**AGENDA**

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<tr>
<th>Item</th>
<th>Purpose / Support</th>
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<tbody>
<tr>
<td><strong>Agenda</strong></td>
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<tr>
<td>1.</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>1.1. Convene Closed Session</td>
<td></td>
</tr>
<tr>
<td>1.2. Public Comments prior to Closed Session</td>
<td>Comments from the public will be accepted for items that are listed on the Closed Session Agenda.</td>
</tr>
<tr>
<td>2.</td>
<td>Closed Session Items</td>
</tr>
<tr>
<td>2.1. Real Property Negotiations (Govt. Code 54956.8)</td>
<td>Address: 255 Swift St., Santa Cruz, CA Agency Negotiator: Mr. Gaffney Negotiating Parties: Gateway School Under Negotiation: Terms of Agreements Address: 133 Mission St., Santa Cruz, CA Agency Negotiator: Mr. Gaffney Purpose: Update and Board Direction</td>
</tr>
<tr>
<td>2.2. Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code Section 54957)</td>
<td>Information/Board Decision on Appeal</td>
</tr>
<tr>
<td>2.3. Expulsions 21-16-17 and 22-16-17</td>
<td>Information for a vote in Public Session later this evening.</td>
</tr>
<tr>
<td>2.4. Certificated/Classified/Management Leaves, Retirements, Resignations &amp; Appointments</td>
<td>Approval</td>
</tr>
<tr>
<td>3.</td>
<td>Convene Open Session</td>
</tr>
<tr>
<td>3.1.</td>
<td>Welcome and Pledge of Allegiance</td>
</tr>
<tr>
<td>3.2.</td>
<td>Agenda changes, additions or deletions</td>
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<tr>
<td>4.</td>
<td><strong>Public Comments</strong></td>
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<tr>
<td>4.1.</td>
<td>For presentations of matters <em>not</em> on the Agenda. 3 minutes for individuals; 15 minutes per subject.</td>
</tr>
<tr>
<td>4.2.</td>
<td><em>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. Due to the legal constraints of the Brown Act, your Trustees are not allowed to comment on Public Comments during this time.</em></td>
</tr>
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</table>

5.     | **Superintendent's and Student Representative's Reports**                          |
5.1.   | Superintendent's Report                                                           |
5.2.   | Student Representative’s Report                                                   |

6.     | **Board Members’ Reports**                                                        |
6.1.   | Board Members’ Reports                                                            |
6.2.   | Board President's Report                                                          |

7.     | **Approval of Minutes**                                                            |
7.1.   | Minutes of IDT Appeals Hearings 4-12-17                                           |
7.2.   | Minutes of Regular Meeting 4-19-17                                                |
7.3.   | Minutes of Study Session 4-26-17                                                  |

8.     | **General Public Business**                                                        |
8.1.   | Consent Agenda: These matters may be passed by one roll call motion.              |
8.1.1. | Personnel Actions - Certificated                                                   |
8.1.2. | Personnel Actions - Classified                                                     |
8.1.3. | Purchase Orders, Quotes and Bids                                                   |
## AGENDA

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<tbody>
<tr>
<td>8.1.4.</td>
<td>Warrant Register</td>
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<tr>
<td>8.1.5.</td>
<td>Gifts</td>
</tr>
<tr>
<td>8.1.6.</td>
<td>Board Policies - First and/or Final Reading</td>
</tr>
<tr>
<td>8.1.7.</td>
<td>Board Policy 6142.7 PE and Activity - Final Reading - Changes Required for FPM Audit</td>
</tr>
<tr>
<td>8.1.8.</td>
<td>Field Trip - Costanoa Trip to Big Sur</td>
</tr>
<tr>
<td>8.1.9.</td>
<td>Bond Oversight Committee - New Member</td>
</tr>
<tr>
<td>8.1.10.</td>
<td>Disposition of Surplus Property</td>
</tr>
<tr>
<td>8.1.11.</td>
<td>Contracts and Agreements</td>
</tr>
<tr>
<td>8.1.11.1.</td>
<td>Contracts, Agreements, &amp; Amendments: Business Services</td>
</tr>
<tr>
<td>8.1.11.1.1.</td>
<td>Agreement Amendment: Covello and Covello Photography</td>
</tr>
<tr>
<td>8.1.11.1.2.</td>
<td>Agreement Amendment: Life Touch Photography</td>
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<tr>
<td>8.1.11.1.3.</td>
<td>Agreement Amendment: BCA Architects - Soquel HS Pool</td>
</tr>
<tr>
<td>8.1.11.1.4.</td>
<td>MOU Amendment: Encompass Community Services</td>
</tr>
<tr>
<td>8.1.11.1.5.</td>
<td>Consultant Service Agreement: Finance - Jerene Lacey</td>
</tr>
<tr>
<td>8.1.11.1.6.</td>
<td>MADI Architects - Fee Proposal for Adult Education Portable</td>
</tr>
<tr>
<td>8.1.11.1.7.</td>
<td>Ifland - Survey Proposal: DeLaveaga Sidewalk</td>
</tr>
<tr>
<td>8.1.11.1.8.</td>
<td>Agreement Amendment: Natural Bridges Children’s Center</td>
</tr>
<tr>
<td>8.1.11.1.9.</td>
<td>Network Services Agreement – COE/SCCS</td>
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3 yr. ISP
AGENDA

