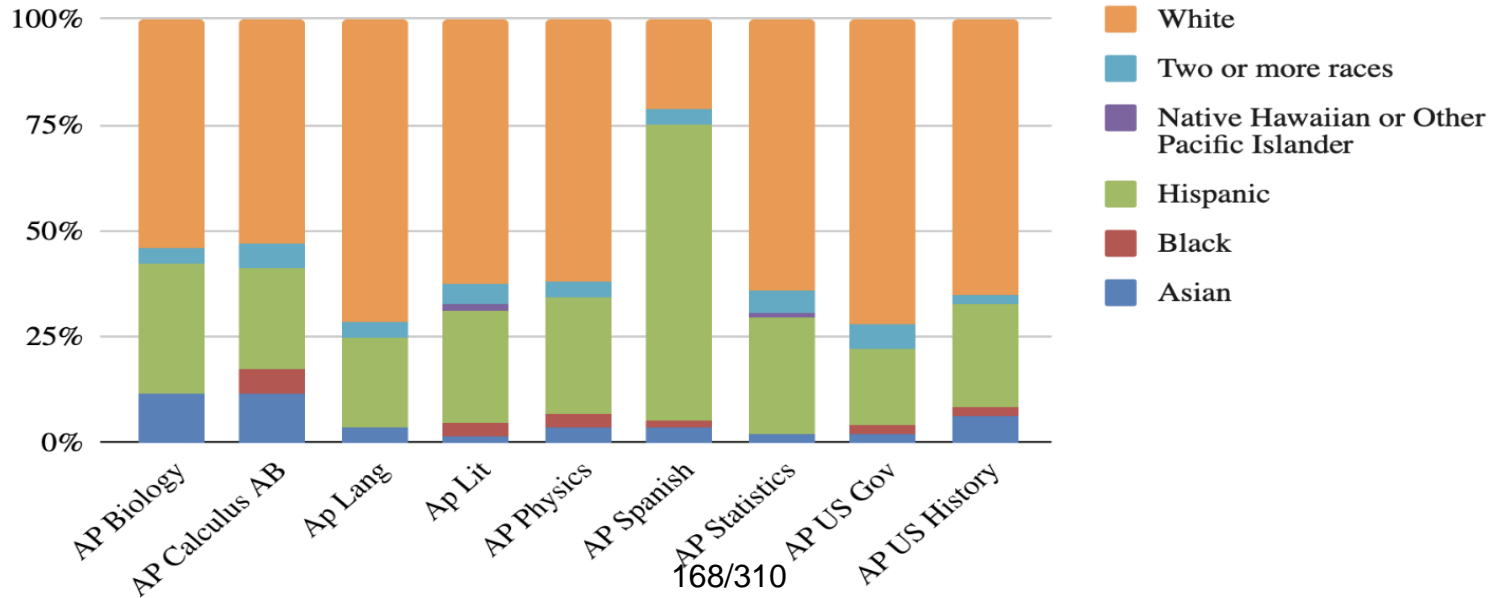
# Connections to School and Community



# Student Group Participation in Advanced Placement & Honors



Demographic Percentage breakdown for each AP Class at SHS





# Student Group Participation in Advanced Placement & Honors Courses



## Soquel High Demographics

Asian: 2.6%

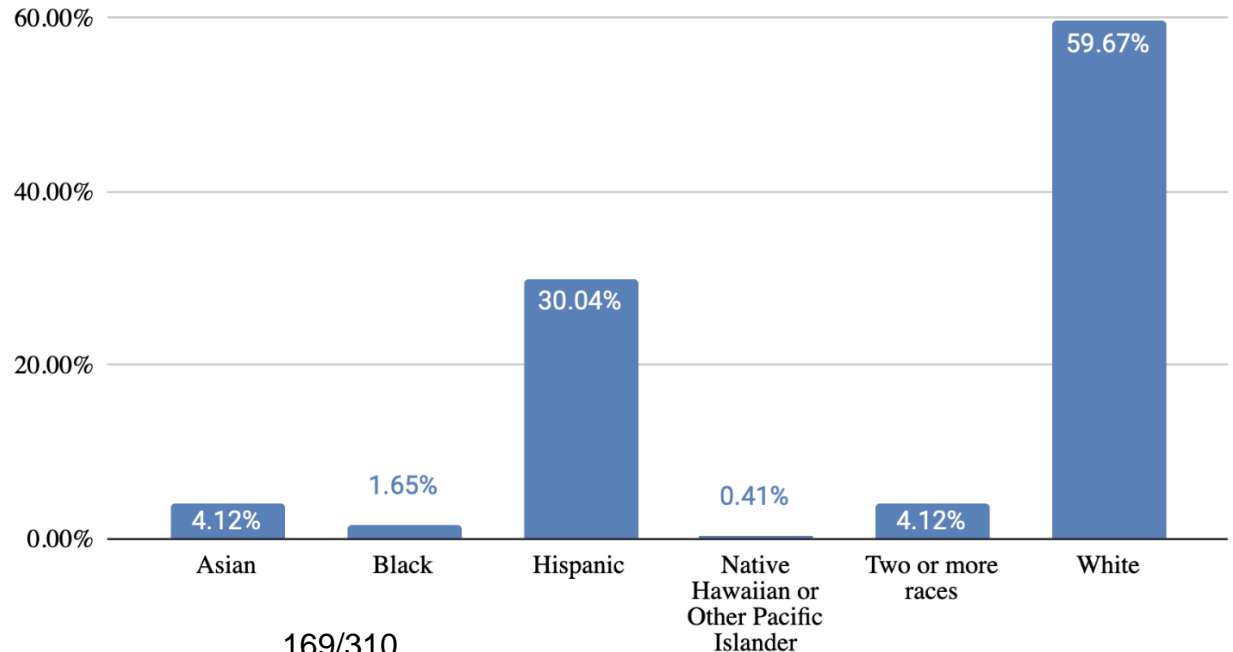
Black: 5.3%

Hispanic: 39.4%

Two or More Races: 5.3%

White: 49.9%

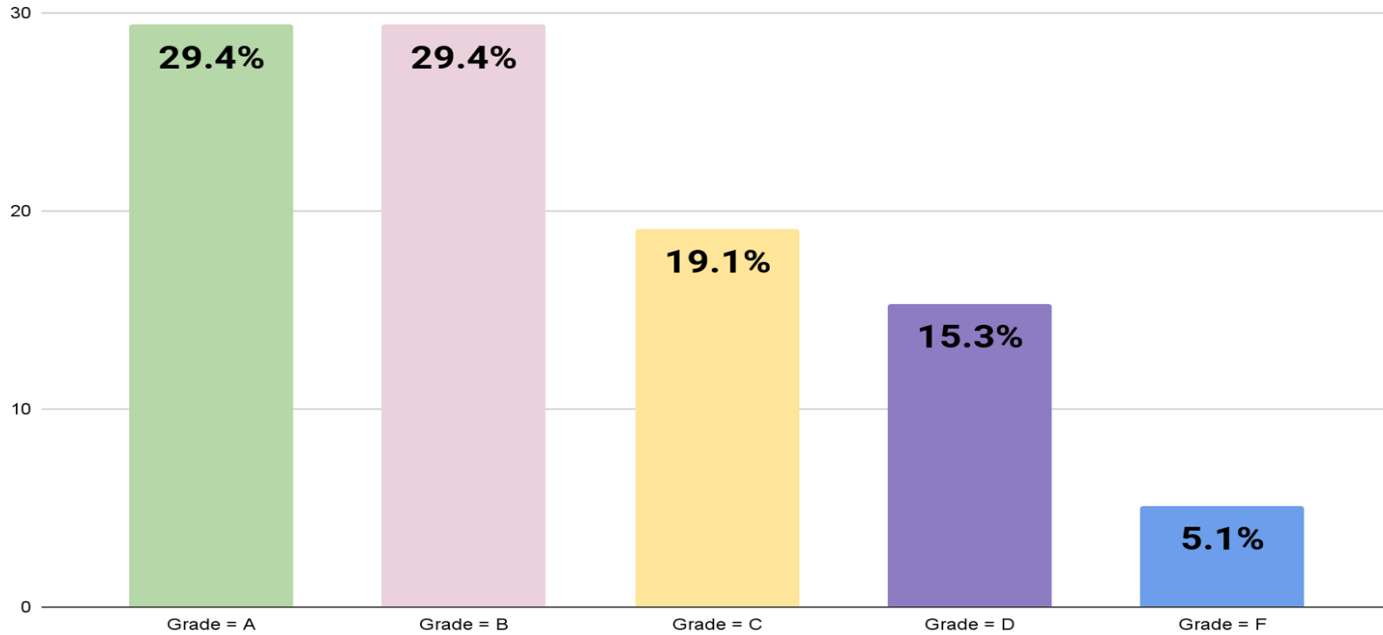
### Overall Demographic Percentage in All AP Classes



# Mid-Year Progress Integrated Math 1 Successful Completion



Integrated Math 1 Semester 1 Grade Distribution



170/310

# Questions?



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Staff Report: California School Dashboard Update

**MEETING DATE:** February 8, 2023

**FROM:** Dorothy Coito, Assistant Superintendent of Educational Services

**THROUGH:** Kris Munro, Superintendent

### **BACKGROUND:**

The California School Dashboard (<https://www.caschooldashboard.org>) is an online tool designed to help communities across the state access important information about K–12 schools and districts. It features reports on multiple measures of school success.

Six state measures allow for comparisons across schools and districts based on information collected statewide:

- Academic Progress: California Assessment of Student Progress in Mathematics and English Language Arts (Grades 3-8,11)
- Suspension Rate
- Chronic Absenteeism (Grades K-8)
- English Learner Progress
- High School Graduation Rate (12th grade)
- College/Career Readiness (12th grade)

Results are presented for all districts, schools, and disaggregated by student demographic groups. Local educational agencies and schools receive one of five color-coded performance levels on the state indicators. From highest to lowest, the five performance levels are: Blue, Green, Yellow, Orange, and Red. Performance levels are calculated based on how current performance (Status) compares to past performance (Change). This growth model provides a more complete picture of performance than a point-in-time snapshot.

Status is based on the current year of data. For each indicator, there are five Status levels:

- Very High
- High
- Medium

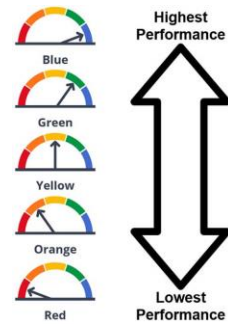
**AGENDA ITEM: 8.5.1.2**

- Low
- Very Low

Change is found by comparing current year results (Status) and results from the prior year (or, in some cases, an average of years):

Current Year Results (Status) *minus* Prior Year Results = Change

- Increased Significantly
- Increased
- Maintained



Five local measures are based on information collected by districts:

Districts receive one of three ratings for each of the five local measures.

1. Basic Conditions (teacher qualifications, safe and clean buildings, textbooks for all students)
2. Implementation of Academic Standards
3. School Climate Surveys (student safety, connection to the school)
4. Parent Involvement and Engagement
5. Access to a Broad Course of Study

Districts receive one of three ratings for each of the five local measures:

- Met
- Not Met
- Not Met for Two Years

School and student group information is not available for local measures.

There is a separate Local Indicator Dashboard Board Report annually in June that outlines the details on each of the five local measures.

### 2022 Dashboard Scores

Because CAASPP testing was postponed two years by the pandemic, the 2022 Dashboard is based on data from the 2021-22 school year and is a “Status” only Dashboard. It does not measure growth. This means the 2022 Dashboard data is the new baseline data for all districts and schools in the state, and no colors have been assigned to the different Indicators. Next year, the 2023 Dashboard will compare data from the current school year (2022-23) to the 2022 Dashboard data (2021-22 school year data) to give districts and schools color ratings based on their growth or decline.

Math and English Language Arts ratings are based on the *distance from met*.

- Met is equal to zero, the exact score it takes at each grade level to get a 3 (standard met) on California Assessment of Student Performance Progress.
- Every students’ score is translated into how many points above or below standard their score is.
- California Assessment of Student Performance Progress Dashboard ratings are calculated by finding the average above or below the standard.
- Schools are required to test at least 95% of students in grades 3-8, & 11. If 95% of students are

**AGENDA ITEM: 8.5.1.2**

not tested in any one student group, the lowest score possible is assigned to the number of students it would take to reach the 95% mark. These low scores are then averaged into the student groups' scores, which significantly impact scores. This is the first year the state has assigned this penalty for not reaching the 95% mark.

Suspensions are based on the number of students who have been suspended one or more times. If the same student is suspended multiple times in a single school year, that student is only counted once. Both in-school and out-of-school suspensions are counted. The number of students suspended is divided by the total number of students in that student group to get a percentage. The lower the percentage, the higher the rating.

Chronic Absenteeism in the number of students who have missed 10% or more of the school year (18 days or more). The number of chronically absent students is divided by the total number of students in the student group to get a percentage. The lower the percentage, the better the rating.

**Elementary District (see Table 1 for detail)**

- In English Language Arts, there was growth from 2019 scores in the All, Socioeconomically Disadvantaged (SED), Hispanic and Ever English Learners (Ever ELs) categories. This is due to increases in these areas at Bay View and Gault.
- In Math, scores decreased in all areas from 2019. Math is an area of focus and will remain so in upcoming years. Site administrators have reviewed the data and will make goals based on increases of 3-15 points to be able to progress for next year.
- Chronic Absenteeism is very high in most categories. Chronic absenteeism has been significantly impacted by the COVID quarantine requirements. As the District moves into the endemic phase of COVID, these numbers should naturally decline. All sites have processes for monitoring student attendance and outreach to families with attendance issues. It will only take a decrease of .5% to move all areas into the next color band, this area is expected to be better next year.
- Suspensions are the bright spot on the dashboard, as all schools had less than one percent of students suspended in the 2021-22 school year. If this trend continues, it is expected for this area to be green next year.

Table 1 (N= number of students in the group)

Elementary District	ALL	Socio-economically Disadvantaged	Hispanic	Ever ELs (English Learner (EL) + Reclassified Fluent Proficient (RFEP))	Special Education	White
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<b>ELA</b>	<b>Medium</b> 6.9 points above standard (N = 757)	<b>Low</b> 47.2 points below standard (N = 311)	<b>Low</b> 47.2 points below standard (N = 311)	<b>Low</b> (N = 201) 68 points below standard EL= 96.6 below (N=150) RFEP= 16.2 above (N=51)	<b>Very Low</b> 72.4 below standard (N = 160)	<b>High</b> 34.9 points above standard (N=361)
<b>Math</b>	<b>Medium</b> 17.2 points below standard (N = 758)	<b>Low</b> 65.9 points below standard (N = 323)	<b>Low</b> 66.9 points below standard (N = 311)	<b>Low</b> (N = 201) 78.5 points below standard EL=99.8 below (N=150) RFEP= 16.1 above (N=51)	<b>Low</b> 92.3 below standard (N = 160)	<b>High</b> 9.9 points above standard (N=361)
	<b>ALL</b>	<b>Socio-economically Disadvantaged</b>	<b>Hispanic</b>	<b>English Learners</b>	<b>Special Education</b>	<b>White</b>
<b>Suspension</b>	<b>Very Low</b> .3% (N =1790)	<b>Very Low</b> 0.5% (N = 733)	<b>Very Low</b> 0.5% (N = 728)	<b>Very Low</b> 0.5% (N = 402)	<b>Low</b> 0.9% (N = 323)	<b>Very Low</b> 0.1% (N=837)
<b>Chronic Absenteeism</b>	<b>Very High</b> 24.9% (N = 758)	<b>Very High</b> 38.1% (N = 724)	<b>Very High</b> 33.6% (N = 720)	<b>Very High</b> 31.3% (N = 400)	<b>Very High</b> 35.7% (N = 322)	<b>High</b> 24.9% (N=361)

### Secondary District (see Table 2 for detail)

- **English Language Arts:** Because the overall student score has a Status Rating of Medium, when colors are assigned, this area is expected to have a Green Overall rating in 2023. However, with student groups in the Low and Very Low categories, even with significant growth, the District predicts that there will be yellow ratings on the 2023 Dashboard for some student groups.
- **Math:** While the secondary math rating is 50.6 points below standard, if this improves by 3 points, the District will have a Green Overall rating in 2023. If it's maintained and/or declines by less than 3 points, there will be an Overall rating of Yellow in 2023. With student groups in the Low and Very Low categories, even with significant growth, it is predicted that there will be yellow ratings on the 2023 Dashboard for some student groups.
- **Chronic Absenteeism** is High or Very High. This is true across the state. Compared to last school year, there are lower chronic absenteeism rates. Attendance will likely improve on the next Dashboard with fewer cases of COVID requiring extended absence.
- **Suspensions:** All student groups were Low except for the Special Education student group being Medium. The District uses alternatives to suspension when appropriate and proactively works on having a positive school climate and culture, including having Positive Behavior Intervention

**AGENDA ITEM: 8.5.1.2**

and Support Programs at the middle school grade span and restorative justice practices across both middle and high school.

- **Graduation:** The Overall, Hispanic, & White student groups have High graduation rates while socioeconomic disadvantaged students have a Medium rating and English Learners and Special Education students have a Low graduation rate. The district is digging into this data and looking into other districts that support students in Special Day Class programs to earn High School Diplomas, not just a Certificate of Completion. The District is taking a closer look at specific English Learner data to determine how to better support English Learners in earning the credits needed to graduate.

