

**SANTA CRUZ CITY SCHOOLS DISTRICT  
 REGULAR MEETING FOR THE ELEMENTARY  
 AND SECONDARY DISTRICTS  
 WEDNESDAY, March 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 ENGOURAGED**

[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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**POSTED**

**DATE:**

**TIME:**

**LOCATION:**

**EMPLOYEE:**

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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	<i>Information for possible action.</i>
2.2 Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code Section 54957)	<i>Information for possible action.</i>
2.3 Legal Counsel, Ongoing Litigation, regarding proposed settlement of claims related to e-cigarettes and vaping issues (Gov. Code Section 54956.9)	<i>Information for possible action.</i>
2.4 Potential Litigation, class action lawsuit regarding Social Media Impacts on Youth (Gov. Code Section 54952.2)	<i>Information for possible action.</i>

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<b>Item</b>	<b>Purpose / Support</b>
2.5	Negotiations with GSCFT <i>Information for possible action.</i>
2.6	Negotiations with SCCCE <i>Information for possible action.</i>
<b>3.</b>	<b>Convene Open Session</b> <b>6:30 p.m.</b>
3.1	Welcome
3.2	Pledge of Allegiance
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>

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<b>Item</b>	<b>Purpose / Support</b>
<b>5. Superintendent's Report</b>	
5.1 Superintendent's Report	
5.2 Student Trustees' Reports	
<b>6. Board Members' Reports</b>	
6.1 Board Members' Reports	
6.2 Board President's Report	
<b>7. Approval of Minutes</b>	<i>None.</i>
<b>8. General Public Business</b>	
<b>8.1 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 Educational Services</b>	
8.1.1.1 <a href="#">Overnight Field Trip-Monarch Community Elementary – Point Reyes Outdoor Education</a>	

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<b>Item</b>	<b>Purpose / Support</b>
8.1.1.2	<a href="#">Overnight Field Trip – Alternative Family Education - Oregon Shakespeare Festival</a>
8.1.1.3	<a href="#">Overnight Field Trip – Alternative Family Education – Sutter’s Fort State Historic Park</a>
<b>8.1.2</b>	<b>Business Services</b>
8.1.2.1	<a href="#">Purchase Orders, Bids &amp; Quotes</a>
8.1.2.2	<a href="#">Warrant Register</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: Registered Behavior Technician Special Education</a>
<b>8.1.4</b>	<b>Governance/Superintendent</b> <span style="float: right;"><i>None.</i></span>
<b>8.2</b>	<b>Consent Agenda: General Contracts &amp; Agreements</b>
<b>8.2.1</b>	<b>Educational Services</b>



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<b>Item</b>	<b>Purpose / Support</b>
8.2.1.1 <a href="#">Nonpublic School Contract Amendment: BRITE Horizon</a>	
8.2.1.2 <a href="#">Consultation Services Agreement: Bert Post</a>	
<b>8.2.2 Business Services</b>	
8.2.2.1 <a href="#">Resolution #34-22-23: Change Electric Bus Manufacturer</a>	<i>Recommendation: Approve Resolution #34-22-23: Change Electric Bus Manufacturer</i>
8.2.2.2 <a href="#">Resolution #35-22-23: Re-apply for Funding With New Electric Bus Manufacturer</a>	<i>Recommendation: Approve Resolution #35-22-23 Re-apply for Funding With New Electric Bus Manufacturer</i>
8.2.2.3 <a href="#">GV Land Surveying: Proposal: Educator Housing Surveying and Mapping Services</a>	
8.2.2.4 <a href="#">Agreement with Santa Cruz County Office of Education for Network and Internet Services</a>	
<b>8.2.3 Human Resources</b>	<i>None.</i>
<b>8.2.4 Governance/Superintendent</b>	
8.2.4.1 <a href="#">School Resource Officer Amendment Agreement: Santa Cruz County Sheriff</a>	

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<b>Item</b>	<b><i>Purpose / Support</i></b>
<b>8.3</b>	<b>Consent Agenda: Bond Projects Contracts, Agreements, Proposals, Bids &amp; Change Orders</b>
8.3.1	<a href="#">Belli Architectural Group Inc.: Change Order 1: Branciforte Middle School Modernization</a>
8.3.2	<a href="#">Consolidated Plumbing Inc.: Change Order 1: DeLaveaga Elementary School Storm Drain Line Replacement</a>
8.3.3	<a href="#">Daktronics: Quote: Soquel High School Athletic Field Scoreboard</a>
8.3.4	<a href="#">GV Land Surveying: Proposal: Branciforte Small Schools Surveying and Mapping Services</a>
8.3.5	<a href="#">GV Land Surveying: Proposal: DeLaveaga Elementary School Surveying and Mapping Services</a>
8.3.6	<a href="#">GV Land Surveying: Proposal: Soquel High School Surveying and Mapping Services</a>
8.3.7	<a href="#">Santa Clara Valley Construction Inspections: Proposal: New Switchgear Inspections</a>

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<b>Item</b>	<b>Purpose / Support</b>
8.3.8 <a href="#">Fiber Optic Telecom International: Proposal: Westlake Elementary School Electronic Key Card System Access Control Implementation</a>	
<b>8.4 Report of Closed Session Actions</b>	
8.4.1 Report of Actions Taken in Closed Session	
<b>8.5 Items to Be Transacted and/or Discussed</b>	
<b>8.5.1 Educational Services</b>	
8.5.1.1 <a href="#">Staff Report: Local Control Accountability Plan Update: Multi-Tiered Systems of Support - School Climate &amp; Culture</a>	<i>Staff will provide and update on the Multi-Tiered Systems of Support for School Climate &amp; Culture framework</i>
8.5.1.2 <a href="#">Staff Report: Special Circumstances Instructional Assistance Support in Special Education</a>	<i>Staff will provide an update on Special Circumstances Instructional Assistance Support in Special Education</i>
<b>8.5.2 Business Services</b>	
8.5.2.1 <a href="#">Staff Report: Bond Budget Update</a>	<i>Staff will provide an update on the Measures A &amp; B Bond Budgets</i>
<b>8.5.3 Human Resources</b>	

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<b>Item</b>	<b>Purpose / Support</b>
8.5.3.1 <a href="#">New Business: Resolution #31-22-23 NonReelect of Probationary Certificated Employees</a>	<i>Recommendation: Approve Resolution #31-22-23: NonReelect of Probationary Certificated Employees</i>
8.5.3.2 <a href="#">New Business: Resolution #32-22-23 Certificated Preliminary Layoff Resolution</a>	<i>Recommendation: Approve Resolution #32-22-23: Certificated Preliminary Layoff</i>
<b>8.5.4 Governance/Superintendent</b>	
8.5.4.1 <a href="#">Staff Report: School Marketing Update</a>	<i>Staff will provide an update on School Marketing</i>
8.5.4.2 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:**

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## **AGENDA**

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 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 número (831) 429-3410 x48220.

### **Board Meeting Information**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

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**AGENDA**

7. 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.

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Overnight Field Trip—Monarch Community Elementary – Point Reyes Outdoor Education

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the overnight field trip request for Monarch Community School students to travel to Point Reyes from May 10, 2023, to May 12, 2023.

**BACKGROUND:**

Monarch Community School requests approval to travel to Point Reyes via private vehicles to attend an outdoor education trip at the Clem Miller Environmental Education center from May 10, 2023 to May 12, 2023, and stay in the cabins on site. This year, 36 students and ten volunteers are looking forward to participating in a variety of activities centered on nature including hikes, crafts, plant, animal observations and more. Students will miss school all day, Wednesday, May 10, 2023, through Friday, May 12, 2023.

The Clem Miller Environmental Education Center is a residential learning facility available for overnight rental by schools and environmental learning groups. With five dormitory-style sleeping cabins, a bath house, a main lodge with library, and a commercial kitchen, the Education Center is an ideal location for community building, environmental education, and nature immersion. While being surrounded by nature, students will also practice self-directed learning, explore natural sciences and establish strong community connections. Monarch staff strongly support this trip. Previous trips to the Clem Miller Environmental Education Center have been successful and have led to increased interest and appreciation for all aspects of local environments and natural sciences. This trip marks a unique opportunity for many students to explore new environments and natural settings that they may not be able to access otherwise.

**FISCAL IMPACT:**

No district funds are being used for this trip. All transportation, food, etc. costs will be covered through fundraising and donations.

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.

**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.



**Itinerary for Monarch Pt. Reyes Field Trip  
May 10-May 12, 2023**

	Wednesday 5/10	Thursday 5/11	Friday 5/12
7:00		Cooking Crew Wake Up	Cooking Crew Wake Up
7:30			
8:00		Breakfast	Breakfast
8:30			
9:00	Leave School	Whole Group Activity	Whole Group Clean Up
9:30	Travel	Academic Stations	
10:00			Closer
10:30			Check Out
11:00			Final Hike: * Earthquake Trail * Woodpecker Trail * Visitor Center Interior
11:30			
12:00	Lunch at Visitor Center	Lunch Group Cooks/Down Time	
12:30			
1:00	Kitchen Check In / Welcome Circle	Lunch	Leave from Visitor Center
1:30	Cabin Set Up/make pouches		Travel
2:00	Group Check In	Whole Group Activity	
2:30	Opening Ceremony	Choice Stations	
3:00	Whole Group Activity		
3:30			
4:00	Skit Work		Arrive at Monarch

	Wednesday 5/10	Thursday 5/11	Friday 5/12
7:00		Cooking Crew Wake Up	Cooking Crew Wake Up
7:30			
4:30			
5:00	Dinner Group	Dinner Group	
5:30	Cooks/Down Time	Cooks/Down Time	
6:00	Dinner	Dinner	
6:30			

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Overnight Field Trip—Alternative Family Education – Oregon Shakespeare Festival

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the overnight field trip request for Alternative Family Education students to travel to Ashland, Oregon from April 27, 2023 to April 30, 2023.

**BACKGROUND:**

Alternative Family Education requests approval to travel to Ashland, Oregon to attend the Oregon Shakespeare Festival from Thursday, April 27, 2023 until Sunday, April 30, 2023. This year, 25 students and 15 volunteers are looking forward to viewing performances of *Romeo and Juliet* and the musical *Rent*. Students will travel to the festival via private vehicles and school vans and will stay at the Strafford Inn in Ashland, OR.

The Oregon Shakespeare Festival is a major theater arts organization that offers a diversity of plays and performances. Alternative Family Education staff strongly support this trip. Previous trips to the Oregon Shakespeare Festival have been successful and have led to increased interest and appreciation for all aspects of literature and theater.

**FISCAL IMPACT:**

No district funds are being used for this trip. All transportation, food, etc. costs will be covered through fundraising and donations.

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

# Alternative Family Education

## Shakespeare Festival Itinerary

<b>Performance</b>	<b>Day/Date</b>	<b>Time</b>
Student Behind theCurtain Talk	Friday, Apr 28, 2023	9:30AM
<hr/>		
Preface - Romeo and Juliet	Friday, Apr 28, 2023	5:30 PM
Location: Carpenter Hall		
<hr/>		
Romeo and Juliet	Friday, Apr 28, 2023	8:00 PM
<hr/>		
Campus Tour	Saturday, Apr 29, 2023	10:30AM
<hr/>		
Preface - Rent	Saturday, Apr 29, 2023	5:30 PM
Location: Carpenter Hall		
<hr/>		
Rent	Saturday, Apr 29, 2023	8:00 PM
<hr/>		

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Overnight Field Trip—Alternative Family Education – Sutter’s Fort State Historic Park

**MEETING DATE:** March 8, 2022

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the overnight field trip request for Alternative Family Education students to travel to Sutter’s Fort State Historic Park , in Sacramento, CA, from May 1st, 2023 to May 3rd, 2023.

**BACKGROUND:**

Alternative Family Education requests approval to travel to Sutter’s Fort, in Sacramento, CA to attend Sutter’s Fort for an all day and overnight program with instructors from Monday, May 1, 2023 until Thursday, May 4, 2023. Students will miss school all day, Monday, May 1, through Wednesday, May 3rd, 2023.

This semester, California History students are learning the rich history of our state. They began by learning about the diverse regions California has to offer and are currently learning about the Native people of California. In future lessons, students will learn about the changes that occurred over time once European explorers arrived, influences and importance of immigration and the California Gold Rush.

**FISCAL IMPACT:**

No district funds are being used for this trip. All transportation, food, etc. costs will be covered through fundraising and donations.

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.

## **Itinerary for Ft. Sutter Field Trip**

**AFE**

**May 1st-May 3rd, 2023**

### **Itinerary:**

**5/1**

Approximately 20 students and 20 parent chaperones will leave Santa Cruz to Sacramento. Families will arrive at their convenience and check into their own hotel rooms.

**5/2**

**9:00am-** Arrive at Sutter's Fort for an all day and overnight program with instructors. The students spend the day in small groups rotating every half hour or so between various parent/chaperone led stations. At the stations they learn about and participate in many of the jobs that would have been performed at the Fort between 1839 and 1850. The stations are supplemented by staff-led interpretive presentations on the complex history of Sutter's Fort.

Students spend the night at Sutter's Fort and cook all of their own meals.

**5/3**

Program ends by 9:00am and we drive back to Santa Cruz

Transportation: All private vehicles. Families will drive their own children. Some families will carpool.

## SANTA CRUZ CITY SCHOOL DISTRICT

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

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the purchase orders, quotes, bids, and from February 14, 2023 through February 27, 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

**AGENDA ITEM: 8.1.2.1**

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 02/14/2023 - 02/27/2023

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01773	PEARSON CLINICAL AS	Assessment Materials (Speech)	SPED	01	SE:LOC ASST ARP	1,250.47
PO23-01795	PALACE BUSINESS SOL	S. MARSHAK-CLASS SUPPLIES SOCIAL SCIENCE	SQHS	01	NO REPORTING RI	19.62
PO23-01825	AMAZON CAPITAL SERV	Book for Dorothy and Kris	SUPT	01	NO REPORTING RI	77.98
PO23-01826	TEXTBOOK WAREHOUSE	R.JIMENEZ-TEXTBOOKS	SQHS	01	LOTTERY:INSTRU	1,621.92
PO23-01827	AMAZON CAPITAL SERV	MARCO LUCADANO CLASS SUPPLIES	SQHS	01	Measure T	435.26
PO23-01828	BOOKSHOP SANTA CRUZ	A. GATES-LIBRARY BOOKS	SQHS	01	NO REPORTING RI	221.08
PO23-01829	FOLLETT CONTENT SOL	Library books	SCHS	01	NO REPORTING RI	1,852.85
PO23-01830	AMAZON CAPITAL SERV	Classroom Supplies-M. Smith	BVEL	01	SE:STATE LOCAL	111.00
PO23-01831	OFFICE DEPOT	Recruitment Fair Flyers 03.04.23	HR	01	NO REPORTING RI	99.42
PO23-01832	BOOKSHOP SANTA CRUZ	Books for Art	HHS	01	LOTTERY:INSTRU	334.26
PO23-01833	AMAZON CAPITAL SERV	open PO for classroom books	MHMS	01	NO REPORTING RI	171.00
PO23-01834	PPD MULTIMEDIA	Library Brochures, Decals	HHS	01	NO REPORTING RI	338.68
PO23-01835	CALIFORNIA SCHOOL P	CA School Public Relations Association Membership	SUPT	01	NO REPORTING RI	250.00
PO23-01836	AMAZON CAPITAL SERV	Toschi (Itinerant) - DHOH supplies	SPED	01	SE:STATE LOCAL	200.00
PO23-01837	KING STAR COMPUTER,	KEY CARD BACKUP SERVER	M&O	21	Bond A Secondar	4,805.91
PO23-01838	PALACE BUSINESS SOL	MHMS ASST PRINCIPAL OFFICE	M&O	21	Bond A Secondar	3,234.27
PO23-01839	HEGGERTY PHONEMIC A	Teachers Resource-Books-(Quote# 261045)	BVEL	01	LOTTERY:INSTRU	2,252.99
PO23-01840	DICK BLICK COMPANY	Art Supplies	HHS	01	LOTTERY:INSTRU	1,112.79
PO23-01841	AMAZON CAPITAL SERV	Office Supplies	HHS	01	NO REPORTING RI	368.04
PO23-01842	COMMUNITY PRINTERS	Off Campus passes	SCHS	01	NO REPORTING RI	435.16
PO23-01843	AMAZON CAPITAL SERV	DLV PBIS materials	DLEL	01	IPI GF	146.40
PO23-01844	AMAZON CAPITAL SERV	Projector Screen	HHS	01	Measure T	409.72
PO23-01845	AMAZON.COM	health office ice maker	MHMS	01	NO REPORTING RI	100.00
PO23-01846	ALBION ENVIRONMENTA	SCH BB BACKSTOP OVERSIGHT	M&O	21	Bond A Secondar	25,463.17
PO23-01847	BOSCO CONSTRUCTION	TRANSPORTATION STORAGE RAMP	M&O	21	Bond A Secondar	12,500.00
PO23-01848	DILBECK & SONS INC	BV DOOR HARDWARE INSTALL	M&O	21	Bond A Elem	14,764.66
PO23-01849	PSR ELECTRIC	DLV EXTERIOR WALL LIGHTS	M&O	21	Bond A Elem	11,776.00
PO23-01850	FOLLETT CONTENT SOL	Library Books	BMS	01	LOTTERY:INSTRU	10,111.61
PO23-01851	RYONET CORP	Heat Press	HHS	01	C. PERKINS CTE:	2,180.38
PO23-01852	NASCO	Graphic Art Classroom Supplies	HHS	01	C. PERKINS CTE:	585.49
PO23-01853	CDW GOVERNMENT INC.	Laser Printer	HHS	01	Measure T	474.45
PO23-01854	AMAZON CAPITAL SERV	Ice maker	HHS	01	NO REPORTING RI	120.16
PO23-01855	EXTREME TOWING	22/23 OPEN PO FOR TOWING SERVICES	M&O	01	ONGOING & MAJO	1,000.00
PO23-01856	KOALA TREE CARE	WLEL REMOVED RAPIDLY DECLINING CYPRESS TREE	M&O	01	ONGOING & MAJO	5,950.00
PO23-01857	KOALA TREE CARE	22/23 OPEN PO FOR TREE CARE SERVICES	M&O	01	ONGOING & MAJO	10,000.00
PO23-01858	CALIFORNIANS TOGETH	Seal of Bilingual Supplies	CURR	01	NO REPORTING RI	806.50

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Description

Includes Purchase Orders dated 02/14/2023 - 02/27/2023

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01859	BOOKSHOP SANTA CRUZ	Supplemental Books for IB English	HHS	01	LOTTERY:INSTRUC	71.54
PO23-01860	FOLLETT CONTENT SOL	Spanish 1 Classroom Books	HHS	01	LOTTERY:INSTRUC	647.78
PO23-01861	AMAZON CAPITAL SERV	Signing Naturally Workbooks for Cab Dual-Enroll	CURR	01	LOTTERY:INSTRUC	1,485.10
PO23-01862	AMAZON CAPITAL SERV	Graphic Design Classroom Supplies	HHS	01	C. PERKINS CTE:	3,229.82
PO23-01863	OFFICE DEPOT	Inventory-Envelopes	WRSH	01	NO REPORTING RI	176.00
PO23-01864	AMERICAN SUPPLY COR	Inventory replenish	WRSH	01	NO REPORTING RI	1,040.06
PO23-01865	COAST PAPER & SUPPL	Inventory- Tissue Replenish	WRSH	01	NO REPORTING RI	2,359.80
PO23-01866	US BANK	ESD ADMIN FEES FOR GOB ELEC 2016 SER C	BUSN	01	NO REPORTING RI	1,000.00
PO23-01867	US BANK	HSD ADMIN FEES FOR GOB ELEC 2016 SER C	BUSN	01	NO REPORTING RI	1,000.00
PO23-01868	AMAZON.COM	Open PO for supplies Library	SCHS	01	NO REPORTING RI	160.00
PO23-01869	AMAZON CAPITAL SERV	Graduation Cardstock	HHS	01	NO REPORTING RI	47.49
PO23-01870	DISCOVERY CHARTERS	CFP BUS FOR GIRLS SOCCER/SALINAS	SCHS	01	Measure T	1,469.05
PO23-01871	DISCOVERY CHARTERS	CFP BUS TO PACIFICA GIRLS BASKETBALL	SCHS	01	Measure T	1,595.00
PO23-01872	PAUL B COUCHMAN III	Custom post-it notes	SCHS	01	DONATIONS	816.75
PO23-01873	THOR AUDIO SOLUTION	CFP Graduation Sound	SCHS	01	NO REPORTING RI	3,200.00
PO23-01874	ALEXIS PARTY RENTAL	GRADUATION ITEMS SET-UP	SCHS	01	NO REPORTING RI	3,835.00
PO23-01875	PENINSULA SPORTS IN	CFP GIRLS SOFTBALL FEES	SCHS	01	Measure T	275.00
PO23-01876	RYAN MCCARTY DBA SA	CFP - FEES	SCHS	01	Measure T	1,250.00
PO23-01877	COUSIN'S CONCERT AT	Band clothing - not custom	SCHS	01	Measure T	6,551.93
PO23-01878	COMMUNITY PRINTERS	Recruitment Flyer	HR	01	NO REPORTING RI	157.94
PO23-01879	SOFTLAW INC	Dennise/The Mistory Spot ASES fldtrip	GAEL	01	ELO-P	765.00
PO23-01880	SCHOOL SERVICES OF	May Revision Workshop 2022-23 J. Monreal	BUSN	01	NO REPORTING RI	295.00
PO23-01881	SCHOOL SERVICES OF	May Revision Workshop 22/23 J. Lacey	BUSN	01	OTHER RESTRICT	295.00
PO23-01882	BAY CENTRAL PRINTIN	Inventory Replenish	BUSN	01	NO REPORTING RI	1,516.40
PO23-01883	BAY CENTRAL PRINTIN	Inventory Replenish	BUSN	01	NO REPORTING RI	1,079.39
PO23-01884	SANTA CRUZ COE	G. Atlansky-Counselor & Admin Symposium	EDSV	01	NO REPORTING RI	50.00
PO23-01885	EAST BAY RESTAURANT	FS Hardware purchase	FS	13	CHLD NUTR:SCHO	242.87
PO23-01886	WATSONVILLE COAST P	FS Food purchase-Open Impact grant	FS	13	OTHER RESTRICT	750.00
PO23-01887	AMAZON CAPITAL SERV	Counseling Office Supplies	HHS	01	NO REPORTING RI	420.20
PO23-01888	A SIGN ASAP	Job Fair Banners	HR	01	NO REPORTING RI	241.45
PO23-01889	FRESHWORKS INC	Freshdesk Support Desk - Growth Annual	IT	01	NO REPORTING RI	1,860.47
PO23-01890	JEFFREY N BOTTORFF	CSA Consulting for IT project	IT	01	NO REPORTING RI	735.00
PO23-01891	BOSCO CONSTRUCTION	DLEL - EMERGENCY STORM RESPONSE REPAIRS	M&O	01	OTHER RESTRICT	11,896.00
PO23-01892	CDW GOVERNMENT INC.	Kajeet Smatbus Renewal	IT	01	NO REPORTING RI	4,737.71

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ESCAPE ONLINE

Description

Includes Purchase Orders dated 02/14/2023 - 02/27/2023

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO23-01893	SECUREALL CORPORATI	22/23 OPEN PO FOR MATERIALS & SUPPLIES	M&O	01	ONGOING & MAJO	1,500.00
PO23-01894	DICK BLICK COMPANY	Classroom Supplies - Chaput	BVEL	01	DONATIONS	275.15
PO23-01895	REALLY GOOD STUFF I	Classroom Supplies - Chaput	BVEL	01	DONATIONS	149.07
PO23-01896	TWO STONE CABINETS	22/23 OPEN PO FOR TILE	M&O	01	OTHER RESTRICT	3,000.00
PO23-01897	SAFEWAY STORES INC	Open PO Graduation supplies	BSS	01	NO REPORTING RI	300.00
PO23-01898	PHOENIX CERAMICS SU	Glazes for clay studio	BSS	01	NO REPORTING RI	233.71
PO23-01899	SCHOOL SERVICES OF	May Revision Workshop 22/23 K. Munro	SUPT	01	NO REPORTING RI	295.00
PO23-01900	AMAZON CAPITAL SERV	JOSE QUEVEDO-MATERIALS & SUPPLIES	SQHS	01	NO REPORTING RI	73.62
PO23-01901	NASCO	LILITH OHLSON ART SUPPLIES-NASCO	SQHS	01	Measure T	657.92
PO23-01902	CIF-CCS	CFP CCS FEES-STU WALTERS	SQHS	01	Measure T	2,480.00
PO23-01903	PACIFIC COAST ATHLE	CFP- PCAL STU WALTERS	SQHS	01	Measure T	250.00
PO23-01904	NORCAL WOMEN'S LACR	CFP-NORCAL LACROSSE FEES STU WALTERS	SQHS	01	Measure T	1,998.47
PO23-01905	GENERAL BINDING COR	Laminating film	BSS	01	NO REPORTING RI	123.19
					<b>Total</b>	<b>182,170.12</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Warrant Register

**MEETING DATE:** February 22, 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 February 15, 2023 through February 28, 2023.

## Checks Dated 02/15/2023 through 02/28/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1023391	02/21/2023	Riccabona, Sarah R	198.81
1023392	02/21/2023	JENNIFER MELVIN	11.00
1023393	02/21/2023	ACE PORTABLE SERVICES	1,350.99
1023394	02/21/2023	APPI	470.28
1023395	02/21/2023	BOBBYS PIT STOP INC	123.61
1023396	02/21/2023	CENTRAL COAST SYSTEMS INC	7,814.88
1023397	02/21/2023	CINTAS CORPORATIONS	131.66
1023398	02/21/2023	COAST LOCK & SAFE	455.96
1023399	02/21/2023	COAST PAPER & SUPPLY	75.46
1023400	02/21/2023	CORVIS INDUSTRIES INC FACILI-SERV LTD	27,247.00
1023401	02/21/2023	FIRST ALARM	1,764.30
1023402	02/21/2023	FLYERS ENERGY LLC	1,983.70
1023403	02/21/2023	HINES PEST & WEED CONTROL DBA R AURIA INC	205.00
1023404	02/21/2023	HOME DEPOT INC	506.61
1023405	02/21/2023	INDEPENDENT ELECTRICAL SUPPLY	106.93
1023406	02/21/2023	KELLY MOORE PAINT CO	47.68
1023407	02/21/2023	KELLY MOORE PAINT CO	9.93
1023408	02/21/2023	KNORR SYSTEMS	1,209.41
1023409	02/21/2023	OFFICE DEPOT	166.06
1023410	02/21/2023	RIVERSIDE LIGHTING	237.13
1023411	02/21/2023	SAN LORENZO LUMBER AND HOME CENTER	174.51
1023412	02/21/2023	SANTA CRUZ RECORDS MANAGEMENT	205.10
1023413	02/21/2023	ACES 2020 LLC	38,960.05
1023414	02/21/2023	ADROIT ADVANCED TECH INC	3,086.16
1023415	02/21/2023	BAY CENTRAL PRINTING INC	916.82
1023416	02/21/2023	BOBBYS PIT STOP INC	163.00
1023417	02/21/2023	BUREAU OF AUTOMOTIVE REPAIR	400.00
1023418	02/21/2023	CENGAGE LEARNING	50.00
1023419	02/21/2023	CINTAS CORPORATIONS	35.00
1023420	02/21/2023	COAST PAPER & SUPPLY	2,727.67
1023421	02/21/2023	COMPLETE MAILING SERVICE INC	868.09
1023422	02/21/2023	DANNIS WOLIVER KELLEY	1,000.50
1023423	02/21/2023	DICK BLICK CO.	4,484.49
1023424	02/21/2023	DIESELWORKS	9,714.00
1023425	02/21/2023	EASTER SEALS CENTRAL CALIF	11,342.00
1023426	02/21/2023	FLYERS ENERGY LLC	63.73
1023427	02/21/2023	FOCUS 5 INC	1,000.00
1023428	02/21/2023	HOME DEPOT INC	49.93
1023429	02/21/2023	INTERNATIONAL BACCALAUREATE OR	550.00
1023430	02/21/2023	LUX BUS AMERICA	2,106.40
1023431	02/21/2023	P&A ADMINISTRATIVE SERVICES	280.50
1023432	02/21/2023	PALACE BUSINESS SOLUTIONS	241.04
1023433	02/21/2023	PALMER BEHAVIORAL CONSULT. INC	5,820.00
1023434	02/21/2023	PSAT/NMSQT	3,628.00
1023435	02/21/2023	SAFEWAY STORES INC ACCT 58624	245.67
1023436	02/21/2023	SAN LORENZO LUMBER AND HOME CENTER	315.77
1023437	02/21/2023	SC COUNTY SHERIFF - FISCAL	8,129.10
1023438	02/21/2023	SOLSTICE RTC	36,182.80
1023439	02/21/2023	SPEECHRIGHTER INC	34,125.00

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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Page 1 of 5

Checks Dated 02/15/2023 through 02/28/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1023440	02/21/2023	SPURR	192,355.63
1023441	02/21/2023	T-MOBILE USA INC	3,661.19
1023442	02/21/2023	TEACHERS PAY TEACHERS	143.66
1023443	02/21/2023	CENTRAL VALLEY COMMUNITY BANK	4,828.60
1023444	02/21/2023	BUSINESS CARD	15,010.92
1023445	02/21/2023	AMAZON CAPITAL SERVICES	14,648.41
		Unpaid Tax	11.04
		Expensed Amount	14,659.45
1023446	02/21/2023	19SIX ARCHITECTS	22,455.00
1023447	02/21/2023	BARTOS ARCHITECTURE INC	37,391.00
1023448	02/21/2023	BRANNON CORPORATION	38,955.76
1023449	02/21/2023	PALACE BUSINESS SOLUTIONS	23,350.44
1023450	02/21/2023	PEARTREE + BELLI ARCHITECTS INC	13,958.49
1023451	02/21/2023	CHARTWELLS HIGHER EDUCATION	601.50
1023452	02/21/2023	LINDE GAS & EQUIPMENT INC	586.54
		Unpaid Tax	1.34-
		Expensed Amount	585.20
1023453	02/21/2023	SCI CONSULTING GROUP	6,208.00
1024030	02/27/2023	ACCO ENGINEERED SYSTEMS	17,692.00
1024031	02/27/2023	AMAZON CAPITAL SERVICES	1,988.86
1024032	02/27/2023	ANIXTER INC	4,694.95
1024033	02/27/2023	APED	1,627.72
1024034	02/27/2023	APPI	1,075.97
1024035	02/27/2023	BAKER DISTRIBUTING COMPANY LLC	574.60
1024036	02/27/2023	CARBONIC SERVICE INC	489.80
1024037	02/27/2023	CENTRAL HOME SUPPLY	668.35
1024038	02/27/2023	CHASTAIN JANITORIAL SUPPLY INC	1,217.35
1024039	02/27/2023	CINTAS CORPORATIONS	131.66
1024040	02/27/2023	DIRECT LINE TELE RESPONSE	117.00
1024041	02/27/2023	EWING IRRIGATION PRODUCTS	1,010.07
1024042	02/27/2023	FERGUSON ENTERPRISES	1,525.99
1024043	02/27/2023	FIRST ALARM	271.26
1024044	02/27/2023	HOME DEPOT INC	1,970.49
1024045	02/27/2023	HOSE SHOP	53.56
1024046	02/27/2023	INDEPENDENT ELECTRICAL SUPPLY	195.61
1024047	02/27/2023	KELLY MOORE PAINT CO	139.75
1024048	02/27/2023	KELLY MOORE PAINT CO	49.86
1024049	02/27/2023	M3 ENVIRONMENTAL CONSULTING	1,050.00
1024050	02/27/2023	PACIFIC COAST TRANE	3,220.00
1024051	02/27/2023	PRIORS TIRES	2,207.59
1024052	02/27/2023	RIVERSIDE LIGHTING	11.38
1024053	02/27/2023	SAN LORENZO LUMBER AND HOME CENTER	352.31
1024054	02/27/2023	SANTA CRUZ AUTO PARTS INC	166.05
1024055	02/27/2023	SANTA CRUZ RECORDS MANAGEMENT	145.00
1024056	02/27/2023	TMT ENTERPRISES INC.	6,507.80
1024057	02/27/2023	WESTSIDE HARDWARE	393.25
1024058	02/27/2023	BRANNON CORPORATION	32,847.77
1024059	02/27/2023	CRW INDUSTRIES INC	213,358.19

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.