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<tbody>
<tr>
<td>8.1.11.2.</td>
<td>Consultant Service Agreement: Educational Services-Student Services</td>
</tr>
<tr>
<td>8.1.11.2.1.</td>
<td>CSA Jo Kenny – Grant Writing</td>
</tr>
<tr>
<td>8.2.</td>
<td>Report of Closed Session Actions</td>
</tr>
<tr>
<td>8.2.1.</td>
<td>Report of Actions Taken in Closed Session</td>
</tr>
<tr>
<td>8.2.2.</td>
<td>Vote on Expulsions</td>
</tr>
<tr>
<td>8.2.2.1.</td>
<td>Vote on Expulsion 21-16-17</td>
</tr>
<tr>
<td>8.2.2.2.</td>
<td>Vote on Expulsion 22-16-17</td>
</tr>
<tr>
<td>8.3.</td>
<td>Items to Be Transacted and/or Discussed</td>
</tr>
<tr>
<td>8.3.1.</td>
<td>New Business: Renaming the Soquel High School Softball Field</td>
</tr>
<tr>
<td></td>
<td>Recommendation: Approve the renaming of the Soquel High School Softball Field in</td>
</tr>
<tr>
<td></td>
<td>honor of longtime SHS Athletic Programs supporter JR Blinkenberg.</td>
</tr>
<tr>
<td>8.3.2.</td>
<td>Staff Report: Response to Intervention Academic Update</td>
</tr>
<tr>
<td></td>
<td>Staff will present information on the Response to Intervention (Rti) Program, a</td>
</tr>
<tr>
<td></td>
<td>multi-tiered system of supports available to all of our students.</td>
</tr>
<tr>
<td>8.3.3.</td>
<td>Staff Report: Bond Update – Soquel HS Pool and Harbor HS Field</td>
</tr>
<tr>
<td></td>
<td>Staff will present updated information on the Soquel HS Pool and Harbor HS Field</td>
</tr>
<tr>
<td>8.3.4.</td>
<td>New Business: Resolution 30-16-17 Classified Layoffs 2017-18</td>
</tr>
<tr>
<td></td>
<td>To approve the Resolution to layoff/reduce hours/months in the classified service</td>
</tr>
<tr>
<td></td>
<td>in order to meet 2017-18 budget reductions, necessitated by lack of funding or</td>
</tr>
<tr>
<td></td>
<td>program changes.</td>
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9. Adjournment

10. Return to Closed Session (if necessary)

11. Closed Session Action Report (if necessary)
**AGENDA**

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<tr>
<td>12.</td>
<td>Adjournment</td>
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The board book for this meeting, including this agenda and back-up materials, may be viewed or downloaded online: [http://www.sccs.santacruz.k12.ca.us/board-of-education/agendas-&-minutes.html](http://www.sccs.santacruz.k12.ca.us/board-of-education/agendas-&-minutes.html) or may be viewed at the District Office, Superintendent’s Office, Room 303, 405 Old San Jose Road, Soquel, CA.

**Public Participation:**
All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz City Schools Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as 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 Nancy Lentz by telephone at (831) 429-3410 extension 220.

**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 Nancy Lentz por teléfono al numero (831) 429-3410 x220.

**Board Meeting Information**
1. The Regular Meeting on May 24, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
2. The Regular Meeting/Governance Session on May 31, 2017, 6:30 p.m., will be held in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.
3. The Regular Meeting on June 14, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
4. The Regular Meeting on June 28, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
MINUTES OF THE SPECIAL MEETING FOR INTERDISTRICT TRANSFER DENIALS APPEALS HEARINGS
THE SANTA CRUZ CITY SCHOOLS BOARD OF EDUCATION
FOR THE ELEMENTARY AND SECONDARY DISTRICTS
April 12, 2017

Convene Closed Session
Board President Tracy-Proulx called this Special Meeting Closed Session to order at 5:35 p.m. in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.