Table 2 (N= number of students in the group)

Secondary District						
	ALL	Socio-economically Disadvantaged	Hispanic	Ever ELs (English Learner (EL) + Reclassified Fluent Proficient (RFEP))	Special Education	White
<b>ELA (6-8,11)</b>	<b>Medium</b> 9.2 points above standard (N = 1,646)	<b>Low</b> 35.3 points below standard (N = 637)	<b>Low</b> 32.8 points below standard (N = 646)	<b>Very Low</b> 75.3 pts below standard (N=270) EL=102.9 below (N=143) & RFEP=47.8 below (N=129)	<b>Very Low</b> 108.9 points below standard (N = 252)	<b>High</b> 36 points above standard (N = 806)
<b>Math (6-8,11)</b>	<b>Medium</b> 50.6 points below standard (N = 1,643)	<b>Low</b> 101.9 points below standard (N = 637)	<b>Low</b> 108.3 points below standard (N = 645)	<b>Very Low</b> 140.7 points below standard (N = 267) EL = 164.8 below (N = 141) RFEP = 114.6 below (N=127)	<b>Very Low</b> 171 points below standard (N = 252)	<b>Medium</b> 13.7 points below standard (N = 805)

Secondary District						
	ALL	Socioeconomically Disadvantaged	Hispanic	English Learners	Special Education	White
<b>Chronic Absenteeism (MS only)</b>	<b>High</b> 17.5% (N = 1,035)	<b>Very High</b> 25% (N = 404)	<b>Very High</b> 21.5% (N = 376)	<b>High</b> 19% (N = 137)	<b>Very High</b> 28.7% (N = 171)	<b>High</b> 15% (N = 546)
<b>Suspensions</b>	<b>Low</b> 2.2% (N = 4,665)	<b>Low</b> 3.5% (N = 1,777)	<b>Low</b> 3% (N = 1,840)	<b>Low</b> 3.1% (N = 421)	<b>Medium</b> 4.7% (N = 641)	<b>Low</b> 1.6% (N = 2,283)

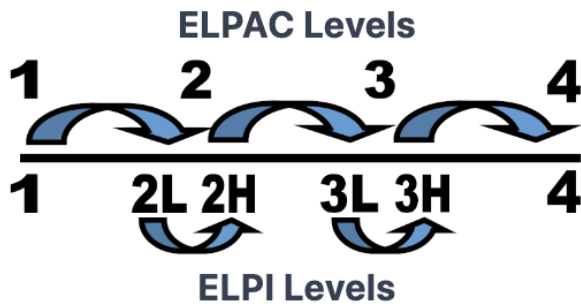
AGENDA ITEM: 8.5.1.2



<b>Graduation</b>	<b>High</b> 93.6% (N = 877)	<b>Medium</b> 89.8% (N = 401)	<b>High</b> 92.1% (N = 342)	<b>Low</b> 75.4% (N = 65)	<b>Low</b> 74.8% (N = 107)	<b>High</b> 94.4% (N = 448)
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**English Learner Progress Indicator**

Districts are also given a score for English Learner progress, which is based on the percentage of students who make at least one level growth on the English Language Proficiency Assessment for California (ELPAC). There are six levels for students to move through on the English Language Proficiency Assessment for California. If students’ progress one level each year, they will reclassify in six years, which is the goal for all English Learners. This path is represented in the graphic below.



(N= number of students in the group)

<b>English Learner Performance Indicator</b>					
	<b>% making Progress towards Eng proficiency</b>	<b>Grew at least 1 Level</b>	<b>Maintained Level 4</b>	<b>Maintained at 1, 2L, 2H, 3L, or 3H</b>	<b>Decreased 1 or more Levels</b>
<b>Elementary District</b>	<b>Medium</b> 52% (N = 244)	51.6%	0.4%	33.2%	14.8%
<b>Secondary District</b>	<b>Low</b> 53.6% (N = 280)	48.2%	5.4%	28.6%	17.9%

In both districts, the percentage of students making progress increased from 2019 ratings.

**California Dashboard and Differentiated Assistance**

If a student group within a district is very low performing across two or more California Dashboard Indicators, the district will be eligible for Differentiated Assistance.

Based on the 2022 Dashboard results, both the elementary and secondary districts are in Differentiated Assistance for the Special Education student group. Most of the districts in our county are also in Differentiated Assistance.

**Elementary:** Very Low in English Language Arts and Very High in Chronic Absenteeism

**Secondary:** Very Low in English Language Arts and Math and Very High in Chronic Absenteeism

To exit from Differentiated Assistance, English Language Arts and Math scores need to increase by a minimum of three points, and Chronic Absenteeism needs to be reduced by at least .5%. Sites can go into Additional Targeted Support Improvement and Comprehensive Support and Improvement based on low scores in student groups. Because the current 2022 Dashboard is a Status only Dashboard, the State is not entering or exiting any school site from Additional Targeted Support Improvement or Comprehensive Support and Improvement. Bay View is in Additional Targeted Support Improvement for the Special Education student group from 2019, and Costanoa is in Comprehensive Support and Improvement due to previously low graduation rates and high suspension rates (2019 Dashboard). Both schools will remain under these designations until the results of the 2023 Dashboard are released, likely in December of 2023.

**Next Steps:**

The district is already focusing on many high impact Tier 1 & Tier 2 instructional strategies and programs to impact student achievement in English Language Arts and Math. These will be reviewed in more detail during an upcoming board presentation. Similarly, the District is also working on systems to reduce suspensions and chronic absenteeism. In addition, special attention will be paid to disaggregating the Special Education California Assessment of Student Performance and Progress and iReady data to see the areas where we can best support students in learning. The 2022 test year was the first time that students have been held to a negative score for opting out of the test. Increasing the number of students taking and finishing the test will also help to increase scores.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

- Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.
- Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.
- Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

**AGENDA ITEM: 8.5.1.2**

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

**AGENDA ITEM: 8.5.1.2**

# 2022 SCCS California Dashboard Overview

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February 8th, 2023

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# California School DASHBOARD

The Dashboard is the state's accountability system for measuring the **growth/decline** of districts and schools on a variety of indicators:

- Academics: CAASPP Reading & Math
- Suspension Rate
- English Learner Progress (ELPAC)
- Chronic Absenteeism Rate (grades K-8)
- Graduation Rate (12th grade)
- College & Career Readiness (12th grade)
- 5 Additional Local Indicators (e.g., implementation of standards, parent & family engagement, etc.)

# Key Features of the CA Dashboard



## Focus on Equity

- Focuses on student groups to address disparities in data

## Supports Local Decision-Making

- Provides important information to support the local strategic planning process
- Provides “rubrics” for each indicator to support goal setting & give clarity around what constitutes “significant” growth and/or progress

# Growth Model: Status & Change

## Status

- Uses the most current year of data
- Status categories are derived by the percentile distributions outlined on each indicator's "rubric"

Five Status Levels
Very High
High
Medium
Low
Very Low

## Change

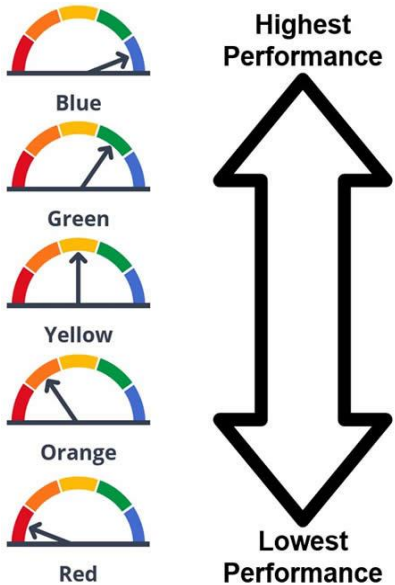
- The prior year average is used to determine change
- **Status** minus **Prior Year** = **Change**

Five Change Levels
Increased Significantly
Increased
Maintained
Declined
Declined Significantly



# Growth Model: Status & Change

Status and Change are weighted equally to rank each of the state performance indicators on a color-coded scale.



## C h a n g e

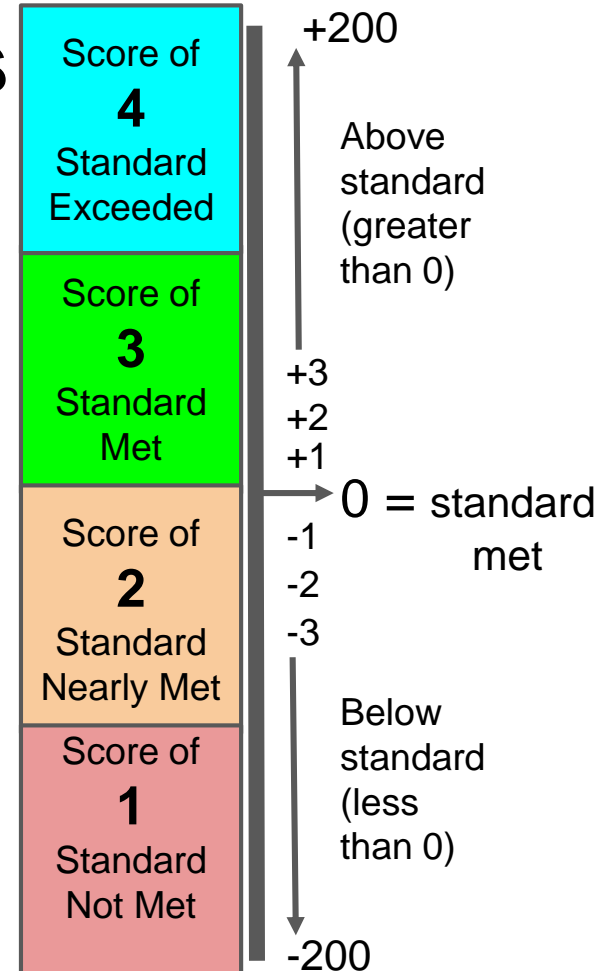
	Declined Significantly	Declined	Maintained	Increased	Increased Significantly
Very High	Yellow	Green	Blue	Blue	Blue
High	Orange	Yellow	Green	Green	Blue
Medium	Orange	Orange	Yellow	Green	Green
Low	Red	Orange	Orange	Yellow	Yellow
Very Low	Red	Red	Red	Orange	Yellow

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# Academic Dashboard Ratings

- Math and English Language Arts ratings are based on the **distance from met**
- Met = 0 = the exact score it takes at each grade level to get a 3 (standard met) on CAASPP
- Every students' score is translated into how many points above or below standard their score is
- CAASPP Dashboard ratings are calculated by finding the average above or below the standard
- Requirement to test 95% of students -- students who opt out are automatically counted as **-200**



(N= number of students in the group)

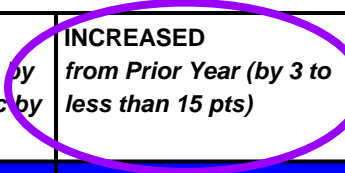
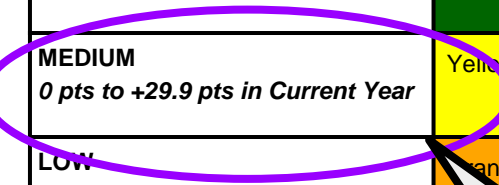
# Secondary (Grades 6-8, 11)

## English Language Arts

<b>All</b>	<b>Medium</b> (N = 1,646) 9.2 points above standard
<b>Socioeconomically Disadvantaged</b>	<b>Low</b> (N = 637) 35.3 points below standard
<b>Hispanic</b>	<b>Low</b> (N = 646) 32.8 points below standard
<b>Ever English Learners</b> (English Learner (EL) + Reclassified English Learners (RFEP))	<b>Very Low</b> (N=270) <u>75.3 pts below standard</u> EL=102.9 below (N=143) & RFEP=47.8 below (N=129)
<b>Special Education</b>	<b>Very Low</b> (N = 252) 108.9 points below standard
<b>White</b>	<b>High</b> (N = 806) 36 points above standard

# Understanding the Dashboard Rating System: Secondary ELA Example

English Language Arts	DECLINED SIGNIFICANTLY from Prior Year (by more than 15 pts)	DECLINED from Prior Year (by 3 to 15 pts)	MAINTAINED from Prior Year (dec by less than 3 pts or inc by less than 3 pts)	INCREASED from Prior Year (by 3 to less than 15 pts)	INCREASED SIGNIFICANTLY from Prior Year (by 15 pts or more)
<b>VERY HIGH</b> +75 pts or higher in Current Year	Green	Green	Blue	Blue	Blue
<b>HIGH</b> +30 to +74.9 pts in Current Year	Green	Green	Green	Green	Blue
<b>MEDIUM</b> 0 pts to +29.9 pts in Current Year	Yellow	Yellow	Yellow	Green	Green
<b>LOW</b> -0.1 to -45 pts in Current Year	Orange	Orange	Orange	Yellow	Yellow
<b>VERY LOW</b> -45.1 pts or lower in Current Year	Red	Red	Red	Orange	Orange



2022 = 9.2 pts above

If increase 3 points in 2023



# Elementary (Grades 3-5)

## English Language Arts

(N= number of students in the group)

<b>All</b>	<b>Medium</b> (N = 757) 6.9 points above standard
<b>Socioeconomically Disadvantaged</b>	<b>Low</b> (N = 311) 47.2 points below standard
<b>Hispanic</b>	<b>Low</b> (N = 311) 47.2 points below standard
<b>Ever English Learners (English Learner (EL) + Reclassified English Learners (RFEP))</b>	<b>Low</b> (N = 201) 68 points below standard EL= 96.6 below (n=150) RFEP= 16.2 above (n=51)
<b>Special Education</b>	<b>Very Low</b> (N = 160) 72.4 below standard
<b>White</b>	<b>High</b> (N = 361) 34.9 points above standard

(N= number of students in the group)

# Secondary (Grades 6-8, 11)

## Math

<b>All</b>	<b>Medium</b> (N = 1,643) 50.6 points below standard
<b>Socioeconomically Disadvantaged</b>	<b>Low</b> (N = 637) 101.9 points below standard
<b>Hispanic</b>	<b>Low</b> (N = 645) 108.3 points below standard
<b>Ever English Learners</b> (English Learner (EL) + Reclassified English Learners (RFEP))	<b>Very Low</b> (N = 267) <u>140.7 points below standard</u> EL = 164.8 below (N = 141) RFEP=114.6 below (N=127)
<b>Special Education</b>	<b>Very Low</b> (N = 252) 171 points below standard
<b>White</b>	<b>Medium</b> (N = 805) 13.7 points below standard

# Elementary (Grades 3-5)

## Math

(N= number of students in the group)

<b>All</b>	<b>Medium (N = 758)</b> <b>17.2 points below standard</b>
<b>Socioeconomically Disadvantaged</b>	<b>Low (N = 323)</b> 65.9 points below standard
<b>Hispanic</b>	<b>Low (N = 311)</b> 66.9 points below standard
<b>Ever English Learners (English Learner (EL) + Reclassified English Learners (RFEP))</b>	<b>Low (N = 201)</b> 78.5 points below standard EL=99.8 below (N=150) RFEP= 16.1 above (N=51)
<b>Special Education</b>	<b>Low (N = 160)</b> 92.3 below standard
<b>White</b>	<b>High (N = 361)</b> 9.9 points above standard

# Secondary (Grades 6-8)

## Chronic Absenteeism

<b>All</b>	<b>High</b> 17.5% (N = 1,035)
<b>Socioeconomically Disadvantaged</b>	<b>Very High</b> 25% (N = 404)
<b>Hispanic</b>	<b>Very High</b> 21.5% (N = 376)
<b>English Learners</b>	<b>High</b> 19% (N = 137)
<b>Special Education</b>	<b>Very High</b> 28.7% (N = 171)
<b>White</b>	<b>High</b> 15% (N = 546)

(N= number of students in the group)

# Understanding the Dashboard Rating System: Secondary Chronic Absenteeism

Chronic Absenteeism	INCREASED SIGNIFICANTLY from Prior Year (by more than 3.0%)	INCREASED from Prior Year (by 0.5% up to 3.0%)	MAINTAINED from Prior Year (dec or inc by less than 0.5%)	DECLINED from Prior Year (by 0.5% to less than 3.0%)	DECLINED SIGNIFICANTLY from Prior Year (by 3.0% or more)
<b>VERY LOW</b> 2.5% or less in Current Year	Yellow	Green	Blue	Blue	Blue
<b>LOW</b> More than 2.5% to 5.0% in Current Year	Orange	Yellow	Green	Green	Blue
<b>MEDIUM</b> More than 5.0% to 10.0% in Current Year	Orange	Orange	Yellow	Green	Green
<b>HIGH</b> More than 10.0% to 20.0% in Current Year	Red	Orange	Orange	Yellow	Yellow
<b>VERY HIGH</b> More than 20.0% in Current Year	Red	Red	Red	Orange	Yellow



# Elementary (Grades K-5)

## Chronic Absenteeism

<b>All</b>	<b>Very High</b> 24.9% (N = 758)
<b>Socioeconomically Disadvantaged</b>	<b>Very High</b> 38.1% (N = 724)
<b>Hispanic</b>	<b>Very High</b> 33.6% (N = 720)
<b>English Learners</b>	<b>Very High</b> 31.3% (N = 400)
<b>Special Education</b>	<b>Very High</b> 35.7% (N = 322)
<b>White</b>	<b>High</b> 24.9% (N=361)

(N= number of students in the group)