**Checks Dated 02/15/2023 through 02/28/2023**

Check Number	Check Date	Pay to the Order of	Check Amount
1024060	02/27/2023	DILBECK & SONS INC	14,764.66
1024061	02/27/2023	FIBER OPTIC TELECOM INTL	18,796.00
1024062	02/27/2023	GEO H WILSON	14,250.00
1024063	02/27/2023	Brooks, Jessica E	53.03
1024064	02/27/2023	Kenny, Lenore M	277.24
1024065	02/27/2023	Robles, Nereida	120.19
1024066	02/27/2023	Hua, Thien M	277.79
1024067	02/27/2023	White, Lani U	228.49
1024068	02/27/2023	Atlansky, Gail L	746.66
1024069	02/27/2023	Grogan, Denice M	1,110.05
1024070	02/27/2023	Hess, Soledad N	100.00
1024071	02/27/2023	Monreal, Jimmy	195.19
1024072	02/27/2023	Parks, Molly C	55.86
1024073	02/27/2023	Pizzica, Jessica K	393.24
1024074	02/27/2023	Ruth, Bradley D	1,181.71
1024075	02/27/2023	Watson, Nicholas T	392.41
1024076	02/27/2023	Weisman, Staci L	1,049.50
1024077	02/27/2023	Graham, Raven	67.70
1024078	02/27/2023	Hernandez, Amariah A	606.62
1024079	02/27/2023	Blotz, Julieanna M	947.31
1024080	02/27/2023	Gaynor Jr, James C	171.36
1024081	02/27/2023	Shimasaki, Lindsay	57.12
1024082	02/27/2023	Weckler, Rosario	87.17
1024083	02/27/2023	Wessels, Frank E	70.80
1024084	02/27/2023	Block, Mistyn J	42.53
1024085	02/27/2023	Burke, Kathleen A	56.25
1024086	02/27/2023	Toschi, Dina R	248.56
1024087	02/27/2023	Banks, Branna D	425.06
1024088	02/27/2023	Bouchti, Mohamed Amine	173.75
1024089	02/27/2023	Bruner, Matthew D	102.90
1024090	02/27/2023	Faix, Susan M	197.82
1024091	02/27/2023	Marshak, Spencer A	145.39
1024092	02/27/2023	Soohoo, Alison	191.66
1024093	02/27/2023	Lal, Rishi D	1,142.40
1024094	02/27/2023	Sihler, Kris L	69.11
1024095	02/27/2023	Bates, Kristen T	114.23
1024096	02/27/2023	Blanton, Beau J	52.92
1024097	02/27/2023	Norton, Katharine E	320.52
1024098	02/27/2023	Smith, James R	114.23
1024099	02/27/2023	CARD SERVICE CENTER	1,821.28
1024100	02/27/2023	4IMPRINT INC	633.33
1024101	02/27/2023	ADROIT ADVANCED TECH INC	2,433.75
1024102	02/27/2023	AMAZON CAPITAL SERVICES	487.11
1024103	02/27/2023	B & H PHOTO-VIDEO REMITTANCE PROCESSING CTR	85.01
		Unpaid Tax	.19
		Expensed Amount	85.20
1024104	02/27/2023	BOARDWALK BOWL	352.20
1024105	02/27/2023	BUSWEST	342.33

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.

## Checks Dated 02/15/2023 through 02/28/2023

Check Number	Check Date	Pay to the Order of	Check Amount
1024106	02/27/2023	CACHE VALLEY BANK TRUSTEE FBO ARBITER PAY DEPOSITS	12,000.00
1024107	02/27/2023	CALIFORNIA DEPT OF JUSTICE ACCOUNTING OFFICE	3,881.00
1024108	02/27/2023	CALSPRA	250.00
1024109	02/27/2023	CAMPUS KIDS CONNECTION INC	23,994.00
1024110	02/27/2023	CINTAS CORPORATIONS	658.97
1024111	02/27/2023	COMMUNITY PRINTERS INC	305.90
1024112	02/27/2023	COMPLETE MAILING SERVICE INC	719.16
1024113	02/27/2023	CORNELIUS SMIT	3,080.00
1024114	02/27/2023	DANIELSEN CO.	12,466.36
1024115	02/27/2023	DIAMOND RANCH ACADEMY INC	14,718.73
1024116	02/27/2023	DICK BLICK CO.	642.09
1024117	02/27/2023	DIESELWORKS	196.00
1024118	02/27/2023	DISCOVERY CHARTERS	3,064.05
1024119	02/27/2023	DOMINOS/3 AMIGOS PIZZA INC	1,620.00
1024120	02/27/2023	EAST BAY RESTAURANT SUPPLY INC	6,302.80
1024121	02/27/2023	FLYERS ENERGY LLC	3,490.27
1024122	02/27/2023	FRESHWORKS INC	1,860.47
1024123	02/27/2023	GOLD STAR FOODS	23,205.01
1024124	02/27/2023	HEARTLAND PAYMENT SYSTEMS INC	475.00
1024125	02/27/2023	HOME DEPOT INC	422.62
1024126	02/27/2023	JEFFREY N BOTTORFF	735.00
1024127	02/27/2023	LINDE GAS & EQUIPMENT INC	455.66
1024128	02/27/2023	MORE PREPARED LLC	4,183.03
1024129	02/27/2023	OFFICE DEPOT	410.24
1024130	02/27/2023	OLIVER PACKAGING & EQUIPMENT	2,433.88
1024131	02/27/2023	OTTLEY INC DBA BLUE WATER SEDANS	20,486.00
1024132	02/27/2023	P & R PAPER SUPPLY COMPANY INC	6,120.90
1024133	02/27/2023	PALACE BUSINESS SOLUTIONS	1,205.96
1024134	02/27/2023	PENINSULA SPORTS INC	275.00
1024135	02/27/2023	PHOENIX CERAMICS SUPPLY	159.55
1024136	02/27/2023	PRODUCERS DAIRY FOODS INC	6,986.03
1024137	02/27/2023	RAY MORGAN CO.	21,383.82
1024138	02/27/2023	ROGER'S REFRIGERATION INC	521.63
1024139	02/27/2023	SAN LORENZO LUMBER AND HOME CENTER	256.72
1024140	02/27/2023	SANTA CRUZ COUNTY BASKETBALL ASSOCIATION	750.00
1024141	02/27/2023	SCHOOLS EXCESS LIABILITY FUND	125,328.24
1024142	02/27/2023	SUPER DUPER PUBLICATIONS	1,754.90
1024143	02/27/2023	SYSCO FOOD SERVICES OF SF	9,970.66
1024144	02/27/2023	THE FRUITGUYS LLC	230.00
1024145	02/27/2023	US BANK	2,000.00
1024146	02/27/2023	WATSONVILLE COAST PRODUCE	2,031.53
1024147	02/27/2023	WINCHESTER SOQUEL DBA NAPA AUTO PARTS	27.53
1024148	02/27/2023	NORCAL WOMEN'S LACROSS	1,998.47
1024149	02/27/2023	PACIFIC COAST ATHLETIC LEAGUE	250.00
		<b>Total Number of Checks</b>	<b>183</b>
			<b>1,269,750.68</b>

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

ESCAPE ONLINE

Page 4 of 5



**Checks Dated 02/15/2023 through 02/28/2023**

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	160	763,903.91
11	ADULT EDUCATION	1	124.13
13	CAFETERIA SPECIAL REVENUE	15	75,605.22
21	BUILDING	10	412,919.06
40	SPL RESV CAPITAL OUTLAY PRJ	4	17,208.25
	Total Number of Checks	<b>183</b>	1,269,760.57
	Less Unpaid Tax Liability		9.89
	<b>Net (Check Amount)</b>		<b><u>1,269,750.68</u></b>

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

ESCAPE ONLINE

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Certificated Personnel Actions

**MEETING DATE:** March 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 EXTRA WORK ASSIGNMENTS:**

**Angela Allabach**, After School Science Fair Support, Bay View Elementary, 1/16/23-2/15/23, not to exceed 6 hours

**Dillon Baiocchi**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Julianna Blotz**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Stefanie Brown**, Comprehensive Sex Education Training, Branciforte Middle School, 11/17/22, not to exceed 2 hours

**Crysta Bullard**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Marianne Callahan**, ELPAC Testing, Gault Elementary, 1/16/23-5/15/23, not to exceed 60 hours

**Anne Cappiello**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Wendy Cavadias**, Dos Alas 5<sup>th</sup> Grade Presentation, Branciforte Middle, 1/31/23, not to exceed 1 hour

**Joseph Chanin-Meiers**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Sarah Cooper**, Co-Teaching Collaboration, Branciforte Middle, 11/16/22 – 12/15/22, not to exceed 2 hours

**Georgia Cuddihy**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Jason Dilles**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

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

**Gjon Feinstein**, Chess Enrichment Provider, Bay View Elementary, 1/23/23 – 5/22/23, not to exceed 25 hours

**Kevin Follmer**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Jack Geier**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Elizabeth Gentile**, CTE Dance Team Coach, Learning & Achievement, 8/16/22 – 6/30/23, not to exceed 65 hours

**Christopher Jimenez**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Maritza Jimenez**, Dos Alas Presentations, DeLaveaga Elementary, 1/16/23-3/15/23, not to exceed 3 hours

**Jennifer Johnston**, Assist with Enrichment Classes and Tutoring Support, Bay View Elementary, 2/1/23 – 2/15/23, not to exceed 13 hours

**Kimberly Lenz**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Sarah Millar**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Connor O'Brien**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Laura Pendergraft**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Julianna Perry**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

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

**Erin Petersen Lindberg**, Comprehensive Sex Education Training, Branciforte Middle School, 11/17/22, not to exceed 2 hours

**Kristin Pfoenhauer**, Providing Trauma Informed Education Training, Branciforte Small Schools, 2/16/23-6/15/23, \$2,500 stipend

**Connor Quinto**, Film Enrichment Provider, Branciforte Small Schools, 2/16/23-6/15/23, not to exceed 12 hours

**Elaina Ramer**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Ellie Schoelen**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Catherine Sierra**, Attend Grade Level & Staff Meetings, DeLaveaga Elementary, 1/16/23-6/15/23, not to exceed 20 hours

**Bridget Smith**, Dance Enrichment Provider, DeLaveaga Elementary, 2/16/23-6/15/23, not to exceed 57 hours

**Margaret Starrett Woodcock**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Hannah Tool**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Blake Toro**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Erin Uncapher**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

**Tyson Van**, EL RISE Professional Development, Learning & Achievement, 10/16/22 – 6/30/23, not to exceed 10 hours

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Classified Personnel Actions

**MEETING DATE:** March 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 2/27/23*

### • Employment Actions Concerning Regular Assignments •

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

Waltz, Heather, Paraeducator-Sped - WL, 5 hrs/9 mos, effective 2/21/23

#### Decrease Hours:

Garcia, Ashira, Benefits Specialist - FIN, from 8 hrs/12 mos to 6.4 hrs/12 mos, effective 1/27/23

Treadwell, Ana Maria, Parent/Community Support Coordinator - MHMS, from 6 hrs/9 mos to 4.8 hrs/9 mos, effective 7/1/23

#### 39-Month Rehire List:

Alley, Mary, Food Service Worker II - FS, 5.5 hrs/9 mos, effective 1/3/23

Ferrell, Laurie, Occupational Therapist - SP, 4.8 hrs/10 mos, effective 1/3/23

Herman, Marissa, Paraeducator-TK - DL, 7 hrs/9 mos, effective 2/9/23

#### Separation from Service:

Gregoire, Paula, Paraeducator-Sped - WL, 5 hrs/9 mos, effective 2/11/23

Ruiz, Reyna, Parent/Community Support Coordinator - BSS, 8 hrs/9 mos, effective 3/1/23

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

New Substitute and Short Term Employees: None

#### Existing Substitute and Short Term Employees:

Artiga de Paz, Erika, Night Custodian - SHS, not to exceed 80 hrs, 2/1 - 6/30/23

Berlad, Lynn, Paraeducator - Sped - WL, not to exceed 7.5 hrs, 1/16 - 2/15/23

Casey, Patrick, School Bus Driver - TR, not to exceed 300 hrs, 1/16 - 5/26/23

Forbes, Catherine, Paraeducator - Sped - WL, not to exceed 12 hrs, 1/16 - 2/15/23

Gembe, Emmanuel, Night Custodian - SCHS, not to exceed 40 hrs, 1/16 - 6/15/23

Gutierrez, Eduardo, Behavior Technician-Sped - BV, not to exceed 5 hrs, 2/16 - 3/15/23

Nord, Lily, Yard Duty Monitor - WL, not to exceed 46 hrs, 1/16 - 6/15/23

Nord, Lily, Paraeducator-Academic Intervention - WL, not to exceed 192 hrs, 1/16 - 6/15/23

Scruggs, Josephine, Paraeducator - WL, not to exceed 224 hrs, 1/16 - 6/15/23

Urbano, Veronika, Paraeducator-Sped - WL, not to exceed 45 hrs, 2/21 - 4/15/23

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

Adams, Andrew, Paraeducator-TK - BV, not to exceed 29.5 hrs, 1/26 - 2/15/23  
Akram, Yosif, Yard Duty Monitor - DL, not to exceed 40 hrs, 1/26 - 5/26/23  
Auble, Sara, ELPAC Proctor - BV, not to exceed 75 hrs, 1/6 - 6/15/23  
Blanck, Adrian - Night Custodian - M/O, not to exceed 100 hrs, 1/22 - 6/30/23  
Branoff, Stuart, ELPAC Proctor - BV, not to exceed 75 hrs, 1/6 - 6/15/23  
Branoff, Stuart, Paraeducator-Academic Intervention - BV, not to exceed 80 hrs, 1/16 - 5/25/23  
Cripe, Cynthia, Food Service Worker III - FS, not to exceed 15 hrs, 1/23 - 6/15/23  
Dew, Christopher, Paraeducator-After School - BV, not to exceed 170 hrs, 1/16 - 4/15/23  
Dominique, Jayden, Paraeducator-After School - BV, not to exceed 70 hrs, 2/9 - 5/25/23  
Ferreira, Sarah, ELPAC Proctor - BSS, not to exceed 32 hrs, 2/16 - 6/15/23  
Gonzales, Elisa, ELPAC Proctor - BV, not to exceed 75 hrs, 1/6 - 6/15/23  
Johnston, Alexis, Paraeducator-Sped - SP, not to exceed 58 hrs, 12/16/22 - 6/15/23  
Lopez, Areli, Paraeducator-After School - GA, not to exceed 130 hrs, 12/16/22 - 6/15/23  
Marizette, Gail, School Administrative Assistant IV - BV, not to exceed 20 hrs, 1/16 - 5/25/23  
Mongiello, Olivia, ELPAC Proctor - BV, not to exceed 40 hrs, 1/6 - 6/15/23  
Nava, Hailey, Paraeducator-After School - GA, not to exceed 80 hrs, 1/16 - 6/15/23  
Raynal, Vanessa, Food Service Worker III - FS, not to exceed 2.5 hrs, 1/16 - 2/15/23  
Rodriguez, Jose, Yard Duty Monitor - DL, not to exceed 40 hrs, 1/26 - 5/15/23  
Rovick, Angela, Childcare - DL, not to exceed 4 hrs, 2/1 - 6/30/23  
Solorio Cuevas, Olga, Yard Duty Monitor - DL, not to exceed 40 hrs, 1/26 - 5/26/23  
Young, Jaime, ELPAC Proctor - BV, not to exceed 75 hrs, 1/6 - 6/15/23  
Young, Jaime, Paraeducator-Academic Intervention - BV, not to exceed 80 hrs, 1/16 - 5/25/23

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

Routh, Patricia, Health Office Assistant - SHS, not to exceed 24 hrs, 2/16 - 6/15/23  
Stanley, Carol, Food Service Worker I - FS, not to exceed 250 hrs, 1/16 - 6/30/23

• **Eligibility Lists Established** •

Accounts Payable Technician

Food Service Worker III



School Administrative Assistant IV

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** New Job Description: Registered Behavior Technician

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the new job description for Registered Behavior Technician.

**BACKGROUND:**

Students with disabilities in Santa Cruz City Schools who require Intensive Individualized Instruction as per their Individualized Education Program (IEP) are provided this support most commonly through contracted agencies. Locally, we describe this support as “Special Circumstances Instructional Assistance,” or SCIA support. In 2022-23, sourcing contracted agencies with sufficient staff to provide SCIA support proved extremely challenging. In response to this challenge, the Special Education Department is creating a new job description and supervision program to support individuals filling these new positions. Individuals seeking and completing the Registered Behavior Technician certification will have the training and skills necessary to fulfill the duties of the SCIA and will have the benefit of being SCCS employees, trained and mentored by our own staff. Hiring these positions will allow us to reduce the number of contracted SCIA’s required.

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.

This new job description will go before the Personnel Commission on Tuesday, March 7, 2023.

**FISCAL IMPACT:**

Assuming 6 hours/day and 9 months/year

Step 1 – Step 6, including Health & Welfare: \$76,176 - \$90,174 for each position.

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

## JOB DESCRIPTION

### REGISTERED BEHAVIOR TECHNICIAN

#### DRAFT

#### **DEFINITION:**

Under the direction of the Director of Special Education or other assigned supervisor, implement student behavior intervention plans using instructional and behavioral strategies; utilize data collection techniques; work with general education teachers, special education teachers, site personnel and others while working with students with disabilities.

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

- Implement behavior treatment programs with a variety of students as designed by the Board-Certified Behavior Analysts (BCBA).
- Maintain and keep client service logs up to date for each student for whom services are provided.
- Attend and participate in an initial 40 hours of training to meet the criteria for the Registered Behavior Technician (RBT) certification and subsequent meetings and training thereafter.
- Maintain RBT meeting log and submit monthly to the BCBA; participate in supervision meetings.
- Facilitate independently or help the Behavior Analyst facilitate individual and group behavior intervention sessions as specified in Individual Education Plans (IEP's).
- Take data on student performance as assigned during group or individual learning sessions.
- Create student reinforcement materials, token systems, visual supports, etc. as specified by the Behavior Analyst.
- Continually assist in identifying and developing new reinforcement options that will be motivating for clients.
- Assist in the creation of materials related to various social skills and behavioral lessons as assigned by BCBA.
- Graph student data as needed to monitor behavior or skill-based progress.
- Implement interventions for severe behavior situations when students temporarily need more support.
- Ensure all services are performed in accordance with state laws and regulations.
- Effectively communicate with teachers, administrators, site staff and parents.
- Utilize assistive technology and electronic data collection systems.
- Implement program recommendations.
- Perform related duties as assigned that support the overall objective of the position.
- Assist students with performing and developing social behavior and self-help skills; assist with lifting and moving students as needed.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and experience working with children. College coursework in psychology, elementary education, child growth and development may be substituted for experience.

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
  - Completed at least two years of study at an institution of higher education or,
  - Obtained an associate's or higher degree (college level) or,
  - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing reading, writing and mathematics.

Licenses and other Requirements

- Obtain and maintain a valid Board-Certified Registered Behavior Technician (RBT) certification.
- Valid California Driver's License.

Knowledge of:

- Applied Behavior Analytic techniques and services, discrete trial teaching and techniques.
- Behavior intervention strategies and techniques.
- Handle With Care techniques and principles.
- Travel between school sites within the Santa Cruz City Schools to provide services.
- Appropriate curriculum and instructional strategies for students with disabilities.
- Classroom procedures and appropriate student conduct.
- Special education eligibility and their unique educational needs.
- Applicable laws, codes, policies, and regulations related to assigned activities.
- Oral and written communication skills.
- Record-keeping and report writing techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Apply Behavior Analysis principles and techniques in implementing plans, strategies, and recommendations to address maladaptive school behaviors and social skills.
- Implement behavior intervention plans according to student needs.
- Conduct observations, collect data, and review student records in identifying behavioral needs.
- Follow and adhere to the Conduct Guidelines of the Behavior Analyst Certification Board.
- Establish and maintain productive working relationships with all stakeholders.
- Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high-quality results.
- Communicate clearly and effectively, both orally and in writing.
- Exercise sound independent judgment within general policy guidelines.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Operate a computer, tablet, and assigned software.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor environment.
- 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.

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.

- Ability to conduct verbal conversation and other designated language.
- Hear normal range verbal conversation (approximately 60 decibels).
- Sit, stand, stoop, kneel, bend, and walk.
- Sit for sustained periods of time.
- Kneel or squat for extended periods of time.
- Climb slopes, stairs, steps, ramps, and ladders.
- Lift up to 30 pounds frequently and 50 or more pounds occasionally.
- Carry up to 30 pounds frequently and 50 or more pounds occasionally.
- Push and/or pull objects weighing up to 50 or more pounds.
- Sustain moderate physical effort for 8 hours.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Demonstrate manual dexterity to operate a computer and other classroom and office equipment in a safe and effective manner.
- Working with cleaning solutions, disinfectants, and sanitizer in a safe and effective manner without allergic reaction.
- Demonstrate dexterity and physical condition necessary to maintain a rigorous work schedule and meet standards of physical and mental health.
- Moderate to high stress levels.

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: tbd Meeting 2/7/23**

**Approved by Governing Board: tbd Meeting 2/8/23**

**Salary Range: 28**

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Nonpublic School Contract Amendment: BRITE Horizons

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

### **RECOMMENDATION:**

Approve the amendment as described below for two students attending Brite Horizons, a Nonpublic School. *Due to the confidentiality regulations that protect the identity of students with disabilities, the student names have been omitted.*

### **BACKGROUND:**

According to the Master Contract currently in place, SCCS is invoiced for services only on days of student attendance at school. Two SCCS students enrolled at Brite Horizons are experiencing significant difficulties with school attendance, which is being addressed through the IEP process and in collaboration between Brite Horizons and SCCS. It is expected that student attendance will increase with interventions being put in place. In the meantime, SCCS would like to amend the Master Contract to allow payment for these students for a 90 day period in order to maintain enrollment at Brite Horizons. This allows the District to meet its requirements for providing an appropriate educational placement.

### **FISCAL IMPACT:**

No additional cost to the district above the existing contract which has already been approved.

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*

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Consultant Services Agreement: Bert Post

**MEETING DATE:** March 8, 2023

**FROM:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Consultant Service Agreement for principal coaching in the 2022-23 school year.

**BACKGROUND:**

As a support given to principals in SCCS, Bert Post will provide coaching support for a principal in the district this year. Bert Post brings significant experience to this coaching position.

**FISCAL IMPACT:**

Not to exceed \$2,000 Title II (Restricted)

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

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

**REQUEST FOR CONSULTANT SERVICES AGREEMENT**

Submit to the responsible Assistant Superintendent at least two weeks before the Board meeting and prior to the Consultant beginning work.

Site: Santa Cruz City Schools Principal/Director: Molly Parks

Describe Work to be Performed and District and Site Goals Supported:  
Provide principal coaching

Qualifications of Consultant: \_\_\_\_\_

Name of Consultant: Bert Post Tax I.D.# or SSN: \_\_\_\_\_  
(Vendor Data form to Purchasing)

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City/State/Zip: Soquel, CA, 95073 Email: \_\_\_\_\_

Date(s) of Service: 3/8/23-6/30/23 Time: \_\_\_\_\_

Number of Hours: \_\_\_\_\_ hours per day X \_\_\_\_\_ days = \_\_\_\_\_ total hours.

Hourly/Daily Rate (specify): \_\_\_\_\_ Meals: \_\_\_\_\_

Lodging: \_\_\_\_\_ Transportation: \_\_\_\_\_

TOTAL FEE TO BE PAID: \$2,000 Account #: \_\_\_\_\_

Write out funding source (i.e., LCFF, Base, Title), if categorical or LCFF Supplemental, include single plan goal and action:

Approval of Business Services verifying account: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature of Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: Consultant must submit invoice for payment upon completion of work)

Signature of Administrator Requesting Service

Approval of Assistant Superintendent

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

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

**AB 1610, 1612, and 2102 COMPLIANCE** (consultants having more than limited contact with students require fingerprinting)

- Consultants **will be** on campus on a regular basis (more than once) while students are present
- Consultant **will not** be on campus on a regular basis while students are present (fingerprints not required).

Fingerprint Clearance date: \_\_\_\_\_ Approval of Human Resources: \_\_\_\_\_

\*\*\*\*\*

**PAYMENT AUTHORIZATION**

(Submit for payment after Consultant completes work)

I hereby certify that the consultant has satisfactorily completed the services in accordance with the above Agreement and that payment is in order.

Signature of Administrator Requesting Payment

Date

Approval of Assistant Superintendent

Date

Board of Education Approval: \_\_\_\_\_  
(Required if over \$2500)



**REQUEST FOR CONSULTANT SERVICES AGREEMENT**

Review guidelines of Board Policy - Consultant Services Agreements.

1. Statement of specific need and the goal of the Consultant's work (Refer to district/site goals and plans, unique needs of school, program or office which necessitates the services of a consultant).

Provide principal coaching services.

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2. State efforts made to identify qualified staff available within the district to carry out the requested services.

This is a limited term project provided to administration.

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3. If this agreement is for staff development or for one-time services, state the site's plan to reduce or eliminate the need for this consultant's services in the future.

We provide coaching as needed for our admin team.

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4. Statement of expected outcomes (Include specific student outcomes desired, benefits to district students and/or staff).

Support site and district goals.

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5. Evaluation Process - How will you know the goal/outcomes have been met?

Administrator feedback will inform outcomes.

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## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Resolution 34-22-23: Change Electric Bus Manufacturer

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Adopt Resolution 34-22-23: Change Electric Bus Manufacturer from Collins Lightening Electric to Build Your Dream (BYD) Motors to acquire seven electric buses and re-secure the funding awarded to Santa Cruz City Schools.

**BACKGROUND:**

On September 28, 2022, the Board approved Agenda Item 8.1.2.7 Resolution 07-22-23 Change Manufacturer of Electric School Bus to Collins Electric. Collins Lightening Electric is now unable to fulfill the district's needs.

The district has encountered challenges securing electric school buses due to manufacturer shortages, production issues, and electric vehicle battery availability. The district has four grants for seven electric school buses and is unable to find a manufacturer that can provide the electric school buses. The district has found a new manufacturer, Build Your Dream (BYD) Motors, to replace Collins Lightening Electric to fulfill the district's needs.