Attendance at Meeting
Board President Tracy-Proulx
Board Member Perez-Granados
Board Member Thompson
Board Member Vestal
Superintendent Kris Munro
Assistant Superintendent, Educational Services, Frank Wells
Student Services Administrative Secretary, Maria Luna
Family – Student #1
Family – Student #2
Family – Student #3

Public Comments for Closed Session Agenda Items
None

Interdistrict Transfer Denials Appeals Hearings – Presentations of Cases
Format: Each of the families was escorted separately into the Library Quiet Room to meet with the Trustees. Parent/Guardian Advocate had five minutes to present the case for the appeal of the denial. Mr. Wells had five minutes to present the case for the denial of the transfer. The Trustees had 10 minutes to ask clarifying questions. After the presentation of each case, the family was excused and the next family proceeded into the Quiet Room for an opportunity to address the Board Members. At the conclusion of the presentations, all parties returned to the Main Library.

IDT Appeal Hearing Student #1
IDT Appeal Hearing Student #2
IDT Appeal Hearing Student #3

Convene Open Session
Board President Tracy-Proulx called this Regular Meeting Open Session to order at 6:22 p.m. in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.

Welcome and Format
Board President Tracy-Proulx welcomed those in attendance and explained the format used for this Regular Meeting of the Board of Education.
Public Vote on Interdistrict Transfer Denials Appeals
Board President Tracy-Proulx thanked each family for their presence here tonight and for sharing their personal story. The Board of Education acknowledged the parents and students for their outstanding participation and volunteerism in our district.

1. MSP (Thompson/Perez-Granados) 4-0, the Board of Education voted to uphold the denial of the transfer for Student #1.
2. MSP (Perez-Granados/Vestal) 4-0, the Board of Education voted to uphold the denial of the transfer for Student #2.
3. MSP (Vestal/Thompson) 4-0, the Board of Education voted to uphold the denial of the transfer for Student #3.

Following the votes, the Trustees stated that there may be room for these students in the district when they are ready to begin grade 7 and invited each family to reapply for a transfer next year.

PUBLIC COMMENTS
None

12. Adjournment of Meeting
At the conclusion of the Open Session business, Board President Tracy-Proulx adjourned this meeting at 6:35 p.m.

Board Meeting Schedule Information
1. The Regular Meeting on April 19, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
2. The Regular Meeting/Board Study Session on April 26, 2017, 6:30 p.m., will be held in Room 312 of the District Office, 405 Old San Jose Road, Soquel, CA.
3. The Regular Meeting on May 10, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
4. The Regular Meeting/Governance Session on May 31, 2017, 6:30 p.m., will be held in Room 312 of the District Office, 405 Old San Jose Road, Soquel, CA.
5. The Regular Meeting on June 14, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
6. The Regular Meeting on June 28, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

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

http://www.sccs.santacruz.k12.ca.us/about-us/board-of-education/agendas-a-minutes.html

Respectfully submitted,

Kris Munro, Superintendent
Santa Cruz City Schools

Deb Tracy-Proulx, President
Board of Education
MINUTES OF THE REGULAR MEETING
OF THE SANTA CRUZ CITY SCHOOLS BOARD OF EDUCATION
FOR THE ELEMENTARY AND SECONDARY DISTRICTS
March 29, 2017

Convene Closed Session
Board President Tracy-Proulx called this Regular Meeting Closed Session to order at 5:33 p.m. in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

Public Comments for Closed Session Agenda Items
None

Convene Open Session
Board President Tracy-Proulx called this Regular Meeting Open Session to order at 6:36 p.m. in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

Attendance at Meeting
Sheila Coonerty Jeremy Shonick Alisun Thompson
Patty Threet Deb Tracy-Proulx Claudia Vestal

Absent: Deedee Perez-Granados

Student Representative Steve Munoz: Soquel High School

Kris Munro, Superintendent
Patrick Gaffney, Assistant Superintendent, Business Services
Molly Parks, Assistant Superintendent, Human Resources
Frank Wells, Assistant Superintendent, Educational Services
Members of the Audience

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

Agenda Changes
Superintendent Munro requested that Item 8.1.10.2.10 Agreement Amendment: BCA-Soquel HS Pool be pulled from the agenda. This item will be brought back on May 10 for approval.
MSP (Threet/Thompson) 7-0, the Board of Education approved this change in the agenda.

Board President Tracy-Proulx noted that the Minutes for the Special Meeting on April 12, 2017 cannot be approved this evening, as only 3 of the 4 attendees of that meeting are present tonight – so a vote to approve with a majority of Trustees cannot be obtained. The minutes will be brought back for approval on May 10.