# Secondary (Grades 6-12)

## Suspensions

<b>All</b>	<b>Low</b> 2.2% (N = 4,665)
<b>Socioeconomically Disadvantaged</b>	<b>Low</b> 3.5% (N = 1,777)
<b>Hispanic</b>	<b>Low</b> 3% (N = 1,840)
<b>English Learners</b>	<b>Low</b> 3.1% (N = 421)
<b>Special Education</b>	<b>Medium</b> 4.7% (N = 641)
<b>White</b>	<b>Low</b> 1.6% (N = 2,283)

194/310  
(N= number of students in the group)

# Elementary (Grades K-5)

## Suspensions

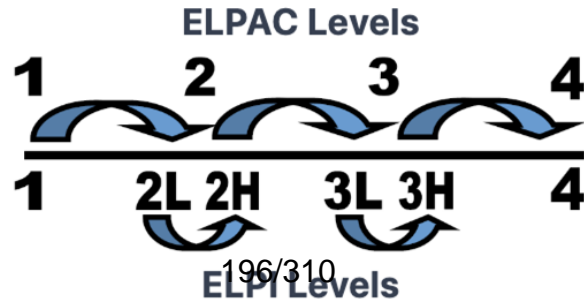
<b>All</b>	<b>Very Low</b> .3% (N = 1790)
<b>Socioeconomically Disadvantaged</b>	<b>Very Low</b> 0.5% (N = 733)
<b>Hispanic</b>	<b>Very Low</b> 0.5% (N = 728)
<b>English Learners</b>	<b>Very Low</b> 0.5% (N = 402)
<b>Special Education</b>	<b>Low</b> 0.9% (N = 323)
<b>White</b>	<b>Very Low</b> 0.1% (N=837)

(N= number of students in the group)

# English Learner Performance Indicator

	% making Progress towards English proficiency	Grew at least 1 Level	Maintained Level 4	Maintained at 1, 2L, 2H, 3L, or 3H	Decreased 1 or more Levels
<b><u>Elementary</u></b> (N = 244)	<b>Medium</b> 52%	51.6%	0.4%	33.2%	14.8%
<b><u>Secondary</u></b> (N = 280)	<b>Low</b> 53.6%	48.2%	5.4%	28.6%	17.9%

(N= number of students in the group)



# Secondary Graduation

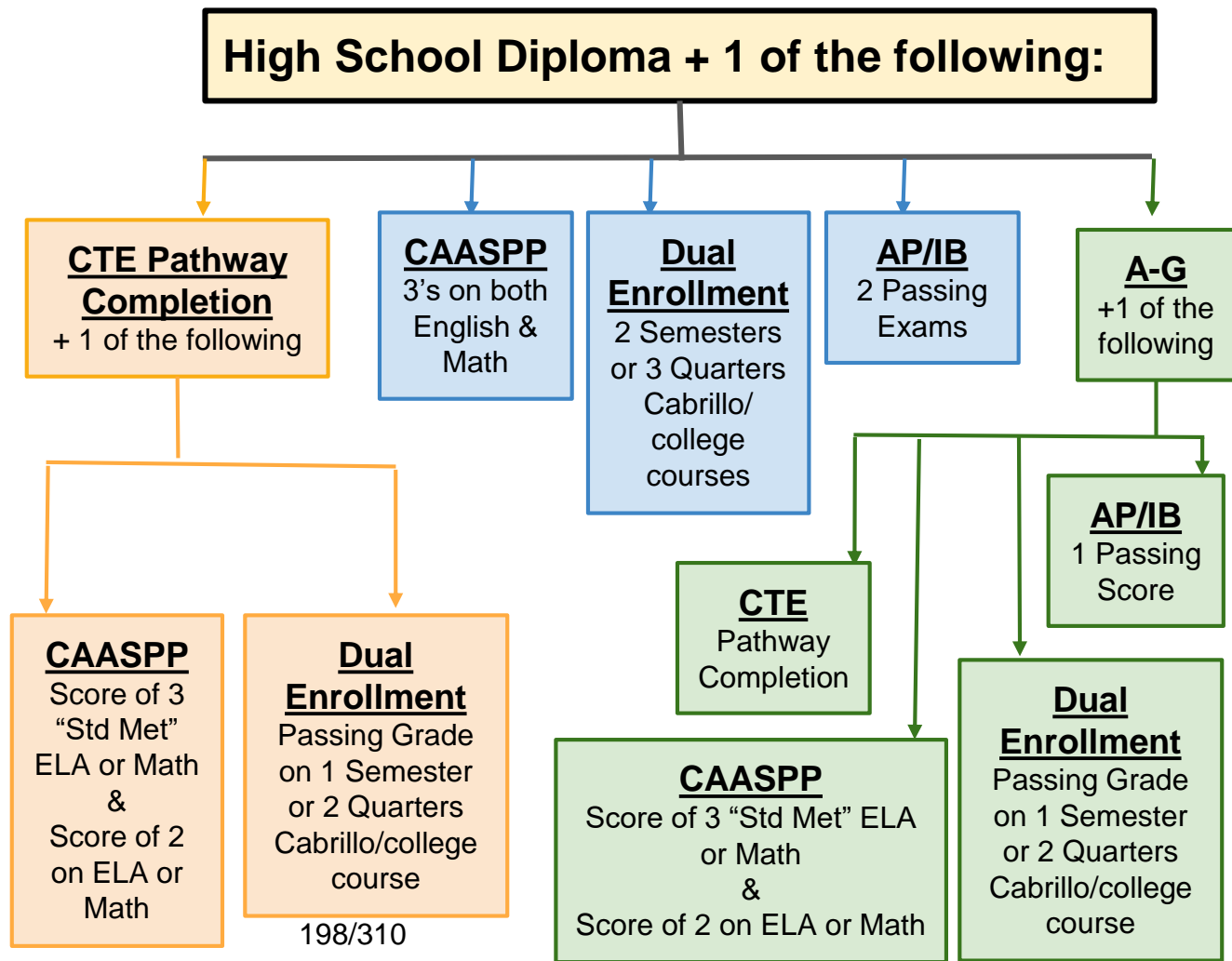
<b>All</b>	<b>High</b> 93.6% (N = 877)
<b>Socioeconomically Disadvantaged</b>	<b>Medium</b> 89.8% (N = 401)
<b>Hispanic</b>	<b>High</b> 92.1% (N = 342)
<b>English Learners</b>	<b>Low</b> 75.4% (N = 65)
<b>Special Education</b>	<b>Low</b> 74.8% (N = 107)
<b>White</b>	<b>High</b> 94.4% (N = 448)

(N= number of students in the group)

# Secondary

## College & Career Readiness

*Note: This was not reported on the 2022 dashboard due to lack of 2021 CAASPP data.*



# What is Differentiated Assistance (DA)?

- One or more student demographic group is very low-performing across two or more California Dashboard Indicators with “red” designations (demographic groups include ethnicity, low income status, language learners, students with disabilities, foster youth and homeless students)
- District works with the County Office of Education to discover root causes of the low performance and make plans for improvement
- County Office of Education monitors District improvement

# Why is SCCS Secondary in Differentiated Assistance?

## **Special Education**

**English Language Arts:**

Very Low

**Math:**

Very Low

**Chronic Absenteeism:**

Very High

→ Increase by at least 3 points  
to progress to **orange**

→ Increase by at least 3 points  
to progress to **orange**

→ Decrease the percentage by  
.5% to be **orange**

-or-

Decrease by 3% or more to  
be **yellow**



# Why is SCCS Elementary in Differentiated Assistance?

## **Special Education**

**English Language Arts:**

Very Low



Increase by at least 3 points  
to progress to **orange**

**Chronic Absenteeism:**

Very High



Decrease the percentage by  
.5% to progress to **orange**

-or-

Decrease by 3% or more to  
be **yellow**

# What is Additional Targeted Support & Improvement (ATSI)?

- A designation for schools that have one or more student demographic group is very low-performing across two or more California Dashboard Indicators with “red” designations (demographic groups include ethnicity, low income status, language learners, students with disabilities, foster youth and homeless students)
- Sites work with the District Office to discover root causes of the low performance and make plans for improvement
- District monitors school improvement

# Which Secondary Schools are in ATSI?

## **Mission Hill Middle** **Special Education**

Very Low:

English & Math

Very High:

Chronic Absenteeism

## **Harbor High**

### **English Learner**

Very Low:

English, Math, English Learner Progress

### **English & Math**

Increase by at least **3 points** to progress to **orange**

### **Chronic Absenteeism**

Decrease by **.5%** to be **orange**

### **English Learner Progress**

Increase by **1.7%** to move to **Low**

# Which Elementary Schools are in ATSI?

## **Bay View Elementary**

### **Special Education & English Learner**

Very Low: English & Math

Very High: Chronic Absenteeism

## **Gault Elementary**

### **Special Education & White**

Very High: Chronic Absenteeism

## **Westlake Elementary**

### **English Learner**

Very Low: English Learner Progress

Very High: Chronic Absenteeism

## **English & Math**

Increase by at least **3 points** to progress to **orange**

## **Chronic Absenteeism**

Decrease by **.5%** to be **orange**

## **English Learner Progress**

Increase by **7.2%** to move to **Low**

# Addressing Differentiated Assistance & ATSI/CSI

- Analyze data, set goals & plan with site leadership
- Focus strategically on special education
- Continue district initiatives focusing on:
  - English Learners
  - High quality Tier 1 instructional practices
  - Content area scope and sequence
  - Common assessment work

# Questions?



## SANTA CRUZ CITY SCHOOLS DISTRICT

**AGENDA ITEM:** Preliminary Enrollment Projections

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**BACKGROUND:**

Staff work with PowerSchool, formerly DecisionInsite, a demography service, to research and develop both short and long-term enrollment projections. The attached report outlines projections based on district and partner district data, housing development plans, and other factors.

District staff continue to work with DecisionInsite to audit and monitor these projections to inform staffing allocations and our future budget and facilities planning.

**FISCAL IMPACT:**

\$12,148.50 per year, Capital Facilities Funds (Restricted)

This work is in direct support of the following district goal and its metrics:

Goal #5: SCCS will maintain a balanced budget and effective and efficient management.

**AGENDA ITEM: 8.5.2.1**



# 2023-24 Enrollment Projections

February 8, 2023



# District Information

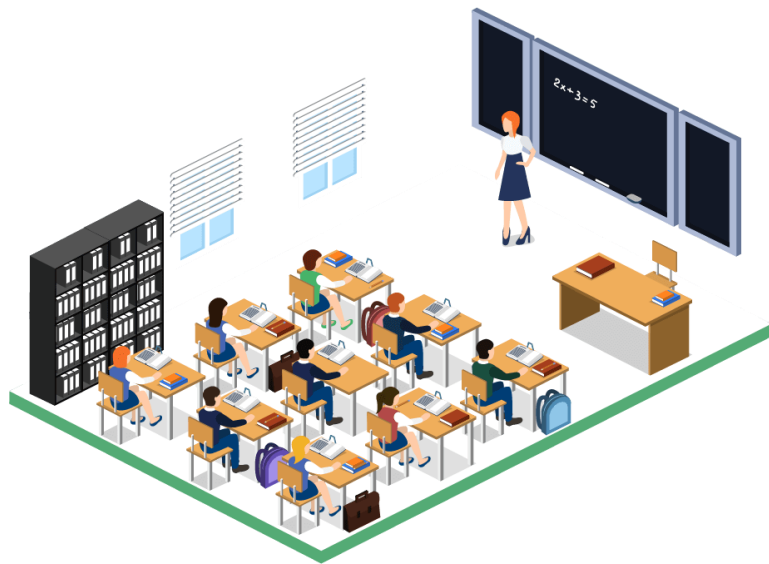
PowerSchool (DecisionInsite) updated annual demographic study for both short and long term enrollment projections

- Projections support planning for revenue, staffing and bond projects
- Conservative projections are used for staffing
- Moderate projections are used for facilities planning



# Elements Used in Projections

- Kindergarten Cohort Data and Patterns
- New Housing Developments
- Interdistrict Transfer Trends
- Partner District Enrollment
- Student Historical Mobility Trends
- Expanded Transitional Kindergarten Enrollment



# Other Factors to Consider

- Transitional Kindergarten after one year at sites
- Declining Enrollment throughout the State
- Staffing to match enrollment and learning loss
- Working with Powerschool to review changing information and update projections



# Elementary Projections

Site	2020-21 Certified	2021-22 Certified	2022-23 Certified	2023-24 Projected
Bay View	338	329	336	302
Delaveaga	470	478	488	479
Gault	291	303	310	298
Westlake	468	487	472	422
Totals	1,567	1,597	1,606	1,501

# Middle School Projections

Site	2020-21 Certified	2021-22 Certified	2022-23 Certified	2023-24 Projected
Branciforte	420	423	389	379
Mission Hill	570	565	544	477
Totals	990	988	933	856

# High School Projections

Site	2020-21 Certified	2021-22 Certified	2022-23 Certified	2023-24 Projected
Harbor	1,001	1,043	1,023	952
Santa Cruz	1,088	1,132	1,092	1,112
Soquel	1,034	1,022	974	1,001
Totals	3,123	3,197	3,089	3,065

# Small Schools Projections

Site	2020-21 Certified	2021-22 Certified	2022-23 Certified	2023-24 Projected
AFE	239	118	108	108
ARK	76	89	47	70
Costanoa	94	61	65	80
Monarch	116	121	117	116
Totals	525	389	337	374

# Enrollment Projection Totals

Site	2020-21 Certified	2021-22 Certified	2022-23 Certified	2023-24 Projected
District	6,205	6,171	5,965	5,796



# 23-24 Staffing Allocation Adjustments

Grade Span	FTE (Full Time Equivalent Staff) Projections	Projected Staffing Changes from 22-23 to 23-24
Elementary	62.00	-7.00
Middle School	32.20	-1.40
High School	111.00	-2.00
Totals	205.20	-10.40

# 23-24 Staffing Allocation Adjustments— Small Schools

Grade Span	FTE (Full Time Equivalent Staff) Adjustments	Projected Staffing Changes from 22-23 to 23-24
Monarch	5.00	0
AFE	4.80	0
ARK	2.40	0
Costanoa	3.00	0
Totals	15.20	0

# Next Steps

- Staffing planned by site leaders based on allocations
- Reviewing certificated and classified positions
- Monitoring actual enrollment closely through spring & summer
- Updating budget for the 2022-23 year as preparation for 2023-24
- Working on long term fiscal projections reflecting declining enrollment



# Questions?

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Governor's January Budget Proposal for 2023-24

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

### **BACKGROUND:**

Each January, the Governor presents the initial budget proposal for the upcoming fiscal year. District staff attended a workshop on 1/18/23 facilitated by School Services of California about the proposed education funding for the 2023-24 school year. Staff will present highlights of the proposed Governor's budget. Some highlights from the Governor's Budget Proposal include:

- The Economy and Revenues
- Local Control Funding Formula (LCFF), and Cost of Living Adjustment (COLA)
- LCFF Entitlements for School Districts
- Retirement Systems
- Minimum Wage
- Arts, Music, and Instructional Material Block Grant Reduction
- Certificated and Classified Layoff Timeline
- Proposition 28: Arts and Music

### **FISCAL IMPACT:**

None

This work is in direct support of the following district goals and corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.