**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.

SANTA CRUZ CITY SCHOOL DISTRICT  
RESOLUTION No. 34-22-23

BEFORE THE SANTA CRUZ CITY SCHOOLS SCHOOL BOARD  
AUTHORIZING CHANGE IN ELECTRIC BUS MANUFACTURER  
TO FULFILL DISTRICT NEEDS FOR ELECTRIC SCHOOL BUSES

WHEREAS, on March 8, 2023, the Board of Directors of the Santa Cruz City Schools met in regular session; and

WHEREAS, Collins Lightening Electric is experiencing Ford and Chevy production issues and electrical vehicle battery availability, and is unable to fulfill the district's need for seven electric school buses,

WHEREAS, On September 28, 2022, the Board approved Agenda Item 8.1.2.7 Resolution 07-22-23 Change Manufacturer of Electric School Bus to Collins Electric,

WHEREAS, a new manufacturer, Build Your Dreams (BYD) Motors, can fulfill the need for seven Type A electric school buses,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz City Schools authorizes the replacement of Collins Lightening Electric manufacturer to Build Your Dreams (BYD) Motors,

BE IT FURTHER RESOLVED, the Assistant Superintendent of Business Services is authorized to enter into binding Agreements by signing Terms and Conditions on behalf of the school district and act, as needed, to ensure the terms are satisfied.

On motion of \_\_\_\_\_, Seconded by \_\_\_\_\_, the forgoing resolution is hereby PASSED and ADOPTED BY the Santa Cruz City Schools Governing Board on the 8<sup>th</sup> day of March 2023 by the following votes:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Santa Cruz City Schools, School District

ATTEST:

\_\_\_\_\_  
President of the Board of  
Santa Cruz City Schools

\_\_\_\_\_  
Clerk of the Board of  
Santa Cruz City Schools

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Resolution 35-22-23: Re-apply for Funding with New Electric Bus Manufacturer

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Adopt Resolution 35-22-23: Re-apply for Four Electric Vehicle Program grants, ZESBP-014, 3CE, RURAL, and SET-ASIDE, to secure funding with new electric bus manufacturer Build Your Dreams (BYD) Motors.

**BACKGROUND:**

The district previously secured four electric vehicle program grants: ZESBP-014, 3CE, RURAL, and SET-ASIDE, specific to the electric bus manufacturer. In order to re-secure the four electric vehicle program grants that will fund seven electric school buses, the district must re-apply for funding and disclose the new electric bus manufacturer.

**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.

SANTA CRUZ CITY SCHOOL DISTRICT  
RESOLUTION No. 35-22-23

BEFORE THE SANTA CRUZ CITY SCHOOLS SCHOOL BOARD  
AUTHORIZING RE-APPLYING FOR FOUR GRANTS WITH NEW MANUFACTURER  
TO COVER ELECTRIC SCHOOL BUS FUNDING

WHEREAS, on March 8, 2023, the Board of Directors of the Santa Cruz City Schools met in regular session; and

WHEREAS, Build Your Dreams (BYD) Motors will be replacing Collins Lightening Electric as electric bus manufacturer in order to fulfill the district's need for seven electric school buses funded by four grants previously secured,

WHEREAS, to re-secure funding the district must re-apply to four electric vehicle program grants, ZESBP-014, 3CE, RURAL, and SET-ASIDE, and specifying the new electric bus manufacturer,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz City Schools authorizes the re-applying to four electric vehicle program grants, ZESBP-014, 3CE, RURAL, and SET-ASIDE and re-secure funding for seven electric buses,

BE IT FURTHER RESOLVED, the Assistant Superintendent of Business Services is authorized to enter into binding Agreements by signing Terms and Conditions on behalf of the school district and act, as needed, to ensure the terms are satisfied.

On motion of \_\_\_\_\_, Seconded by \_\_\_\_\_, the forgoing resolution is hereby PASSED and ADOPTED BY the Santa Cruz City Schools Governing Board on the 8<sup>th</sup> day of March 2023 by the following votes:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Santa Cruz City Schools, School District

ATTEST:

\_\_\_\_\_  
President of the Board of  
Santa Cruz City Schools

\_\_\_\_\_  
Clerk of the Board of  
Santa Cruz City Schools

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** GV Land Surveying Proposal for Educator Housing Surveying and Mapping Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve GV Land Surveying proposal for educator housing surveying and mapping services.

**BACKGROUND:**

This proposal consists of the preparation of a boundary and topography design survey for the land at 313 Swift Street for the upcoming educator housing project.

**FISCAL IMPACT:**

\$11,700.00 Elementary & Secondary Redevelopment Agency Funds (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*



February 10th, 2023

Trevor Miller  
 Director of Facility Services  
 Santa Cruz City Schools  
 536 Palm Street  
 Santa Cruz, CA 95060

**RE: Surveying & Mapping Services  
 313 Swift Street, Santa Cruz, CA**

Dear Trevor:

As requested through Ralph Le Roux, we hereby submit the following scope of work and fee schedule to perform and prepare a boundary and topographic design survey for the subject parcel. The scope below includes the item listed in that request.

SCOPE OF WORK

**1. RECORD BOUNDARY SURVEY**

*Search, obtain, and review record deeds and maps relative to the subject property lines, as per vesting deed and/or as shown on recorded subdivision map(s). Perform a field search and survey to locate sufficient existing survey monuments to locate the resolve the record boundary relative to found monuments and develop a CAD file with survey data including record property lines and their dimensioned courses, found monuments, etc. **No new corner stakes, monumentation, or Record of Survey, is included with this item.***

**2. TOPOGRAPHIC SURVEY & MAPPING**

*We will perform a topographic survey of the subject site. The survey shall include buildings, visible/surface evidence of utilities, fences, walls, hardscape (existing impervious areas), drainage features, trees, driveway, sewer and storm manhole and catch basin inverts up and downstream, and any other significant improvements. Underground utilities not visible on surface will not be located. We will also pick up shots outside the perimeter of the property at 20' interval and at grade breaks, where access is available. Underground utilities not visible on surface will not be located. Contour interval shall be 1 foot. Vertical datum shall be on NAVD88 Datum. We will prepare a map at a scale of 1"=20', or suitable scale, showing the topographic survey. Deliverables to include PDF & AutoCAD DWG.*

**3. UAV ORTHOPHOTO (Optional)**

*Concurrent with items 1 and 2 above, the site will be flown with a UAV, an orthophoto/mosaic based on provided control will be prepared and a point cloud and surface will be generated for incorporation into the site topography. The orthophoto will be overlaid in the topographic drawing for reference purposes. (This will be subcontracted to Ifland Survey).*

FEE SCHEDULE

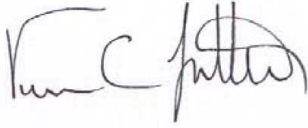
<b>1-2</b>	<b>BOUNDARY AND TOPOGRAPHIC DESIGN SURVEY .....</b>	<b>\$9,800</b>
<b>3</b>	<b>UAV ORTHOPHOTO (Optional) .....</b>	<b>\$1,900</b>

Our fee for the above services would be subject to the attached general provisions, Exhibit A. Additional items, services and/or reimbursables would be subject to the attached hourly rates and fees, Exhibit B.

**THIS IS A PREVAILING WAGE JOB.**

If this proposal meets your approval, please sign below and return the original to our office. We could begin the work on project approximately 2-3 weeks after authorization and complete the initial submittal approximately 3 weeks thereafter, subject to any weather delays.

Sincerely,  
Vernon Little



Principal  
GV Land Surveying

Authorization to Proceed

I/we agree to the scope, terms and provisions in the above proposal and hereby request GV Land Surveying to proceed accordingly.

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Signature

Date



## EXHIBIT A - GENERAL CONTRACT PROVISIONS

*Client and Surveyor agree that the following provisions shall be part of their agreement:*

1. **Ownership & Use of Work Product.** Client acknowledges that all original papers, documents, maps, surveys and other work product of Surveyor, and copies thereof, produced by Surveyor pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of Surveyor. Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product prepared by Surveyor, which work product(s) are/is not final. Client agrees that Surveyor is not responsible for any such use of nonfinal work product and waives any right to claim liability against Surveyor therefor.

Client further agrees that final work product is for the sole use of Client for the specific purpose described in this agreement. Such final work product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Surveyor in writing prior to any such use, alteration, or reproduction.

Upon request by client or client's representative, Surveyor agrees to provide client with copies of drawings prepared in CAD format (.DWG or .DXF) for the client's use. Copies shall be provided subject to a \$25.00 media & processing fee per drawing plus applicable shipping charges, if any.

It is understood that the CAD drawings and data therein are subject to the "final" (stamped and signed hard copy) plans. In the event of any inconsistencies between the CAD data and the "final" plans, the "final" plans shall always prevail.

Any use of the CAD drawings or data by the client or client's successors, assigns or representatives shall be at the client's sole risk and without liability or legal exposure to Surveyor. Furthermore, client shall, to the fullest extent permitted by law, indemnify and hold harmless the Surveyor from all claims, damages, losses and expenses, including attorney fees arising out of or resulting therefrom.

2. **Documents provided by Client.** Client agrees to provide Surveyor with any and all documents necessary to identify the ownership, location and condition of the property, including, but not limited to, deeds, maps, title information, and permits, unless Surveyor agrees to provide said documents as a part of services set forth herein; and to obtain for Surveyor the authorization of the owner to enter upon the property for the purpose of conducting Surveyor's work thereon.

3. **Billing.** All fees and other charges attributable to this agreement will be billed by Surveyor monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this agreement. Client agrees that all billings from Surveyor to Client are correct, conclusive, and binding on Client unless Client, within (10) days from the date of such billing, notifies Surveyor, in writing, of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing.

4. **Late Charges.** Client agrees to pay in addition to the billed amount for any payment thirty (30) or more days late, a monthly late payment charge of one and one-half percent (1 1/2%) per month on the unpaid balance specified in such billing. In the event the then legal rate for late charges is less than one and one-half percent (1 1/2%) per month, then Client agrees to pay the maximum rate permitted by law.

5. **Suspension or Termination of Performance.** In addition to any other rights Surveyor may have for default of Client, if Client fails to pay Surveyor within thirty (30) days after invoices are rendered, Client agrees Surveyor shall have the right to consider such default in payment a material breach of his agreement, and, upon written notice, the duties, obligations, and

responsibilities of Surveyor under this agreement may be suspended or terminated at Surveyor's sole option.

6. **Changed Conditions.** In the event Client or Client's agent discovers or becomes aware of changed plans, field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Surveyor in writing, and engage Surveyor to prepare the necessary clarifications, adjustments, modifications or other changes to Surveyor's work before further activity proceeds. Surveyor may charge for these changes as Additional Services described below.

7. **Additional Services.** Client agrees that if services not specified in this agreement are provided or if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work at the rates set forth (as follows) in Exhibit "B" attached hereto and by this reference incorporated herein. In the event Surveyor's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, a percentage increase shall be applied to all remaining compensation.

8. **Restaking.** In the event that Surveyor's staking is destroyed, damaged or disturbed by an act of God or parties other than Surveyor, the cost of restaking shall be paid for by Client as extra work. Client acknowledges that the work performed pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Surveyor's work. Client further acknowledges that field and other conditions may require clarification, adjustments, modifications and other changes necessary to reflect changed field or other conditions. Any verbal direction for restake made by client or client's contractor to Surveyor or surveyor's field crew shall constitute an agreement for any such restake charges. Written authorization is not necessary.

9. **Payment of Costs.** Client shall pay the costs of checking and recording fees, zoning and application fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.

10. **Records of Survey.** Client acknowledges and agrees that if Surveyor provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all cost of preparation, examination and filing of such Record of Survey will be paid for by Client as extra work.

11. **Governmental Actions.** Surveyor shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

12. **Performance of Others.** Client acknowledges that Surveyor is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

13. **Delays.** Surveyor is not responsible for delay caused by activities or factors beyond Surveyor's control.

14. **Lien Rights.** This agreement shall not be construed to alter, affect or waive any lien or stop notice right, which Surveyor may have for performance of work pursuant to this agreement.

15. **Hold Harmless.** Client agrees to be solely and completely responsible for jobsite conditions during the course of Surveyor's work, including safety of persons and property.

**16. Limitation of Surveyor's Liability.** Surveyor shall maintain Workmen's Compensation Insurance, Public Liability and Professional Liability Insurance. Surveyor shall provide certificates of coverage upon client's written request. Surveyor and its officers and employees shall not be liable for any property damage, personal injury or other loss, cost, damage or expense resulting from any cause (including without limitation breach of contract, negligent acts, errors or omissions) beyond the amounts of coverage of Surveyor's said insurance policies. To the fullest extent permitted by law, the total liability, in the aggregate, of GV Land Surveying's directors, partners, employees, agents consultants, subcontractors, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract of officers, directors, partners, employees, agents of any of them, shall be the lesser of the total compensation received by this Agreement or \$49,999.

**17. No Representations.** Surveyor makes no representation concerning any estimated quantities or calculated areas made in connection with maps, documents or other work product other than that all such calculations and estimates are estimates only and Surveyor shall not be responsible for fluctuations therein.

**18. Waiver.** Waiver by Surveyor of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof. No waiver, consent or approval by Surveyor or modification or amendment thereof shall be effective unless in writing signed by the Surveyor.

**19. Advisory Only.** Surveyor shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision making activities therein.

**20. Validity.** If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Surveyor.

**21. Jurisdiction.** This agreement shall be governed by and construed in accordance with the laws of the State of California.

**22. Venue.** Client agrees that in the event Client institutes any action, litigation, arbitration or mediation to enforce or interpret the provisions of this agreement, such action shall be brought and adjudicated in the appropriate court in the county in which Surveyor's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

**23. Costs of Dispute Resolution.** In the event that Client instituting a suit against Surveyor, either directly by complaint or by way of cross-complaint, including a cross-complaint for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein Client fails to obtain a judgment in Client's favor, the lawsuit is dismissed, or judgment is rendered for Surveyor, Client agrees to pay Surveyor immediately following dismissal of the case or upon entry of judgment all costs of defense, including, but without limitation, attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

**24. Assignment.** This agreement may be assigned by Surveyor, to any other qualified surveyor or surveying firm, at any time.

**25. Inurement.** This agreement shall inure to and be binding upon the heirs, executors, successors and assigns of Client and Surveyor.

**26. Entire Agreement.** This agreement contains the entire agreement between Client and Surveyor relating to the project and the provision of services to the project.

**27. Acceptance and Commencement.** By execution of this agreement Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Surveyor to proceed with the work. In the event Client is not the owner of the property. Client represents that Client has obtained permission from said owner for Surveyor to proceed.

**28. Mediation / Arbitration.** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation first, and if an agreement cannot be reached, by arbitration in accordance with industry standards, unless the parties mutually agree otherwise.

**29. Termination.** The client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the project by either party to any other entity without the prior written consent of the other party;
- Suspension of the project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party the Client shall pay the Consultant, within fifteen (15) calendar days of termination, for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

**30. Non Solicitation.** To promote an optimum working relationship, the parties agree in good faith not to knowingly solicit for employment, directly or indirectly, employ or otherwise engage any employee of the other party without that party's prior written consent. This restriction shall apply during the term of and for a period of one (1) year after the termination of this Agreement.

It is further agreed that loss of any such employee would involve considerable financial loss of an amount that could not be readily established. Therefore, in the event either party should breach this provision and without limiting any other remedy that may be available, it is agreed that the offending party shall compensate the other party a sum equal to the applicable employee's current annual salary as liquidated damages.



4113 Scotts Valley Drive, Suite 102, Scotts Valley, CA 95066

**EXHIBIT “B”**

**PREVAILING WAGE HOURLY RATES 2022-23**

**OFFICE SERVICES**

Principal Surveyor.....	\$200.00
Project Surveyor II (CA Licensed Surveyor) .....	\$150.00
Project Surveyor I (LSIT) .....	\$130.00
CAD Survey Technician.....	\$120.00
Clerical Assistant .....	\$80.00

**FIELD SURVEY SERVICES (PREVAILING WAGE RATES)**

Survey Crew (2 persons) .....	\$430.00
Robotic or GPS Survey (1 person) .....	\$250.00
UAV Survey (1 person).....	\$250.00
Survey Technician .....	\$180.00

**HOURLY RATE NOTES/ ADJUSTMENTS**

- Consultation meetings and telephone consultations are billed at the hourly rates indicated.
- Field services are billed portal-to-portal with a 2-hour minimum charge.
- Hourly rates shown are for ordinary surveying services and include all payroll, office overhead, taxes, supplies, insurance and local transportation. Higher rates (not less than 1.5 times standard rates) are applicable for extra-ordinary services such as: court appearances, court preparation, depositions, expert witness opinions, professional testimony, special certifications, etc.
- Invoices 30 days past due will be assessed a late fee of 1.5% per month, \$25 monthly minimum.
- Add 2.5% (min \$250) for all projects requiring a waiver of subrogation endorsement on liability insurance.

**FEES & REIMBURSABLE EXPENSES**

**Check Prints & Plots**

18x24.....	\$ 8.00 ea
24x36.....	\$ 12.00 ea
Mylar (18x26).....	\$ 20.00 ea

**Other Charges**

ROS SC County .....	\$ 535.00
Record Deed.....	\$ 6.00 / pg
Record Map.....	\$10.00 / pg

**Express Mail / FEDEX**

FEDEX Letter.....	\$ 30.00
Other .....	\$ cost + 15%
<b>Mileage</b> .....	\$ 0.50/mile

*For items not listed above, (ie, outside services and consultants, survey monuments, filing, checking, recording) actual expenses are invoiced at cost plus 15%. \*Customization of CAD files including file format and other modifications for use by others shall be billed per hourly rates.*

All rates shown above are project specific and effective 01/01/22 through 12/31/23.

rev. 11/01/21-C

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Agreement with Santa Cruz County Office of Education for Network and Internet Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Three-Year Agreement with Santa Cruz County Office of Education for Network and Internet Services for 2023-24 through 2025-26.

**BACKGROUND:**

On December 14, 2022 Santa Cruz City Schools issued a Request for Proposal for network and internet services with a deadline dated January 16, 2023. The district received a response from AT&T and Santa Cruz County Office of Education. After comparing proposals, the district recommends the Santa Cruz County Office of Education due to past collaboration and a shared dedication to improving education in Santa Cruz County.

The Santa Cruz County Office of Education provides the District a port on their router to connect the District's sites to the County Office of Education's Wide Area Network and the Internet. They provide network related services, including firewall and cybersecurity protection. This ensures network safety for our students and staff. This agreement also provides network address translation with unlimited internet protocol addresses for the District.

**FISCAL IMPACT:**

\$25,431.00 annually for three years - LCFF Base funds (Unrestricted)

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.

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

# Santa Cruz City Schools

## REQUEST FOR PROPOSAL

E-RATE FY2023 (2023-2024)

FCC Form 470 # 230008664

RFP Title –SCCS FY2023 ISP – WAN

Requesting Services for

**Internet Access Service**

**&**

**WAN Data Circuits / Digital Transmission Service (DTS)**

PROCUREMENT TIMELINE	
RFP ISSUED:	December 14, 2022
REQUESTS FOR INFORMATION DEADLINE	December 30, 2022
FINAL ADDENDUM AND RFI ANSWERS	January 6, 2023
PROPOSALS DEADLINE:	January 16, 2023
PROJECT START DATE:	July 1 <sup>st</sup> 2023

### SCCS

BEN 144305

133 Mission Street Suite 100

Santa Cruz, CA 95060

# Service Provider Criteria and Contract Requirements

## E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

### 1) **E-RATE CONTINGENCY**

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

### 2) **SERVICE PROVIDER REQUIREMENTS**

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>.
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>.
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at

this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html).

- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before **July 1<sup>st</sup>, 2023**.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as “E-rate Eligible”. Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.
- h. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- i. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

### **3) SERVICE PROVIDER ACKNOWLEDGEMENTS**

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. This offer is in full compliance with USAC’s Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support

this assertion should the applicant, USAC, or the FCC request it.

#### 4) **STARTING SERVICES/ADVANCE INSTALLATION – Category 1 Services**


The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract “effective date”, E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the **2023 funding year (July 1, 2023)**. If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

#### **EARLY FUNDING CONDITIONS**

##### **Category 1**

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access). The complete text can be found at the following URL: <https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/>.

##### **Category 2**

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the*



*flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#), released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

However, NO INVOICING can take place prior to July 1 of the funding year.

## **5) INVOICING**

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission, certification and USAC approval of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

## **6) FCC/SLD AUDITABILITY**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

**7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION**

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of \_\_\_\_\_ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Service Provider Name:** \_\_\_\_\_

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of Santa Cruz COE (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: [Handwritten Signature] Title: E-rate Specialist

Phone Number: 831-750-8059 Email: tlandeck@santacruzcoe.org

Service Provider Name: Santa Cruz County Office of Education

### **Trade Names and Alternatives –**

For convenience in designation on the plans or in the specifications, certain articles or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. Burden of proof as to equality of any material, process or article shall rest with service provider. **Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the response by the closing of bids.** Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time of bid response.

***Please note: All "or equal" components must not void and must be supported by corresponding manufacturer warranty.***

The District retains the right to be sole judge as to whether equivalency has been proven and whether alternatives will be accepted.

### **Award of Contract**

The District does not guarantee an award of a contract(s) and it reserves the right to select the firm(s) that it considers to be in the best interest of the District. Award of contract is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company ("USAC").

The District reserves the right to award none, some, or all of the proposal. For instance, if a response exceeds the E-rate funding limits set by USAC, the district may choose to only award up to the E-rate funding limit, less or more.

The District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters, and to waive any informality in the Proposal. Firms submitting proposals shall be responsible for any and all expenses that they may incur in preparing proposals.

### **Request for Proposal Preparation Cost**

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

### **Order Term**

District reserves the right to order quantities in any size lot or lots of quantities. Pricing must remain firm for the period **July 1<sup>st</sup> 2023 thru June 30<sup>th</sup>, 2026**. The District reserves the right to extend the intent to purchase for 2 additional annual term through **June 30<sup>th</sup> 2028**.

## Right to Reject Any and All Quotes

The District reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, the District reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

The District reserves the right to award for some, all, or none of the products and services sought herein.

## EVALUATION AND SELECTION CRITERIA

The District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

**§ 54.503 (c)(2)(vii)** *All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.*

**§ 54.511 Ordering Services (a)** *Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.*

**Therefore, the District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.**

### SELECTION CRITERIA:

No.	Factor	Total Points Available
1	Cost of eligible goods and services (or 30 Points if no ineligible)	25
2	Cost of ineligible goods and services (or 0 Points if no ineligible)	5
3	Vendor quote meets district's minimum specifications	15
4	Experience with district	15
5	Ability to deliver service at start of funding year	10
6	Ability to deliver service throughout district geographic region	10
7	References	10
8	Financial stability	10
	<b>Total Points</b>	100

## REQUESTS FOR INFORMATION

All RFI inquiries shall be submitted via e-mail to [erate@SCCS.net](mailto:erate@SCCS.net) by the deadline on Page 1. Reference “**SCCS Form 470 #230008664**” in the subject line.

All addendum(s), questions and answers will be posted as additional RFP documents to the E-rate EPC website at <https://portal.usac.org/suite/>

“Follow” the Form 470 to receive all EPC updates pertaining to the Form 470.

## SUBMISSION INSTRUCTIONS

All offers **shall** be submitted to the contact information below by the deadline indicated on Page 1.

### **Submission via Personal Delivery, Courier or Mailed**

***Service Provider shall provide sealed proposals.***

**Two (2) paper copies and 1 digital copy are required.**

#### **Contact and Location:**

Santa Cruz City Schools  
Attn: Jon Morgan  
133 Mission Street Suite 100  
Santa Cruz, CA. 92060

Proposals must be **clearly labeled with the Title of the RFP “SCCS FY2023 ISP - WAN” on the outside of the package.**

It is the sole responsibility of each respondent to ensure all submittals and attachments are received by the District before the deadline.

### **Prospective Service Providers are required to submit the following:**

1. Three (3) references describing the Service Provider’s experience with similarly scoped projects **within** a K-12 customer environment.
2. Service Provider’s SPIN number.
3. Service Provider’s FCC Registration Number (FRN).
4. Service Provider Criteria and Contract Requirements Signature Page.
5. All addendums to the RFP if issued.

Before submitting a proposal, each Proposer must thoroughly examine specifications, the schedule, and all other related contractual documents included in the RFP, including subsequent amendments to the RFP and RFI responses. Failure to do so will be at the Proposer's risk, and will not bar the Proposer's obligation to perform if a contract is awarded pursuant to this RFP.

Each Proposer shall sign the signature block of this solicitation and any addenda. The proposal must be signed in the name of the Proposer and must bear the signature of the person authorized to sign proposals on behalf of the Proposer.

Each Proposer will complete all blanks shown in any RFP forms. Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the evaluation committee and the Board of Education, the information contained therein was intended to erroneously and fallaciously mislead the District in the evaluation of the proposal.

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is authenticated by signing in the margin immediately opposite the correction the name of the person signing the proposal.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in the Proposer's response to the RFP, the Vendor may withdraw its proposal as set forth herein. All such correspondence should be directed to the attention of Jon Morgan, IT Director at the District by email to Jon Morgan [jonmorgan@sccs.net](mailto:jonmorgan@sccs.net), and must be made prior to the date of the proposal opening as indicated above. Proposers may withdraw their proposal at any time, for any reason prior to the proposal deadline.

Once submitted, a proposer may not change or adjust their proposal in any way. All submitted proposals shall be the firm's best and final proposal. Proposers may withdraw and resubmit a proposal if done so before the opening of the proposals.

Proposers are solely responsible for ensuring their proposal is free from errors or misinformation and therefore submit their proposal at their own risk. If the contract is awarded to the Proposer, the Proposer shall not be entitled to additional compensation or time by reason of any error or ambiguity in the RFP or its subsequent correction. Additionally, the vendor will be required to perform the contract in accordance with all terms and conditions contained within.



## **AMENDMENTS**

Proposers are advised that the District reserves the right to amend the requirements of this RFP prior to the date set for opening of Proposals. Such revisions will be done formally by providing amendments to all Proposers by posting such amendment on the Universal Services Administration Company (USAC) EPC portal at <http://portal.usac.org>. If, in the judgment of the District, the change is of such nature that additional time is required for Proposers to prepare their Proposals; the District will change the date of the opening and notify all Proposers in writing of the new date through notification on the District's website and the Universal Services Administration Company (USAC) EPIC portal at <http://portal.usac.org>.

Proposers must acknowledge receipt of any and all amendments to the RFP. This may be done by the following means:

- **By signing and including the amendment in their submittal**

Failure to acknowledge receipt of amendments will result in rejection of the submittal. In addition to acknowledging receipt of the amendments, proposers must incorporate the information in the amendments into their proposal.

## **MAINTENANCE AND SUPPORT REQUIREMENTS**

- Vendors must be available to provide support twenty-four (24) hours a day and seven (7) days a week for the term of this contract, with unlimited support requests allowed.
- Vendor response time to support request must be within four (4) hours of notice. 24 hour or after hours telephone numbers must be provided for after hour support contact.
- Vendor must respond on site immediately but no later than 24 hours after notification by the District in the event of a system failure.

**Failure by Service Provider to supply these documents shall be considered grounds for disqualification.**



## SCOPE OF WORK

The Goal: To provide qualified vendors with the necessary information and specifications to allow them to respond with a solution that they determine best meets those requirements.

The District's purpose: To acquire proposals for the following Services. The functions and requirements are:

### 1. INTERNET ACCESS

SCCS seeks proposals for Internet Access service plus bundled firewall, **with data circuits and without data circuits**. Service Providers may respond to either or both categories.

#### **Internet Access requirements:**

Services will terminate at

- a. Santa Cruz City Schools, 133 Mission Street Suite 100, Santa Cruz, CA 95060
- b. Soquel High School, 401 Old San Jose Road, Soquel, CA 95073

1. Network Address Translation
2. Network Monitoring
3. Domain Name Service
4. Firewall
5. Technical Support
6. Applicant is seeking a 3-year contract with 2 voluntary 1 year option(s) to extend, not to exceed a 5-year total;
7. Must provide quotes at 1Gbps, 5Gbps and 10Gbps or closest offerings;
8. All bandwidth options and cost must be documented in contract;
9. Bandwidth increases must be allowed during term of contract.

### 2. WAN CIRCUITS - Data Transition Service (DTS)

SCCS Seeks proposals for DTS circuits to connect a Wide Area Network (WAN) Connecting 13 sites throughout the District, connecting disaggregated data from two hub sites to the eligible entities.

HUB SITE 1:

District office hub site address is:

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

HUB SITE 2:

Soquel High School hub site address is:

Soquel High School  
401 Old San Jose Road, Soquel, CA 95073

***Connecting to eligible entities as follows***

**School site addresses:**

1. Bay View Elementary School 1231 Bay St, Santa Cruz, CA 9506
2. DeLaveaga Elementary School 1145 Morrissey Blvd, Santa Cruz, CA 95065
3. Gault Elementary School 120 Seabright Ave, Santa Cruz, CA 95062
4. Westlake Elementary School 1000 High St, Santa Cruz, CA 95060
5. Branciforte Middle School 315 Poplar Ave, Santa Cruz, CA 95062
6. Mission Hill Middle School 425 King St, Santa Cruz, CA 95060
7. Harbor High School 300 La Fonda Ave, Santa Cruz, CA 95062
8. Natural Bridges High School 313 Swift Street, Santa Cruz, CA 95060
9. Santa Cruz High School 415 Walnut Ave, Santa Cruz, CA 95060
10. Soquel High School 401 Old San Jose Rd, Soquel, CA 95073
11. Branciforte Small Schools 840 N. Branciforte Ave, Santa Cruz, CA 95062

**WAN Circuit requirements:**

1. Applicant is seeking a 3-year contract with 2 voluntary 1 year option(s) to extend, not to exceed a 5-year total;
2. Must provide quotes for Hub Sites at 1Gbps, 5Gbps and 10Gbps or closest offerings.
3. Must provide quotes for School Sites at 500Mbps, 1Gbps and 5Gbps or closest offerings.
4. All bandwidth options and costs must be documented in contract;
5. Bandwidth increases must be allowed during term of contract.