PUBLIC COMMENTS
Santa Cruz Education Foundation President Stephanie Pache invited the Board Members and all interested parties to the 2017 Eddy Awards. The 9th annual awards will be held on May 2, 2017 at the Kuumbwa Jazz
Center in Santa Cruz and provide an opportunity to celebrate the people and programs that make Santa Cruz City Schools so wonderful for all our students. Mission Hill Middle School students Finnian Hammond and Pranav Parekh reported that many middle school students share a concern over the juice boxes and straws/wrappers that are used on campuses by the SCCS Food Services Department. These containers and straws and wrappers create lots of trash on campus. Concerned students would like to suggest that Food Services use drink dispensers and or large cartons that will be more efficient, economical and discourage trash on campus. These students request an opportunity to meet with the Wellness Committee for a discussion.

**SUPERINTENDENT’S REPORT/STUDENT REPRESENTATIVE’S REPORT**

**Superintendent’s Report**
Superintendent Munro reported that Smarter Balanced Assessment Consortium (SBAC) tests begin this week and she acknowledged district team members for their preparation and student support. Yesterday, three postings for available administrative positions were closed and the paper screenings have begun. Interviews and site visits are currently being scheduled for next week. Ms. Parks has been seeking community input at both Bay View and DeLaVega regarding the administrative openings at these sites. Training for our new Student Information System “Illuminate” continues and the Superintendent recognized the Information Technology Team for their continued support of our staff during this complex transition. On April 15 the Superintendent attended the Senderos Open House. It was wonderful to see the many program offerings for our students and families, including; dance, music and academic tutoring. The Adelante program that has grown out of the Latino Role Models Conference and the English/Citizenship courses provide an incredible service for our community.

**Student Representative’s Report**
Student Representative Munoz reported that the campus wrestled with community racial tensions in recent months and he and other students have been very appreciative of the guidance from school Administrators to facilitate constructive conversation. Leadership Students have had productive discussions around facilities improvements that could be made at Soquel High School. Upcoming events at Soquel High School include: the musical production of “Zombie Prom” April 27-29; the Multicultural Graduation Ceremony on May 12 (open to everyone); and the school graduation ceremony on June 9, 12:00 p.m. at the high school.

**BOARD MEMBERS’ REPORTS**

**Board Members’ Reports**
Board Member Thompson had a wonderful time at the Senderos Open House last weekend. Dr. Thompson is familiar with the dance and art offerings for the community from Senderos, however; the academic supports and tutoring opportunities through volunteer efforts were an exciting bright spot. Dr. Thompson attended the Steering Committee Meeting for The Live Oak/Santa Cruz Youth Violence Prevention Task Force and is grateful to the District for their willingness to host dialogue events at Harbor High School focused on improving relationships between law enforcement and youth. Dr. Thompson visited 4th and 5th grade classrooms at Gault Elementary and noticed a basic alignment of lessons in the classes – similar, but still allowing for individuality. It was great to see.

Board Member Threet thanked the Santa Cruz Education Foundation for their work with Jill Denner on a grant application to provide a plan to bring “coding for all students” to Santa Cruz City Schools. Harbor High School Principal Runeare provided the opportunity to view a student film highlighting college week and the many diverse students and plans for life after high school. Trustee Threet attended the Santa Cruz High School Campus Clean-Up on April 15, which was held in conjunction with the Saturday School. Thanks to all who worked to beautify the campus. During the work day, the plans to hold the SCHS 2017 graduation at the
Kaiser Arena in Santa Cruz were discussed. Ms. Threet attended a celebration of Health Week with Supervisor Leopold. The Health Walk ended at the Shoreline Middle School Boys and Girls Club, which serves an average of 153 students per day. Many of these students will transition to Santa Cruz City Schools high schools.

Board Member Vestal attended the COE Board Dinner with guest speaker Billy Vernon from the CSBA. The dinner was also a great opportunity to speak with Trustees from other Santa Cruz County school districts. Trustee Vestal thoroughly enjoyed her tour of 4th and 5th grade classrooms at Gault Elementary School. The bulletin boards are full of student work at this time of year and students are excited by learning. Ms. Vestal attended the Schools Plus Board Meeting. Harbor High School Video Productions students will create a film detailing some of the projects done in classrooms through Schools Plus grant awards.

Board Member Coonerty attended the COE Board Dinner and was pleased to hear discussions regarding increasing advocacy for immigrant students in our county. Dr. Coonerty attended the Sanctuary City Immigration Advocacy meeting hosted by the GSCFT/ACLU. There were great questions by the students. Simple protocols were explained for handling unwelcome visitors to campuses.