# Governor's Proposals for the 2023-24 State Budget and K-12 Education

February 8, 2023

# Themes for the 2023-24 Governor's Budget

- **Governor's Budget is focused on maintaining programs & while trimming others (where possible)**
- **Along with COVID-19, other crises have risen in importance, including:**
  - **Homelessness**
  - **Housing**
  - **Extreme weather**
- **Governor's Budget precariously balanced & a change in the economic forecast could require more difficult decisions at the May Revision**

# State Budget and Economy



- Persistent inflation, rising interest rates, lingering supply chain issues and the struggling stock market continue
- Most economists forecast a mild recession in 2023 or 2024
- Revenue outlook is substantially different than the prior two years
- Governor's Budget forecasts General Fund revenues \$29.5 billion lower than 2022-23 Budget
  - Estimated \$22.5 billion gap in the General Fund for 2023-24
- Funding delays, reductions & pullbacks, fund shifts, trigger reductions & borrowing keep the State's significant reserves intact
- Revenue assumptions forecast slower economic growth, but not a recession, which comes with elevated risks



# Education Budget

- Funding resources leaner for education
- Maintaining the purchasing power of the Local Control Funding Formula (LCFF) takes center stage with the cost-of-living adjustment (COLA)
- Continues commitment to Transitional Kindergarten (TK) & Expanded Learning (ELO-P)
- Surprise K-12 “sweep” of funding for arts and music instruction
  - Proposed mid-year cut to one-time funds in 2022-23
  - No new “categoricals” of one time monies in 2023-24

# 2023-24 Local Control Funding Formula (LCFF) Overview



8.13%

Statutory COLA

\$4.7 billion

New

Equity Multiplier

In conjunction with accountability improvements, intended to augment resources to support highest-needs schools  
**Does not apply to SCCS**

\$5.04

Billion

Total 2023-24 LCFF funding increase, **utilizing \$1.4 billion in one-time funding**

\$\$

Categorical Programs

COLA also applied to other educational programs funded outside of the LCFF

# 2023-24 Local Control Funding Formula (LCFF) Funding Factors (State Averages)

Grade Span	TK	K-3	4-6	7-8	9-12
2022-23 Base Grant per ADA	\$9,166	\$9,166	\$9,304	\$9,580	\$11,102
8.13% COLA	\$745	\$745	\$756	\$779	\$903
2023-24 Base Grant per ADA	\$9,911	\$9,911	\$10,060	\$10,359	\$12,005
Grade Span Adjustment	\$1,031	\$1,031	–	–	\$312
TK add-on (inclusive of COLA)	\$3,042	–	–	–	–
2023-24 Adjusted Base Grant per ADA	\$13,984	\$10,942	\$10,060	\$10,359	\$12,317
20% Supplemental Grant per ADA	–	\$2,188	\$2,012	\$2,072	\$2,463
<del>65% Concentration Grant per ADA</del>	–	<del>\$7,112</del>	<del>\$6,539</del>	<del>\$6,733</del>	<del>\$8,006</del>

**Santa Cruz City Schools—2023-24**

2023-24 LCFF Per-ADA Funding	Projected 2023-24 ADA	Projected 2023-24 LCFF Total Revenue
\$19,460.47    Elem	1,663.15	\$32,365,695
\$13,598.80    Sec	3,819.33	<u>\$51,938,326</u>
		<b>\$84,304,021</b>

**What Does the  
Local Control  
Funding Formula  
(LCFF) Mean for  
Santa Cruz City  
Schools?**

# Financial Projection Dashboard

## Planning Factors

		2022-23	2023-24	2024-25	2025-26	2026-27
<b>Projected Planning COLA</b>		6.56%	8.13%	3.54%	3.31%	3.23%
<b>California Consumer Price Index</b>		6.00%	3.44%	2.77%	2.49%	2.74%
<b>Unemployment Insurance</b>		0.50%	0.20%	0.20%	0.20%	0.20%
<b>California Lottery</b>	<b>Unrestricted per ADA</b>	\$170	\$170	\$170	\$170	\$170
	<b>Restricted per ADA</b>	\$67	\$67	\$67	\$67	\$67
<b>Mandate Block Grant (District)</b>	<b>Grades K-8 per ADA</b>	\$34.94	\$37.78	\$39.12	\$40.41	\$41.72
	<b>Grades 9-12 per ADA</b>	\$67.31	\$72.78	\$75.36	\$77.85	\$80.36
<b>Mandate Block Grant (Charter)</b>	<b>Grades K-8 per ADA</b>	\$18.34	\$19.83	\$20.53	\$21.21	\$21.90
	<b>Grades 9-12 per ADA</b>	\$50.98	\$55.12	\$57.07	\$58.96	\$60.86

# CalSTRS Employer Contribution Rates

Effective Date	CalSTRS Funding Plan Increases	
	Rate	Year-over-year change
July 1, 2013	8.25%	No increase since 1986
July 1, 2014	8.88%	0.63%
July 1, 2015	10.73%	1.85%
July 1, 2016	12.58%	1.85%
July 1, 2017	14.43%	1.85%
July 1, 2018	16.28%	1.85%
July 1, 2019	17.10%	0.82%
July 1, 2020	16.15%	-0.95%
July 1, 2021	16.92%	0.77%
July 1, 2022	19.10%	2.18%
July 1, 2023	19.10%	0%
July 1, 2024	19.10%	0%
July 1, 2025	19.10%	0%

No new funding towards California State Teachers' Retirement System (CalSTRS) relief

Projected CalSTRS employer contribution rate of 19.10% in 2023-24

Future rates subject to legislation

# CalPERS Employer Contribution Rates

Year	Prior Projections per SSC Dartboard	Projected Rates per Most Recent CalPERS Actuarial Report <sup>1</sup>
2022-23	25.37%	25.37%
2023-24	25.20%	27.00%
2024-25	24.60%	28.10%
2025-26	23.70%	28.80%
2026-27	22.60%	29.20%
2027-28	22.60%	30.70%

**No new funding to provide CalPERS relief**

**Employer contribution rate for 2023-24 increases from 25.37% to 27.00%**

# Minimum Wage Increase—Future Forecast

Minimum Wage	Effective Date: > 25 Employees	Effective Date: ≤ 25 Employees	Exempt Minimum Salary (Weekly)	Exempt Minimum Salary (Monthly)	Exempt Minimum Salary (Annually)
\$14.00/hour	January 1, 2021	January 1, 2022	\$1,120	\$4,853	\$58,240
\$15.00/hour	January 1, 2022	N/A	\$1,200	\$5,200	\$62,400
\$15.50/hour	January 1, 2023		\$1,240	\$5,373	\$64,480
\$16.00/hour	January 1, 2024		\$1,280	\$5,547	\$66,560
\$16.40/hour	January 1, 2025		\$1,312	\$5,685	\$68,224
\$16.80/hour	January 1, 2026		\$1,344	\$5,824	\$69,888
\$17.20/hour	January 1, 2027		\$1,376	\$5,963	\$71,552
\$17.60/hour	January 1, 2028		\$1,408	\$6,101	\$73,216

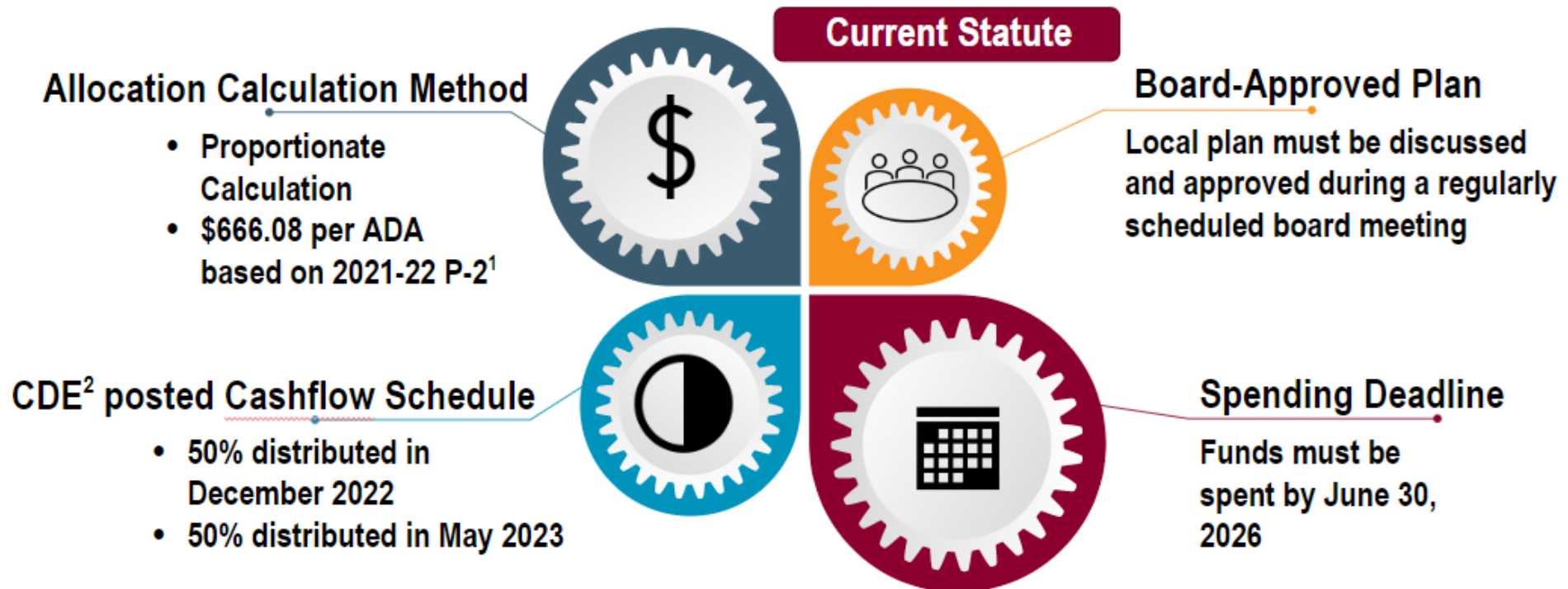
**Based on inflation, the minimum wage is projected to increase by the maximum amount allowed by law through 2028**

**Note: Employers should review city or county ordinances to determine if any local minimum wage standards apply**



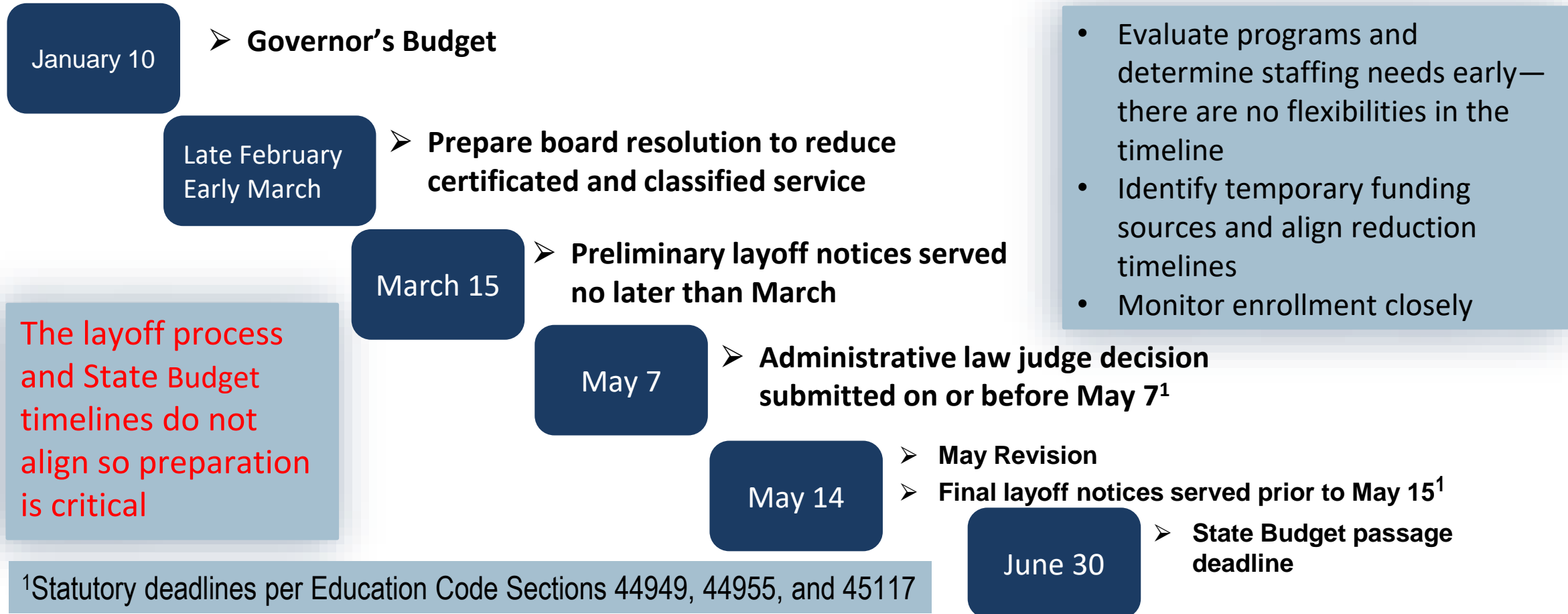
# Arts, Music, and Instructional Material Block Grant (discretionary, poorly named block grant) Proposed Funding Reduction

Budget proposal includes a \$1.2 billion reduction in the \$3.5 billion one-time funding provided in the 2022-23 Enacted Budget package, bringing the appropriation down to \$2.3 billion



<sup>1</sup>Second Principal Apportionment; <sup>2</sup>California Department of Education

# Certificated and Classified Layoffs and State Budget Timelines



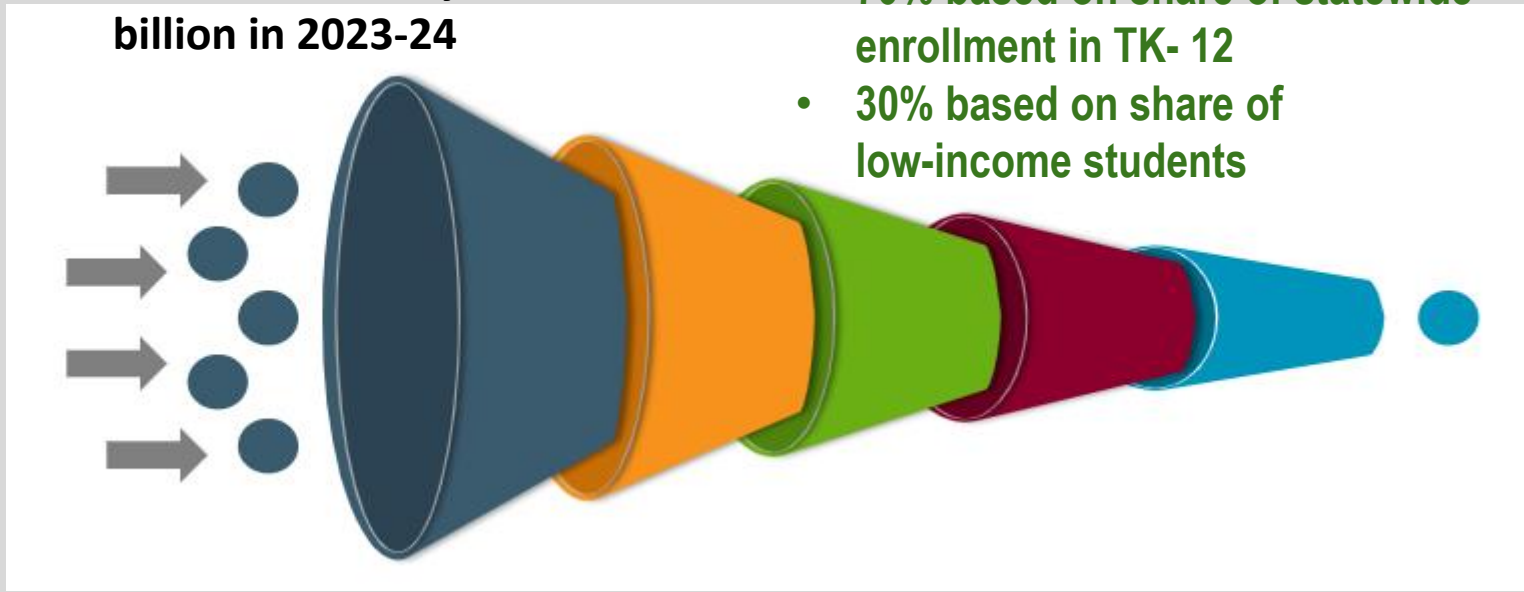
# Proposition 28: Arts and Music in Schools—Funding Guarantee and Accountability Act

Estimated to increase state costs nearly \$1 billion in 2023-24

Funds distributed to LEAs:

- 70% based on share of statewide enrollment in TK- 12
- 30% based on share of low-income students

Annual amount = to 1% of the prior-year Proposition 98 minimum guarantee



must distribute funds to schools using the same 70/30 split

Beginning 2023-24, requires state to provide additional, dedicated funding for arts and music education



**“The time to repair the roof is when the sun is  
shining”**

**- John F. Kennedy**





# Questions?

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Resolution 28-22-23: To Form New Bond Oversight Committee to oversee Measures K and L

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Adopt resolution 28-22-23 to rename existing Citizens' Bond Oversight Committee for Measures "A/B" and extend the scope of review to oversee and adopt Oversight Committee Bylaws and Operational Guidelines for Measures "K/L".

**BACKGROUND:**

The purpose of the Oversight Committee is to inform the public concerning the expenditure of Proposition 39 bond revenues. The Oversight Committee's meetings must follow the guidelines of the Brown Act. Education Code section 15278 states if a bond measure is approved by the voters, the District must establish and appoint a total of at least seven members to an independent citizens' oversight committee as an accountability measure for the voters and taxpayers of the District. The seven members must serve a term of two years without compensation and for no more than three consecutive terms. The committee may not include any employee or official of the District or a vendor, contractor, or consultant of the District. Education Code section 15280 requires the District to provide the Oversight Committee with any necessary technical and administrative assistance and to publicize the committee's conclusions. No bond revenues may be used in providing such technical or administrative support.

The committee must include the following:

- one member who is active in a business organization representing the business community located within the District;
- one member active in a senior citizens' organization;
- one member who is the parent or guardian of a child enrolled in the High School District;
- one member who is the parent or guardian of a child enrolled in the Elementary School District;
- one member who is both a parent or guardian of a child enrolled in the High School District and active in a parent-teacher organization; and
- one member who is both a parent or guardian of a child enrolled in the Elementary School District and active in a parent-teacher organization; and

- one member who is active in a bona fide taxpayers' organization.