**3. DATA CIRCUIT**

SCCS seeks proposals for DTS data circuits only without Internet Access from:

1. Santa Cruz City Schools District Office at 133 Mission Street Suite 100, Santa Cruz, CA 95060 to 400 Encinal St, Santa Cruz, CA 95060-2115.
2. Soquel High School at 401 Old San Jose Rd, Soquel, CA 95073 to 400 Encinal St, Santa Cruz, CA 95060-2115.

**DTS Data circuit requirements:**

1. Applicant is seeking a 3-year contract with 2 voluntary, 1 year option(s) to extend, not to exceed a 5-year total;
2. Must provide quotes at 5Gbps and 10Gbps or closest offerings;
3. All bandwidth options and cost must be documented in contract;
4. Bandwidth increases must be allowed during term of contract.

**TRANSITION PLAN**

A transition plan is required for all services requested. As the cut-over date for any new carrier is July 1, 2023, the Santa Cruz City Schools requires a detailed transition plan to be provided with any proposal response. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the service provider and for the Santa Cruz City Schools transition team. The transition plan is to outline the expectations the service provider team would have of the Santa Cruz City Schools and the information or task the Santa Cruz City Schools is to provide the service provider and the date any information or task would be required.

The Santa Cruz City Schools reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the District is dissatisfied with the service.

Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with the Santa Cruz City Schools for the installation and use of such facilities and services.

**END OF DOCUMENT**



**SANTA CRUZ COUNTY OFFICE OF EDUCATION SPIN: 143007253**

*PROPOSAL in response to:*

RFP#:

Internet Access Services

E-Rate FY 2023-24

Based on FCC Form 470 Application #: 230008664

**1) Summary of Charges: Three Year Contract**

- 2023-2024 - \$25,431 (July 1, 2023-June 30, 2024)
- 2024-2025 - \$25,431 (July 1, 2024-June 30, 2025)
- 2025-2026 - \$26,321 (July 1, 2025-June 30, 2026)

**2) Proposed Services:**

Supply a port on Santa Cruz COE router to connect Santa Cruz City Schools sites to Wide Area Network and the Internet via the K12-High Speed Network up to 10Gbps with opportunities for future upgrades in bandwidth and includes the following bundled services:

- Network Address Translation with Unlimited IP Addresses
- Advanced Network Monitoring and NOC Services
- Domain Name Service
- Firewall
- Technical Support services to router at each site

**3) Summary of Charges:**

Premium Internet Service over the district provided transport via the CENIC Network. Includes unlimited public IP addresses, edge network monitoring and superior support over the network ring.

**4) Qualifications Documentation:**

The Santa Cruz COE has provided superior Internet services to Santa Cruz City Schools. The CENIC Network provides a safe, secure, monitored network and also includes DDoS mitigation in the event of an attack. See CENIC for more information (<https://cenic.org/>)

**5) References:**

District	Name	Phone	Email
Pajaro Valley Unified School District	Dan Weiser, Technology Director	831-786-2129	dan_weiser@pvusd.net
San Lorenzo Valley Unified School District	Jeff Kitts, I.T. Director	831-336-8852	jkitts@slvusd.org
Live Oak School District	Kris Cirillo, Technology Director	559-281-0487	kcirillo@losd.ca

# Santa Cruz City Schools Funding Year 2023 (2023-2026)

## ISP Service (Port or bundled solution) Vendor Evaluation

Selection Criteria	Weight
Cost of Service	30%
Meets Specifications	15%
Prior Experience w/ District and/or Incumbent Vendor	15%
Ability to deliver service at start of funding year	10%
Ability to deliver service geographically across district	10%
References	10%
Financial Stability	10%
<b>Total</b>	<b>100%</b>

Vendor #1	AT&T
Raw Score	Weighted Score
5	150
4	60
2	30
5	50
5	50
3	30
5	50
	420

Vendor #2	Santa Cruz County Office of Education
Raw Score	Weighted Score
4	120
5	75
5	75
5	50
5	50
5	50
5	50
	470

**COMMENTS:**  
 cost: \$21,298.36  
 firewall specifications unclear  
 prior experience poor  
 references unavailable at this stage

**COMMENTS:**  
 cost: \$25,431  
 firewall matches our standard  
 prior experience positive  
 references include other SC districts

### RAW SCORE

Scale: 1-5

1=Lowest; 5=Highest

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Proposed Amendment for School Resource Officer Services

**MEETING DATE:** March 8, 2023

**FROM:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve the Proposed Amendment for School Resource Officer Services with the Santa Cruz County Sheriff's Office for a School Resource Office.

**BACKGROUND:**

The essential purpose of the School Resource Officer program is to ensure the safety of students and staff, establish and maintain positive relationships with the entire school community, and provide crisis and emergency training. Partnership with School Resource Officers continues to be an important part of district efforts to keep students, staff and campuses safe.

The attached amendment will support a School Resource Office at Soquel High School, in partnership with the Santa Cruz Sheriff's Department. The proposed amendments include the extension of the term of the agreement through June 30, 2024 and an increase in the daily rate to \$486.40.

**FISCAL IMPACT:**

\$87,122.67 LCFF Base (Unrestricted)

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.

**AMENDMENT TO AGREEMENT (No. 7)**

The parties hereto agree to amend that certain Agreement dated July 1, 2016 by and between the SANTA CRUZ COUNTY SHERIFF-CORONER'S OFFICE and SANTA CRUZ CITY SCHOOL DISTRICT as follows:

1. The TERM of the Agreement is extended until June 30, 2024.
2. The COMPENSATION section in the Agreement, effective from July 1, 2023 through June 30, 2024, shall be \$486.40 per day, as shown in Attachment G which is incorporated herein by reference and supersedes prior attachments, for each Deputy Sheriff that provides services for SANTA CRUZ CITY SCHOOL DISTRICT as set forth in the Agreement.

All other provisions of said Agreement shall remain the same.

**COUNTY OF SANTA CRUZ**

\_\_\_\_\_  
Jim Hart  
Sheriff-Coroner  
5200 Soquel Avenue  
Santa Cruz, CA 95062

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

**SANTA CRUZ CITY SCHOOL DISTRICT**

\_\_\_\_\_  
Kris Munro  
Superintendent  
405 Old San Jose Road  
Soquel, CA 95073  
831-429-3410 ext 220  
kmunro@sccs.net

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

**Approved as to Form:**

\_\_\_\_\_  
Office of County Counsel

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

**Approved as to Insurance:**

\_\_\_\_\_  
Risk Manager

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



ATTACHMENT G

Soquel High School  
 School Year 2023/24

Hourly Rate - Deputy Step 8	\$61.54
Differentials	\$11.08
OASDI	\$0.89
Retirement	\$29.93
Unemployment Insurance	\$0.07
Workers Compensation Insurance	\$3.87
Insurance	\$5.30
Weighted Hourly Rate	\$112.67
180 Days of School X 8 hours	\$162,245.35
50% Reimbursement	\$81,122.67
Vehicle Cost	\$6,428.80
TOTAL	\$87,551.47
Daily Rate	\$486.40

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Belli Architecture Change Order #1 for Branciforte Middle School Modernization

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Belli Architecture change order #1 for Branciforte Middle School modernization.

**BACKGROUND:**

This change order consists of design services to accommodate additional work scope that reflects a more comprehensive modernization project at Branciforte Middle School. The previously approved contract amount was \$288,581.00 and the new total contract, including this change order, will be \$351,281.00.

**FISCAL IMPACT:**

Change Order #1 \$62,700.00 (21.72% increase to the contract), Measure A Funds (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*

***Belli Project #18068***

**FORM OF AMENDMENT TO ADD PROJECT TO AGREEMENT  
(Fixed Fee)**

Pursuant to the agreement between the Santa Cruz City Schools (“District”) and Peartree+Belli Architects, Inc.(“Architect”) effective January 17, 2017 (“Agreement”) for the Measure A construction program, the District and Architect agree to amend the Agreement to add architectural services for the following Branciforte Middle School project (“Project”):

**Modernization Re-Scoping**

*Research*

- Meet with Facilities and stakeholders to review options for scope increases.
- Coordinate with DSA for most efficient approach to modify DSA-approved documentation for changes/increases in scope of work.
- Work with Facilities and stakeholders to consider project phasing and timing in light of potential scope increases.

*Scoping*

- Develop conceptual/schematic scoping documents to reflect requested changes.
- Present options to Facilities staff and/or stakeholders for review and input.
- Make adjustments to scope as required and secure approval.

*Cost Estimation*

- Develop cost estimates based on current approved DSA packages.
- Build budgets for added scope and work with District and consulting design team to adjust scope to meet targets.
- Present budgets to Bond Site Committee or to other group as requested.

*Assumptions*

- This proposal is for research and scoping to determine most efficient regulatory process for scope adjustments to already-approved DSA packages and to produce a new scoping and phasing strategy to address a more comprehensive modernization. All future design and engineering work shall be negotiated separately.

The terms of the Agreement are incorporated into, and govern, this amendment except as may be provided otherwise by this amendment. In the event of a conflict between the Agreement and this amendment, the terms of this amendment shall control.

For the Projects, Architect shall perform the Basic and Additional Services specified in the Agreement and this amendment. Design-Bid-Build construction contracts are being used as the delivery method for the Project.

For the Basic Services satisfactorily performed under this amendment to the Agreement, Architect shall be compensated on a percent complete basis against a fixed fee amount. Architect's total compensation for its Basic Services shall be \$69,200.00, which is Architect's estimate of the maximum total cost of its Basic Services on the Project.

If the total amount invoiced by Architect reaches the not-to-exceed Basic Services amount before Architect's Basic Services under this Agreement are complete, Architect must complete the Basic Services without submitting additional invoices, or receiving additional payment, for Basic Services.


Architect's total reimbursement for Reimbursable Expenses shall not exceed \$500 which is Architect's estimate of the maximum total cost of Reimbursable Expenses on the Project.

Architect shall provide a minimum of one (1) full-time employees for the Project to perform its duties and responsibilities under this Agreement.

For the period of this Project, the Architect shall have errors and omissions insurance on an occurrence basis, with limits of at least One Million Dollars (\$1,000,000) and with a deductible in an amount not to exceed the sum of Thirty Thousand Dollars (\$30,000).

**ARCHITECT:**  
Peartree+Belli Architects, Inc.

By: David Peartree  
David N. Peartree, President



Digitally signed by David Peartree  
DN: C=US, E=david@belliag.com,  
O=Belli Architectural Group, OU=Belli  
Architectural Group, CN=David  
Peartree  
Date: 2023.02.16 11:11:09-08'00'

**DISTRICT:**  
SANTA CRUZ CITY SCHOOLS

By: \_\_\_\_\_  
Assistant Superintendent, Business  
Services

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Consolidated Plumbing Inc. Change Order #1 for DeLaveaga Elementary School Storm Drain Line Replacement

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Ratify Consolidated Plumbing Inc. change order #1 for DeLaveaga Elementary School's storm drain line replacement.

**BACKGROUND:**

This change order consists of the removal and replacement of an additional section of drain line that was blocked due to root intrusion. This blockage was discovered during the initial work and had to be addressed immediately. The previously approved contract amount was \$44,316.00 and the new total contract, including this change order, will be \$53,526.00.

**FISCAL IMPACT:**

Change Order #1 \$9,210.00 (20.78% increase to the contract), Measure B Funds (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*

CONSOLIDATED PLUMBING INC.  
 3732-D CHARTER PARK DRIVE  
 SAN JOSE, CA 95136  
 408-978-3093

Date: 01/11/2023

**CONTRACT / CHANGE ORDER**

CUSTOMER: Santa Cruz City Schools  
 ADDRESS: 133 Mission St., Ste 100  
 Santa Cruz, CA 95060

JOB SITE: DeLaveaga Elementary School  
 1145 Morrissey Blvd.  
 Soquel, CA 95065

**PO: #P023-01533**

ORIGINAL CONTRACT	DESCRIPTION	AMOUNT
	Remove and replace approximately 60 feet of backgraded storm drain pipeline and catch basin; redo connection to main storm drain line.	\$ 44,316.00
	<i>NOTE: Overflow revealed an additional area of the storm drain main containing fully-impacted roots inside a buried cleanout fitting. This will be processed under separate cover.</i>	
	<b>PAYMENT RECEIVED</b>	\$ (44,316.00)
<b>INVOICE: #58520</b>	<b>BALANCE DUE</b>	\$ -

**PO: #P023-01533**

CHANGE ORDER #1	DESCRIPTION	AMOUNT
	Change Order for an adjacent portion of the system 1/11/2023 that is blocked (see attached email from 01/11/23 10:11AM).	\$ 9,210.00
	<i>There was a huge root intrusion downstream of the original lateral work. It seems to be a buried clean-out riser Y that was impacted. They removed and replaced that section.</i>	
	<b>PAYMENT RECEIVED</b>	\$ -
<b>INVOICE: #58520.1</b>	<b>BALANCE DUE</b>	\$ 9,210.00

*Date of Acceptance:* \_\_\_\_\_  
*Print:* \_\_\_\_\_  
*Signature:* \_\_\_\_\_  
*Title:* \_\_\_\_\_

Authorized Signature or Signatures :

Consolidated Plumbing, Inc.  
 Authorized Signature: *Derise Colby*  
 Project Manager, Estimator Derise Colby

TERMS OF PAYMENT AS FOLLOWS: 100% of contract due and payable within twenty days after completion of work. Any balance over thirty days past due shall bear interest at the rate of 1½% per month. If any action is commenced to enforce any terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, export fees and consultant fees.

NOTE: This proposal may be withdrawn by CPI if not accepted by owner within 30 days. Any change or deviation from above specification involving extra cost will be performed only after both parties sign a written change order. All work beyond the scope of this agreement by owner confirms that the above prices, specifications and conditions are satisfactory and are hereby accepted and that CPI is authorized to do the work as specified. Payment will be made as outlined above.

The form and content of this proposal is the copyright of Consolidated Plumbing Inc., and cannot be reproduced or distributed in whole or in part without the written permission of Consolidated Plumbing Inc.

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Daktronics Quote for Soquel High School Athletic Field Scoreboard

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Daktronics quote for Soquel High School athletic field scoreboard.

**BACKGROUND:**

This proposal consists of a new electronic athletic field scoreboard to replace the existing scoreboard that has reached the end of its useful lifespan. This contract is for the materials and does not include installation.

**FISCAL IMPACT:**

\$25,689.33 Measure A Funds (Restricted), representing 0.07% of the overall site budget  
\$34,830,967.00 is the total Bond Allocation to Soquel 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*



Thank you, Greg, for choosing Daktronics.

**The following items are required to process your order:**

- Please verify that this equipment fulfills your project needs**
- Signed Quote with Purchase Order number**
- Validate and complete Project Site Information page, return with order**  
*Help ensure Daktronics shipping, invoicing, and service locations are accurate.*
- Payment & Invoicing** – Please provide Purchase Order number.
- Tax Status** – Applicable taxes included - subject to change

You may submit your order to your sales team via the following methods.

<p><b>Email:</b> Attention: <i>Brett Robinson – brett.robinson@daktronics.com</i> <i>Gary Delaney – gary.delaney@daktronics.com</i></p>	<p><b>Mail:</b> Daktronics, Inc Attn: <i>Gary Delaney</i> PO Box 5128 Brookings, SD 57006</p>
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**After your order has been placed:**

- [Freight Unloading Guidelines](#)** – Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.
- Logos, Graphics or Sponsor Advertisements** – [vector files](#) *must be submitted with your order documents, not to exceed 1 week of order placement. Once artwork is received, you will be sent a final layout requesting your approval before production. If artwork is not received, the panels will be painted the same as scoreboard and shipped blank.*



# DAKTRONICS QUOTE # 796350-3-1

Santa Cruz City Schools  
 Greg O'Meara  
 405 Old San Jose Rd  
 Soquel, CA USA 95073  
 Phone: (831) 429-3909 Ext 491  
 Fax:  
 Email: gomeara@sccs.net

8/Feb/2023  
 Quote valid for: 60 days  
 Terms: Net 30 days from shipment with  
 Purchase Order  
 Subject to Credit Review  
 FCA: DESTINATION  
 Delivery: Call for Production Time

**Reference: Football**

Item No.	Model	Description	Qty	Price
1	FB-2020-A-PV-F	<b>PanaView® Football/Track Scoreboard;                      Includes Track Captions on Changeable                      Panels with Rails; Scoreboard Color: Midnight                      Blue (42294); Caption Color: White (7725-10)</b> Cabinet Dimensions: 8' 0" H X 18' 0" W X 0' 8" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: AMBER Max Power: 600 watts/display Weight: Unpackaged 605 lbs per display; Packaged 930 lbs per display	1	\$22,137.00
	Stripe; 0A-1407-0019 / 0103	Perimeter Border Stripe for FB-2020 Scoreboards; Color: Sunflower (7725-25)	1	
	TNMC_8x32_Amber LED (34mm)	8x32-34mm LED Team Name Message Center; Set of 2; Amber LED's Digit Color: AMBER Weight: Unpackaged 70 lbs per display; Packaged 150 lbs per display	1	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	1	
	Outdoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
	Outdoor Scoreboard Wire Communication	Communication Type: Wire (Cable not included)	1	
	120VAC Trumpet Horn #55	For Outdoor Scoreboards	1	
	Decoration for Sponsor/Logo in one lower corner - FB- 2018, FB-2019, or FB-2020	Decoration Applied to Metal Panel; Approximate Copy Area: 2' x 1' 10"	2	
	I-Beam Mounting Method (A)	For 2 I-Beams	2	
	Lacrosse / Field Hockey Captions - No Rails	Conversion Kit	1	
	Outdoor Non-Backlit 1' 6" x 18' 0" Horizontal	Ad Panel, Above or Below Display Cabinet Dimensions: 1' 6" H X 18' 0" W X 0' 8" D Weight: Packaged 87 lbs per display	1	
	System Startup	Final Commissioning of Equipment	1	



# DAKTRONICS QUOTE # 796350-3-1

2	Taxes	9.0% - Subject to change	1	\$1,992.33
3	FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$1,560.00

## Services

4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
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Total Price Including Applicable Tax:	<b>\$25,689.33</b>
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Please reference listed sales literature: DD1628383 for G5C5-W, DD1696958 for TNMC\_8x32\_Amber LED (34mm), DD2167285 for FB-2020-A-PV-F, SL-03991 for AS-5010 Kit, SL-04370 for Outdoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

**Leasing Program**

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

- \$50,000 in total equipment cost = \$11,285 per year
- \$100,000 in total equipment cost = \$22,568 per year
- \$250,000 in total equipment cost = \$56,420 per year

\*\*Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner.** Contact your Daktronics representative for additional options and details.

**Exclusions:**

- |   |   |
|---|---|
| - <b>Electrical Installation</b>                          | - <b>Physical/Mechanical Installation</b> |
| - <b>Structure</b>  | - <b>Foundation</b>                       |
| - <b>Power</b>  | - <b>Hoist</b>                            |
| - <b>Engineering Certification</b>                        | - <b>Signal Conduit</b>                   |
| - <b>Labor to Pull Signal Cable</b>                       | - <b>Applicable Permits</b>               |
| - <b>Electrical Switch Gear or Distribution Equipment</b> | - <b>Front End Equipment</b>              |

Unless expressly stated otherwise in this Quote # 796350-3 Rev 1 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

**Installation Responsibilities:**

If applicable please reference Attachment A for Installation Responsibilities.

**Ad/ID Copy Approval Process**

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order. Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Brett Robinson  
PHONE: 605-692-0200 Ext 58096  
FAX:  
EMAIL: Brett.Robinson@daktronics.com

Gary Delaney  
PHONE: 605-692-0200  
FAX: 605-692-0381  
EMAIL: Gary.Delaney@daktronics.com

**Terms And Conditions:**

- The Terms and Conditions which apply to this order available on request.
- SL-02374 Standard Warranty and Limitation of Seller's Liability ([www.daktronics.com/terms\\_conditions/SL-02374.pdf](http://www.daktronics.com/terms_conditions/SL-02374.pdf))
- SL-02375 Standard Terms and Conditions of Sale ([www.daktronics.com/terms\\_conditions/SL-02375.pdf](http://www.daktronics.com/terms_conditions/SL-02375.pdf))
- SL-07862 Software License Agreement ([www.daktronics.com/terms\\_conditions/SL-07862.pdf](http://www.daktronics.com/terms_conditions/SL-07862.pdf))

**Acceptance:**

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this quote and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



# PROJECT SITE INFORMATION – REQUIRED TO PLACE YOUR ORDER

This document is for order processing purposes only and is not intended to be part of the Agreement

Daktronics Quote # \_\_\_\_\_

## Purchase Order Information:

PO# \_\_\_\_\_

PO Date \_\_\_\_\_

Purchaser (Bill To) hereby confirms that the equipment is to be delivered to (Ship To) and may be installed by Purchases or Daktronics, as indicated elsewhere herein, at the address (Installation Location) indicated below unless otherwise specified.

<b>SHIP TO:</b> (delivery location) Company: _____ Contact: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Email: (for shipping notification) _____ Additional Email: (for shipping notification) _____	<b>INSTALLATION LOCATION:</b> (end user) ID# _____ Company: _____ Contact: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Email: (for order acknowledgement) _____ Training Contact & Email: (if applicable) _____
---	--

<b>BILL TO:</b> (receive and pay invoices) ID# _____ Company: _____ Contact: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Email: _____
<b>***LOGO &amp; AD COPY APPROVAL***</b> (if applicable) Name: _____ Email: _____

**\*\*Logos, Graphics, or Sponsor Advertisements\*\***  
[Vector files](#) must be submitted with your order documents, not to exceed 1 week of order placement. If artwork is no received, the panels will be painted the same as your scoreboard or display and shipped blank.



## ATTACHMENT A Installation Responsibilities Checklist: Outdoor

Responsible Party		Description
Daktronics	Customer	
	✓	1. Provide payment and performance Bond.
	✓	2. Secure necessary construction permits.
	✓	3. Removal of existing equipment.
	✓	4. Removal of existing structure (excluding footings).
	✓	5. Disposal of existing equipment.
	✓	6. Disposal of existing structure (excluding footings).
✓		7. Generate and issue standard product attachment drawings.
✓		8. Generate and issue standard product electrical and signal drawings.
	✓	9. Provide approval of all engineering drawings, electrical drawings, shop drawings, equipment locations, color renderings, and ad copy layouts.
	✓	10. Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work.
	✓	11. Engineering design and certification for Equipment attachment design.
	✓	12. Unobstructed access to equipment and control room installation site until display is 100%.
	✓	13. Mark location of the new Equipment as delineated in the quote.
	✓	14. Locate public underground utilities.
	✓	15. Locate private underground utilities.
	✓	16. Landscaping to include all.
	✓	17. Provide camera-ready artwork for ad panels, and logos at time of order.
	✓	18. Provide all landscape protection, track, sidewalk, path, site restoration, and/or sprinkler system repair work.
	✓	19. Site clean-up after Daktronics work.
✓		20. Crating and shipping of all equipment to facility via common or independent carrier.
	✓	21. Accept, lift, unload, and inspect all scoring equipment and control equipment from carrier.
	✓	22. Provide storage of scoring equipment and control equipment in a safe, dry, and secure location until installation.
	✓	23. Install Equipment attachment hardware.
	✓	24. Excavation of direct imbed drilled pier foundation(s) including spoils removal. Pouring and finishing of concrete for footings. (Note: Daktronics assumes class 3 soil per the International Building Code to determine footing / structure estimates included in this quotation. In the event rock, water, or if soil conditions other than class 3 soil are encountered (including soft soils, unstable or collapsing soils, expansive soils, organic materials, or anything unexpected condition is encountered, the Customer will be responsible for any additional costs, plus overhead and profit of 20%).
	✓	25. Steel fabrication and install support structure - excluding catwalk(s), ladder-way(s).

# DAKTRONICS QUOTE # 796350-3-1

	✓	26. Prime and paint main support structure.
	✓	27. Prime and paint substructure
	✓	28. Lift and mount Equipment listed in this quotation.
	✓	29. Provide and install all required floor and wall boxes as per provided system electrical and signal drawings – provide written verification that all deck/wall boxes are installed and all cable has been pulled prior to installers' arrival.
	✓	30. Provide primary power feed up to and including demarcation point in the form of transformer and electrical disconnect with over current protection per all applicable electrical codes and regulations. Note: Maximum voltage of 120 volts line to neutral for all display systems.
	✓	31. Provide secondary power conduits, distribution panel, power cable and power hook-up from the demarcation point to all Daktronics supplied load centers/termination panel at/within the Equipment.
	✓	32. Provide and install signal cable conduit, with pull string, from control location to each equipment location. Conduit to be located five (5) feet off grade on the structure, as delineated in the electrical and signal drawings.
	✓	33. Provide and install signal cable conduit, with pull string, from five (5) feet off grade on structure to Equipment signal termination points, as delineated in the electrical and signal drawings.
	✓	34. Communication responsibility (DSL line, Network, Static IP address and associated monthly fees) as necessary for this system. Supply static IP address five (5) days prior to installation.
✓		35. Furnish signal cable as delineated on the quote.
	✓	36. Labor to pull all new signal cable (and remove existing cable, if required).
	✓	37. Interface cabling with audio system including conduit, cabling, and installation of cabling.
✓		38. Terminate signal cable at control location and scoring Equipment.
	✓	39. Provide a climate controlled and secure control room for all control systems. Normal operating temperature should be between 40° to 90° Fahrenheit (4° to 32° Celsius). Normal operating humidity should be less than 80% non-condensing. Storage temperature should be between -10° to 105° Fahrenheit (-23° to 41° Celsius). Storage humidity should be less than 95% non-condensing. Keep computers and monitors out of direct sunlight during storage. Allow control equipment taken out of storage to return to operating temperature range prior to turning it on (24 hours recommended).
	✓	40. Required power outlets on clean dedicated circuit(s) for all scoring and control equipment.
✓		41. Unpack, set-up, hook-up, and testing of control system.
✓		42. Set-up and testing of results/statistics/timing system including portable cabling and Daktronics software installation.
	✓	43. Provide personnel for maintenance and operator training.
✓		44. Perform maintenance training during installation.
✓		45. Perform operator training.
✓		46. Perform final systems testing and commissioning.
	✓	47. Final acceptance, per DF-1252.

NOTE: All change order work performed by Daktronics or Daktronics subcontractor will be performed at cost plus 20% overhead and profit.



**Aluminum Non-Backlit** (Line 00)  
**Panel - 18" x 216" x 8.125"**  
 Painted Midnight Blue 70-100634435-A (42294)  
 "S" in Soquel 14.9"h  
 Fonts Used: ATROX normal  
 - Sunflower Yellow 7725-25

**Aluminum Non-Backlit Panel** (Line 00)  
**(FB 2020) - 23.626" x 23.626"**  
 Painted Midnight Blue 70-100634435-A (42294)  
 Logo 20"h  
 - Sunflower Yellow 7725-25, White 7725-10

**Scoreboard Type**  
 FB-2020-A-PV Midnight Blue 70-100634435-A (42294)  
 1.5" Stripe Sunflower Yellow 7725-25

@1

Graphic Panel(s) Approval  
(scoreboard for visual only)

APPROVED

Signature

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** GV Land Surveying Proposal for Branciforte Small Schools  
Surveying and Mapping Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve GV Land Surveying proposal for Branciforte Small Schools surveying and mapping services.

**BACKGROUND:**

This proposal consists of surveying and mapping services at Branciforte Small Schools for the upcoming elevator project. Surveys are required as a Division of State Architect prerequisite for design to create plans for this upcoming project.

**FISCAL IMPACT:**

\$10,700.00 Measure B Funds (Restricted), representing 0.12% of the overall site budget  
\$8,759,099.00 is the total Bond Allocation to Branciforte Small Schools

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*





February 16, 2023

Trevor Miller  
Director of Facility Services  
Santa Cruz City Schools  
536 Palm Street  
Santa Cruz, CA 95060

**RE: Surveying & Mapping Services  
Branciforte Small School  
Santa Cruz County, CA**

Dear Trevor,

As requested through Ralph le Roux, we hereby submit our proposal for the following surveying and mapping services for the subject property. Our proposal is as follows:

SCOPE OF WORK

**1. TOPOGRAPHIC SURVEY & MAPPING – BRANCIFORTE SMALL SCHOOL**

*Based on previous work by Ifland Survey, we will subcontract an underground utility location company to locate and mark the underground utilities in the area highlighted in RED on the architect’s exhibit. Underground utilities markings (to be located by others) will be located. We will also survey any new improvement and/or changes to the area from the 2018 survey. Contour interval shall be 1 foot. Vertical and Horizontal control will be based on previous work by Ifland Survey. We will prepare an updated map at a scale of 1”=20’ or appropriate scale, We will include previously boundary work. Updated orthophoto will not be included at this time. Deliverables to include PDF & AutoCAD DWG.*

Our fees for the above services would be **\$10,700**, and would be subject to the attached general provisions, Exhibit A. Additional items, services and/or reimbursables would be subject to the attached hourly rates, Exhibit B. **THIS IS A PREVAILING WAGE JOB.**

If this proposal meets your approval, please return a signed copy to our office, or .pdf via e-mail. We anticipate the underground utility location for Branciforte Small School could be done over the weekends or during Spring Break (April 3-7), Conventional field work would follow closely behind the underground location, with the office work being completed approximately 2-3 weeks thereafter.