**Board President’s Report**

**APPROVAL OF MINUTES**

1. MSP (Vestal/Thompson) 7-0, the Board of Education approved the Minutes of the Regular Meeting on March 29, 2017 as submitted.

**Consent Agenda**

Board Member Threet commented that as bond project work proceeds, it would be prudent to keep Trustees apprised of how projects are evolving so they can keep constituents informed of progress and/or changes in plans. Dr. Thompson moved approval of the Consent Agenda, minus Item 8.1.10.2.10. (pulled by the Trustees at the beginning of the meeting), consisting of: Item 8.1.1. Personnel Actions – Certified; Item 8.1.2. Personnel Actions – Classified; Item 8.1.3. Purchase Orders, Quotes and Bids; Item 8.1.4. Warrant Register; Item 8.1.5. Budget Transfers; Item 8.1.6. Gifts; Item 8.1.7. Request for Out-of-State Travel: Special Education; Item 8.1.8. Third Quarterly Williams Report; Item 8.1.9. Disposition of Surplus Property; Item 8.1.10.1.1. Revision to Agreement for professional Services-May Institute; Item 8.1.10.1.2.1. Agreements: Crowe Horwath-Financial Audits – District Bond Measures A & B, Delta Charter; Item 8.1.10.2.2. Agreement: Butano Geotechnical – services at Harbor HS; Item 8.1.10.2.3. Agreement: Facilities Use-Senderos-319 La Fonda Avenue, Santa Cruz, CA.; Item 8.1.10.2.4. Agreement: A-Z Rentals – 6 month lease/rental for 2 buses for Transportation Department; 8.1.10.2.5. Agreement Amendment: Bartos Architects-Westlake; Item 8.1.10.2.6. Agreement Amendment: BCA Architects-Small Schools; Item 8.1.10.2.7. Agreement Amendment: BCA Architects – Santa Cruz HS; Item 8.1.10.2.8. Agreement Amendment: BCA Architects – Soquel HS; Item 8.1.10.2.9. Agreement Amendment: BCA Architects – Structural Engineering by Miyamoto for Harbor and Soquel HS projects; Item 8.1.10.2.11. Contract: Cooperative CalSAVE Technology Contract; Item 8.1.10.3.1. Agreement: Annual Fee for BoardPad Electronic Board/Agenda/Book 2017-18. Ms. Vestal seconded the motion. The motion was passed by roll call vote, as follows:

**Roll Call Vote:** Coonerty – Yes    Shonick – Yes    Thompson – Yes

Threet – Yes    Tracy-Proulx – Yes    Vestal – Yes

Student Munoz recommended a yes vote on this matter.

**8.2 Closed Session Actions**
2. The Board of Education heard information on Expulsions 19-16-17 and 20-16-17 to prepare for voting on these matters in Open Session.

3. The Board of Education took action on Certificated/Classified/Management Leaves, Retirements, Resignations & Appointments.

4. The Board of Education heard an update regarding Public Employee Discipline/Dismissal/Release/Complaint (Govt. Code Section 54957).

The Board of Education did not discuss Closed Session Item 1-Real Property Negotiations, but will bring this item back at a later date for review/discussion.

8.2.2. **Vote on Expulsions**

1. Ms. Vestal moved approval of Expulsion of student 19-16-17, with a suspended expulsion stipulation, as submitted to the Board. This motion did not receive a second, therefore, it failed. Ms. Threet moved approval of Expulsion of student 19-16-17 through the end of the first semester of 2018. Dr. Thompson seconded the motion. The motion was approved with a 5-1 vote. Board President Tracy-Proulx voted “No”.

2. MSP (Coonerty/Thompson) 6-0, the Board of Education approved Expulsion 20-16-17 as submitted.

**ITEMS of BUSINESS to be TRANSACTED and/or DISCUSSED**

8.3.1. **New Business: Wellness Committee Annual Report**

Food Services Director Hedrick-Farr delivered this annual report to the Board of Education. Information included: wellness policy changes; the Smarter Lunchroom Movement; great opportunities and next steps. Director Hedrick-Farr presented some minor changes suggested by the Wellness Committee in the language of Board Policy 5030 Student Wellness. Following Board Member comments, questions and discussion MSP (Thompson/Vestal) 6-0, the Board of Education approved revised board policy BP 5030 Student Wellness. Student Munoz recommended a yes vote on this matter.