Qualified members of the existing Measures "A/B" Citizens' Bond Oversight Committee will continue to serve on the Santa Cruz City Schools Citizens' Bond Oversight Committee, but some seats on the Oversight Committee remain vacant. Staff has been soliciting interest from the community for the purpose of identifying qualified persons to fill those vacancies.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

BEFORE THE BOARD OF EDUCATION OF THE  
SANTA CRUZ CITY SCHOOLS  
SANTA CRUZ COUNTY, CALIFORNIA

RESOLUTION NO. 28-22-23

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RESOLUTION APPROVING EXPANSION OF SCOPE OF REVIEW OF THE CITIZENS’  
BOND OVERSIGHT COMMITTEE FOR MEASURE B, ALSO KNOWN AS THE  
MEASURES “A/B” CITIZENS’ BOND OVERSIGHT COMMITTEE, CHANGING ITS  
NAME TO THE SANTA CRUZ CITY SCHOOLS CITIZENS’ BOND OVERSIGHT  
COMMITTEE, AND ADOPTING OVERSIGHT COMMITTEE BYLAWS AND  
OPERATIONAL GUIDELINES

---

**WHEREAS**, the Santa Cruz City High School District (the "High School District"), through this Board of Education (the "Board"), submitted to the voters of the District pursuant to Article XIII A, Section 1(b) of the California Constitution and Chapter 1.5 of Part 10 of Title 1 (commencing with section 15264) of the California Education Code (collectively, the “Bond Law”), its general obligation bond proposal in the amount of One Hundred Forty Million Dollars (\$140,000,000) for the election that was held on November 8, 2016; and

**WHEREAS**, the voters of the High School District approved, by at least a 55% vote, said bond proposal as Measure “A” on the election ballot; and

**WHEREAS**, the Santa Cruz City Elementary School District (the "Elementary School District"), through this Board, submitted to the voters of the Elementary School District pursuant to the Bond Law, its general obligation bond proposal in the amount of Sixty-Eight Million Dollars (\$68,000,000) for the election that was held on November 8, 2016; and

**WHEREAS**, the voters of the Elementary School District approved, by at least a 55% vote, said bond proposal as Measure “B” on the election ballot; and

**WHEREAS**, the Bond Law provides that if a bond measure such as Measures “A” or “B” is approved by the voters, then this Board must establish and appoint members to an independent citizens’ oversight committee as an additional accountability measure for the voters and taxpayers of the District, the purpose of which is to inform the public concerning the expenditure of bond revenues; and

**WHEREAS**, on February 1, 2017, pursuant to the Bond Law, this Board established a citizens’ oversight committee for the purpose of informing the public concerning the expenditure of Measure “A” and Measure “B” Bond revenues, named the Citizens’ Bond Oversight Committee for Measure B, also known as the Measures “A/B” Citizens’ Bond Oversight Committee; and

**WHEREAS**, the High School District, through this Board, submitted to the voters of the High School District pursuant to the Bond Law, its general obligation bond proposal in the



amount of Two Hundred Forty-Nine Million Dollars (\$249,000,000) for the election that was held on November 8, 2022; and

**WHEREAS**, the voters of the High School District approved, by at least a 55% vote, said bond proposal as Measure “K” on the election ballot; and

**WHEREAS**, the Elementary School District, through this Board, submitted to the voters of the Elementary School District pursuant to the Bond Law, its general obligation bond proposal in the amount of One Hundred Twenty-Two Million Dollars (\$122,000,000) for the election that was held on November 8, 2022; and

**WHEREAS**, the voters of the Elementary School District approved, by at least a 55% vote, said bond proposal as Measure “L” on the election ballot; and

**WHEREAS**, the purposes, functions and membership requirements of a citizens’ oversight committee are set forth more fully in Education Code sections 17278 through 17282, the provisions of which include the requirement that a citizens’ oversight committee’s meetings be open to the public and that notice of the meetings be provided in the same manner as notice of the meetings of this Board; and

**WHEREAS**, other provisions of State law, including the Ralph M. Brown Act, establish certain procedures and requirements for open public meetings by local public boards and committees, including the Oversight Committee; and

**WHEREAS**, in the interest of the most efficient use of High School District and Elementary School District community resources, and to secure the benefit of a trained, experienced, and competent oversight body, it is the desire of this Board to expand the scope of duties of the Measures “A/B” Citizens’ Bond Oversight Committee to include the purpose of informing the public concerning the expenditure of Measure “K” and Measure “L” Bond revenues, and change the name of the Measures “A/B” Citizens’ Bond Oversight Committee to the Santa Cruz City Schools Citizens’ Bond Oversight Committee; and

**WHEREAS**, this Board wishes to establish the Santa Cruz City Schools Citizens’ Bond Oversight Committee and adopt bylaws and operational guidelines for the Oversight Committee.

**NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SANTA CRUZ CITY SCHOOLS HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:**

**Section 1.** The foregoing recitals are true and correct.

**Section 2.** The committee previously established and named the Measures “A/B” Citizens’ Bond Oversight Committee shall be renamed the “Santa Cruz City Schools Citizens’ Bond Oversight Committee” (hereafter, the “Oversight Committee”).

**Section 3.** In addition to informing the public concerning the expenditure of Measure A and Measure B bond revenues, the purpose of the Oversight Committee shall also

be to inform the public concerning the expenditure of Measure K and Measure L bond revenues. The Oversight Committee shall actively review and report on the proper expenditure of Measure A, Measure B, Measure K, and Measure L bond revenues for school construction, and advise the public as to whether the District is in compliance, with respect to Measure A, with the requirements of Measure A; with respect to Measure B, with the requirements of Measure B; with respect to Measure K, with the requirements of Measure K; and with respect to Measure L, with the requirements of Measure L.

**Section 4.** The Santa Cruz City Schools Citizens' Bond Oversight Committee shall consist of no less than seven (7) members to serve for terms of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Oversight Committee shall be comprised of: one (1) member who is active in a business organization representing the business community located within the High School District and the Elementary School District; one (1) member who is active in a senior citizens' organization; one (1) member who is active in a bona fide taxpayers' organization; one (1) member who is a parent or guardian of a child enrolled in the High School District; one (1) member who is a parent or guardian of a child enrolled in the Elementary School District; one (1) member who is both a parent or guardian of a child enrolled in the High School District and active in a parent-teacher organization, such as the Parent Teacher Association ("PTA") or School site Council; and one (1) member who is both a parent or guardian of a child enrolled in the Elementary School District and active in a parent-teacher organization, such as the Parent Teacher Association ("PTA") or School site Council. No employee or official of the High School District or Elementary School District shall be appointed and no vendor, contractor, or consultant of the High School District or Elementary School District shall be appointed to the Oversight Committee. The Superintendent or their designee is directed to solicit applications for appointment to the Oversight Committee in accordance with normal policy and practice.

**Section 5.** The Oversight Committee shall convene regular meetings at least once per year but no more frequently than four regular meetings per year. The Board may set special or emergency committee meetings as needed, either by request from the Oversight Committee or on its own initiative. Oversight Committee meetings shall be held at the District Offices at 133 Mission Street Suite 100, Santa Cruz, California. The Oversight Committee may change the time and place of any meeting or subsequent meetings, provided that adequate notice is given to the public as required by law, and to District staff so that District staff may fulfill the District's obligations pursuant to Section 6 and Section 8. All Oversight Committee meetings shall be open to the public as required by the Ralph M. Brown Act (California Government Code section 54950 and following).

**Section 6.** District staff and consultants are directed to provide the necessary and appropriate notices of the public meetings to be held by the Oversight Committee. In keeping with this Board's policy and practice, public participation and input regarding issues being considered by the Oversight Committee are to be encouraged and welcomed.

**Section 7.** The Board hereby adopts the Bylaws and Operational Guidelines for the Santa Cruz City Schools Citizens' Bond Oversight Committee that are attached as Exhibit "A" and incorporated by this reference.

**Section 8.** District staff and consultants are directed to provide the Oversight Committee with any necessary technical and administrative assistance in furtherance of its purpose and sufficient resources to publicize its conclusions. These resources shall include the ability to make the Oversight Committee’s Minutes, reports, and documents available for public viewing on the District’s Web site. Pursuant to Education Code section 15280 (a), no bond revenues may be expended in providing such technical or administrative support.

**Section 9.** District staff and consultants are directed to provide the Oversight Committee with the annual, independent financial and performance audits required by subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution at the same time that such audits are submitted to the District, and District staff and consultants are directed to provide the Oversight Committee with responses to any and all findings, recommendations, and concerns addressed in the annual, independent financial and performance audits within three months of receiving the audits.

**Section 10.** This Resolution shall take effect immediately after its adoption.

\* \* \* \* \*

**PASSED AND ADOPTED** on February 8, 2023, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT OR NOT VOTING: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education of the  
Santa Cruz City Schools

CERTIFIED TO BE A TRUE AND CORRECT COPY:

\_\_\_\_\_  
Clerk of the Board of Education of the  
Santa Cruz City Schools

**EXHIBIT "A"**

**BYLAWS AND OPERATIONAL GUIDELINES  
FOR THE SANTA CRUZ CITY SCHOOLS CITIZENS' BOND OVERSIGHT  
COMMITTEE**

**SECTION I - NAME AND LOCATION**

- 1.01 The name of the committee will be the Santa Cruz City Schools Citizens' Bond Oversight Committee (hereafter the "Committee"). The Committee was established by Resolution of the Governing Board (the "Board") of the Santa Cruz City Schools (the District").
- 1.02 The office of the Committee shall be located at the District Offices at 133 Mission Street Suite 100, Santa Cruz, California.

**SECTION II - PURPOSE**

- 2.01 Pursuant to Education Code section 15278, the purpose of the Committee is to inform the public concerning the expenditure of Measure "A," Measure "B," Measure "K," and Measure "L" bond revenues ("Bond Revenues"). The Committee shall actively review and report on the proper expenditure of Bond Revenues for school construction and advise the public as to whether the District is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, as set forth below. The Committee shall convene to provide oversight for, but not limited to, both of the following:
1. Ensuring that Bond Revenues are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, set forth below.
  2. Ensuring that Bond Revenues are not used for any teacher or administrative salaries or other school operating expenses, except as permitted by law.

**SECTION III - ACTIVITIES**

- 3.01 The Committee may engage in any of the following activities in furtherance of its purpose:
1. Receive and review copies of the annual, independent performance audit.
  2. Receive and review copies of the annual, independent financial audit.
  3. Inspect school facilities and grounds to ensure that Bond Revenues are expended in compliance with paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, set forth below.

4. Receive and review copies of any deferred maintenance proposals or plans developed by the District.
5. Review efforts by the District to maximize Bond Revenues by implementing cost-saving measures, including, but not limited to, all the following:
  - (a) Mechanisms designed to reduce the costs of professional fees.
  - (b) Mechanisms designed to reduce the costs of site preparation.
  - (c) Recommendations regarding the joint use of core facilities.
  - (d) Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.
  - (e) Recommendations regarding the use of cost-effective and efficient reusable facility plans.
6. The Committee shall issue a report of its activities at least once a year. Minutes of the Committee's proceedings and all documents received and reports issued shall be made available for public viewing on the District's Web site.

#### SECTION IV - MEMBERSHIP

- 4.01 The Committee shall consist of no less than seven (7) members who shall be appointed by the Board to serve for a term of two years without compensation and for no more than three consecutive terms.
- 4.02 The members of the Committee shall consist of no less than:
  1. One member who is active in a business organization representing the business community within the High School District and Elementary School District.
  2. One member who is active in a senior citizens' organization.
  3. One member who is active in a bona fide taxpayer organization.
  4. One member who is the parent or guardian of a child enrolled in the Elementary School District.
  5. One member who is both the parent or guardian of a child enrolled in the High School District.
  6. One member who is both the parent or guardian of a child enrolled in the Elementary School District and who is also active in a parent-teacher

organization, such as the Parent Teacher Association (“PTA”) or a schoolsite council.

7. One member who is both the parent or guardian of a child enrolled in the High School District and who is also active in a parent-teacher organization, such as the PTA or a schoolsite council.
- 4.03 The Committee shall not include any employee or official of the District or any vendor, consultant or contractor of the District.
- 4.04 Committee members may not hold any incompatible office or position during their term of membership, as those terms are defined in Article 4.7 of Division 4 of Title I (commencing with section 1125) of the Government Code, and shall abide by the conflict of interest prohibitions contained in Article 4 of Division 4 of Title I (commencing with section 1090) of the Government Code.

#### SECTION V - COMMITTEE MEETINGS

- 5.01 Regular Meetings. The Committee shall convene regular meetings at least once per year but no more frequently than four regular meetings per year. The date upon which, and the hour and place at which, each such regular meeting shall be held shall be fixed by Resolution of the Board of Education. To the extent permitted by the Ralph M. Brown Act (“Brown Act”), such meetings may be held by teleconference.
- 5.02 Special Meetings. Special meetings of the Committee may be called in accordance with the provisions of the Brown Act, as amended or supplemented from time to time. To the extent permitted by the Brown Act, such meetings may be held by teleconference.
- 5.03 Notice. All meetings of the Committee shall be called, noticed, held and conducted subject to the provisions of the Brown Act.
- 5.04 Minutes. The Secretary of the Committee shall cause minutes of all meetings of the Committee to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to District staff for posting on the District’s Web site.
- 5.05 Quorum. A majority of the Committee members shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time.
- 5.06 Voting. Each Committee member shall be entitled to one vote. No action shall be taken by the Committee except upon the affirmative vote of the majority of those Committee members present and voting.

## SECTION VI - COMMITTEE OFFICERS

- 6.01 President, Vice President, and Secretary. The officers of the Committee shall be a President, a Vice President, and a Secretary. The President and Vice President must be members of the Committee, and shall be elected to their respective positions by the members of the Committee. The Secretary shall be elected or appointed by Committee and need not be a member of the Committee.
- 6.02 Duties of the President. The duties of the President are to:
1. Preside at meetings of the Committee.
  2. Appear before the Board of Education and other bodies to present and discuss the official actions of the Committee.
- 6.03 Duties of the Vice President. The duties of the Vice President are to:
1. Preside at Committee meetings in the absence of the President.
  2. Appear before the Board of Education and other bodies to present and discuss the official actions of the Committee in the absence of the President.
- 6.04 Duties of the Secretary. The duties of the Secretary are to:
1. Record and maintain minutes of all meetings of the Committee.
  2. Distribute minutes of all meetings of the Committee to all Committee members, to the Board of Education, and to District staff for posting on the District's Web site.
  3. Distribute Committee meeting agendas to all Committee members, to all other persons requesting copies of the agenda so that provisions of the Brown Act are followed, and to District staff for posting on the District's Web site.
  4. Distribute all Committee reports to all Committee members, to the Board of Education, and to District staff for posting on the District's Web site.
  5. Keep all documents officially received by the Committee in the course of its business, and forward copies of all such documents to the District staff.
  6. Prepare all necessary correspondence of the Committee.
  7. Arrange and coordinate meeting locations and teleconferences of the Committee.

SECTION VII - AMENDMENTS AND SUPPLEMENTAL PROCEDURES AND  
GUIDELINES

- 7.01 These Bylaws and Operational Guidelines shall become effective upon approval of the Board of Education.
- 7.02 These Bylaws and Operational Guidelines may be amended, changed, added to, or repealed by the Board of Education as deemed necessary. Additional or supplemental operational guidelines or procedures may be adopted by the Committee by a majority vote of all the members of the Committee, providing such additional or supplemental operational guidelines or procedures are not in conflict with these Bylaws and Operational Guidelines, any Resolution or Ordinance of the Board of Education, or any state law, including but not limited to the provisions of the Brown Act and the Education Code.



APPENDIX I – EXCERPT FROM CALIFORNIA CONSTITUTION  
ARTICLE 13A (TAX LIMITATION)

SECTION 1. (a) The maximum amount of any ad valorem tax on real property shall not exceed One percent (1%) of the full cash value of such property. The one percent (1%) tax to be collected by the counties and apportioned according to law to the districts within the counties.

(b) The limitation provided for in subdivision (a) shall not apply to ad valorem taxes or special assessments to pay the interest and redemption charges on any of the following:

(1) Indebtedness approved by the voters prior to July 1, 1978.

(2) Bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

(3) Bonded indebtedness incurred by a school district, community college district, or county office of education for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, approved by 55 percent of the voters of the district or county, as appropriate, voting on the proposition on or after the effective date of the measure adding this paragraph. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:

(A) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b) (3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

(B) A list of the specific school facilities projects to be funded and certification that the school district board, community college board, or county office of education has evaluated safety, class size reduction, and information technology needs in developing that list.

(C) A requirement that the school district board, community college board, or county office of education conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.

(D) A requirement that the school district board, community college board, or county office of education conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

(c) Notwithstanding any other provisions of law or of this Constitution, school districts, community college districts, and county offices of education may levy a 55 percent vote ad valorem tax pursuant to subdivision (b).

**Santa Cruz City Schools**  
Santa Cruz City Schools  
Citizens' Bond Oversight Committee

**Application Form**

Name:
Date of Application:
Mailing Address:
Phone Number(s):
E-mail address:

Section 1: Select the public interest category in which you are active and wish to represent:

- Business organization representing the business community located within the Santa Cruz City Schools
- Senior citizens' organization
- Bona fide taxpayers' organization
- Parent or guardian of student currently enrolled in the High School District
- Parent or guardian of student currently enrolled in the Elementary School District
- Parent-teacher organization such as Parent Teacher Association or school site council (must *also* be a parent or guardian of student currently enrolled in the High School District)
- Parent – teacher organization such as Parent Teacher Association or school site council (must also be a parent or guardian of student currently enrolled in the Elementary School District)
- Member of the community at-large

Name: \_\_\_\_\_

**Section 2:**

- I have reviewed and can function under the Bylaws for the Citizens' Bond Oversight Committee adopted by the District Board of Education.
- In the last twelve (12) months, I have not been an employee, official, vendor, contractor, or consultant of the Santa Cruz City Schools

Name: \_\_\_\_\_

Section 3: Please complete the following:

Statement of reason for interest in serving on the Citizens' Bond Oversight Committee:
Statement of your expected contributions, if appointed:
Statement of your qualifications/related experience:

Name: \_\_\_\_\_

#### Section 4: References

##### Professional References:

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

2. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

3. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** AB 1200 Public Disclosure on Bargaining Agreement, between Santa Cruz City Schools and the Meet and Confer Groups

**MEETING DATE:** February 8, 2023

**FROM:** Jim Monreal, Assistant Superintendent, Business Services

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve AB 1200 Public Disclosure on tentative bargaining agreement with the Meet and Confer Groups for 2022-23.

**BACKGROUND:**

A tentative bargaining agreement for 2022-23 has been reached with the District's Meet and Confer Groups. The Board is required by AB 1200 to make this tentative agreement available to the public and to publicly disclose the costs.