Sincerely,  
Vernon Little, PLS

Principal  
GV Land Surveying

Authorization to Proceed

I/we agree to the scope, terms and provisions in the above proposal and hereby request GV Land Surveying to proceed accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXHIBIT A - GENERAL CONTRACT PROVISIONS

*Client and Surveyor agree that the following provisions shall be part of their agreement:*

1. **Ownership & Use of Work Product.** Client acknowledges that all original papers, documents, maps, surveys and other work product of Surveyor, and copies thereof, produced by Surveyor pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of Surveyor. Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product prepared by Surveyor, which work product(s) are/is not final. Client agrees that Surveyor is not responsible for any such use of nonfinal work product and waives any right to claim liability against Surveyor therefor.

Client further agrees that final work product is for the sole use of Client for the specific purpose described in this agreement. Such final work product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Surveyor in writing prior to any such use, alteration, or reproduction.

Upon request by client or client's representative, Surveyor agrees to provide client with copies of drawings prepared in CAD format (.DWG or .DXF) for the client's use. Copies shall be provided subject to a \$25.00 media & processing fee per drawing plus applicable shipping charges, if any.

It is understood that the CAD drawings and data therein are subject to the "final" (stamped and signed hard copy) plans. In the event of any inconsistencies between the CAD data and the "final" plans, the "final" plans shall always prevail.

Any use of the CAD drawings or data by the client or client's successors, assigns or representatives shall be at the client's sole risk and without liability or legal exposure to Surveyor. Furthermore, client shall, to the fullest extent permitted by law, indemnify and hold harmless the Surveyor from all claims, damages, losses and expenses, including attorney fees arising out of or resulting therefrom.

2. **Documents provided by Client.** Client agrees to provide Surveyor with any and all documents necessary to identify the ownership, location and condition of the property, including, but not limited to, deeds, maps, title information, and permits, unless Surveyor agrees to provide said documents as a part of services set forth herein; and to obtain for Surveyor the authorization of the owner to enter upon the property for the purpose of conducting Surveyor's work thereon.

3. **Billing.** All fees and other charges attributable to this agreement will be billed by Surveyor monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this agreement. Client agrees that all billings from Surveyor to Client are correct, conclusive, and binding on Client unless Client, within (10) days from the date of such billing, notifies Surveyor, in writing, of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing.

4. **Late Charges.** Client agrees to pay in addition to the billed amount for any payment thirty (30) or more days late, a monthly late payment charge of one and one-half percent (1 1/2%) per month on the unpaid balance specified in such billing. In the event the then legal rate for late charges is less than one and one-half percent (1 1/2%) per month, then Client agrees to pay the maximum rate permitted by law.

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responsibilities of Surveyor under this agreement may be suspended or terminated at Surveyor's sole option.

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7. **Additional Services.** Client agrees that if services not specified in this agreement are provided or if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work at the rates set forth (as follows) in Exhibit "B" attached hereto and by this reference incorporated herein. In the event Surveyor's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, a percentage increase shall be applied to all remaining compensation.

8. **Restaking.** In the event that Surveyor's staking is destroyed, damaged or disturbed by an act of God or parties other than Surveyor, the cost of restaking shall be paid for by Client as extra work. Client acknowledges that the work performed pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Surveyor's work. Client further acknowledges that field and other conditions may require clarification, adjustments, modifications and other changes necessary to reflect changed field or other conditions. Any verbal direction for restake made by client or client's contractor to Surveyor or surveyor's field crew shall constitute an agreement for any such restake charges. Written authorization is not necessary.

9. **Payment of Costs.** Client shall pay the costs of checking and recording fees, zoning and application fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.

10. **Records of Survey.** Client acknowledges and agrees that if Surveyor provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all cost of preparation, examination and filing of such Record of Survey will be paid for by Client as extra work.

11. **Governmental Actions.** Surveyor shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

12. **Performance of Others.** Client acknowledges that Surveyor is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

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15. **Hold Harmless.** Client agrees to be solely and completely responsible for jobsite conditions during the course of Surveyor's work, including safety of persons and property.

**16. Limitation of Surveyor's Liability.** Surveyor shall maintain Workmen's Compensation Insurance, Public Liability and Professional Liability Insurance. Surveyor shall provide certificates of coverage upon client's written request. Surveyor and its officers and employees shall not be liable for any property damage, personal injury or other loss, cost, damage or expense resulting from any cause (including without limitation breach of contract, negligent acts, errors or omissions) beyond the amounts of coverage of Surveyor's said insurance policies. To the fullest extent permitted by law, the total liability, in the aggregate, of GV Land Surveying's directors, partners, employees, agents consultants, subcontractors, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract of officers, directors, partners, employees, agents of any of them, shall be the lesser of the total compensation received by this Agreement or \$49,999.

**17. No Representations.** Surveyor makes no representation concerning any estimated quantities or calculated areas made in connection with maps, documents or other work product other than that all such calculations and estimates are estimates only and Surveyor shall not be responsible for fluctuations therein.

**18. Waiver.** Waiver by Surveyor of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof. No waiver, consent or approval by Surveyor or modification or amendment thereof shall be effective unless in writing signed by the Surveyor.

**19. Advisory Only.** Surveyor shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision making activities therein.

**20. Validity.** If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Surveyor.

**21. Jurisdiction.** This agreement shall be governed by and construed in accordance with the laws of the State of California.

**22. Venue.** Client agrees that in the event Client institutes any action, litigation, arbitration or mediation to enforce or interpret the provisions of this agreement, such action shall be brought and adjudicated in the appropriate court in the county in which Surveyor's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

**23. Costs of Dispute Resolution.** In the event that Client instituting a suit against Surveyor, either directly by complaint or by way of cross-complaint, including a cross-complaint for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein Client fails to obtain a judgment in Client's favor, the lawsuit is dismissed, or judgment is rendered for Surveyor, Client agrees to pay Surveyor immediately following dismissal of the case or upon entry of judgment all costs of defense, including, but without limitation, attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

**24. Assignment.** This agreement may be assigned by Surveyor, to any other qualified surveyor or surveying firm, at any time.

**25. Inurement.** This agreement shall inure to and be binding upon the heirs, executors, successors and assigns of Client and Surveyor.

**26. Entire Agreement.** This agreement contains the entire agreement between Client and Surveyor relating to the project and the provision of services to the project.

**27. Acceptance and Commencement.** By execution of this agreement Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Surveyor to proceed with the work. In the event Client is not the owner of the property. Client represents that Client has obtained permission from said owner for Surveyor to proceed.

**28. Mediation / Arbitration.** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation first, and if an agreement cannot be reached, by arbitration in accordance with industry standards, unless the parties mutually agree otherwise.

**29. Termination.** The client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the project by either party to any other entity without the prior written consent of the other party;
- Suspension of the project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party the Client shall pay the Consultant, within fifteen (15) calendar days of termination, for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

**30. Non Solicitation.** To promote an optimum working relationship, the parties agree in good faith not to knowingly solicit for employment, directly or indirectly, employ or otherwise engage any employee of the other party without that party's prior written consent. This restriction shall apply during the term of and for a period of one (1) year after the termination of this Agreement.

It is further agreed that loss of any such employee would involve considerable financial loss of an amount that could not be readily established. Therefore, in the event either party should breach this provision and without limiting any other remedy that may be available, it is agreed that the offending party shall compensate the other party a sum equal to the applicable employee's current annual salary as liquidated damages.



4113 Scotts Valley Drive, Suite 102, Scotts Valley, CA 95066

**EXHIBIT “B”**

**PREVAILING WAGE HOURLY RATES 2022-23**

**OFFICE SERVICES**

Principal Surveyor.....	\$200.00
Project Surveyor II (CA Licensed Surveyor) .....	\$150.00
Project Surveyor I (LSIT) .....	\$130.00
CAD Survey Technician.....	\$120.00
Clerical Assistant .....	\$80.00

**FIELD SURVEY SERVICES (PREVAILING WAGE RATES)**

Survey Crew (2 persons) .....	\$430.00
Robotic or GPS Survey (1 person) .....	\$250.00
UAV Survey (1 person).....	\$250.00
Survey Technician .....	\$180.00

**HOURLY RATE NOTES/ ADJUSTMENTS**

- Consultation meetings and telephone consultations are billed at the hourly rates indicated.
- Field services are billed portal-to-portal with a 2-hour minimum charge.
- Hourly rates shown are for ordinary surveying services and include all payroll, office overhead, taxes, supplies, insurance and local transportation. Higher rates (not less than 1.5 times standard rates) are applicable for extra-ordinary services such as: court appearances, court preparation, depositions, expert witness opinions, professional testimony, special certifications, etc.
- Invoices 30 days past due will be assessed a late fee of 1.5% per month, \$25 monthly minimum.
- Add 2.5% (min \$250) for all projects requiring a waiver of subrogation endorsement on liability insurance.

**FEES & REIMBURSABLE EXPENSES**

**Check Prints & Plots**

18x24.....	\$ 8.00 ea
24x36.....	\$ 12.00 ea
Mylar (18x26).....	\$ 20.00 ea

**Other Charges**

ROS SC County .....	\$ 535.00
Record Deed.....	\$ 6.00 / pg
Record Map.....	\$10.00 / pg

**Express Mail / FEDEX**

FEDEX Letter.....	\$ 30.00
Other .....	\$ cost + 15%
<b>Mileage</b> .....	\$ 0.50/mile

*For items not listed above, (ie, outside services and consultants, survey monuments, filing, checking, recording) actual expenses are invoiced at cost plus 15%. \*Customization of CAD files including file format and other modifications for use by others shall be billed per hourly rates.*

All rates shown above are project specific and effective 01/01/22 through 12/31/23.

rev. 11/01/21-C

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** GV Land Surveying Proposal for DeLaveaga Elementary School  
Surveying and Mapping Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve GV Land Surveying proposal for DeLaveaga Elementary School surveying and mapping services.

**BACKGROUND:**

This proposal consists of surveying and mapping services at DeLaveaga Elementary School to accommodate the expansion of Transitional Kindergarten and the Expanded Learning Opportunities Program. Surveys are required as a Division of State Architect prerequisite for design to create plans for this upcoming project.

**FISCAL IMPACT:**

\$6,700.00 Measure B Funds (Restricted), representing 0.04% 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*



February 16, 2023

Trevor Miller  
Director of Facility Services  
Santa Cruz City Schools  
536 Palm Street  
Santa Cruz, CA 95060

**RE: Surveying & Mapping Services  
De LaVeaga Elementary School  
Santa Cruz County, CA**

Dear Trevor,

As requested through Ralph le Roux, we hereby submit our proposal for the following surveying and mapping services for the subject property. Our proposal is as follows:

SCOPE OF WORK

**1. TOPOGRAPHIC SURVEY & MAPPING – DE LAVEAGA SCHOOL**

*Based on previous work by Ifland Survey, we will subcontract an underground utility location company to locate and mark the underground utilities in the area highlighted in RED on the architect’s exhibit. Underground utilities markings (to be located by others) will be located. We will also survey any new improvement and/or changes to the area from the 2018 survey. Contour interval shall be 1 foot. Vertical and Horizontal control will be based on previous work by Ifland Survey. We will prepare an updated map at a scale of 1”=20’ or appropriate scale, We will include previously boundary work. Updated orthophoto will not be included at this time. Deliverables to include PDF & AutoCAD DWG.*

Our fees for the above services would be **\$6,700**, and would be subject to the attached general provisions, Exhibit A. Additional items, services and/or reimbursables would be subject to the attached hourly rates, Exhibit B. **THIS IS A PREVAILING WAGE JOB.**

If this proposal meets your approval, please return a signed copy to our office, or .pdf via e-mail. We anticipate that underground utility location for De Laveaga School could be done over the weekends or during Spring Break (April 3-7), Conventional field work would follow closely behind the underground location, with the office work being completed approximately 2-3 weeks thereafter.

Sincerely,  
Vernon Little, PLS

Principal  
GV Land Surveying

Authorization to Proceed

I/we agree to the scope, terms and provisions in the above proposal and hereby request GV Land Surveying to proceed accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXHIBIT A - GENERAL CONTRACT PROVISIONS

*Client and Surveyor agree that the following provisions shall be part of their agreement:*

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**EXHIBIT “B”**

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Other .....	\$ cost + 15%
<b>Mileage</b> .....	\$ 0.50/mile

*For items not listed above, (ie, outside services and consultants, survey monuments, filing, checking, recording) actual expenses are invoiced at cost plus 15%. \*Customization of CAD files including file format and other modifications for use by others shall be billed per hourly rates.*

All rates shown above are project specific and effective 01/01/22 through 12/31/23.

rev. 11/01/21-C

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** GV Land Surveying Proposal for Soquel High School Surveying and Mapping Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve GV Land Surveying proposal for Soquel High School surveying and mapping services.

**BACKGROUND:**

This proposal consists of surveying and mapping services at Soquel High School for the new performing arts center. Surveys are required as a Division of State Architect prerequisite for design to create plans for this upcoming project.

**FISCAL IMPACT:**

\$28,500.00 Measure A Funds (Restricted), representing 0.08% of the overall site budget  
\$34,830,967.00 is the total Bond Allocation to Soquel 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*



February 16, 2023

Trevor Miller  
Director of Facility Services  
Santa Cruz City Schools  
536 Palm Street  
Santa Cruz, CA 95060

**RE: Surveying & Mapping Services  
Soquel High School  
Santa Cruz County, CA**

Dear Trevor,

As requested through Ralph le Roux, we hereby submit our proposal for the following surveying and mapping services for the subject property. Our proposal is as follows:

SCOPE OF WORK

**1. TOPOGRAPHIC SURVEY & MAPPING – SOQUEL HIGH SCHOOL**

*Based on previous work by Ifland Survey, we will subcontract an underground utility location company to locate and mark the underground utilities in the area highlighted in RED on the architect’s exhibit. Underground utilities markings (to be located by others) will be located. We will also survey any new improvement and/or changes to the area from the 2018 survey. Contour interval shall be 1 foot. Vertical and Horizontal control will be based on previous work by Ifland Survey. We will prepare an updated map at a scale of 1”=20’ or appropriate scale, We will include previously boundary work. Updated orthophoto will not be included at this time. Deliverables to include PDF & AutoCAD DWG.*

Our fees for the above services would be **\$28,500**, and would be subject to the attached general provisions, Exhibit A. Additional items, services and/or reimbursables would be subject to the attached hourly rates, Exhibit B. **THIS IS A PREVAILING WAGE JOB.**

If this proposal meets your approval, please return a signed copy to our office, or .pdf via e-mail. Underground utility location for Soquel High School would need to be done over the Summer Break (May 30 - August 2). Conventional field work would follow closely behind the underground location, with the office work being completed approximately 2-3 weeks thereafter.

Sincerely,  
Vernon Little, PLS

Principal  
GV Land Surveying

Authorization to Proceed

I/we agree to the scope, terms and provisions in the above proposal and hereby request GV Land Surveying to proceed accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXHIBIT A - GENERAL CONTRACT PROVISIONS

*Client and Surveyor agree that the following provisions shall be part of their agreement:*

1. **Ownership & Use of Work Product.** Client acknowledges that all original papers, documents, maps, surveys and other work product of Surveyor, and copies thereof, produced by Surveyor pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of Surveyor. Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product prepared by Surveyor, which work product(s) are/is not final. Client agrees that Surveyor is not responsible for any such use of nonfinal work product and waives any right to claim liability against Surveyor therefor.

Client further agrees that final work product is for the sole use of Client for the specific purpose described in this agreement. Such final work product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Surveyor in writing prior to any such use, alteration, or reproduction.

Upon request by client or client's representative, Surveyor agrees to provide client with copies of drawings prepared in CAD format (.DWG or .DXF) for the client's use. Copies shall be provided subject to a \$25.00 media & processing fee per drawing plus applicable shipping charges, if any.

It is understood that the CAD drawings and data therein are subject to the "final" (stamped and signed hard copy) plans. In the event of any inconsistencies between the CAD data and the "final" plans, the "final" plans shall always prevail.

Any use of the CAD drawings or data by the client or client's successors, assigns or representatives shall be at the client's sole risk and without liability or legal exposure to Surveyor. Furthermore, client shall, to the fullest extent permitted by law, indemnify and hold harmless the Surveyor from all claims, damages, losses and expenses, including attorney fees arising out of or resulting therefrom.

2. **Documents provided by Client.** Client agrees to provide Surveyor with any and all documents necessary to identify the ownership, location and condition of the property, including, but not limited to, deeds, maps, title information, and permits, unless Surveyor agrees to provide said documents as a part of services set forth herein; and to obtain for Surveyor the authorization of the owner to enter upon the property for the purpose of conducting Surveyor's work thereon.

3. **Billing.** All fees and other charges attributable to this agreement will be billed by Surveyor monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this agreement. Client agrees that all billings from Surveyor to Client are correct, conclusive, and binding on Client unless Client, within (10) days from the date of such billing, notifies Surveyor, in writing, of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing.

4. **Late Charges.** Client agrees to pay in addition to the billed amount for any payment thirty (30) or more days late, a monthly late payment charge of one and one-half percent (1 1/2%) per month on the unpaid balance specified in such billing. In the event the then legal rate for late charges is less than one and one-half percent (1 1/2%) per month, then Client agrees to pay the maximum rate permitted by law.

5. **Suspension or Termination of Performance.** In addition to any other rights Surveyor may have for default of Client, if Client fails to pay Surveyor within thirty (30) days after invoices are rendered, Client agrees Surveyor shall have the right to consider such default in payment a material breach of his agreement, and, upon written notice, the duties, obligations, and

responsibilities of Surveyor under this agreement may be suspended or terminated at Surveyor's sole option.

6. **Changed Conditions.** In the event Client or Client's agent discovers or becomes aware of changed plans, field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Surveyor in writing, and engage Surveyor to prepare the necessary clarifications, adjustments, modifications or other changes to Surveyor's work before further activity proceeds. Surveyor may charge for these changes as Additional Services described below.

7. **Additional Services.** Client agrees that if services not specified in this agreement are provided or if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work at the rates set forth (as follows) in Exhibit "B" attached hereto and by this reference incorporated herein. In the event Surveyor's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, a percentage increase shall be applied to all remaining compensation.

8. **Restaking.** In the event that Surveyor's staking is destroyed, damaged or disturbed by an act of God or parties other than Surveyor, the cost of restaking shall be paid for by Client as extra work. Client acknowledges that the work performed pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Surveyor's work. Client further acknowledges that field and other conditions may require clarification, adjustments, modifications and other changes necessary to reflect changed field or other conditions. Any verbal direction for restake made by client or client's contractor to Surveyor or surveyor's field crew shall constitute an agreement for any such restake charges. Written authorization is not necessary.

9. **Payment of Costs.** Client shall pay the costs of checking and recording fees, zoning and application fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.

10. **Records of Survey.** Client acknowledges and agrees that if Surveyor provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all cost of preparation, examination and filing of such Record of Survey will be paid for by Client as extra work.

11. **Governmental Actions.** Surveyor shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

12. **Performance of Others.** Client acknowledges that Surveyor is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

13. **Delays.** Surveyor is not responsible for delay caused by activities or factors beyond Surveyor's control.

14. **Lien Rights.** This agreement shall not be construed to alter, affect or waive any lien or stop notice right, which Surveyor may have for performance of work pursuant to this agreement.

15. **Hold Harmless.** Client agrees to be solely and completely responsible for jobsite conditions during the course of Surveyor's work, including safety of persons and property.

**16. Limitation of Surveyor's Liability.** Surveyor shall maintain Workmen's Compensation Insurance, Public Liability and Professional Liability Insurance. Surveyor shall provide certificates of coverage upon client's written request. Surveyor and its officers and employees shall not be liable for any property damage, personal injury or other loss, cost, damage or expense resulting from any cause (including without limitation breach of contract, negligent acts, errors or omissions) beyond the amounts of coverage of Surveyor's said insurance policies. To the fullest extent permitted by law, the total liability, in the aggregate, of GV Land Surveying's directors, partners, employees, agents consultants, subcontractors, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract of officers, directors, partners, employees, agents of any of them, shall be the lesser of the total compensation received by this Agreement or \$49,999.

**17. No Representations.** Surveyor makes no representation concerning any estimated quantities or calculated areas made in connection with maps, documents or other work product other than that all such calculations and estimates are estimates only and Surveyor shall not be responsible for fluctuations therein.

**18. Waiver.** Waiver by Surveyor of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof. No waiver, consent or approval by Surveyor or modification or amendment thereof shall be effective unless in writing signed by the Surveyor.

**19. Advisory Only.** Surveyor shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision making activities therein.

**20. Validity.** If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Surveyor.

**21. Jurisdiction.** This agreement shall be governed by and construed in accordance with the laws of the State of California.

**22. Venue.** Client agrees that in the event Client institutes any action, litigation, arbitration or mediation to enforce or interpret the provisions of this agreement, such action shall be brought and adjudicated in the appropriate court in the county in which Surveyor's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

**23. Costs of Dispute Resolution.** In the event that Client instituting a suit against Surveyor, either directly by complaint or by way of cross-complaint, including a cross-complaint for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein Client fails to obtain a judgment in Client's favor, the lawsuit is dismissed, or judgment is rendered for Surveyor, Client agrees to pay Surveyor immediately following dismissal of the case or upon entry of judgment all costs of defense, including, but without limitation, attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

**24. Assignment.** This agreement may be assigned by Surveyor, to any other qualified surveyor or surveying firm, at any time.

**25. Inurement.** This agreement shall inure to and be binding upon the heirs, executors, successors and assigns of Client and Surveyor.

**26. Entire Agreement.** This agreement contains the entire agreement between Client and Surveyor relating to the project and the provision of services to the project.

**27. Acceptance and Commencement.** By execution of this agreement Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Surveyor to proceed with the work. In the event Client is not the owner of the property. Client represents that Client has obtained permission from said owner for Surveyor to proceed.

**28. Mediation / Arbitration.** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation first, and if an agreement cannot be reached, by arbitration in accordance with industry standards, unless the parties mutually agree otherwise.

**29. Termination.** The client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the project by either party to any other entity without the prior written consent of the other party;
- Suspension of the project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of termination of this Agreement by either party the Client shall pay the Consultant, within fifteen (15) calendar days of termination, for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

**30. Non Solicitation.** To promote an optimum working relationship, the parties agree in good faith not to knowingly solicit for employment, directly or indirectly, employ or otherwise engage any employee of the other party without that party's prior written consent. This restriction shall apply during the term of and for a period of one (1) year after the termination of this Agreement.

It is further agreed that loss of any such employee would involve considerable financial loss of an amount that could not be readily established. Therefore, in the event either party should breach this provision and without limiting any other remedy that may be available, it is agreed that the offending party shall compensate the other party a sum equal to the applicable employee's current annual salary as liquidated damages.



4113 Scotts Valley Drive, Suite 102, Scotts Valley, CA 95066

**EXHIBIT “B”**

**PREVAILING WAGE HOURLY RATES 2022-23**

**OFFICE SERVICES**

Principal Surveyor.....	\$200.00
Project Surveyor II (CA Licensed Surveyor) .....	\$150.00
Project Surveyor I (LSIT) .....	\$130.00
CAD Survey Technician.....	\$120.00
Clerical Assistant .....	\$80.00

**FIELD SURVEY SERVICES (PREVAILING WAGE RATES)**

Survey Crew (2 persons) .....	\$430.00
Robotic or GPS Survey (1 person) .....	\$250.00
UAV Survey (1 person).....	\$250.00
Survey Technician .....	\$180.00

**HOURLY RATE NOTES/ ADJUSTMENTS**

- Consultation meetings and telephone consultations are billed at the hourly rates indicated.
- Field services are billed portal-to-portal with a 2-hour minimum charge.
- Hourly rates shown are for ordinary surveying services and include all payroll, office overhead, taxes, supplies, insurance and local transportation. Higher rates (not less than 1.5 times standard rates) are applicable for extra-ordinary services such as: court appearances, court preparation, depositions, expert witness opinions, professional testimony, special certifications, etc.
- Invoices 30 days past due will be assessed a late fee of 1.5% per month, \$25 monthly minimum.
- Add 2.5% (min \$250) for all projects requiring a waiver of subrogation endorsement on liability insurance.

**FEES & REIMBURSABLE EXPENSES**

**Check Prints & Plots**

18x24.....	\$ 8.00 ea
24x36.....	\$ 12.00 ea
Mylar (18x26).....	\$ 20.00 ea

**Other Charges**

ROS SC County .....	\$ 535.00
Record Deed.....	\$ 6.00 / pg
Record Map.....	\$10.00 / pg

**Express Mail / FEDEX**

FEDEX Letter.....	\$ 30.00
Other .....	\$ cost + 15%
<b>Mileage</b> .....	\$ 0.50/mile

*For items not listed above, (ie, outside services and consultants, survey monuments, filing, checking, recording) actual expenses are invoiced at cost plus 15%. \*Customization of CAD files including file format and other modifications for use by others shall be billed per hourly rates.*

All rates shown above are project specific and effective 01/01/22 through 12/31/23.

rev. 11/01/21-C

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Santa Clara Valley Construction Inspections Proposal for New Switchgear Inspections

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Approve Santa Clara Valley Construction Inspections proposal for new switchgear inspections.

**BACKGROUND:**

This proposal is an estimate of time for a Division of State Architect (DSA) replacement inspector for the completion of the three ongoing switchgear projects. The previous inspector assigned to these projects unexpectedly passed away before the projects were complete. Santa Clara Valley Construction Inspections has agreed to assume DSA responsibilities for the completion of these projects. This proposal is not an additional charge to the District but will replace the existing contract balances of the original inspector and are within the original remaining contract dollar amounts.

**FISCAL IMPACT:**

\$10,000.00 Total Measure A & B Funds (Restricted)

Cost breakdown by site:

\$2,000.00 Mission Hill Middle School

\$2,000.00 Santa Cruz High School

\$6,000.00 Westlake 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*

**AGENDA ITEM: 8.3.7.**

# SCVCI

## SANTA CLARA VALLEY CONSTRUCTION INSPECTIONS

433 Briggs Rd. Hollister, CA 95023  
TEL: 408-316-2373 E: [Channing@scvci.com](mailto:Channing@scvci.com)

February 16, 2023

Mr. Trevor Miller  
Director of Facilities  
Santa Cruz City High School District  
415 Walnut Avenue  
Santa Cruz, CA 95060

**Project Name: West Lake ES, Construction of 1-Switchgear Equipment**  
**Project No.**  
**DSA App. No. 01-119206**

Dear Santa Cruz City School Administrators

Thank you for the opportunity to submit this proposal for DSA Project Inspection Services.  
This is a not to exceed cost proposal based on project scheduling information received.

**\*Proposed Project Inspector:** Clay Hanning DSA Class 1 No. 5660

- Santa Clara Valley Construction Inspections proposes to provide Project Inspection Services per DSA Approved contract documents received at the time of proposal. This Not to Exceed Fee is an estimate of time, based on the project schedule commencing January 2023 and continuing through completion May 2023.
- Due to the project scope of work to be completed, Project Inspection Services shall be billed as a Lump Sum of \$6,000.00 for 60 hours of service during the hours of 7:00 AM to 3:30 PM Monday – Friday. Services provided outside the hours of 7:00 AM to 3:30 PM Monday – Friday including Saturday, Sunday and/or Federally recognized Holidays shall be billed at 1.5 times the regular hourly rate as additional services.
- Additional change order work, extensions to the proposed project schedule, additional inspections due to Contractor(s) Means and Methods of Construction, and/or DSA’s project inspection requirements may require an increase in inspection fees to the “District”. These fees do not include “special inspection services” onsite or offsite.

Mo.	Schedule January 2023 through May 2023	Calendar Days	M-F Reg. Workdays		Estimated Mo. Totals
1	NA	NA	NA		<b>Lump Sum Payment \$6,000.00</b>



					<b>\$ 6,000.00</b>

**Fee Proposal:** \$6,000.00  
**DSA Class 1 Regular Hourly Rate:** \$100.00  
**OT/Saturday/Sunday** \$150.00  
**Federally Recognized Holiday Rates:** \$150.00  
**Minimum Project Show Up:** 2 Hours per site visit.

Sincerely,

Clay Hanning

# SCVCI

## SANTA CLARA VALLEY CONSTRUCTION INSPECTIONS

433 Briggs Rd. Hollister, CA 95023  
TEL: 408-316-2373 E: [Channing@scvci.com](mailto:Channing@scvci.com)

February 16, 2023

Mr. Trevor Miller  
Director of Facilities  
Santa Cruz City High School District  
415 Walnut Avenue  
Santa Cruz, CA 95060

**Project Name: Mission Hill ES, Construction of 1-Switchgear Equipment**  
**Project No.**  
**DSA App. No. 01-119206**

Dear Santa Cruz City School Administrators

Thank you for the opportunity to submit this proposal for DSA Project Inspection Services.  
This is a not to exceed cost proposal based on project scheduling information received.

**\*Proposed Project Inspector:** Clay Hanning DSA Class 1 No. 5660

- Santa Clara Valley Construction Inspections proposes to provide Project Inspection Services per DSA Approved contract documents received at the time of proposal. This Not to Exceed Fee is an estimate of time, based on the project schedule commencing January 2023 and continuing through completion May 2023.
- Due to the project scope of work to be completed, Project Inspection Services shall be billed as a Lump Sum of \$2,000.00 for 20 hours of service during the hours of 7:00 AM to 3:30 PM Monday – Friday. Services provided outside the hours of 7:00 AM to 3:30 PM Monday – Friday including Saturday, Sunday and/or Federally recognized Holidays shall be billed at 1.5 times the regular hourly rate as additional services.
- Additional change order work, extensions to the proposed project schedule, additional inspections due to Contractor(s) Means and Methods of Construction, and/or DSA’s project inspection requirements may require an increase in inspection fees to the “District”. These fees do not include “special inspection services” onsite or offsite.