8.3.2. **Staff Report: District English Learner Advisory Committee (DELAC)**

The District English Learner Advisory Council (DELAC) meets on a monthly basis to discuss the needs of English learners (ELs). It is composed of representatives – both parents and staff -- from the English Learner Advisory Councils (ELACs) at each school site. One of the important functions that is required of the DELAC is to advise the board about the needs of the English learners in the district. English Language Learner Teacher on Special Assignment Mary Anne Robb introduced DELAC Members Liz Zavaleta, Mireya Gaona and Cristina Alfaro to share their thoughts with the Board of Education. Ideas to improve academic success for English Language Learners included: increased interventions at earlier elementary grades; Tier 1 and Tier 2 Strategies to implement positive coaching for students; recognizing that speaking Spanish is an asset and should be widely appreciated and utilized in Santa Cruz City Schools. This report was informational in nature, and no actions were taken by the Board of Education regarding this matter.

8.3.3. **Staff Report: English Learner Master Plan Update**

Mr. Wells introduced English Language Learner Teacher on Special Assignment Mary Anne Robb to report to the Board of Education. The update of the English Language Learner Master Plan represents a collaborative effort to create a roadmap to strategically address the varied needs or our English Learners and to improve outcomes for our students. Information included: parameters of the
California English Language Development Test (CELDT) and SCCS local reclassification benchmarks; quick facts about SCCS ELLs (Newcomers, Recently Enrolled, Progressing, At-Risk, Long-Term, Reclassified, Ever); celebrations; needs; core beliefs; the 3-Year plan that aligns our four priorities for ELLs – 1) Advance Quality Instruction 2) Meet the Needs of the Whole Child 3) Develop and Enhance Robust Language Programs and Course Options 4) Align Policies and Practices Across District. Baseline data will be developed for the 3-Year plan in Spring 2017 and a one year progress report will be delivered to the Trustees in Spring 2018. Questions, comments and discussion among Trustees, Staff, and Members of the Public followed the report. This report was informational in nature, and no actions were taken by the Board of Education regarding this matter.

*Note: Student Munoz left the meeting at 9:00 p.m.

8.3.4. **Staff Report: Bond Projects Update**

Mr. Gaffney provided an update to the Board Members on Santa Cruz City Schools Bond projects. Comments and discussion followed the report. Mr. Gaffney provided answers to questions. This report was informational in nature, and no actions were taken by the Board of Education regarding this matter.

8.3.5. **New Business: Resolution 29-16-17 Classified Layoffs for 2017-18**

Ms. Parks reported to the Board of Education regarding this matter. The Superintendent provided detailed information regarding position reductions as questions were posed by the Trustees. Dr. Thompson stated that 10 of the 13 reductions were funded through “donations” from a parent organization. Dr. Thompson does not feel it is not equitable to have one school in our system better staffed and those students better served due to a parent community that can afford to subsidize district programs.

Public Comment: SCCCE Chacanaca was pleased to report that a conversation with Classified Personnel Director Houser and Santa Cruz High School Principal Kline resulted in one less layoff at Santa Cruz High School. Mr. Chacanaca stated that there were 13 employees who would lose work hours through these layoffs, and wondered why the cost of these services to students were not provided to the Board Members for their consideration when making this decision.

Dr. Thompson moved approval of Resolution 29-16-17 Classified Layoffs for 2017-18 and Ms. Vestal seconded the motion. The motion failed to pass, with the following roll call vote:

**Roll Call Vote:**
- Coonerty – No
- Shonick – No
- Thompson – Yes
- Threet – No
- Tracy-Proulx – Yes
- Vestal – Yes

9. **Adjournment of Meeting**

As there was no further business to bring before the Board of Education, Board President Tracy-Proulx adjourned this meeting at 9:31 p.m.

**Board Meeting Schedule Information**

1. The Regular Meeting/Board Study Session on April 26, 2017, 6:30 p.m., will be held in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.
2. The Regular Meeting on May 10, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
3. The Regular Meeting/Governance Session on May 31, 2017, 6:30 p.m., will be held in Room 312 of the District Office, 405 Old San Jose Road, Soquel, CA.

4. The Regular Meeting on June 14, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

5. The Regular Meeting on June 28, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

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

http://www.sccs.santacruz.k12.ca.us/about-us/board-of-education/agendas-a-minutes.html

Respectfully submitted,

Kris Munro, Superintendent
Santa Cruz City Schools

Deb Tracy-Proulx, President
Board of Education
Convene Closed Session
Board President Tracy-Proulx called this Regular/Study Session Meeting Closed Session to order at 5:35 p.m. in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.