A one-time off salary schedule payment of \$1,500.00 for FTE .51 to 1.00 (+) FTE and \$750.00 for FTE of .50 or below for 2022-23.

**FISCAL IMPACT:**

A one-time cost of \$90,074 Funding Sources: LCFF Base (Unrestricted), State and Local Funds (Restricted and Unrestricted), Fund 13-Food Service and Fund 21-Bonds (Restricted)

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

**AGENDA ITEM: 8.5.2.4**

## **Government Code - GOV**

### **TITLE 1. GENERAL [100 - 7914]**

*( Title 1 enacted by Stats. 1943, Ch. 134. )*

### **DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]**

*( Division 4 enacted by Stats. 1943, Ch. 134. )*

### **CHAPTER 10.7. Meeting and Negotiating in Public Educational Employment [3540 - 3549.3]**

*( Chapter 10.7 added by Stats. 1975, Ch. 961. )*

### **ARTICLE 8. Public Notice [3547 - 3547.5]**

*( Article 8 added by Stats. 1975, Ch. 961. )*

## **PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

### **3547.5.**

(a) Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction.

(b) The superintendent of the school district and chief business official shall certify in writing that the costs incurred by the school district under the agreement can be met by the district during the term of the agreement. This certification shall be prepared in a format similar to that of the reports required pursuant to Sections 42130 and 42131 of the Education Code and shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

(c) If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the county superintendent of schools shall issue a qualified or negative certification for the district on the next interim report pursuant to Section 42131 of the Education Code.

*(Amended by Stats. 2004, Ch. 52, Sec. 17. Effective June 21, 2004.)*

#### **COE NOTE:**

NOTE: A Side letter – not ratified by union membership – does not require a public disclosure or to go to board, unless it has a fiscal impact.

Santa Cruz County Office of Education  
Business Services Division

## Public Disclosure of Collective Bargaining Agreement (AB1200 Form)

This Excel form should be sent to the COE at least 10 calendar days prior to the District's Board meeting that will have a compensation settlement between the district and a bargaining unit as an agenda item.

Please email the form, TA and other supporting documentation to:

[coe\\_business\\_help@santacruzcoe.org](mailto:coe_business_help@santacruzcoe.org)

For additional information concerning this document and process, please contact Jean Gardner, at (831) 466-5604 or by email at:

[jgardner@santacruzcoe.org](mailto:jgardner@santacruzcoe.org)

The timing between union ratification and the AB1200 deadline is not as critical; just need to submit at least 10 days prior to the public meeting where the disclosure will be discussed.

Government Code 3547.5

This full packet must be included in board packet, and a PUBLIC meeting must be held. (not a public hearing)

The disclosure of major provisions and cost comes first, 2nd Item the board approves the agreement/ratification.

Probably advisable to post full disclosure with announcement of/posting of Agenda.

Include all costs in ALL FUNDS on page 1, even if they are already budgeted.  
only complete the year 2 and year 3 column if the agreement in a multi-year agreement.  
if it's a one year agreement, even if ongoing costs, do not include costs in those columns.  
for HW increases, the year ends 9/30 so costs would be included in year 2.

COE Website link to most recent form:

[http://www.santacruzcoe.org/business/dist\\_support\\_services/forms.html](http://www.santacruzcoe.org/business/dist_support_services/forms.html)

Form updated: 3/21/2019



**Santa Cruz County Office of Education  
Business Services Department**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT  
in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Santa Cruz City Schools  
 Name of Bargaining Unit: Administrators and Management Association, Cabinet, and Confidential  
 Certificated or Classified: Certificated/Classified Management/Cabinet, and Confidential

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023  
 (date) (date)

The Governing Board will act upon this agreement on: February 8, 2023  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY 2022-23	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) FY	Year 2 Increase/(Decrease) FY	Year 3 Increase/(Decrease) FY
1 <b>Salary Schedule</b> Increase (Decrease)	\$6,602,983			
		0.00%	0.00%	0.00%
2 <b>Step and Column - Increase</b> (Decrease) Due to movement plus any changes due to settlement				
		0.00%	0.00%	0.00%
3 <b>Other Compensation - Increase</b> (Decrease)(Stipends, Bonuses, Longevity, Overtime, etc.)  **Included in base above		\$70,500		
<b>Description of other compensation</b>				
4 <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicate etc.</b>	\$1,791,271	\$19,574		
		1.09%	0.00%	0.00%
5 <b>Health/Welfare Plans</b>	\$612,287			
		0.00%	0.00%	0.00%
6 <b>Total Compensation - Increase (Decrease) (Total Lines 1-5)</b>	\$9,006,541	\$90,074	\$0	\$0
7 <b>Total Number of Represented Employees</b> (Use FTEs if appropriate)	47.00			
8 <b>Total Compensation Average Cost per Employee</b>	\$ 191,628.53	\$ 1,916.47	\$ -	\$ -
		1.00%	0.00%	0.00%

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

For 2022-23 the District and AMA, Cabinet and Confidential agreed to an additional one-time off the salary schedule payment of \$1,500 for employees working a 0.51 FTE or above. A one-time off the salary schedule payment of \$750 to employees working 0.50 FTE and below. Employees on leave for the 2022-23 school year will not be eligible for this one time payment.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

None

11. Please include comments and explanations as necessary.

This does not include EWR's or the Superintendent.

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

AMA, Cabinet and Confidential have a 70/30 split, 70% district and 30% employee. Confidential has a hard cap at Blue Shield HMO \$25 Office/\$500 Hospital plan rates, district picks up 70% of increases and employee picks up 30%. All other confidential plans are 100% employee portion if the premium cost is more than the cap.

- B. Proposed Negotiated Changes in Noncompensation Items** (i.e., class size adjustments, etc.)

None

- C. What are the specific impacts on instructional and support programs to accommodate the settlement?**

Please indicate the status of these changes: 1) planning stage, 2) in-progress, or 3) adopted. Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None



**D. What contingency language is included in the proposed agreement?** Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

None

**E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)?** "Deficit spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Yes, this will increase the deficit spending and the district does have a reserve over the 3% minimum to cover these costs.

**F. Describe other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc. Please disclose any other components of the agreement which may or may not affect the district's fund balance in future years.**

None

**G. Source of Funding for Proposed Agreement**

1. Current Year

General Fund Unrestricted, Restricted Funds, Food Service and Bond Funds.

2. If this is a single year agreement, how will the on-going cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

This is a one-time bonus only for 2022-23.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

**Santa Cruz City Schools**

**Unrestricted General Fund**

Bargaining Unit: **Administrators and Management Association, Cabinet, and Confidential**

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (12/24/2022)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ 81,648,907.00	\$ -	\$ -	\$ 81,648,907.00
Remaining Revenues (8100-8799)	\$ 8,462,087.00	\$ -	\$ -	\$ 8,462,087.00
<b>TOTAL REVENUES</b>	<b>\$ 90,110,994.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,110,994.00</b>
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 33,095,485.00	\$ 36,000.00	\$ -	\$ 33,131,485.00
Classified Salaries (2000-2999)	\$ 12,126,151.00	\$ 18,750.00	\$ -	\$ 12,144,901.00
Employee Benefits (3000-3999)	\$ 19,146,375.00	\$ 14,924.00	\$ -	\$ 19,161,299.00
Books and Supplies (4000-4999)	\$ 4,285,780.00	\$ -	\$ -	\$ 4,285,780.00
Services, Other Operating Expenses (5000-5999)	\$ 7,492,231.00	\$ -	\$ -	\$ 7,492,231.00
Capital Outlay (6000-6599)	\$ 228,016.00	\$ -	\$ -	\$ 228,016.00
Other Outgo (7100-7299) (7400-7499)	\$ 25,362.00	\$ -	\$ -	\$ 25,362.00
Direct Support/Indirect Cost (7300-7399)	\$ (2,002,764.00)	\$ -	\$ -	\$ (2,002,764.00)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,396,636.00</b>	<b>\$ 69,674.00</b>	<b>\$ -</b>	<b>\$ 74,466,310.00</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 15,714,358.00</b>	<b>\$ (69,674.00)</b>	<b>\$ -</b>	<b>\$ 15,644,684.00</b>
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,451,380.00	\$ -	\$ -	\$ 2,451,380.00
CONTRIBUTIONS (8980-8999)	\$ (22,272,615.00)	\$ (15,320.00)	\$ -	\$ (22,287,935.00)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (6,509,637.00)</b>	<b>\$ (84,994.00)</b>	<b>\$ -</b>	<b>\$ (6,594,631.00)</b>
<b>BEGINNING BALANCE</b>	<b>\$ 27,086,201.00</b>			<b>\$ 27,086,201.00</b>
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	<b>\$ 20,576,564.00</b>	<b>\$ (84,994.00)</b>	<b>\$ -</b>	<b>\$ 20,491,570.00</b>
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ 69,371.00	\$ -	\$ -	\$ 69,371.00
Restricted Amounts (9740)	\$ -	\$ -	\$ -	\$ -
Reserves for Economic Uncertainties (9789)	\$ 4,241,840.00	\$ 2,549.00	\$ -	\$ 4,244,389.00
Committed Amounts (9750-9760)	\$ 14,051,869.00	\$ 11,339.00	\$ -	\$ 14,063,208.00
Assigned Amounts (9780)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount (9790)	\$ 2,213,484.00	\$ (98,882.00)	\$ -	\$ 2,114,602.00

\* Please see question on page 7.

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

**Santa Cruz City Schools**

**Restricted General Fund**

Bargaining Unit: **Administrators and Management Association, Cabinet, and Confidential**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (12/24/2022)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 34,649,594.00	\$ -	\$ -	\$ 34,649,594.00
<b>TOTAL REVENUES</b>	<b>\$ 34,649,594.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,649,594.00</b>
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 10,071,565.00	\$ 7,500.00	\$ -	\$ 10,079,065.00
Classified Salaries (2000-2999)	\$ 6,072,125.00	\$ 4,500.00	\$ -	\$ 6,076,625.00
Employee Benefits (3000-3999)	\$ 11,317,663.00	\$ 3,320.00	\$ -	\$ 11,320,983.00
Books and Supplies (4000-4999)	\$ 25,697,640.00	\$ -	\$ -	\$ 25,697,640.00
Services, Other Operating Expenses (5000-5999)	\$ 8,989,794.00	\$ -	\$ -	\$ 8,989,794.00
Capital Outlay (6000-6599)	\$ 395,087.00	\$ -	\$ -	\$ 395,087.00
Other Outgo (7100-7299) (7400-7499)	\$ 2,002,764.00	\$ -	\$ -	\$ 2,002,764.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	<b>\$ 64,546,638.00</b>	<b>\$ 15,320.00</b>	<b>\$ -</b>	<b>\$ 64,561,958.00</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ (29,897,044.00)</b>	<b>\$ (15,320.00)</b>	<b>\$ -</b>	<b>\$ (29,912,364.00)</b>
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ 22,272,615.00	\$ 15,320.00	\$ -	\$ 22,287,935.00
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (7,624,429.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,624,429.00)</b>
<b>BEGINNING BALANCE</b>	<b>\$ 7,624,429.00</b>			<b>\$ 7,624,429.00</b>
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ -	\$ -	\$ -	\$ -
Restricted Amounts (9740)	\$ 11,339.00	\$ -	\$ -	\$ 11,339.00
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount (9790)				

\* Please see question on page 7.

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

<b>Santa Cruz City Schools</b>		<b>Combined General Fund</b>		
Bargaining Unit:		<b>Administrators and Management Association, Cabinet, and Confidential</b>		
	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (12/24/2022)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ 81,648,907.00	\$ -	\$ -	\$ 81,648,907.00
Remaining Revenues (8100-8799)	\$ 43,111,681.00	\$ -	\$ -	\$ 43,111,681.00
<b>TOTAL REVENUES</b>	<b>\$ 124,760,588.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,760,588.00</b>
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 43,167,050.00	\$ 43,500.00	\$ -	\$ 43,210,550.00
Classified Salaries (2000-2999)	\$ 18,198,276.00	\$ 23,250.00	\$ -	\$ 18,221,526.00
Employee Benefits (3000-3999)	\$ 30,464,038.00	\$ 18,244.00	\$ -	\$ 30,482,282.00
Books and Supplies (4000-4999)	\$ 29,983,420.00	\$ -	\$ -	\$ 29,983,420.00
Services, Other Operating Expenses (5000-5999)	\$ 16,482,025.00	\$ -	\$ -	\$ 16,482,025.00
Capital Outlay (6000-6599)	\$ 623,103.00	\$ -	\$ -	\$ 623,103.00
Other Outgo (7100-7299) (7400-7499)	\$ 2,028,126.00	\$ -	\$ -	\$ 2,028,126.00
Direct Support/Indirect Cost (7300-7399)	\$ (2,002,764.00)	\$ -	\$ -	\$ (2,002,764.00)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,943,274.00</b>	<b>\$ 84,994.00</b>	<b>\$ -</b>	<b>\$ 139,028,268.00</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ (14,182,686.00)</b>	<b>\$ (84,994.00)</b>	<b>\$ -</b>	<b>\$ (14,267,680.00)</b>
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,451,380.00	\$ -	\$ -	\$ 2,451,380.00
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (14,134,066.00)</b>	<b>\$ (84,994.00)</b>	<b>\$ -</b>	<b>\$ (14,219,060.00)</b>
<b>BEGINNING BALANCE</b>				
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	<b>\$ 20,576,564.00</b>	<b>\$ (84,994.00)</b>	<b>\$ -</b>	<b>\$ 20,491,570.00</b>
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ 69,371.00	\$ -	\$ -	\$ 69,371.00
Restricted Amounts (9740)	\$ 11,339.00	\$ -	\$ -	\$ 11,339.00
Reserves for Economic Uncertainties (9789)	\$ 4,241,840.00	\$ 2,549.00	\$ -	\$ 4,244,389.00
Committed Amounts (9750-9760)	\$ 14,051,869.00	\$ 11,339.00	\$ -	\$ 14,063,208.00
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount (9790)	\$ 2,213,484.00	\$ (98,882.00)	\$ -	\$ 2,114,602.00
Unassigned Amount - Restricted (9790)				
Reserve for Economic Uncertainties Percentage	5%			4%

\* Please see question on page 7.

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

Cafeteria-Fund 13 and Building-Fund 21				
Administrators and Management Association, Cabinet, and Confidential				
	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (12/24/2022)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ -			\$ -
Remaining Revenues (8100-8799)	\$ 3,177,704.00			\$ 3,177,704.00
<b>TOTAL REVENUES</b>	<b>\$ 3,177,704.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,177,704.00</b>
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -			\$ -
Classified Salaries (2000-2999)	\$ 1,388,302.05	\$ 3,750.00		\$ 1,392,052.05
Employee Benefits (3000-3999)	\$ 827,957.95	\$ 1,330.00		\$ 829,287.95
Books and Supplies (4000-4999)	\$ 1,322,882.00			\$ 1,322,882.00
Services, Other Operating Expenses (5000-5999)	\$ 152,436.00			\$ 152,436.00
Capital Outlay (6000-6599)	\$ 23,944,547.00	\$ (5,080.00)		\$ 23,939,467.00
Other Outgo (7100-7299) (7400-7499)				\$ -
Direct Support/Indirect Cost (7300-7399)				\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,636,125.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,636,125.00</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ (24,458,421.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (24,458,421.00)</b>
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 62,851,380.00			\$ 62,851,380.00
TRANSFERS OUT & OTHER USES (7610-7699)				\$ -
CONTRIBUTIONS (8980-8999)				\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ 38,392,959.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,392,959.00</b>
<b>BEGINNING BALANCE</b>	<b>\$ 3,657,428.00</b>			<b>\$ 3,657,428.00</b>
Prior-Year Adjustments/Restatements (9793/9795)				\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	<b>\$ 42,050,387.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,050,387.00</b>
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)				\$ -
Restricted Amounts (9740)	\$ 42,050,387.00			\$ 42,050,387.00
Reserves for Economic Uncertainties (9789)				\$ -
Committed Amounts (9750-9760)				\$ -
Assigned Amounts (9775-9780)				\$ -
Unassigned Amount (9790)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount - Restricted (9790)				\$ -
Reserve for Economic Uncertainties Percentage				

\* Please see question on page 7.