Mo.	Schedule January 2023 through May 2023	Calendar Days	M-F Reg. Workdays		Estimated Mo. Totals
1	NA	NA	NA		<b>Lump Sum Payment \$2,000.00</b>

					<b>\$ 2,000.00</b>

**Fee Proposal:** **\$2,000.00**  
**DSA Class 1 Regular Hourly Rate:** **\$100.00**  
**OT/Saturday/Sunday** **\$150.00**  
**Federally Recognized Holiday Rates:** **\$150.00**  
**Minimum Project Show Up:** **2 Hours per site visit.**

Sincerely,

Clay Hanning

# SCVCI

## SANTA CLARA VALLEY CONSTRUCTION INSPECTIONS

433 Briggs Rd. Hollister, CA 95023  
TEL: 408-316-2373 E: [Channing@scvci.com](mailto:Channing@scvci.com)

February 16, 2023

Mr. Trevor Miller  
Director of Facilities  
Santa Cruz City High School District  
415 Walnut Avenue  
Santa Cruz, CA 95060

**Project Name: Santa Cruz High School, Construction of 1-Switchgear Equipment**  
**Project No.**  
**DSA App. No. 01-118523**

Dear Santa Cruz City School Administrators

Thank you for the opportunity to submit this proposal for DSA Project Inspection Services.  
This is a not to exceed cost proposal based on project scheduling information received.

**\*Proposed Project Inspector:** Clay Hanning DSA Class 1 No. 5660

- Santa Clara Valley Construction Inspections proposes to provide Project Inspection Services per DSA Approved contract documents received at the time of proposal. This Not to Exceed Fee is an estimate of time, based on the project schedule commencing January 2023 and continuing through completion May 2023.
- Due to the project scope of work to be completed, Project Inspection Services shall be billed as a Lump Sum of \$2,000.00 for 20 hours of service during the hours of 7:00 AM to 3:30 PM Monday – Friday. Services provided outside the hours of 7:00 AM to 3:30 PM Monday – Friday including Saturday, Sunday and/or Federally recognized Holidays shall be billed at 1.5 times the regular hourly rate as additional services.
- Additional change order work, extensions to the proposed project schedule, additional inspections due to Contractor(s) Means and Methods of Construction, and/or DSA’s project inspection requirements may require an increase in inspection fees to the “District”. These fees do not include “special inspection services” onsite or offsite.

Mo.	Schedule January 2023 through May 2023	Calendar Days	M-F Reg. Workdays		Estimated Mo. Totals
1	NA	NA	NA		<b>Lump Sum Payment \$2,000.00</b>

					<b>\$ 2,000.00</b>

**Fee Proposal:** \$2,000.00  
**DSA Class 1 Regular Hourly Rate:** \$100.00  
**OT/Saturday/Sunday** \$150.00  
**Federally Recognized Holiday Rates:** \$150.00  
**Minimum Project Show Up:** 2 Hours per site visit.

Sincerely,

Clay Hanning

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Fiber Optic Telecom International Proposal for Westlake Elementary School Electronic Key Card System Access Control Implementation

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

Fiber Optic Telecom International proposal for Westlake Elementary School key card system access control implementation.

**BACKGROUND:**

This proposal consists of creating and inputting site door data into the District-wide electronic key card system for Westlake Elementary School. This will allow for the issuance of key cards with specific access to appropriate doors are needed.

**FISCAL IMPACT:**

Not to Exceed \$59,200.00 Measure B Funds (Restricted), representing 0.44% of the overall site budget

\$13,439,288.00 is the total Bond Allocation to Westlake 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*

**AGENDA ITEM: 8.3.8.**

# *West Lake Elementary School*

## *Access Control Implementation Estimate*

Attention	Mr. Trevor Miller
Organization	Santa Cruz City Schools District (SCCS)
Address	133 Mission Street Suite 100 Santa Cruz, CA 95060
Contact Email	<a href="mailto:trevormiller@sccs.net">trevormiller@sccs.net</a>
Contact Phone	(831) 429-3410

### Phased Implementation of Access Control Security System for WLEL Site

#### Pre-installation phase – 1 (90 Hours)

- I. Creating Facility Model using architectural floor plans
- II. Mapping facility model with individual identified door readers to be deployed on site
- III. Personnel related information gathering from internal sources, coordination
- IV. Data organization and analysis
- V. Standardizing photographs to conform with set standards of pixel density and dimensions for ID Cards
- VI. Linking photos to individual RFID cards database records
- VII. Batch file creation and uploads to Guardian system server
- VIII. Creating access control user groups using provided inputs
- IX. Issuing individual access permissions
- X. Printing ID cards for site personnel
- XI. Linking unique RFID cards to individual personnel

#### Deployment Phase – 2 (220 Hours)

- I. Coordination with site hardware installation team/s – sharing site wide door reader schedules and relevant floor plans
- II. Monitoring hardware installations
- III. Issuing each installed device on the server
- IV. Programming and integrating each issued device (Tier – 1)
- V. Level – 1 hardware - software functionality QC check

# West Lake Elementary School

## Access Control Implementation Estimate

[continued.....]

### Phased Implementation of Access Control Security System for WLEL Site

#### Post deployment Phase – 3 (90 Hours)

- I. Access control adjustments
- II. Level 2 QC check
- III. Tier – 2 programming for customized device functionality
- IV. Troubleshooting

#### Project Estimate:

T&M rate	\$148.00 / hour
Estimated effort	400 Hours
Estimated Total	\$ 59,200.00 (400 Hours)

Sincerely,

Jai Sharma  
Fiber Optic Telecom International  
408.761.9543  
[jaihowalks@hotmail.com](mailto:jaihowalks@hotmail.com)  
831 Gale Drive, Unit 2  
Campbell, CA – 95008

Date: 2/20/2023



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Staff Report: Local Control Accountability Plan Update: Multi-Tiered Systems of Support (MTSS) - School Climate and Culture

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

### **BACKGROUND:**

Multi-Tiered Systems of Support (MTSS), is a comprehensive framework that aligns academic, behavioral and social-emotional learning in a fully integrated system of support for the benefit of *ALL* students. Multi-Tiered Systems of Support offers the potential to create needed systemic change through the intentional design and redesign of services and supports to quickly identify and match to student needs.

In Multi-Tiered Systems of Support (MTSS), academics, behavioral support and social emotional learning intersect to support the “Whole Child.” This paradigm is driven by the understanding that if a students’ behavioral and social emotional needs are not responded to, learning will be negatively impacted. As such, the need for a strong, positive and safe school culture and climate is integral for the academic success of all students.

In the Multi-Tiered Systems of Support Framework, there are three tiers of services and support. In addition, universal screening tools and assessments are used to identify needs and differentiate services.

### **MTSS Tiers:**

- Tier 1: Universal - for all students (All)
- Tier 2: Targeted - for students with some risk factors (Some)
- Tier 3: Intensive - for students at high risk (Few)

### **Universal Screeners and Assessments**

Gauging students’ mental health and attitudes is an important step in identifying needs and implementing social emotional health programs, as well as monitoring their impact. Santa Cruz City Schools’ Universal screeners and assessments include:

- Social Emotional Health Survey 3rd - 12th Grades
- Safe School Climate Index (Secondary)
- LCAP Student Survey
- California Healthy Kids Survey 5th, 7th, 9th, & 11th Grades

Other key data points that inform programs and supports for students include:

- Attendance
- Behavior Referrals / Suspensions
- Nursing Logs

Staff will present an update on the District’s MTSS Social Emotional and Behavioral Framework.

**FISCAL IMPACT:**

Action/Program	Expenditure	Funding Source
School Counselors	\$2,346,898 (19 FTE)	Measures T & U (Restricted) & LCFF Base (Unrestricted) & LCFF Supplemental (Restricted)
Positive Behavioral Intervention and Supports (PBIS) Technicians	\$508,689 (6.8 FTE)	LCFF Base (Unrestricted) & LCFF Supplemental (Restricted)
Social Workers	\$396,000 (3 FTE)	LCFF Supplemental (Restricted) & LCFF Base (Unrestricted)
Social Work Interns	\$55,440	LCFF Supplemental (Restricted)
Restorative Justice Training	\$20,000	LCFF Supplemental (Restricted)
Second Step Digital Curriculum	\$11,588	Medi-Cal Administrative Activities (MAA) Resources (Restricted)
Playworks Coaches	61,360 (1.6 FTE)	LCFF Base (Unrestricted)
Social Emotional Counselors	\$632,853 (6.0 FTE)	COVID Resources (Restricted)

<b>Total: \$4,032,828</b>		

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

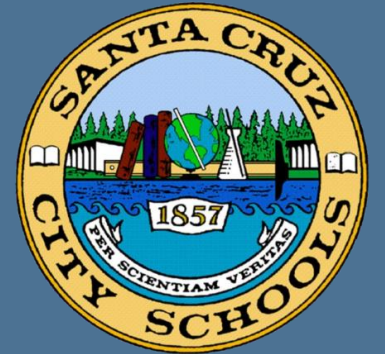
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

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

# Multi-Tiered Systems of Support

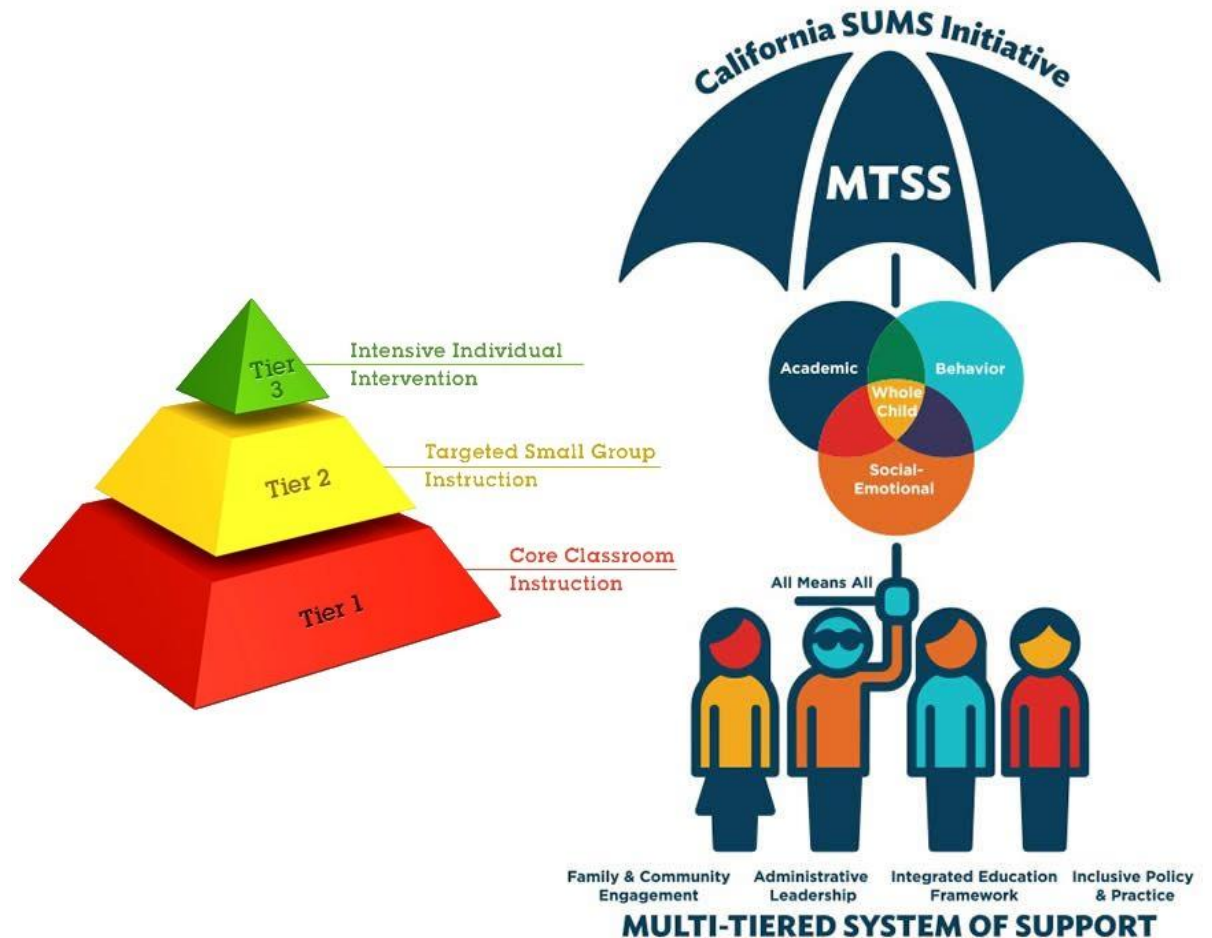
LCAP Update - School Climate & Culture

**March 8, 2023**



# Multi-Tiered System of Support District Vision

We use **data** and **evidence based practices** to design and implement **flexible, integrated**, comprehensive systems responsive to the **academic, behavioral, and social emotional** needs of our **diverse students**.



# Elementary Social Emotional / Behavioral Pyramid

**ELEMENTARY SOCIAL EMOTIONAL PYRAMID**



**Who qualifies for interventions?**

There are tier 1 interventions that are classroom based with support from school staff and there are tier 2 and 3 interventions that usually involve extra support that may take place outside of the classroom. *Here is the current criteria for TIER 2,3 interventions:*

- **Tier 1 Meeting referrals** made by classroom teacher may lead to Tier 2,3, interventions
- **Assessment data** shows that behavior is impacting academic performance
- Student is participating in **unsafe behavior** repeatedly
- Student has more than **3 documented major behavior referrals**.
  - Teacher, Parent, and Counselor Referral



# Secondary Social Emotional / Behavioral Pyramid



**Tier 3:** Intensive meetings with Admin, Social Worker and/or Counselor *(Serves 5-10% of students)*

- 504s
- IEPs
- SARB
- Outside Referral
- B4oSW Referral
- B4o Therapist Referral
- Referrals to Community srvc
- Mentorship Program
- Behavior Contracts

**Tier 2:** Members of Strategic Group or Meet with Counselors *(Serves 10-15% of students)*

- CICO
- Lunch Bunches
- Boys/Girls Groups
- Conflict Mediation
- Counselor Check-Ins
- Student Support Team–SST
- Executive Functioning Group
- Community Coordinator Check-ins
- Confidential Counseling Referral Boxes

**Tier 1:** In-class supports in order to receive equal access to essential grade level needs *(Serves 100% of students)*

- Second Step–SEL for all
- Mindfulness
- Trauma Informed Practices
- Positive Postcards
- Classroom Routines
- Schoolwide
- PBIS (Positive Behavior Internal Supports)
- Clubs
- BTV
- Golden Tickets
- Healthy Kids Survey
- Social emotional Health Survey
- Schoolwide Assemblies

**Students Qualify for SEL Intervention**

- Social Emotional Survey
- Referral by Teacher
- Referral by Counselor
- Referral by Admin
- Other

Social Emotional Survey      Universal Screening *SEL Curriculum Delivery*      Minute Meetings





# **MTSS Universal *Social Emotional Screening Tools***

- **Social Emotional Health Survey 3rd - 12th Grades**
- **Safe School Climate Index (Secondary)**
- **LCAP Student Survey**
- **California Healthy Kids Survey 5th, 7th, 9th, & 11th Grades**

## **Key Data Points**

- Attendance
- Behavior Referrals / Suspensions
- Nursing Logs





# Professional Development

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- Ongoing Positive Behavior Interventions & Support Trainings
- Ongoing Trauma Informed / Restorative Practices Trainings
  - Strengthening Community Resilience/Trauma Training for Staff
  - Mental Health First Aid for High School Students & Staff
- De-escalation Training / Handle with Care
- Annual Mandatory Staff Trainings
  - Mandated Reporter Training
  - Harassment / Bullying
  - Suicide Prevention
  - Threat Assessment
  - Code Red Training





# Elementary Multi-Tiered Systems of Support

**Tiers 1, 2 & 3**

# Promising Social -Emotional Mid-Year Outcomes

Elementary	2019-20	2020-21	2021-22	2022-23
"I feel connected and engaged with school" on Student LCAP Survey	82%	67%	81%	86%
Percentage of students reporting as “ <i>good things will happen to them at school</i> ” on the Social Emotional Health Survey on Social Emotional Health Survey	94%	92%	96%	96%



# Elementary Metrics sites are Working to Address

Metric	2019-20	2020-21	2021-22
In and out of school suspensions	0.5% n=10 N=2022	0.1% n=1 N=1769	0.3% n=5 N=1788
Chronic Absenteeism	14.3% n=285 N=1990	9.5% n=147 N=1739	25.4% n=439 N=1730





# Elementary

## Tier 1: Universal Program

# Elementary Tier 1: Social Emotional Learning



- **Second Step Curriculum**
  - Builds students' social emotional competence
  - Teaches empathy, processing emotions, self-regulation, conflict resolution and more
- **Schoolwide focus on relationships** & explicitly teaches students positive social, emotional, & behavioral practices
- **Site PBIS committees create behavioral expectation lessons**, school wide activities, monitor student behavior data and make decisions based on knowledge of school community and data



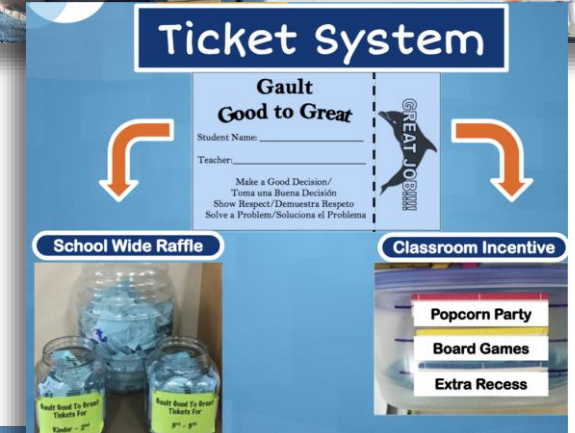
# Elementary Tier 1: Behavior

## Positive Behavior Interventions & Supports

- Inside & Outside behavior expectations explicitly taught
- Recognition of student positive behavior- Celebrations
- Assemblies focused on positive behavior and social emotional learning
- Playworks coach supports safe and student led play at recess and lunch times
- Data collection with SWIS - School Wide Information System (pbisapp.org)

## Other Efforts to Support Student Behavior

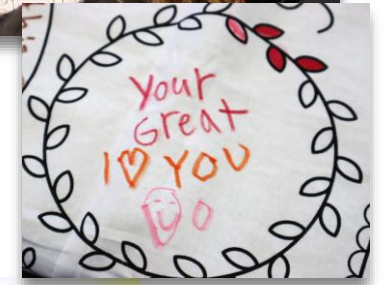
- Elementary Principals collaborate for best practices including discussion and work around alternatives to suspensions
- School Counselors collaborate for best practices





# Elementary Tier 1: Counseling

- Oversees Social Emotional Learning (SEL) curriculum in classrooms
- Supports School-wide Programs such as:
  - Calm Down Corner Resources (Mindfulness Cards, Breathing techniques)
  - SEL Lessons that support Social Skills, Tolerance, and Emotion Management
  - School Clubs: Rainbow Club, Running Club, Drawing Club, and Student Leadership
  - Transition to Middle School activities
- Supports School-Wide Activities
  - Fit Fair (Promotes Physical and Social Emotional Wellness)
  - School wide celebrations both academic and social -emotional





# Elementary Tier 1 / PBIS Data Collection Tool





# Elementary

## Tier 2: Targeted Support

# Elementary Tier 2 / Targeted Interventions

- Tiered **Support Meetings:**
  - Coordination of Services Team ( COST) / Tier Team
- **Check In Check Out (CICO)** -students check in and out with an assigned adult each day
- **Small Group Counseling**
- **Individual Counseling**
- Conflict **Mediation/Resolution**
- **Home Visits**
- **PBIS** Technician Support
- **Referrals** to Community Resources





# Elementary

## Tier 3: Intensive Interventions

# Elementary Tier 3 / Intensive Interventions

- Student Study Teams ( SST)
- 504 Plans
- Behavior Plans
- Individual Counseling Support
- Warm Hand Off to Community Partners for Intensive Counseling
- Suicide Risk Assessments
- Threat Assessments
- Individual student Safety Plans
- Functional Behavioral Assessments and Behavior Intervention Plans



# Elementary Tier 3

## Social Workers & Counselors Provide:

- Individual and Family **Counseling Services**
- Connections to **Community Resources for families**
- Resources to address **Food & Housing** Insecurity
- **Staffing Consultation** with Teachers
- **Support for Students** Returning from Suspensions
- Outreach and Intervention addressing Chronic **Absenteeism**





# Secondary Multi-Tiered Systems of Support

Tiers 1, 2 & 3

# Promising Social Emotional Mid-Year Outcomes

## Social Emotional Health Survey

Secondary	2020-21	2021-22	2022-23
“From 0 = Dissatisfied to 100 = Satisfied, I would describe my satisfaction with my life overall as . . .”	76	74	75
“I feel that I belong to a community”	66%	67%	73%





# Secondary Metrics sites are Working to Address

Metric	2018-19	2019-20	2020-21	2021-22
In and out of school suspensions	2.2%	1.4%	0.1% n=6 N=4647	2.2% n=103 N=4650
Chronic Absenteeism	13.7% n=535 N=4319	11.5% n=490 N=4258	6.0% n=225 N=4157	22.2% n=1009 N=4549





# Secondary

## Tier 1: Universal Program

# Secondary Tier 1 Social Emotional Learning *Middle School*

Social and emotional learning (SEL) teaches skills, attitudes, and behaviors to deal effectively and ethically with daily tasks & challenges

Second Step evidence based (SEL) Curriculum integrated into academic lessons in every content area

## **SEL Competencies:**

Self-awareness

Self-management

Social awareness

Relationship skills

Responsible decision making



# Secondary Tier 1 Social Emotional Learning *Middle School*

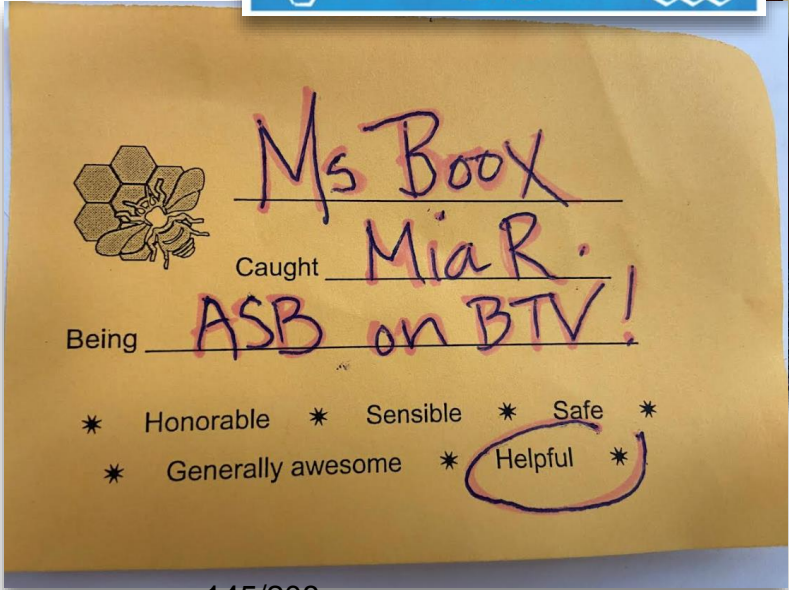
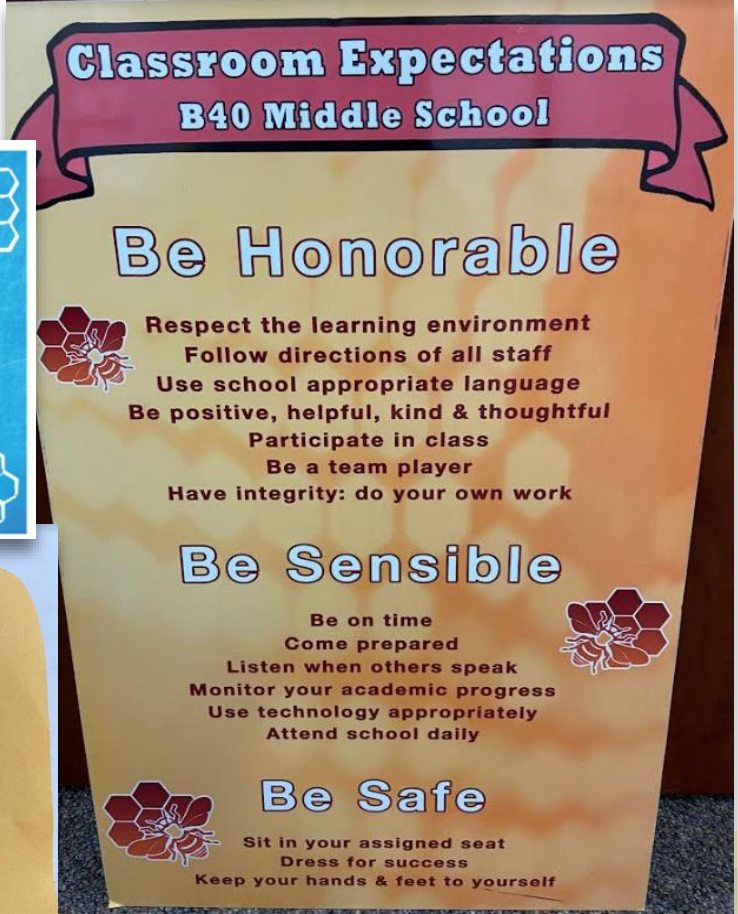
- “Minute” meetings - to connect with each student every fall
- Mindfulness Classroom Instruction
- Suicide Prevention
- Active Consent Training
- Thriving Youth Community Counseling (substance use intervention)
- School-wide Activities to Promote Skills and Connection
  - Kindness Week, Beekeeper activities, peer support, clubs etc.
- Parenting Support and Resources



# Secondary Tier 1 Social Emotional Learning *Middle School*

## Positive Behavior Interventions and Supports (PBIS)

*PBIS describes, honors, and rewards positive behaviors*



# Secondary Tier 1 Social Emotional Learning *High School*

- Health Curriculum (Grade 9)
  - Mental, Emotional, and Social Health
- Suicide Prevention
- Active Consent
- Sexual Harassment Training
- Substance Use Prevention





# Secondary Tier 1 / High School Example

## Mindfulness Groups and Mindfulness Drop-In Class at Soquel High

- Thursdays from 8:30 - 9:20 AM with 15 - 20 Students
- Topics: Emotional Regulation, Compassion for Self and Others, Reducing Anxiety, etc.