Public Comments for Closed Session Agenda Items
Community Supporter Dr. Jim Logsdon shared some information about the Family Partnership Program. This innovative new county-wide program pairs visiting nurses with young mothers to provide assistance and support. Dr. Logsdon also encouraged the Trustees to renew the contract for Superintendent Munro.

Convene Open Session
Board President Tracy-Proulx called this Regular Meeting/Study Session Open Session to order at 6:04 p.m. in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.

Attendance at Meeting
Sheila Coonerty        Deedee Perez-Granados        Jeremy Shonick
Patty Threet        Deb Tracy-Proulx        Claudia Vestal

Absent: Alisun Thompson

Kris Munro, Superintendent
Patrick K. Gaffney, Assistant Superintendent, Business Services
Molly Parks, Assistant Superintendent, Human Resources
Frank Wells, Assistant Superintendent, Educational Services
Members of the Audience

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

Agenda Changes
None

PUBLIC COMMENTS
Santa Cruz City Schools Parent and professional educator Heather Malloy encouraged the Trustees and Administrators to consider including science and engineering activities in K-5 classrooms. Elementary grades are a great time to use students’ natural curiosity and willingness to engage new ideas for science studies. Next Generation Science Standards (NGSS) and the Common Core are well aligned. Soquel High School Career Technical Education Teacher Rovik thanked the Trustees for extending the recruitment time for the 2017-18 GMEC Academy at Soquel High School. Mr. Rovik also advocated for the district to apply the principles of the CTE “Wheel” to all incoming high school freshmen for exposure to available pathways for ROP/CTE classes. Teacher Rovik feels that the goal of the district should be to make many pathways for CTE/ROP available to students at the earliest possible age.
Superintendent Munro asked to make some clarifying statements regarding the Public Comments. The Santa Cruz County Superintendents’ Council Meeting agenda for May, 2017, includes a discussion of Next Generation Science Standards Career (NGSS) and a conversation around working with *Bay Sci from the Lawrence Hall of Science* to help support science in every district in our county. Career Technical Education (CTE) is mandated by the State of California through the Local Control Funding Formula process and this will weave nicely into the conversation tonight around district goals.

**GENERAL PUBLIC BUSINESS**

### Closed Session Actions

**Reporting Out on Closed Session Items**

1. The Board of Education discussed the evaluation of Superintendent Munro.

**ITEMS of BUSINESS to be TRANSACTED and/or DISCUSSED**

**Study Session**

The Board discussed goals, reviewed new/revised board policies relating to Curriculum, and provided input on the Curriculum Master Plan Draft. Facilitator Post also reviewed next steps and provided a feedback form to evaluate the meeting.

**Adjournment of Open Session**

There being no further Open Session business to come before the Trustees, Board President Tracy-Proulx adjourned this Open Session/Study Session of the Regular Meeting at 8:51 p.m.

**Board Meeting Schedule Information**

1. The Regular Meeting on May 10, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
2. The Regular Meeting/Governance Session on May 31, 2017, 6:30 p.m., will be held in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.
3. The Regular Meeting on June 14, 2017, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
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*For more details about this meeting, please visit our district website and listen to the meeting recording:*


Respectfully submitted,

Kris Munro, Superintendent
Santa Cruz City Schools

Deborah Tracy-Proulx, President
Board of Education
AGENDA ITEM: Certificated Personnel Actions

DATE: May 10, 2017

FROM: Molly Parks, Assistant Superintendent, Human Resources

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
We recommend the Board of Trustees 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.
**2017-2018 APPOINTMENTS:**

Certificated:

**Linda Baker**, 1.0 Special Day Class-ED Teacher at Bay View Elementary. Linda’s educational background includes a BA in Business Administration from the University of Phoenix and an MA in Education from CSU Monterey Bay. Linda holds a Clear Education Specialist Instruction Credential for Moderate to Severe Disabilities and an English Learners Authorization. Her status is Probationary 1 and she has five years of teaching experience.

**Adam Carter**, 1.0 Special Day Class-ED Teacher at Branciforte Middle. Adam’s educational background includes a BA in English and History from McDaniel College. Adam holds a Preliminary Education Specialist Instruction Credential for Mild to Moderate Disabilities, an Autism Spectrum Disorder Authorization and an English Learners Authorization. His status is Probationary 1 and he has one year of teaching experience.

**Megan Lyons**, 1.0 Special Day Class-ED Teacher at Bay View Elementary. Megan’s educational background includes a BA in Psychology from CSU Monterey Bay. Megan will hold an Intern Education Specialist Instruction Credential for Mild to Moderate Disabilities, an Autism Spectrum Disorder Authorization and an English Learners Authorization. Her status is Probationary 0 and she has one year of teaching experience.