**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

**Santa Cruz City Schools**

**MYP - Unrestricted General Fund**

**Administrators and Management Association, Cabinet, and Confidential**

	2022-23	2023-24	2024-25
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ 81,648,907.00	\$ 84,304,021.00	\$ 85,918,972.00
Remaining Revenues (8100-8799)	\$ 8,462,087.00	\$ 8,429,356.00	\$ 8,396,788.00
<b>TOTAL REVENUES</b>	\$ 90,110,994.00	\$ 92,733,377.00	\$ 94,315,760.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 33,131,485.00	\$ 32,626,167.00	\$ 33,105,146.00
Classified Salaries (2000-2999)	\$ 12,144,901.00	\$ 11,728,763.00	\$ 11,942,108.00
Employee Benefits (3000-3999)	\$ 19,161,299.00	\$ 19,688,572.00	\$ 20,452,460.00
Books and Supplies (4000-4999)	\$ 4,285,780.00	\$ 3,209,858.00	\$ 3,209,858.00
Services, Other Operating Expenses (5000-5999)	\$ 7,492,231.00	\$ 7,446,489.00	\$ 7,607,397.00
Capital Outlay (6000-6999)	\$ 228,016.00	\$ 228,016.00	\$ 228,016.00
Other Outgo (7100-7299) (7400-7499)	\$ 25,362.00	\$ 25,362.00	\$ 25,362.00
Direct Support/Indirect Cost (7300-7399)	\$ (2,002,764.00)	\$ (1,392,819.00)	\$ (1,428,336.00)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 74,466,310.00	\$ 73,560,408.00	\$ 75,142,011.00
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 15,644,684.00	\$ 19,172,969.00	\$ 19,173,749.00
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 2,500,000.00	\$ 2,500,000.00	\$ 2,500,000.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ 2,451,380.00	\$ 1,307,000.00	\$ 1,307,000.00
<b>CONTRIBUTIONS (8980-8999)</b>	\$ (22,287,935.00)	\$ (23,883,954.00)	\$ (24,354,312.00)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (6,594,631.00)	\$ (3,517,985.00)	\$ (3,987,563.00)
<b>BEGINNING BALANCE</b>	\$ 27,086,201.00	\$ 20,491,570.00	\$ 16,973,585.00
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 20,491,570.00	\$ 16,973,585.00	\$ 12,986,022.00
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ 69,371.00	\$ 69,371.00	\$ 69,371.00
Restricted Amounts (9740)	\$ -	\$ -	\$ -
Reserves for Economic Uncertainties (9789)	\$ 4,244,389.00	\$ 3,333,581.00	\$ 3,395,139.00
Committed Amounts (9750-9760)	\$ 14,063,208.00	\$ 10,359,083.00	\$ 7,121,519.00
Assigned Amounts (9780)	\$ -	\$ -	\$ -
Unassigned Amount Unrestricted (9790)	\$ 2,114,602.00	\$ 3,211,550.00	\$ 2,399,993.00
Unassigned Amount - Restricted (9790)			

**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

**Santa Cruz City Schools**

**MYP - Restricted General Fund**

**Administrators and Management Association, Cabinet, and Confidential**

	2022-23	2023-24	2024-25
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 34,649,594.00	\$ 12,367,988.00	\$ 12,367,988.00
<b>TOTAL REVENUES</b>	\$ 34,649,594.00	\$ 12,367,988.00	\$ 12,367,988.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 10,079,065.00	\$ 8,365,281.00	\$ 8,486,189.00
Classified Salaries (2000-2999)	\$ 6,076,625.00	\$ 4,474,149.00	\$ 4,558,700.00
Employee Benefits (3000-3999)	\$ 11,320,983.00	\$ 10,328,350.00	\$ 10,557,731.00
Books and Supplies (4000-4999)	\$ 25,697,640.00	\$ 3,001,229.00	\$ 3,001,230.00
Services, Other Operating Expenses (5000-5999)	\$ 8,989,794.00	\$ 8,295,027.00	\$ 8,295,027.00
Capital Outlay (6000-6999)	\$ 395,087.00	\$ 395,087.00	\$ 395,087.00
Other Outgo (7100-7299) (7400-7499)	\$ 2,002,764.00	\$ 1,392,819.00	\$ 1,428,336.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 64,561,958.00	\$ 36,251,942.00	\$ 36,722,300.00
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (29,912,364.00)	\$ (23,883,954.00)	\$ (24,354,312.00)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ 22,287,935.00	\$ 23,883,954.00	\$ 24,354,312.00
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (7,624,429.00)	\$ -	\$ -
<b>BEGINNING BALANCE</b>	\$ 7,624,429.00	\$ -	\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ -	\$ -	\$ -
Restricted Amounts (9740)	\$ 11,339.00	\$ -	\$ -
Reserves for Economic Uncertainties (9789)			
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -
Unassigned Amount Unrestricted (9790)			
Unassigned Amount - Restricted (9790)			

**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

**Santa Cruz City Schools**

**MYP - Combined General Fund**

	<b>Administrators and Management Association, Cabinet, and Confidential</b>		
	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ 81,648,907.00	\$ 84,304,021.00	\$ 85,918,972.00
Remaining Revenues (8100-8799)	\$ 43,111,681.00	\$ 20,797,344.00	\$ 20,764,776.00
<b>TOTAL REVENUES</b>	\$ 124,760,588.00	\$ 105,101,365.00	\$ 106,683,748.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 43,210,550.00	\$ 40,991,448.00	\$ 41,591,335.00
Classified Salaries (2000-2999)	\$ 18,221,526.00	\$ 16,202,912.00	\$ 16,500,808.00
Employee Benefits (3000-3999)	\$ 30,482,282.00	\$ 30,016,922.00	\$ 31,010,191.00
Books and Supplies (4000-4999)	\$ 29,983,420.00	\$ 6,211,087.00	\$ 6,211,088.00
Services, Other Operating Expenses (5000-5999)	\$ 16,482,025.00	\$ 15,741,516.00	\$ 15,902,424.00
Capital Outlay (6000-6999)	\$ 623,103.00	\$ 623,103.00	\$ 623,103.00
Other Outgo (7100-7299) (7400-7499)	\$ 2,028,126.00	\$ 1,418,181.00	\$ 1,453,698.00
Direct Support/Indirect Cost (7300-7399)	\$ (2,002,764.00)	\$ (1,392,819.00)	\$ (1,428,336.00)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 139,028,268.00	\$ 109,812,350.00	\$ 111,864,311.00
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (14,267,680.00)	\$ (4,710,985.00)	\$ (5,180,563.00)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 2,500,000.00	\$ 2,500,000.00	\$ 2,500,000.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ 2,451,380.00	\$ 1,307,000.00	\$ 1,307,000.00
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (14,219,060.00)	\$ (3,517,985.00)	\$ (3,987,563.00)
<b>BEGINNING BALANCE</b>	\$ 34,710,630.00	\$ 20,491,570.00	\$ 16,973,585.00
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 20,491,570.00	\$ 16,973,585.00	\$ 12,986,022.00
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ 69,371.00	\$ 69,371	\$ 69,371
Restricted Amounts (9740)	\$ 11,339.00	\$ -	\$ -
Reserves for Economic Uncertainties (9789)	\$ 4,244,389.00	\$ 3,333,581	\$ 3,395,139
Committed Amounts (9750-9760)	\$ 14,063,208.00	\$ 10,359,083	\$ 7,121,519
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -
Unassigned Amount Unrestricted (9790)	\$ 2,114,602.00	\$ 3,211,550	\$ 2,399,993
Unassigned Amount - Restricted (9790)			

**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 141,479,648.00	\$ 111,119,350.00	\$ 113,171,311.00
b.	State Standard Minimum Reserve Percentage for this District:	3%	3%	3%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$71,000.)	\$ 4,244,389	\$ 3,333,581	\$ 3,395,139

2. Budgeted **Unrestricted** Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted <b>Unrestricted</b> Reserve for Economic Uncertainties (9789)	\$ 4,244,389.00	\$ 3,333,581.00	\$ 3,395,139.00
b.	General Fund Budgeted <b>Unrestricted</b> Unassigned Amount (9790)	\$ 2,114,602.00	\$ 3,211,550.00	\$ 2,399,993.00
c.	Special Reserve Fund (Fund 17) Budgeted Reserves for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned Amount (9790)	\$ -	\$ -	\$ -
g.	Total Available Reserves	\$ 6,358,991.00	\$ 6,545,131.00	\$ 5,795,132.00
h.	Reserve for Economic Uncertainties Percentage	4.49%	5.89%	5.12%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2023-24	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2024-25	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If not, how do you plan to restore your reserves?

5. If the total amount of the adjustment in Column 2 on Page 4c does not agree with the amount of the Total Compensation Increase in Section A, Line 5, Page 1 (i.e., increase was partially budgeted), explain the variance below:

The difference of \$20,400 is the amount of the contribution to the Restricted(\$15,320) General Fund and the rest is in Fund 13 and Fund 21 for 2022-23.

6. Please include any additional comments and explanations of Page 4 as necessary or any other information that you want to provide to assist us in our analysis.



**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Santa Cruz City Schools (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the \_\_\_\_\_ Bargaining Unit, during the term of the agreement from July 1, 2022 to June 30, 2023.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories:</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Unrestricted Revenues/Other Financing Sources</u>	\$ (15,320.00)
<u>Unrestricted Expenditures/Other Financing Uses</u>	\$ 69,674.00
<u>Unrestricted Ending Balance Increase (Decrease)</u>	<u>\$ (84,994.00)</u>
<u>Restricted Revenues/Other Financing Sources</u>	\$ 15,320.00
<u>Restricted Expenditures/Other Financing Uses</u>	\$ 15,320.00
<u>Restricted Ending Balance Increase (Decrease)</u>	<u>\$ -</u>

N/A \_\_\_\_ (No budget revisions necessary)

\_\_\_\_\_  
**District Superintendent**  
 (Signature)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Business Officer**  
 (Signature)

\_\_\_\_\_  
**Date**

**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

Jim Monreal, Assistant Superintendent of Business Services  
**Contact Person**

(831) 429-3410 x48224  
**Phone**

**After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on February 8, 2023, took action to approve the proposed Agreement with the Administrators and Management Association, Cabinet and Confidential meet and confer groups.**

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

**Special Note:** The Santa Cruz County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.



**SANTA CRUZ CITY SCHOOL DISTRICT**

**AGENDA ITEM:** Resolution #26-22-23: Determination of TK-12 District Needs for 2023-2024

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Resolution #26-22-23 Determination of TK-12 District Needs for 2023-2024 school year.

**BACKGROUND:**

Pursuant to Education Code Section 44955(d), each year, the Board of Education determines the District needs in order to retain services of certificated employees in the 2023-2024 school year, regardless of seniority, who possess qualifications needed for certain programs.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

**SANTA CRUZ CITY SCHOOLS DISTRICT**

**RESOLUTION # 26-22-23**

**DETERMINATION OF TK-12 DISTRICT NEEDS FOR 2023-2024**

WHEREAS, California Education Code Section 44955(d) requests the Governing Board to demonstrate the District needs in order to deviate from terminating certificated employees in order of seniority.

THEREFORE, BE IT RESOLVED that it will be necessary to retain the services of certificated employees in the 2023-2024 school year, regardless of seniority, who possess qualifications needed for the following programs and/or subject matters:

1. Teachers with experience in the District’s Dual Language Two-Way Language Immersion Program (Dos Alas).
2. Teachers who meet the CA Department of Education’s Transitional Kindergarten Requirements
3. English Teachers who hold a bilingual (Spanish) authorization (BCLAD or BLCOC).
4. Special Credentials/Certifications/Certificates:
  - Bilingual (BCLAD) or equivalent (BLCOC)
  - Preliminary or Clear Credentialed certificated staff over those providing service under a provisional or intern credential
3. Demonstration of bilingual competency for School Counselors, School Nurses, School Psychologists, School Social Workers and Speech Therapists.

BE IT FURTHER RESOLVED that the District will deviate from terminating certificated employees in seniority order, if necessary, to meet the above needs.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz City Schools Governing Board held on February 8, 2023.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
John Owen, President  
Santa Cruz City Schools Governing Board

**AGENDA ITEM: 8.5.4.3.**

**SANTA CRUZ CITY SCHOOL DISTRICT**

**AGENDA ITEM:** Resolution #27-22-23: Tie Breaking Criteria

**MEETING DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Resolution #27-22-23 Tie Breaking Criteria for Seniority Order for Certificated Employees with the Same First Date of Paid Service.

**BACKGROUND:**

Pursuant to Education Code Section 44955(d), each year, the Board of Education is required to determine the District needs should it become necessary to establish the seniority of employees who first rendered paid service to the District on the same date. The criteria identified in this resolution will be used to break ties for the employees with the same first date of paid service.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

**SANTA CRUZ CITY SCHOOLS DISTRICT**

**RESOLUTION # 27-22-23**

**TIE BREAKING CRITERIA FOR SENIORITY ORDER FOR CERTIFICATED EMPLOYEES  
WITH THE SAME FIRST DATE OF PAID SERVICE**

WHEREAS, California Education Code Section 44955 (b) requires that the Governing Board determine the order of layoff between certificated employees having the same first date of paid service solely on the basis of the needs of the District and its students,

NOW THEREFORE, BE IT RESOLVED:

1. That the below-listed criteria, in order of priority, be used to determine the order of termination of certificated employees first rendering paid service to the District on the same date; and
2. That the Superintendent or designee applies the adopted criteria to affected employees to determine order of termination as related to the needs of the District and its students.

CRITERION #1: Bilingual Cross-cultural Language and Academic Development (BCLAD) or equivalent or demonstration of bilingual competency for School Counselors, School Nurses, School Psychologists, School Social Workers and Speech Therapists.

CRITERION #2: Preliminary or clear credentials over intern or provisional credentials.

CRITERION #3: Holds multiple preliminary and/or clear credential authorizations including supplemental authorizations.

CRITERION #4: Additional years of service, years of temporary service in the District prior to seniority date. For Career Technical Education (CTE) Teachers, years of temporary service with the Santa Cruz County Office of Education prior to district seniority date.

CRITERION #5: Holds a Masters and/or Doctorate degree.

CRITERION #6: Number of post-baccalaureate semester units recorded in employee's personnel file.

If a tie remains after applying the above criteria, the tie shall be broken by lot.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz City Schools Governing Board held on February 8, 2023.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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John Owen, President  
Santa Cruz City Schools Governing Board

## SANTA CRUZ CITY SCHOOLS DISTRICT

**AGENDA ITEM:** Greater Santa Cruz Federation of Teachers Sunshine Articles for Santa Cruz City Schools 2023-34

**DATE:** February 8, 2023

**FROM:** Molly Parks, Assistant Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**BACKGROUND:**

The Greater Santa Cruz Federation of Teachers' K-12 Unit contract proposals are being submitted for sunshining. This in accordance with the Employees Relations Act for public notice of contract proposals before official negotiations may begin.

**FISCAL IMPACT:**

To be determined

This work is in support of the following District Goals and their corresponding metrics:

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.



## **GSCFT SUNSHINE LETTER FOR 22-23 NEGOTIATIONS**

**For the 23-24 School Year**

**January 2023**

**Renew Contract 2023-2026**

**Article VII: Hours of Employment**

**Article X: Safety and Health**

**Article XVII: Salary and Benefits: Salary, and Structure of Salary Schedule, Service Credit and Stipends**

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**Guest Teacher Contract:**

**Article 111: Salary**





## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Board Committees

**MEETING DATE:** February 8, 2023

**FROM:** Kris Munro, Superintendent

**BACKGROUND:**

Each year, the Board President assigns Trustees to District committees. At the January Governance Session, there was discussion about the addition of a new Workforce Housing Ad Hoc Committee. The Board will discuss and the Board President will finalize committee assignments for the year.

**FISCAL IMPACT:**

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

## 2023 - SCCS Trustee Committee Assignments

Board Committees Governed by Brown Act:	Owen	Threet	Coonerty	Grossman	Kelley	Meeker	Vestal
Wellness* (required by education code) (1-2 Board Reps) - meets quarterly						X	X
Parcel Tax Oversight Committee (no Board reps - only community oversight)							
Bond Oversight Committee (no Board reps - only community oversight)							
Career Technical Education (CTE) Advisory Committee (1-2 Board Reps) meets every 1-2 months		A	X	X			
<b>Superintendent's Committees:</b>							
Budget Advisory Committee (BAC) (2 Board Reps) - meets 4-5 times per year				X	X		
City / Schools Committee (2 Board Reps and Board President) - City sets schedule approximately quarterly	X	X			X		
Green Schools (2 Board Reps) - meets quarterly	x				X		
Technology Task Force (2 Board Reps) - meets approximately quarterly				x	X		
LGBTQ Task Force (2 Board Reps) - meets monthly						X	X
Ad Hoc Resolution Committee (2 Board Reps) - meets as needed						x	X
Ad Hoc Budget Committee (2 Board reps from BAC and Board President) meets four times per year	X			X	X		
SCCS Vision 2030 (2 Board reps) monthly March 2023 - November 2023 (not in June or July)			X			X	
Agenda Committee	X	X					A
<b>Community Committees and Boards:</b>							
DELTA Board (1 Board Rep) meets quarterly							X
Schools Plus Board (1 to 2 Board Reps)		X					
CSBA Delegate -- elected position in region							
SCZBA (1 Board Rep) meets monthly							X
Adult Education Community Advisory Committee (1-2 Board Reps) meets quarterly						X	X

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Board Policies: Second and/or Final Reading for CSBA Revisions & Updates

**MEETING DATE:** February 8, 2023

**FROM:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the revised/deleted/new policies as submitted for second and/or final reading and adoption.

**BACKGROUND:**

Policies are submitted through the GAMUT online board policy book updating process, which uses CSBA recommendations for review and change approximately six times per year in participating districts. These recommendations reflect recent changes in education code and/or case law. The policies have been reviewed by staff to ensure that any required customization for Santa Cruz City Schools has been included. The Policy Guidesheet provides a basic overview of the policy changes.

This work is in direct support of the following district goals and its corresponding metrics:

Goal #1: All SCCS students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

Goal #3: We will eliminate the achievement gap the currently exists between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

**CSBA POLICY GUIDE SHEET**  
**September 2022**

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

**Board Policy 3515.3 – District Police/Security Department**

Policy updated to clarify that a job description delineating the duties of district police or security officers is required to be approved by the Governing Board and reflect **NEW LAW (SB 906, 2022)** which requires district police and security officers, when notified by a school official of a threat or perceived threat that a student is preparing to commit a homicidal act related to school or school activity, to immediately conduct an investigation and assessment of the threat or perceived threat. Policy also updated to add characteristics for which discrimination by district police or security officers is prohibited, and expand the list of tactics district police or security officers are required to use to minimize the use of force.