# Secondary Tier 1 / Universal: Counseling

## *High School*

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- Classroom Instruction in Social/Emotional domain:
  - Self Care, Sleep Wellness, and Time Management
  - Four Year Planning Workshop - Getting to Know You activity
- Mental Health Pop-Up Day
- School-wide Activities to Promote Skills and Connection
  - College/Career Week, Kindness Week, etc.
- Thriving Youth Community Counseling (substance use intervention)
- Parenting Support and Resources





# Secondary Tier 1 / Universal: Behavior

## *High School*

- **Restorative Practices**

- Accountability = Understand impact and repair harm
- Opportunity = Teach and practice new social and behavioral skills

- **Trauma-Informed Practices**

- Positive School Climate
- School Connectedness and Relationships

- **Other Means of Correction** (*Ed Code 48900.5*)

- Cannot suspend without alternatives to suspension

- **District-wide Behavioral Matrix**

- Levels 1 - 5
- Focus on Intervention





*Secondary:*  
**Middle & High Schools**  
**Tier 2: Targeted Support**

# Secondary Tier 2

- **Check In & Check Out (CICO)**
- **Restorative Practices** (reflection & consequences related to impact of behavior)
- **Small Group Counseling**
- **Short Term Social Emotional One-on-One Counseling & Wrap Around Services**
  - Collaboration with Community Support (private therapist, pediatrician, etc.)
  - Referrals to Community Counseling Organizations
- **School-based Intervention Teams** (Equity Team, PBIS Team, Attendance Team)





*Secondary:*

**Middle & High Schools**

**Tier 3 - Intensive Interventions**

# Secondary Tier 3

## *School Teams Support:*

- Safety Plans
- Behavior Plans
- Student Study Teams
- Section 504 Plans
- Suicide Risk Assessments (in collaboration with MERTY)
- Threat Assessments (in collaboration with Law Enforcement)



# Secondary Tier 3

## *Social Workers & Counselors Provide:*

- Individual and Family Counseling Services
- Connections to **Community Resources**
- Resources to address **Food & Housing** Insecurity
- Staffing Consultation with School Counselors, Teachers, Mental Health Specialists, and Social Emotional Counselors
- Support for Students Returning from Residential Treatment or Mental Health Hospitalizations
- Support for Students Returning from Suspensions
- Outreach and Intervention addressing Chronic **Absenteeism**





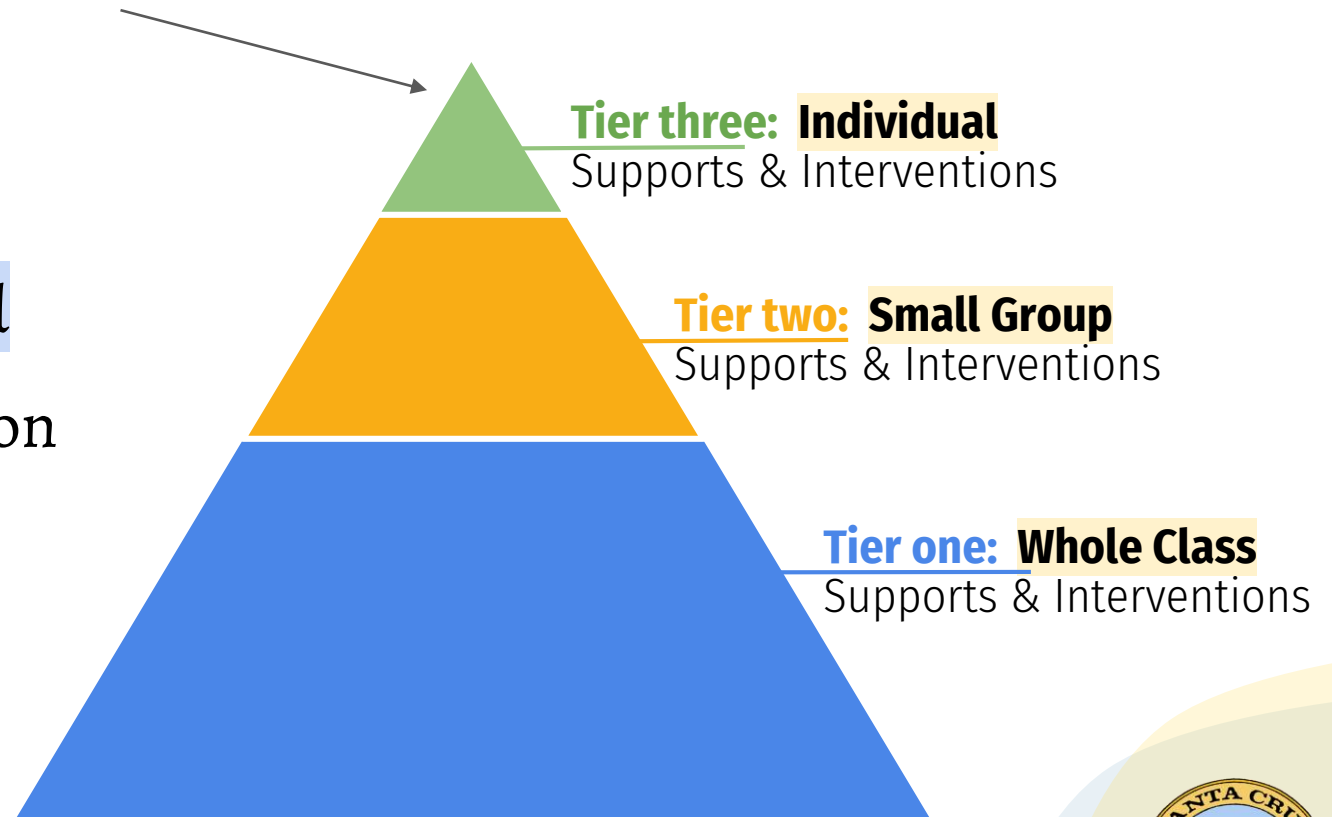
# Special Education

## After Tier 3

# Special Education After Tier Three

## Social Emotional & Behavioral Supports:

- Assessment driven
- Based on individual student need
- Introduced after general education supports have been exhausted
- Exist on a *continuum*

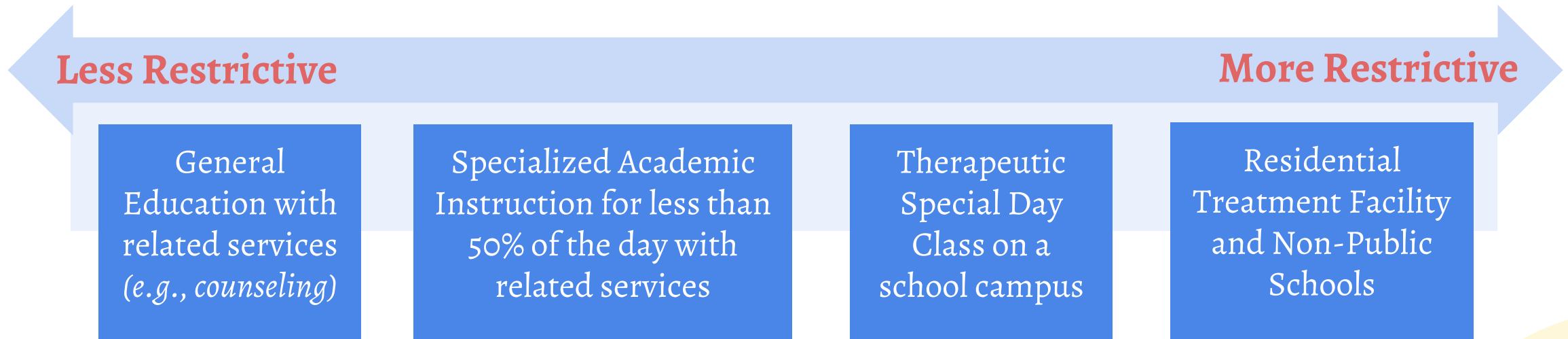




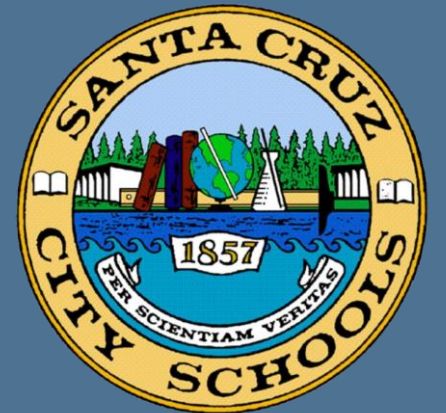
# Special Education Continuum of Service Options

**All students with disabilities** must be served in the *least restrictive environment*.

“Least restrictive” is defined relative to access to typical peers



# Thank you & *Questions*



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Staff Report: Special Circumstances Instructional Assistance in Special Education

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

### **BACKGROUND:**

Students who have been identified as having a disability according to Education Code 56026 are eligible for special education services in order to address needs related to their disability. A continuum of services are available for this purpose. Sometimes, students require Intensive Individualized Instruction for a portion of or throughout the school day in order to address their unique goal areas. This support is also called "Special Circumstances Instructional Assistance," or SCIA support.

In the 2022-23 school year, staffing SCIA positions in SCCS has proved especially challenging. To address these challenges, the following actions have been taken:

- Expanded the number of agencies we work with to access additional staff
- Created a roving special education paraeducator job description and opened three positions (one has been filled)
- Created systems for site teams to utilize so that special education paraeducators step in to cover when a SCIA is absent
- Creating a Registered Behavior Technician position to serve as site, centrally based SCIA for students close to exiting this service

### **FISCAL IMPACT:**

Total amount currently budgeted for contracted SCIA services is: \$3,214,292.78

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*

**AGENDA ITEM: 8.5.1.2**

# Intensive Individualized Instruction in Special Education

March 8, 2023

Presented by  
Brad Ruth and Kristina Cabrera, Program Specialists





# Special Education Eligibility and Services

**13** different eligibility categories to qualify for special education services

Once eligible, services are provided based on identified goal areas

Some students require **intensive individualized support** to access instruction and make progress toward goals



## Determining the need for Intensive Individualized Support

- Assessment is completed by the school psychologist
  - observation
  - interviews
  - review of records
  - questionnaires
  - analysis of need across settings and time

# Intensive Individualized Instruction:

## Special Circumstances Instructional Assistance (SCIA)

- Local term used to describe the support provided
- Typically required for one of the following needs: health care, behavior, implementation of intense accommodations

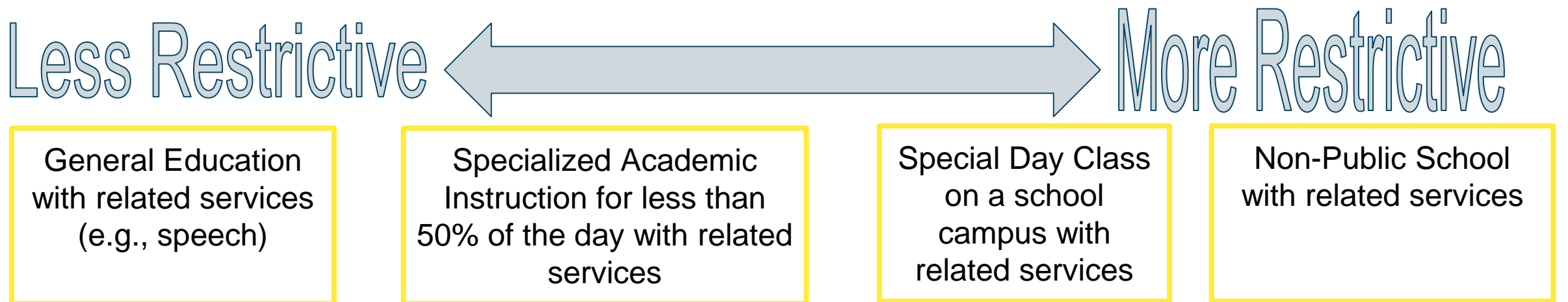
## Staffing Procedure

- Contract with agencies
- Cost effective
- Allows for flexibility related to “fit”
- Different agencies specialize in certain student need & related training

# Special Education: Continuum of Service Options

All students with disabilities must be served in the *least restrictive environment*

“Least restrictive” is defined relative to access to typical peers



**SCIA support is considered an intensive support toward the “more restrictive” end of the continuum**



# Special Circumstances Instructional Assistance (SCIA) in SCCS

## **2022-2023 School Year**

Students Served: 64

Number of Agencies: 6

Average cost per student: \$35,000 per year

Total budgeted for 2022-2023: \$3,214,292

## **Variables impacting cost:**

- Staff/student absence can cause result in overestimated costs
- Students move in and out of the district unexpectedly

# 2022-2023 Challenges & Solutions

Challenges	Solutions
Existing contracted agencies were not fully staffed	Expanded the number of agencies we work with to access additional staff
Staff illnesses resulted in absences and lack of coverage for students	<p>Hired roving special education paraeducators</p> <p>Created systems for site coverage when a SCIA is absent</p>
Not able to fill roving special education paraeducator position or regular special educator paraeducator positions	<p>Creating a Registered Behavior Technician position to serve as SCIA for students close to exit</p> <p>One RBT can support multiple students in a day, reducing SCIA need</p> <p>Cost: approximately \$80,000 (30 hrs week)</p>



**Thank you!**

## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Bond Budget Update

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**BACKGROUND:**

Each quarter staff presents an update on Bond expenditures and the projected budget for the fiscal year. This report reflects Bond expenditures through March 1, 2023.

**FISCAL IMPACT:**

\$30,000.00 Bond Finance Software Annual Fee  
67% Measure A & 33% B Bond Funds (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.

*Prepared by Trevor Miller, Director, Facility Services*



# Measure A & B Update

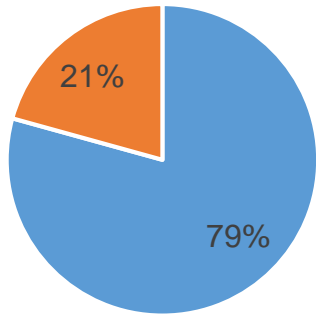
Program Budgets, Expenditures and Encumbrances Summary  
Santa Cruz City Schools

**Update through  
February 28, 2023**

# Program Snapshot of Bond Measures

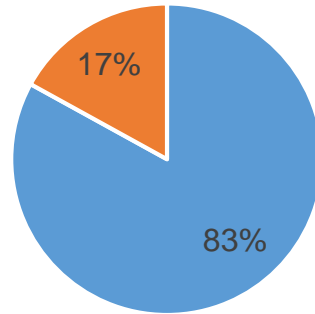
	Resource	Expenditures & Encumbrances	Remaining Resources
<b>Measure A: Secondary Schools</b>	<b>\$ 140,000,000.00</b>	<b>\$ 111,039,634.89</b>	<b>\$ 28,960,365.11</b>
<b>Measure B: Elementary Schools</b>	<b>\$ 68,000,000.00</b>	<b>\$ 56,473,250.41</b>	<b>\$ 11,526,749.59</b>
<b>Measures A &amp; B</b>	<b>\$ 208,000,000.00</b>	<b>\$ 167,512,885.30</b>	<b>\$ 40,487,114.70</b>

Measure A



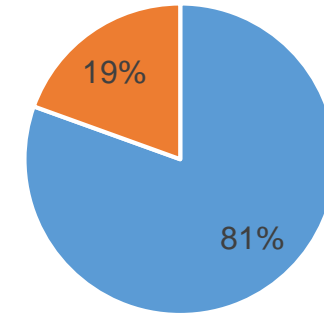
■ Remaining Resource

Measure B



■ Remaining Resource

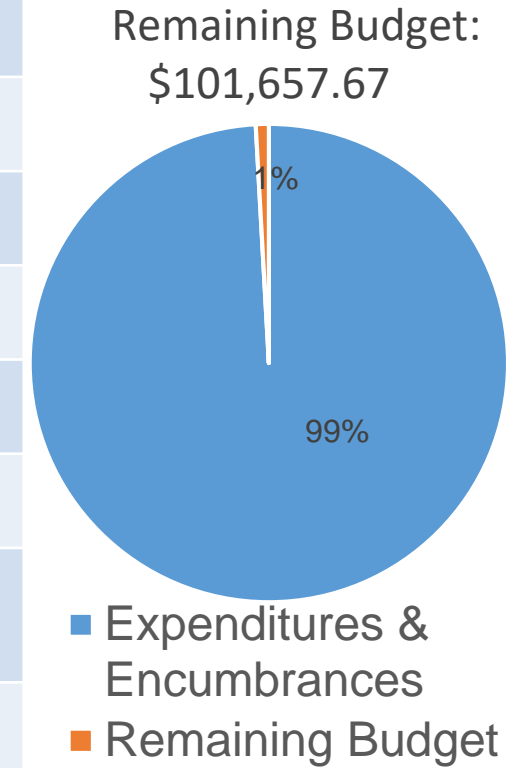
Measures A & B



■ Remaining Resource

# Bay View Elementary School (Measure B) Site Budget: \$13,249,904.83

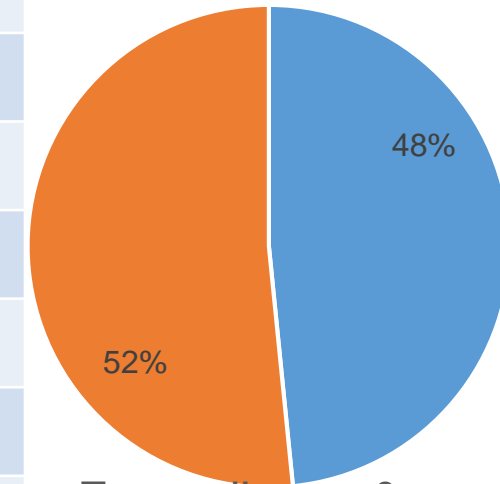
Project Categories	Allocation	Expenditures & Encumbrances
Card Access Security System	\$ 275,000.00	\$ 258,324.54
Data Infrastructure Improvements	\$ 748,794.76*	\$ 748,794.76*
Modernization Phase 1	\$ 7,148,337.72*	\$ 7,148,377.72*
Modernization Phase 2	\$ 4,950.00*	\$ 4,950.00*
Multi Project Overhead	\$ 87,000.00	\$ 86,196.68
New Classroom Bldg. & Site Work	\$ 3,584,866.46*	\$ 3,584,866.46*
New Kindergarten Bldg. & Site Work	\$ 92,476.83*	\$ 92,476.83*
New WPENS Portable & Site Work	\$ 79,582.33*	\$ 79,582.33*
Portable Demolition and Site Work	\$ 250,000.00	\$ 153,559.53
Re-Roof	\$ 925,529.14*	\$ 925,529.14*
Site Infrastructure	\$ 50,824.51*	\$ 50,824.51*
* Denotes projects that are complete.	<b>\$ 13,247,361.75</b>	<b>\$ 13,148,247.16</b>



# Branciforte Middle School (Measure A) Site Budget: \$17,814,597.85

Project Categories	Allocation	Expenditures & Encumbrances
Campus Re-Roof	\$ 1,678,923.35*	\$ 1,678,923.35*
Card Access Security System	\$ 250,000.00	\$ 184,164.30
Data Infrastructure Improvements	\$ 450,000.00	\$ 432,950.66
General Classroom Modifications	\$ 5,000,000.00	\$ 1,108,472.89
Library/Science Improvements	\$ 5,000,000.00	\$ 270,743.00
Multi Project Overhead	\$ 250,000.00	\$ 171,777.27
Music/MPR	\$ 2,890,000.00	\$ 2,883,56.79
Parking Lot Improvements	\$ 205,436.11*	\$ 205,436.11*
Relocatable Removal	\$ 5,000.00	\$ 900.00
Street Presence	\$ 1,700,000.00	\$ 1,677,804.88
Utility Infrastructure	\$ 120,000.00	\$ 9,244.55
* Denotes projects that are complete.	<b>\$ 17,549,359.46</b>	<b>\$ 8,623,983.80</b>

Remaining Budget:  
\$9,190,614.05

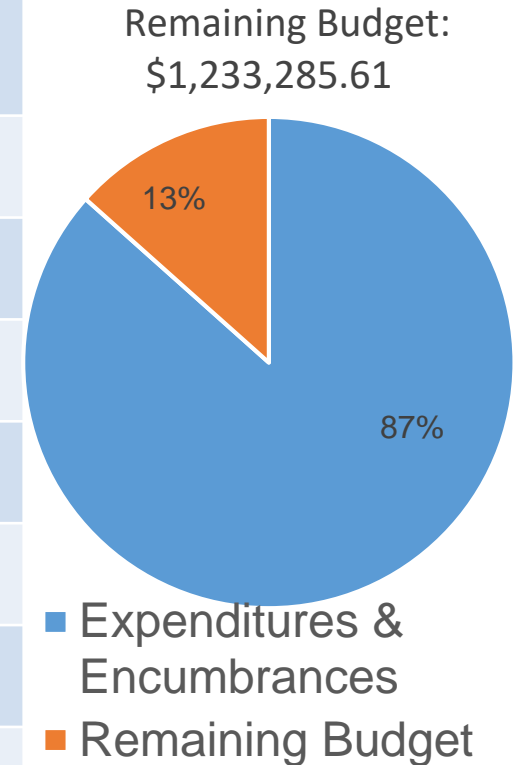


- Expenditures & Encumbrances
- Remaining Budget



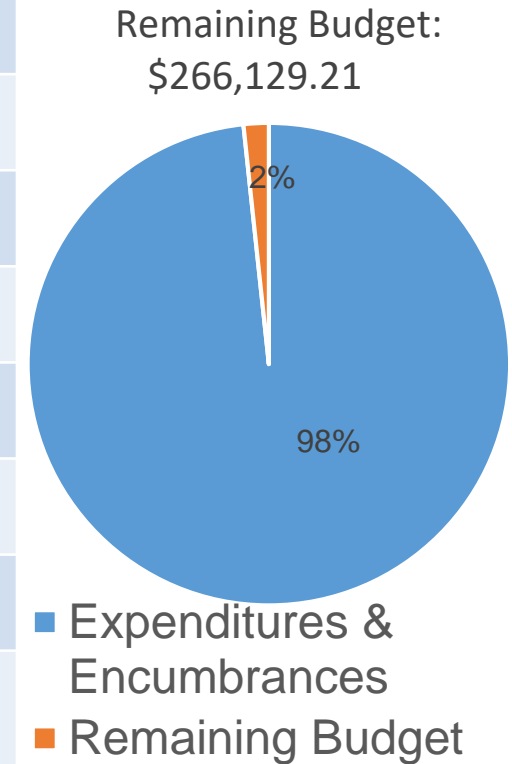
# Branciforte Small Schools (Measure B) Site Budget: \$9,200,238.45

Project Categories	Allocation	Expenditures & Encumbrances
Alternative Family Education Campus	\$ 2,200,000.00	\$ 2,119,366.56
Card Access Security System	\$ 190,000.00	\$ 148,198.15
Data Infrastructure Improvements	\$ 900,000.00	\$ 860,761.45
Modernization Phase 1	\$ 1,890,549.00	\$ 878,884.67
Multi Project Overhead	\$ 57,000.00	\$ 27,937.00
New Classroom Building	\$ 3,330,497.46*	\$ 3,300,497.46*
Portable Demolition	\$ 54,240.00	\$ 54,200.00
Relocate Playground and Lunch Shelter	\$ 570,685.10*	\$ 566,740.10*
Site Infrastructure	\$ 10,366.45*	\$ 10,366.45*
* Denotes projects that are complete.	<b>\$ 9,199,353.01</b>	<b>\$ 7,966,951.84</b>



# DeLaveaga Elementary School (Measure B) Site Budget: \$15,170,570.22

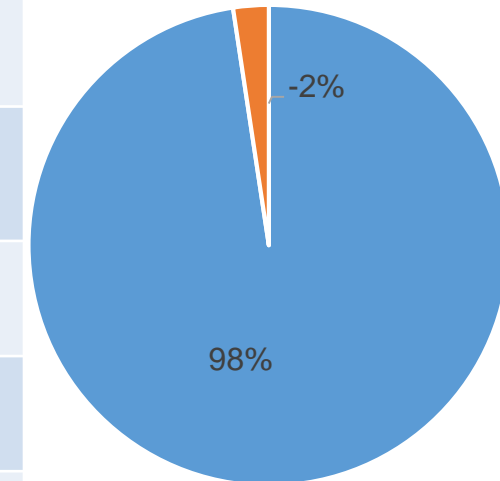
Project Categories	Allocation	Expenditures & Encumbrances
Card Access Security System	\$ 300,000.00	\$ 245,836.64
Data Infrastructure Improvements	\$ 875,000.00	\$ 869,285.68
Modernization Phase 1	\$ 8,000,000.00	\$ 7,998,537.54
Modernization Phase 2	\$ 350,500.00	\$ 339,500.00
Multi Project Overhead	\$ 100,000.00	\$ 64,782.80
New Classroom Building	\$ 3,559,127.26*	\$ 3,559,127.26*
New Parking Lot	\$ 1,555,939.86*	\$ 1,555,939.86*
Portable Building Demo and Site Work	\$ 200,000.00	\$ 136,051.53
Re-Roofing Project	\$ 26,395.20*	\$ 26,395.20*
Site Infrastructure	\$ 125,000.00	\$ 108,984.50
* Denotes projects that are complete.	<b>\$ 15,091,962.32</b>	<b>\$ 14,904,441.01</b>



# Gault Elementary School (Measure B) Site Budget: \$9,889,624.28

Project Categories	Allocation	Expenditures & Encumbrances
Card Access Security System	\$ 170,524.60*	\$ 170,524.60*
Data Infrastructure Improvements	\$ 471,686.49*	\$ 471,686.49*
Modernization Phase 1 Main Building	\$ 133,089.03*	\$ 133,089.03*
Modernization Phase 3 Envelope	\$ 280,388.73*	\$ 280,388.73*
Multi Project Overhead	\$ 141,596.42*	\$ 141,596.42*
New Classroom Building 1	\$ 7,801,492.07	\$ 8,049,643.75
Re-Roof	\$ 842,598.74*	\$ 842,598.74*
Utility Infrastructure	\$ 48,248.19*	\$ 48,248.19*
* Denotes projects that are complete.	\$ 9,888,760.26	\$ 10,137,775.95

Remaining Budget:  
-\$248,151.68  
\*delta covered by  
Measure L

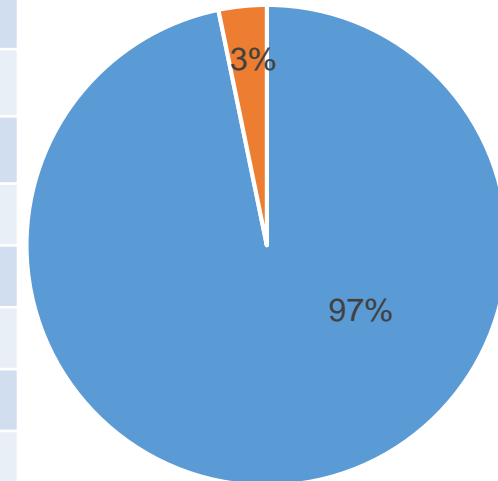


- Expenditures & Encumbrances
- Remaining Budget

# Harbor High School (Measure A) Site Budget: \$29,758,587.11

Project Categories	Allocation	Expenditures & Encumbrances
Athletic Field Improvements	\$ 11,904,433.39*	\$ 11,904,433.39*
Card Access Security System	\$ 450,000.00	\$ 344,450.68
Data Infrastructure Improvements	\$ 1,077,397.19*	\$ 1,077,397.19*
Electric Hand Dryers	\$ 185,790.23*	\$ 185,790.23*
External Security	\$ 190,000.00	\$ 143,174.76
Modernization Phase 1 MPR/Kitchen	\$ 170,704.00*	\$ 170,704.00*
Modernization Phase 2 FA/PA/H/MC/A	\$ 912,009.31*	\$ 912,009.31*
Modernization Phase 3 S/CT/Quad/Gym	\$ 81,889.10*	\$ 81,889.10*
Multi Project Overhead	\$ 126,000.00	\$ 125,580.26
New Electrical	\$ 138,693.53*	\$ 138,693.53*
Re-Roof	\$ 2,700,000.00	\$ 2,547,430.85
Site Infrastructure	\$ 60,000.00	\$ 29,141.41
Student Locker Improvements	\$ 257,067.04*	\$ 257,067.04*
Swimming Pool	\$ 10,676,166.09*	\$ 10,676,166.09*
Tennis Court Remodel	\$ 181,444.00*	\$ 181,444.00*
Upper Parking Lot/Drop Off	\$ 21,805.95*	\$ 21,805.95*
* Denotes projects that are complete.	\$ 29,132,629.83 176/208	\$ 28,796,407.79

Remaining Budget:  
\$962,179.32

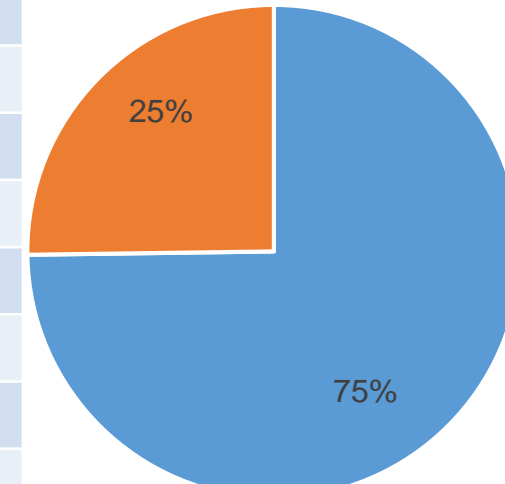


- Expenditures & Encumbrances
- Remaining Budget

# Mission Hill Middle School (Measure A) Site Budget: \$18,393,525.17

Project Categories	Allocation	Expenditures & Encumbrances
Artificial Field	\$ 3,328,771.02*	\$ 3,328,771.02*
Card Access Security System	\$ 225,000.00	\$ 193,159.71
Data Infrastructure Improvements	\$ 403,052.04*	\$ 403,052.04*
Front Landscape	\$ 1,299,864.26*	\$ 1,299,864.26*
Gym Locker Rooms Phase 1	\$ 188,535.83*	\$ 188,535.83*
Gym Phase 2 Improvements	\$ 9,548.00*	\$ 9,548.00*
Modernization Phase 1 Main Building	\$ 840,000.00	\$ 834,879.78
Modernization Phase 2 Main Building	\$ 24,085.00*	\$ 24,085.00*
Modernization Phase 3 Envelope	\$ 3,260,000.00	\$ 3,185,053.71
Multi Project Overhead	\$ 163,645.17	\$ 163,645.17
New Classroom Building	\$ 4,500,000.00	\$ 27,466.25
Roofing Phase 1	\$ 1,636,569.64*	\$ 1,635,569.64*
Roofing Phase 2	\$ 765,266.30*	\$ 765,266.30*
SDC Portable	\$ 12,100.00*	\$ 12,100.00*
Site Improvements	\$ 200,000.00	\$ 152,745.09
Utility Infrastructure	\$ 1,535,000.00	\$ 1,530,515.09
* Denotes projects that are complete.	\$ 18,391,437.26	\$ 13,755,166.89

Remaining Budget:  
\$4,638,358.28

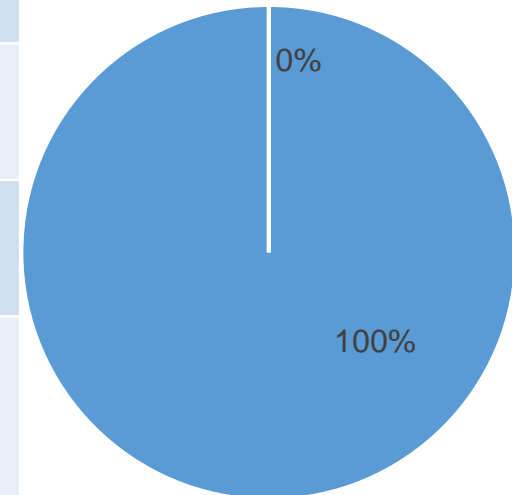


- Expenditures & Encumbrances
- Remaining Budget

# Natural Bridges Elementary School (Measure B) Site Budget: \$4,280,641.34

Project Categories	Allocation	Expenditures & Encumbrances
Artificial Field	\$ 106,061.44*	\$ 106,061.44
Campus Roofing	\$ 1,537,050.74*	\$ 1,537,050.74
GYM Modernization Phase 1 and Parking Lot	\$ 774,274.67*	\$ 774,274.67
GYM Modernization Phase 2 and Modular Restroom Building	\$ 1,206,091.80*	\$ 1,206,091.80
Modernization and Repairs	\$ 651,592.69*	\$ 651,592.69
Multi Project Overhead	\$ 5,570.00*	\$ 5,570.00
* Denotes projects that are complete.	\$ 4,280,641.34	\$ 4,280,641.34