**Board Policy 4118 – Dismissal/Suspension/Disciplinary Action**

Policy updated to reflect **NEW COURT DECISION** (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right.

**Board Policy 4119.1/4219.1/4319.2 – Civil and Legal Rights**

Policy updated to reflect **NEW COURT DECISION** (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include types of retaliation prohibited when an employee is acting solely to protect a student engaged in conduct authorized by Education Code 48907 (freedom of speech and press) or 48950 (speech and other communication), and clarify that an employee is prohibited from using official authority status or influence to attempt to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

**Board Policy 4140/4240/4340 – Bargaining Units**

Policy updated to reflect **NEW LAW (SB 270, 2021)** which allows a district 20 days to cure a violation of the district's employee information disclosure obligation when the district is notified by an employee organization, and limits district opportunity to cure a violation that involves the provision of an inaccurate or incomplete list to three times in any 12-month period. Policy also updated to reflect **NEW LAW (SB 191, 2022)** which provides additional obligations for a district when an "inperson orientation" cannot be held by the district. Additionally, policy updated to include heading change from "Access to Employee Orientations" to "Access to New Employee Orientations, and to clarify language in this section and in "Formation of Bargaining Unit" section.

## **Board Policy 4216 – Probationary/Permanent Status**

Policy updated to reflect **NEW LAW (AB 486, 2021)** which requires full-time district police officers, and public safety dispatchers as specified, to serve in a probationary status for not less than one year from the date of appointment to the full-time position in order to receive permanent classified service status, and **NEW LAW (SB 874, 2022)** which extends to districts that have adopted the merit system the requirement that a permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position be employed in the classification from which the employee was promoted.

## **Board Policy 4218 - Dismissal/Suspension/Disciplinary Action**

Policy updated to reflect **NEW COURT DECISION** (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district’s decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee’s free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right, and to clarify language within the “Procedures for Serious Disciplinary Proceedings” section.

**NEW**

### **Board Policy 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)**

Policy updated to reflect **NEW COURT DECISION** (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district’s decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games violated the employee’s free exercise and free speech rights. Policy also updated to reflect Education Code 48907 and 48950 that prohibit districts from disciplining any employee acting to protect a student who is exercising their free speech or press right.

## **Board Policy 6164.2 – Guidance/Counseling Services**

Policy updated to expand the Governing Board’s philosophical statement to include student well-being, and reflect **NEW LAW (AB 2508, 2022)** which (1) urges districts to adopt a comprehensive educational counseling program and, for districts that provide such services, to implement a structured and coherent counseling program within a Multi-Tiered Systems of Support framework, (2) revises the definition of “educational counseling,” (3) amends the legislative intent of the responsibilities of school counselors, (4) requires educational counseling to include specified postsecondary services, and (5) revises the components that educational counseling is required and authorized to include. Policy also updated to reflect **NEW LAW (AB 643, 2021)** which encourages districts to host apprenticeship and/or career technical education fair events, such as college and career fairs and for districts that do hold such events to notify apprenticeship programs in their county, as specified. Additionally, policy updated to move material regarding early identification and intervention plans for students who may be at risk for violence.

### **Board Policy 6200 – Adult Education**

Policy updated to reflect **NEW LAW (AB 486, 2021)** which repeals the authorization for districts in sparsely populated areas to participate in the adult education program administered by the county office of education. Policy also updated to (1) expand the Board’s philosophical statement, (2) move material regarding the district’s participation in a consortium to be with newly added material of similar content, (3) include that the Board may authorize an adult education student pursuing a high school diploma or a high school equivalency certificate, upon recommendation of the student’s adult school or noncredit program of attendance, to attend a community college during any session or term as a special part-time student, and (4) provide that a district may, with the approval of the County Superintendent of Schools and the Superintendent of Public Instruction, contract with another district to provide adult education instruction if the district has an adult school or classes but is unable to maintain that school or class(es) because of an inability to secure a teacher(s) or because of a lack of facilities.

### **Board Policy 7110 – Facilities Master Plan**

Policy updated to recognize the importance of teacher housing needs, and reflect **NEW LAW (AB 306, 2021)** which adds the definition of “residential housing” as it applies to district facilities, excludes from the definition of “school building” any building used or intended to be used by a district as “residential housing,” and specifies that the Department of General Services is not required to approve residential housing for earthquake safety and access by persons with disabilities.

### **Board Policy 7150 – Site Selection and Development**

Policy updated to add material regarding the Governing Board’s obligations when evaluating property prior to acquiring a new school or an addition to an existing school site, and reflect **NEW LAW (AB 819, 2021)** which requires the district to post specified environmental review documents.

### **Board Bylaw 9100 – Organization**

Bylaw updated to reflect **NEW LAW (AB 486, 2021)** which changes the date requirements for districts to hold their annual organizational meeting.

**Bylaw 9100: Organization**

**Status:** DRAFT

**Original Adopted Date:** 02/23/2011 | **Last Revised Date:** Pending

The Santa Cruz City Schools consist of the Santa Cruz City Elementary School District and the Santa Cruz City High School District. Each district has a separate budget and taxing authority and is a separate legal school district for the general purposes of the Education Code. The minutes of meetings are kept in one Official Minutes Book.

Government of Both Districts by the Santa Cruz City Schools Board of Education

Under the Santa Cruz City Charter provision #1603, both the high school and the elementary districts shall be governed by a single Board of Education, called the Santa Cruz City Schools Board of Education.

Membership of Board

The Board shall consist of seven members, each is elected from the seven district trustee areas.

Student Board Members

The Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the education program. In order to provide student input and involvement, the Board shall include at least one Student Board Member selected in accordance with procedures approved by the Board and detailed in California Education Code section 35012. The Student Board Member(s) shall be make recommendations on matters before the Board and will be asked before each Board vote for his/her recommendation on all matters except those discussed in closed session. The term of the Student Board Member(s) shall be one year commencing on July 1 of each year. The Student Board Member(s) shall have the right to attend all Board meetings, committee meetings, and workshops except closed sessions. The Student Board Member(s) shall also be eligible for training provided by state and regional organizations at the expense of the District. The Student Board Member(s) shall be seated with the regular Board members and may participate in questions and discussions pertaining to issues and shall receive all materials given to Board Members, with the exception of matters for closed sessions. In addition to support from the administration, the Student Board Member(s) may have a mentor assigned to him/her. The student representative's mentor shall be a current SCCS Board Trustee.

Term of Office

The Board shall consist of seven members whose terms shall be staggered so that as nearly as practicable one half of the members shall be elected every two years. The term of office for members elected in regular elections or appointed in lieu of an election (i.e., running for position unopposed) shall be four years commencing on the first Friday in December next succeeding their election. A Board member's term expires four years after his/her initial election on the first Friday in December following the election of new members. A member whose term has expired shall continue to discharge the duties of the office until a successor has qualified by taking the oath of office.

## Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Hold a discussion to identify members potentially interested in serving as officers, prior to taking nominations.
2. Elect a president and vice president from its members
3. Appoint the Superintendent as secretary to the Board
4. Authorize signatures
5. Annual Governance Meetings

At biannual governance meetings the Board shall:

1. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
2. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
3. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials.

## Election of Officers

The Board shall each year elect its entire slate of officers.

No Board member shall serve more than one consecutive year in the same office.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.



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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Ed. Code 35143

Ed. Code 35145

Ed. Code 5017

Gov. Code 54953

**Description**

Annual organizational meetings; date and notice

Public meetings

Term of office

Meetings to be open and public; attendance

**Management Resources**

Attorney General Opinion

Attorney General Opinion

Website

**Description**

59 Ops.Cal.Atty.Gen. 619 (1976)

68 Ops.Cal.Atty.Gen. 65 (1985)

[CSBA District and County Office of Education Legal Services](#)**Cross References****Code**

9000

9005

9121

9140

9223

9224

9230

9240

9320

9323

**Description**[Role Of The Board](#)[Governance Standards](#)[President](#)[Board Representatives](#)[Filling Vacancies](#)[Oath Or Affirmation](#)[Orientation](#)[Board Training](#)[Meetings And Notices](#)[Meeting Conduct](#)

**Bylaw 9100: Organization**

**Status:** DRAFT

**Original Adopted Date:** 02/23/2011 | **Last Revised Date:** 02/10/2016

The Santa Cruz City Schools consist of the Santa Cruz City Elementary School District and the Santa Cruz City High School District. Each district has a separate budget and taxing authority and is a separate legal school district for the general purposes of the Education Code. The minutes of meetings are kept in one Official Minutes Book.

Government of Both Districts by the Santa Cruz City Schools Board of Education

Under the Santa Cruz City Charter provision #1603, both the high school and the elementary districts shall be governed by a single Board of Education, called the Santa Cruz City Schools Board of Education.

Membership of Board

The Board shall consist of seven members, of which three members shall be qualified Electors and residents of the City of Santa Cruz, three members shall be qualified electors and residents of each of the seven district trustee areas.

Student Board Members

The Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the education program. In order to provide student input and involvement, the Board shall include at least one Student Board Member selected in accordance with procedures approved by the Board and detailed in California Education Code section 35012. The Student Board Member(s) shall be make recommendations on matters before the Board and will be asked before each Board vote for his/her recommendation on all matters except those discussed in closed session. The term of the Student Board Member(s) shall be one year commencing on July 1 of each year. The Student Board Member(s) shall have the right to attend all Board meetings, committee meetings, and workshops except closed sessions. The Student Board Member(s) shall also be eligible for training provided by state and regional organizations at the expense of the District. The Student Board Member(s) shall be seated with the regular Board members and may participate in questions and discussions pertaining to issues and shall receive all materials given to Board Members, with the exception of matters for closed sessions. In addition to support from the administration, the Student Board Member(s) may have a mentor assigned to him/her. The student representative's mentor shall be a current SCCS Board Trustee.

Term of Office

The Board shall consist of seven members whose terms shall be staggered so that as nearly as practicable one half of the members shall be elected every two years. The term of office for members elected in regular elections or appointed in lieu of an election (i.e., running for position unopposed) shall be four years commencing on the first Friday in December next succeeding their election. A Board member's term expires four years after his/her initial election on the first Friday in December following the election of new members. A member whose term has expired shall continue to discharge the duties of the office until a successor has qualified by taking the oath of office.

Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Hold a discussion to identify members potentially interested in serving as officers, prior to taking nominations.
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5. Annual Governance Meetings

At biannual governance meetings the Board shall:

1. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
2. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
3. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials.

### **Election of Officers**

The Board shall each year elect its entire slate of officers.

No Board member shall serve more than one consecutive year(s) in the same office.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

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**Policy 4118: Dismissal/Suspension/Disciplinary Action**

**Status:** DRAFT

**Original Adopted Date:** 05/11/2011 | **Last Revised Date:** 09/16/2015

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A certificated employee may be disciplined for conduct or performance in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation.

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

#### **Suspension/Dismissal Procedures**

The Superintendent shall notify the Board whenever there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of the Board's intention to suspend or dismiss the employee at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from assigned duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

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**Policy 4119.1: Civil And Legal Rights**

**Status:** DRAFT

**Original Adopted Date:** 10/10/2012

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

#### **Whistleblower Protection**

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

#### **Protection Against Liability**

No employee shall be liable for harm caused by the employee's act or omission when acting within the scope of employment or district responsibilities, the employee's act or omission is in conformity with federal, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to

control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
  2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
  3. The employee was not properly licensed, if required, by state law for such activities.
  4. The employee was found by a court to have violated a federal or state civil rights law.
  5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
  6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
  7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
  8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.
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**Policy 4140: Bargaining Units**

**Status:** DRAFT

**Original Adopted Date:** 03/14/2012 | **Last Revised Date:** 06/02/2021

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

**Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

*Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board. (Government Code 3540.1)

*Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

**Membership**

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.



However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

### **Access to New Employee Orientations**

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people.

### **Access to Employee Contact Information**

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent

or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information not be disclosed to the exclusive representative. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

At least, at the beginning of each school year, the Superintendent or designee shall review the list of district employees to ensure that the list is complete and contains accurate information.

### **Communications with Employees**

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

### **Membership Dues or Other Payments to an Employee Organization**

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

**Policy 4216: Probationary/Permanent Status**

**Status:** DRAFT

**Original Adopted Date:** 12/18/2019

The Governing Board desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the district. (Education Code 45113, 45301)

However, in order to receive permanent classified service status, a full-time district police officer or public safety dispatcher who operates a dispatch center certified by the Commission on Peace Officer Standards and Training shall serve in a probationary status for not less than one year from the date of appointment. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

The district may, without cause, dismiss a new employee during the probationary period.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the probationary period.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the employee was promoted. (Education Code 45113, 45301)

This policy shall be made available to classified employees and the public. (Education Code 45113)

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**Policy 4218: Dismissal/Suspension/Disciplinary Action**

**Status:** DRAFT

**Original Adopted Date:** 12/18/2019

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, or administrative regulation.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

**Procedures for Serious Disciplinary Proceedings**

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly hearing. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

Except for an allegation of egregious misconduct in which a minor is involved, the Board may delegate the authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When a matter is heard by a third-party hearing officer, the Board shall review the determination and adopt or reject the recommended decision. (Education Code 45113)

When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

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**Policy 4218.1: Dismissal/Suspension/Disciplinary Action (Merit System)**

**Status:** DRAFT

**Original Adopted Date:** Pending

The Governing Board expects all employees to perform their jobs satisfactorily and exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, any applicable collective bargaining agreement, and the rules of the personnel commission.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

A permanent classified employee shall be subject to suspension, demotion, or dismissal only for one or more of the causes designated by rule of the personnel commission. (Education Code 45302, 45304)

When such serious disciplinary action is being contemplated against an employee, the district shall adhere to disciplinary procedures developed by the personnel commission. Due process shall be afforded to the employee, including proper notice, an opportunity for the employee to meet with a designated district official ("Skelly officer") or to respond in writing to the charges, and an opportunity to appeal the district's decision with the personnel commission in accordance with Education Code 45305-45307. If the matter is addressed in a hearing before the personnel commission, the decision of the personnel commission shall be final.

However, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. The ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45312)

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**Policy 6164.2: Guidance/Counseling Services**

**Status:** DRAFT

**| Last Revised Date:** 06/15/2016

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, school social work services to students, and/or implement equitable school programs and services that support students' academic and social emotional development and college and career readiness shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of such positions shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services and indirect services, including but not limited to, positive school climate strategies, teacher and parent consultations, and referrals to public and private community services
2. Planning, implementing, and evaluating school counseling programs
3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement
4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies
5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services, and by developing a variety of intervention strategies, and using those strategies, to meet individual, group, and school community needs before, during, and after a crisis
6. Intervening to ameliorate school-related problems, including problems related to chronic absences and retention
7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment, including mistreatment related to any form of conflict or bullying
8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services
9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs
10. Providing counseling services for unduplicated students who are classified as English learners, or foster youth, homeless children, and students eligible for free and reduced-priced meals, including interventions and support services that enhance equity and access to appropriate education systems and public and private services

11. Engaging in continued development as a professional school counselor

### **Educational And Career Counseling**

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

The educational counseling program shall include academic counseling and postsecondary services, in the following areas (Education Code 49600):

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards and competencies
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to colleges and universities, standardized admissions tests, and financial aid
5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:
  - a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
  - b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
  - c. Developing work self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effects of work on quality of life
  - d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
  - e. Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational programs and centers, the federal program administered by the United States Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities
  - f. Understanding the need to develop essential employable skills and work habits
  - g. Understanding entrance requirements to the Armed Forces of the United States, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)



As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

In addition, counselors shall affirmatively explore with a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

### **Personal or Mental Health Counseling**

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by the student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

### **Crisis Counseling**

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

#### **Teacher-Based Advisory Program**

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

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**Policy 6200: Adult Education**

**Status:** DRAFT

**Original Adopted Date:** 02/23/2011

The Governing Board believes that education is a lifelong endeavor and that it is important for individuals to continuously develop new skills necessary to participate effectively as citizens, workers, parents/guardians, and family and community members. Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

Upon recommendation of the administrator of the student's adult school or noncredit program of attendance, the Board may authorize an adult education student pursuing a high school diploma or a high school equivalency certificate to attend a community college during any session or term as a special part-time student. (Education Code 52620)

The Board may award diplomas or certificates to adults and eligible minors enrolled in adult schools upon satisfactory completion of a prescribed course of study in an elementary school program. (Education Code 52508, 52509)

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

If the district has an adult school or classes for adults but is unable to maintain such school or classes because of an inability to secure a teacher(s) or because of a lack of facilities, the district may, with the approval of the County Superintendent of Schools and the Superintendent of Public Instruction, contract with another district for the instruction of such students. (Education Code 52511)

To ensure efficient and coordinated adult education services, the district may join a regional adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the regional adult education consortium shall be designated by the Board. (Education Code 84905)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

**Policy 7110: Facilities Master Plan**

**Status:** DRAFT

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and the district's educational program. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

**Plan Development**

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

**Plan Components**

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives
2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future need

Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

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**Policy 7150: Site Selection And Development**

**Status:** DRAFT

**Original Adopted Date:** 03/24/2010

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan, as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the Board, at a public hearing, shall either evaluate the property using state site selection standards specified in 5 CCR 14010 or, if a district advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards. (Education Code 17211, 17251)

**Environmental Impact Investigation for the Site Selection Process**

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act, including any web site posting requirements. When evaluating district projects, the CEQA guidelines shall be used.

Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the district's web site. (Public Resources Code 21082.1, 21092, 21092.2)

**Agricultural Land**

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
  2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
  3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site
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