Remaining Budget: \$0.00

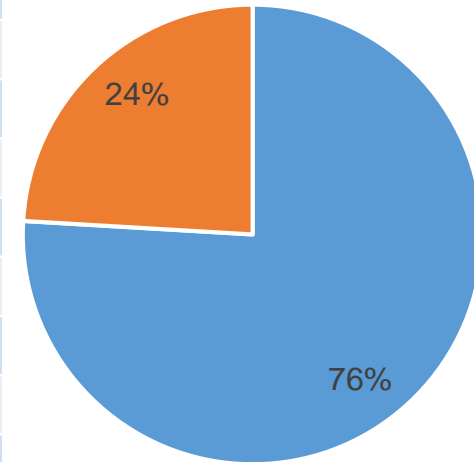


- Expenditures & Encumbrances
- Remaining Budget

# Santa Cruz High School (Measure A) Budget: \$33,425,589.49

Project Categories	Allocation	Expenditures & Encumbrances
Artificial Turf Project COP	\$ 1,437,463.72*	\$ 1,437,463.72*
Athletic Facility Upgrades	\$ 850,000.00	\$ 860,214.80
Campus Re-Roof Phase 1	\$ 2,233,490.82*	\$ 2,233,490.82*
Campus Re-Roof Phase 2	\$ 443,216.48*	\$ 443,216.48*
Card Access Security System	\$ 445,000.00	\$ 372,798.91
Data Infrastructure Improvements	\$ 1,610,000.00	\$ 1,607,561.28
External Security	\$ 340,000.00	\$ 278,119.00
Gym Modernization Ph 1 & 2	\$ 3,700,000.00	\$ 1,558,635.58
Modernization Ph 1 Main Building	\$ 1,250,000.00	\$ 1,005,442.85
Modernization Ph 2 Cafe/CR/Toilets	\$ 9,250,000.00	\$ 8,884,639.69
Modernization Ph 3 Math/Science/Library	\$ 250,000.00	\$ 152,001.35
Modernization Ph 4 Main Building	\$ 4,000,000.00	\$ 475,281.39
Modernization Transportation 1 & 2	\$ 218,045.68*	\$ 218,045.68*
Multi Project Overhead	\$ 205,000.00	\$ 198,471.87
New Electrical	\$ 1,915,000.00	\$ 1,899,297.90
New Pool House	\$ 3,250,000.00	\$ 2,243,920.50
Temp Housing	\$ 317,514.05*	\$ 317,514.05*
Utility Infrastructure	\$ 1,197,000.00	\$ 1,196,084.39
* Denotes projects that are complete.	\$ 33,411,730.75 179/208	\$ 25,382,200.26

Remaining Budget:  
\$8,043,389.23

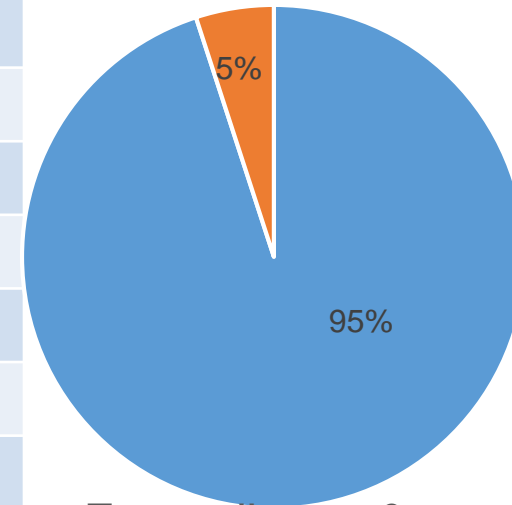


- Expenditures & Encumbrances
- Remaining Budget

# Soquel High School (Measure A) Site Budget: \$36,300,214.93

Project Categories	Allocation	Expenditures & Encumbrances
Artificial Turf Project COP	\$ 1,527,269.08*	\$ 1,527,269.08*
Card Access Security System	\$ 500,000.00	\$ 336,249.04
Data Infrastructure Improvements	\$ 1,403,834.61*	\$ 1,403,834.61*
External Security	\$ 214,566.36*	\$ 214,566.36*
Interim Housing	\$ 108,804.00*	\$ 108,804.00*
Modernization Phase 1 (300)	\$ 1,965,799.76*	\$ 1,965,799.76*
Modernization Phase 2 (100/200)	\$ 12,855,468.63*	\$ 12,855,468.63*
Modernization Phase 3	\$ 4,000,000.00	\$ 2,552,528.48
Multi Project Overhead	\$ 100,000.00	\$ 79,967.75
New Snack Shack	\$ 1,836,368.05*	\$ 1,836,368.05*
Performing Arts Center	\$ 166,112.50*	\$ 161,112.50*
Site Infrastructure	\$ 3,800,000.00	\$ 3,766,824.02
Swimming Pool	\$ 7,463,559.87*	\$ 7,463,559.87*
Tennis Court Remodel	\$ 209,524.00*	\$ 209,524.00*
* Denotes projects that are complete.	<b>\$ 36,151,306.86</b> 180/208	<b>\$ 34,481,876.15</b>

Remaining Budget:  
\$1,818,338.78



- Expenditures & Encumbrances
- Remaining Budget



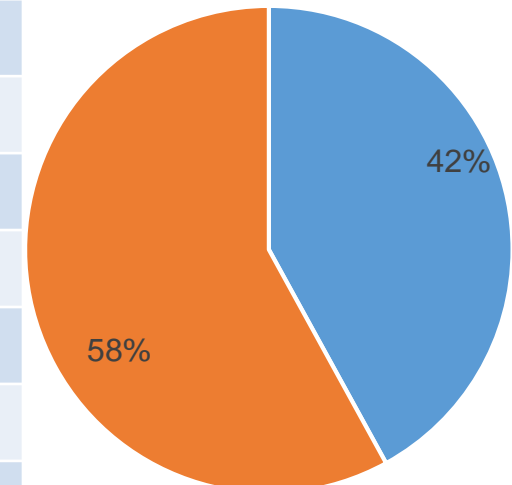
# Westlake Elementary School (Measure B) Site Budget: \$14,372,746.02

Project Categories	Allocation	Expenditures & Encumbrances
Card Access Security System	\$ 250,000.00	\$ 206,706.13
Data Infrastructure Improvements	\$ 1,020,000.00	\$ 1,015,620.91
Lower Parking and Drive	\$ 1,000,000.00	\$ 53,122.24
Modernization Phase 1 Upper Wing	\$ 1,000,000.00	\$ 182,974.65
Modernization Phase 2 Lower Wing	\$ 1,000,000.00	\$ 146,911.10
Modernization Phase 3 Multipurpose	\$ 300,000.00	\$ 91,209.66
Multi Project Overhead	\$ 200,000.00	\$ 154,692.57
New Upper Classroom	\$ 5,000,000.00	\$ 243,590.00
Playfields	\$ 275,000.00	\$ 10,000.00
Remove Upper Portables	\$ 50,000.00	\$ 35,000.00
Roof Replacement	\$ 2,252,089.65*	\$ 2,252,089.65*
Site Improvements Sign, Fence, Access	\$ 1,000,000.00	\$ 749,465.21
Utility Infrastructure	\$ 1,000,000.00	\$ 896,560.99
	<b>\$ 14,347,089.65</b>	<b>\$ 6,037,943.11</b>

\* Denotes projects that are complete.

181/208

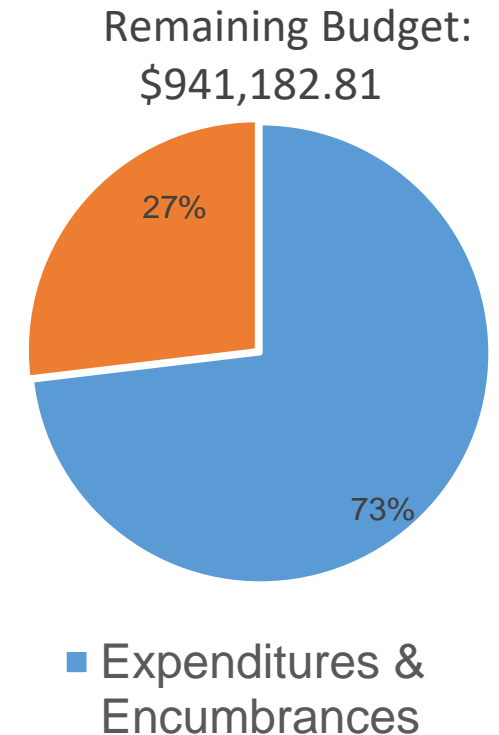
Remaining Budget:  
\$8,334,802.91



- Expenditures & Encumbrances
- Remaining Budget

# Set-Aside Funds (Measure A) Budget: \$3,500,000.00

Project Categories	Allocation	Expenditures & Encumbrance
Americans with Disabilities Act Access at Central Office	\$ 126,750.00	\$ 27,266.85
Central Kitchen Cold Storage at DeLaveaga	\$ 55,250.00	\$ 20,930.00
Central Kitchen Cold Storage at Harbor	\$ 1,300,000.00	\$ 1,162,471.65
Palm Street Maintenance Facility Parking Lot and Safety Lighting & District Network & Key Cards	\$ 481,000.00	\$ 380,507.32
Transportation Office	\$ 1,137,500.00	\$ 951,553.88
Transportation Yard PG&E EV Charging	\$ 399,500.00	\$16,087.49
* Denotes projects that are complete.	\$ 3,500,000.00	\$ 2,558,817.19



# Questions?

**SANTA CRUZ CITY SCHOOLS DISTRICT**

**AGENDA ITEM:** Resolution #31-22-23 Non-Reelection of Certain Probationary Certificated Employees

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**Recommendation:**

Approve Resolution #31-22-23, Non-Reelection of Certain Probationary Certificated Employees.

**Background:**

Pursuant to Education Code 44929.21, on or before March 15<sup>th</sup> of a probationary certificated employee's second complete consecutive school year of service, the Superintendent or designee must notify the employee of the Board's decision to not re-elect the employee for the 2023-2024 school year.

**Fiscal Impact:**

None

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.

SANTA CRUZ CITY SCHOOLS DISTRICT

RESOLUTION #31-22-23

NON-REELECTION OF CERTAIN PROBATIONARY CERTIFICATED EMPLOYEES

WHEREAS, the Superintendent has recommended giving notice to the probationary certificated employees listed below, pursuant to Education Code section 44929.21, subdivision (b), that the employee will not be re-elected for the 2023-2024 school year:

1. Employee #4184
2. Employee #4781
3. Employee #4851
4. Employee #4879
5. Employee #4880
6. Employee #4889
7. Employee #4932
8. Employee #5291
9. Employee #5638

WHEREAS, the Governing Board believes that it is in the best interest of the District to not re-elect the probationary certificated employees listed above, as recommended by the Superintendent;

THEREFORE, BE IT RESOLVED that the Superintendent is directed, pursuant to Education Code section 44929.21 and all other applicable law, to send appropriate notices to the employees listed above, whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon these certificated employees in addition to those specifically granted to the employees by statute.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz City Schools Governing Board held on March 8, 2023.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
John Owen, President  
Santa Cruz City Schools Board of Education

AGENDA ITEM: 8.5.3.1

**SANTA CRUZ CITY SCHOOLS DISTRICT**

**AGENDA ITEM:** Resolution #32-22-23 Reduction of TK-12 Particular Kinds of Services

**MEETING DATE:** March 8, 2023

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

**THROUGH:** Kris Munro, Superintendent

**Recommendation:**

To approve Resolution #32-22-23, Reduction of TK-12 Particular Kinds of Services.

**Background:**

Pursuant to Education Code Section 44949 and 44955, the Board of Education is advised to reduce or discontinue TK-12 particular kinds of service for the 2023-2024 school year as we are overstaffed in these content areas based on staffing ratios outlined in the contractual agreement with the Greater Santa Cruz Federation of Teachers. The class size ratio for Physical Education is 42:1 and the class size ration for Graphic Design is 33:1. The counseling FTE was funded by COVID resources that are no longer available.

**Fiscal Impact:**

Reducing or discontinuing the services itemized in Exhibit A will help the district remain fiscally sound.

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 #32-22-23

REDUCTION OF TK-12 PARTICULAR KINDS OF SERVICE

WHEREAS, the Governing Board of the Santa Cruz City Schools District has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit "A" at the end of the current school year; and

WHEREAS, it shall be necessary to terminate at the end of the 2022-2023 school year the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of service;

THEREFORE, BE IT RESOLVED that the Superintendent or designee is directed to send appropriate notices to all employees whose services may be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz City Schools Governing Board held on March 8, 2023.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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John Owen, President  
Santa Cruz City Schools Governing Board

SANTA CRUZ CITY SCHOOLS DISTRICT

RESOLUTION #32-22-23

EXHIBIT "A"

TO: Governing Board

FROM: Kris Munro, Superintendent

DATE: March 8, 2023

RE: Recommended Reduction in 2023-2024 Program Service

The Superintendent recommends that the Governing Board adopt a resolution to reduce the programs and services in TK-12 for 2023-2024 as follows:

<u>Service</u>	<u>FTE</u>
CTE Graphic Design	.20
Physical Education	.40
School Counselor	.20
Total	.80



## SANTA CRUZ CITY SCHOOL DISTRICT

**AGENDA ITEM:** Staff Report: School Marketing Update

**MEETING DATE:** March 8, 2022

**FROM:** Kris Munro, Superintendent

**BACKGROUND:**

Each year, staff work to communicate and promote the programs our schools have to offer students in our community. With a declining student population across California, enrollment is impacted in all school settings. As such, staff have prepared a more robust marketing plan to promote services and opportunities that convey the value of public education provided by Santa Cruz City Schools to families as they make choices about their children’s education. In this report, staff give an update of marketing efforts and strategy in the 22-23 school year thus far.

**FISCAL IMPACT:**

Action/Program	Expenditure	Funding Source
Advertising Open Houses, Enrollment Windows, etc.	\$4,000.00	LCFF Base (Unrestricted)
Grade Span Tri-folds	\$1,938	LCFF Base (Unrestricted)
New Websites	\$7,386	LCFF Base (Unrestricted)
<b>Total: \$13,324</b>		

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.

# Marketing our Schools: *Update*

---

March 2023



# Summary:

To help provide families with a complete and accurate picture of the *supports, opportunities* and *elements* of our program, **SCCS** has worked to illustrate the **student experience** in our schools, **from TK to Senior Year.**



# Efforts:

---

- Parent **Preview Webinars**
- **Value Outline** materials
- **Advertisement** & Outreach
- Community **Presence**
- *Showcasing* **Student Experience**
- **Greatschools.org** *Parent Reviews*
- *New* **Websites** go live
- **Tours, Open Houses, Info Nights**



# Early Parent Access

We hosted webinars that outlined **opportunities, supports & student experience** for new parents. We now host recordings on our site.

## Incoming Families:

### A preview of student life in **Elementary**.



WEBCAST  
WEBINAR RECORDING

#### Individualized Supports

- **RI (Response to Intervention) Coordinators** for Customized Support
  - Small Groups
  - 1-on-1 Tutoring
  - Support within the Classroom
- **Learning Extension** gives students **Room to explore**

#### Your Warm Welcome

- The importance of **Knowing Every Child**
- The impact of **Hands-on Learning**
- How we **deliver Customized Instruction**
- How **development goes Beyond the Classroom**
- Why we **trust the Most Experienced Teachers**
- How we **Support Every Whole Child**
- How we **ensure All are Welcome**
- **School Safety Overview**

#### Belonging

- Students begin with a **100 Student/Teacher Ratio**
- Students are **Known** by name, by needs, by strengths, by interests and
- **Licensed Counselors & Support Staff** visit the Village
- Families are **Connected & Included**
  - Home Visits
  - Parent Workshops
  - Family Meetings

## Incoming Families:

### A preview of student life in **Middle School**.



WEBCAST  
WEBINAR RECORDING

#### A Warm Welcome

- A newly **expansive team** of **Counselors & Mental Health Experts**
- A **social/emotional learning curriculum** fostering **Tolerance**.

#### Your Expanded Horizon

- The importance of a **warm welcome**
- The **beginning of College Prep Curriculum**
- **Career Technical Education Programs**
- **Enrichments & Extracurricular Endavors**
- **Academic Support Systems**
- **Leadership Opportunities**
- **Social, Emotional & Mental Health Support**
- **Connections & Diversity of Perspectives**
- **School Safety Overview**

#### Rigorous Academics

- With **College Prep Math** (taught and tested in individual classes)
- With **Science Curriculum** developed in collaboration with the UC Multiple campuses (UCI, UCSD)
- With **English Language Arts** (story analysis, College Prep path)
- With **Social Studies Curriculum** (using historical imagery, cartoons, and language from the past)
- In the **21st Century** learning the skills by **blending** digital & analog learning

193/208

## Incoming Families:

### A preview of student life in **High School**.



WEBCAST  
WEBINAR RECORDING

#### Preparing for High School

- **College Prep Academics**
- **Career Technical Education Programs**
- **Academic Support Systems**
- **Enrichments & Extracurricular Endavors**
- **Leadership Opportunities**
- **Award-Winning Programs**

#### The Class of 2022:

Senior Graduation Requirements  
2022-2023

College Prep Academics  
2022-2023

Career Technical Education  
2022-2023

Academic Support Systems  
2022-2023

Enrichments & Extracurricular Endavors  
2022-2023

Leadership Opportunities  
2022-2023

Award-Winning Programs  
2022-2023

#### Extracurriculars

Essential spaces to find yourself & your path.



Current Arts Enrichments include: Drama, Theater, Choir, Art, Band & more

Current Clubs include: Youth Club, Literary Club, Black Student Union, STEM Club, Math Club, Spanish Student Union, Cap Club, Spanish Club, Chess Club, LGBTQ+ Club, Latin Student Union, Leadership Club, Asian Student Union, South African Student Union, Coding Club, Robotics Club, History Club, National Honor Society, Program of Events Club, Diversity Awareness, Student Government, and more



# Outlining Value

We sent all parents new to our secondary schools a summary of our program, and offered a preview of Elementary to incoming families.



**Distributed: tours, events, preschools & pediatrics**



**Mailed: all districted new Middle families**



**Mailed: all districted new High families**





# Advertising & Outreach

Primarily in the Good Times & Growing Up Santa Cruz, we made sure enrollment info was available.

 **Want to be ready for your new school? Join us for an open house!**

 **Soquel High:** Wednesday February 1 6-7:30pm  
**Harbor High:** Thursday February 2 6-8:30pm  
**Santa Cruz High:** Thursday February 9 6-8pm  
**Mission Hill:** Wednesday February 1 6-7:30pm  
**Branciforte:** Wednesday February 15 6-8pm

Learn more: Watch our "School Preview" Webinars  Schedule a school tour! Contact each school for dates!

 [sccs.net/Elementary-Preview](https://sccs.net/Elementary-Preview)  [sccs.net/Middle-School-Preview](https://sccs.net/Middle-School-Preview)  [sccs.net/High-School-Preview](https://sccs.net/High-School-Preview)

Starting Feb. 18

## Enrolling TK & K

\* All kids turning 5 between 9.2.23 & 5.25.24  
 \* All kids turning 5 by September 1, 2023

 Where students find belonging, encouragement & room to explore as they develop a lifelong love of learning.

After School Programs available at all schools!

[SCCS.NET/enroll](https://sccs.net/enroll) 



TK/1st/2nd/3rd/4th/5th


 THURS. 2.9 5pm  
 THURS. 3.16 6pm  
 Traditional 3.15 6pm  
 2-Way Bilingual 2.8 & 2.22 6pm  
 2.9 & 2.13 6pm  
 THURS. 2.23 5:30pm


Contact schools for tours!





## ENROLLING MIDDLE & HIGH

Grades 6-7 are exploring independence through:  
 A Warm Welcome (with licensed counselors, social-emotional learning)  
 College-prep Curriculum  
 Connections (in athletics, clubs, performing arts & more)

Grades 9-12 are seizing opportunity through:  
 College Prep Curriculum & AP Courses  
 Hands-on Technical Education  
 Self Discovery (in athletics, clubs, performing arts, leadership opportunities & more)

 CONTACT YOUR SCHOOL TO SCHEDULE A TOUR!



[SCCS.NET/enroll](https://sccs.net/enroll)

# Community Presence

We've made an effort to make sure our school communities are visible at local events!





# Showcasing Student Experience



# New Sites *go live*



(831) 429-3883  
315 Poplar Ave  
Santa Cruz, CA 95062

[Parent Portal](#) →



[Home](#) [Enroll](#) [About](#) [Students](#) [Parents](#) [Library](#) [Counseling](#) [Sports](#) [Calendars](#) [Contact](#)



Welcome to  
**B40  
Middle!**

Empowering all students for a bright future with **Welcoming Support, High Expectations & Diverse Enrichment**. [Learn More.](#)

[Enroll](#) →  
198/208

[Donate](#) →

[Send us a message!](#)



# New Sites *go live*



1320 Seabright Ave  
Santa Cruz, CA 95062  
(831) 429-3856

Home Our School **Students** Families Contact Community



## Welcome to Gault!

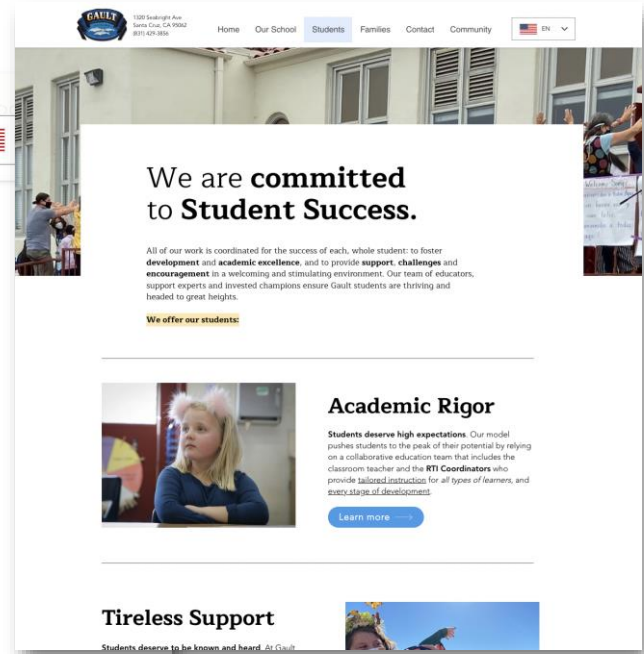
If you decide to join the Gault community, **Enrollment** is easy! We ask all parents to sign in to **Infinite Campus** (which manages our students) and create a **Parent Portal** that will allow you to follow student progress. We also ask that you bring a few important documents to school for us to process.

**1.** Register on Infinite Campus:  
[Register Here](#) →

**2.** Bring these Required Documents to the Gault front office:

- Copy of **Immunization Records** ([See required immunizations here](#))
- **Verification of Age** (birth record, birth certificate, baptism certificate, passport or affidavit of the parent, guardian or custodian of the minor)
- **Proof of Residence** (PG&E or water bill)

199/208





# New Sites *go live*

SOQUEL HIGH SCHOOL

401 Old San Jose Road, Soquel, CA 95073 (831) 429-3909

Parent Portal

Home Enroll About Students Academics Parents Counseling Athletics Calendars Contact

## WE ARE SOQUEL

Here in a sunny hollow in the hills, we have created a learning community built on college prep, career training, self-discovery and leadership. As a public school, enrolling at Soquel gives students access to more.

Enroll Today >



## Soquel High has more **AP Courses**

At Soquel High, we believe potential should be met with opportunity. Our **College Prep program** offers students AP Courses in:

Language & Composition / English Literature / US History / US Government / Calculus / Statistics / Chemistry / Physics / Biology / Environmental Science / Computer Science

## Soquel High has more **Athletics**

We know that sports drive development, self-confidence and cooperation. Our students can apply themselves in one of our many thriving teams:

Football / Softball / Boys Volleyball / Girls Volleyball / Cheer / Girls Tennis / Boys Tennis / Cross Country / Girls Water Polo / Boys Water Polo / Boys Golf / Girls Golf / Boys Soccer / Girls Golf / Wrestling / Boys Basketball / Girls Basketball / Girls Swimming / Boys Swimming / Track & Field / Baseball

Learn More >



## Soquel High has more **Career Opportunities**

At Soquel High, we believe education should aim higher than graduation. Our students have access to a wealth of hands-on, technical career coursework to explore options, hone skills and aim high:

Biotechnology / Sustainable Agriculture / Graphic Design / Welding / IT Essentials / Floral Design / Woodworking / Bike Technology / Culinary Arts / Fire Science / Auto Technology / Sports Medicine / Construction / Photography / Healthcare / Music Production

Learn More >



# Spotlight: Bay View

- **TK/K Info Night:** Bay View hosted a meet & greet with TK/K teachers who made a short presentation about what to expect next year, gave a tour of the classrooms and helped families meet each other. We hosted about 30 people: 20 parents and 10 kids.
- **School Tours:** We've have given tours to 4 larger groups of parents as well as several individual tours this term. We hold these on Wednesdays near dismissal so parents can see the vibe at pick up after touring TK-1st, and all special locations.



# Spotlight: Harbor High

## Open House

- **General Session** *with principal*
- **10 minute presentations** by department
- **Parents organized into groups**—(two are designated Spanish language)
- **Students guide groups** around the campus according to a schedule
- Parent groups rotate to **department presentations**
  - Slide decks in English & Spanish
  - Time allotted for questions



# Feedback from Harbor's Open House

“

I think your teachers did a fabulous job of piquing interest, explaining courses and being welcoming. **I've been to 3 open houses this week and this one was the best.**”

“

I really learned a lot and feel as though I have a much better **understanding of HH.** Lots of exciting programs and appreciated the emphasis on creating a safe and caring community for students. Thanks!

“

**Harbor seems great.**  
Teacher energy is *fantastic.*”

“

**The groups was a great idea.**  
The teachers having demonstrations for the class topic was amazing. The translating was great and helpful as well.”

“

**I'm less stressed about high school now.**”

“

Keep it up! **Seems like a great school with great faculty.**”

“

**I have learned that high school has much more to offer than when I was in high school.** I really loved the opportunity to come and see what my child will be seeing for the next 4 years.”

“

**I appreciated the depth of information** covered in every class. Now I have a big picture of Harbor and available classes, sports, support, vocation, performing arts. **Thank you!**”





# Spotlight: Harbor High

## School Tours:

8th graders are introduced to the administrators, athletic director, and activities director

- Team-building game
- Students win Harbor t-shirts
- Campus tour, music performance
- Photo with Petey!

## Shadowing:

All or part day with friend or a we match student with similar interest





# Spotlight: Branciforte Middle

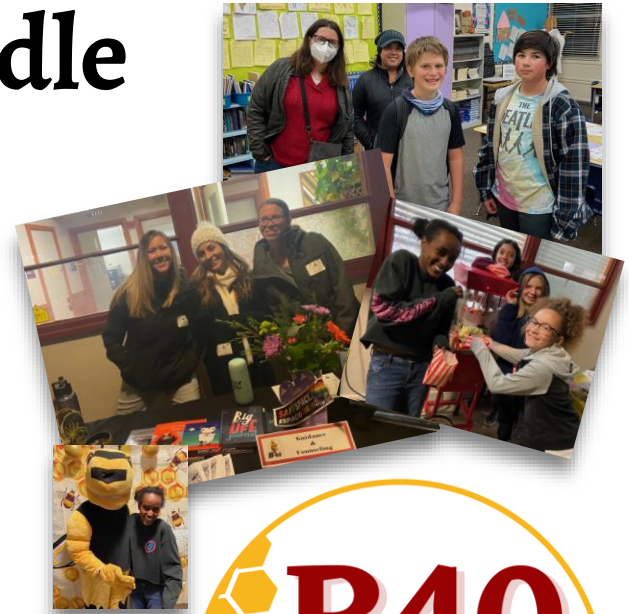
**We had a great time at open house this year**—lots of families and a good, bustling atmosphere.

There was a table fair featuring faculty, parent groups, athletics, support programs and afterschool programs.

**We saw lots of parents form our typical feeders but even some from more rare feeders like Mountain, Happy Valley and former Good Shepherd families.**

There were open classrooms, lots of student presentations, pictures with the Bee and even a **mobile band** (*since we don't have marching band*) with student musicians traveling around the school helping to set a festive mood.

205/208



# Spotlight: **Branciforte Middle**

We have had far more requests for *Shadowing* this year. Far more families than normal have reached out to us, hoping for their students to spend a day on campus before starting. **We've worked to make this a really welcoming day:** carefully paring kids with students they'll click with.

We have had parents to take advantage of **scheduled tours**, but we have given **individual tours** form families who have reached out directly.



# *Spotlight:* **Branciforte Middle**

**Next week**—we will be offering **school showcase tours** to incoming elementary students. We have been regularly in contact with all of our feeders, near and far.

**We choose tour guides from the schools visiting**, to help make it a more welcoming experience. We start with a loud assembly with surprise prizes and performances.

Showcase lots of the changes: activities, classes, **food samples**, campus tours in groups.

We are also hosting our parent night next week, where families learn about academics, schedule, curriculum & more

207/208



# Thank you & Questions