**Kyle Suess**, 1.0 6th Grade Core Teacher at Mission Hill Middle. Kyle’s educational background includes a BA in Philosophy from Point Loma Nazarene University and an MA in Education from UC Santa Cruz. Kyle will hold a Preliminary Multiple Subject Teaching Credential and an English Learners Authorization. His status is Temporary and he has one year of teaching experience.

**2016-2017 APPOINTMENTS:**

**Summer School Teacher:**

**Charity Maramonte**, Math Teacher for middle school students, not to exceed 165 hours, 7/13/17 to 8/14/17.

**Seth Wilson**, Graphic Arts Teacher for high school students, not to exceed 165 hours, 7/13/17 to 8/14/17.

AGENDA ITEM: 8.1.1
AGENDA ITEM: Classified Personnel Actions

MEETING DATE: May 10, 2017

FROM: Molly Parks, Asst. Superintendent, Human Resources

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
To 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.
CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: 5/3/17

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):
Hernandez, Madeline, Instructional Technician - MH, 1.6hrs/9mo, effective 4/17/17

Promotion:
None

Voluntary Demotion:
None

Increase/Reduction in FTE - Months/Hours of Service:
Wolcott, Lauren, Instructional Technician/ASES - MH, from 1.5hrs/9mo to 2hrs/9mo, effective 3/22/17

Additional FTE/Position:
Marquez, Belinda, Instructional Technician/ASES - BV, 2.1hrs/9mo, effective 3/16/17

39-Mo Reinstatement:
None

39-Mo Reinstatement w/Increase in FTE:
Nakamura, Mercedes, Instructional Technician - WL, 5hrs/9mo, effective 4/24/17

63-Mo Reinstatement:
None

Transfer:
None

Transfer-Increase FTE:
None

Provisional Assignments (not to exceed 90 working days):
None

Leave of Absence:
None

Separation from Service:
Employee 3620, Released, effective 4/11/17
Employee 3442, Released, effective 4/28/17
Retirement:
Clark, Hermanita, Administrative Assistant/Confidential - AE, 8hrs/12mo, effective 5/5/17
Stiefelmaier, Elizabeth, School Health Clerk - BM, 3hrs/9mo, effective 6/8/17
Weng, Viyada, Principal’s Secretary - SQ, 8hrs/11mo, effective 4/28/17

•Limited Term Project (not to exceed 126 days)/Substitutes:

New EWA/Hourly Employees:
Chisholm, James, System Support Specialist - IT, not to exceed 5/3/17 to 6/30/17
Torres, Alexander, Instructional Technician/EI - BSS, not to exceed 190hrs, 3/3/17 to 6/8/17

Existing EWA/Hourly Employees:
Ashton, Gerri, Instructional Technician - BSS, not to exceed 10hrs, 4/12/17 to 5/19/17
Casey, Patrick, School Bus Driver Sub - TR, not to exceed 40hrs, 4/11/17 to 6/10/17
Dewitt, Dawn, Clerical Assistant - DL, not to exceed 60hrs, 3/28/17 to 6/15/17
Fette, Leslie, Instructional Technician - SQ, not to exceed 28hrs, 4/10/17 to 6/9/17
Garcia, Maribel, Campus Supervisor - HH, not to exceed 3hrs, 3/20/17 to 6/8/17
Gonzales, Anna, Clerical Assistant - GA, not to exceed 9hrs, 3/28/17 to 4/11/17
Gregoire, Paula, Instructional Technician - BV, not to exceed 22.5hrs, 3/30/17 to 6/8/17
Herrera-Reyes, Edgar, Custodian - DL, not to exceed 8hrs, 5/12/17
Iniguez, Enrique, Custodian - MO, not to exceed 2hrs, 5/5/17
Kianpour, Jacqueline, Clerical Assistant - HR, not to exceed 60hrs, 4/21/17 to 6/9/17
Kryst, Carolyn, Food Service Worker - FS, not to exceed 5hrs, 3/15/17 to 6/30/17
Larsen, Angela, Administrative Secretary - MO, not to exceed 36hrs, 4/3/17 to 4/11/17
Lawrence, Gloriana, Instructional Technician, EI - DL, not to exceed 85hrs, 2/16/17 to 5/31/17
Luna, Maria, Administrative Secretary - SU, not to exceed 15hrs, 4/12/17 - 6/30/17
Marizette, Gail, Clerical Assistant - BV, not to exceed 70hrs, 3/16/17 to 6/7/17
Marquez, Belinda, Instructional Technician - BV, not to exceed 30hrs, 2/24/17 - 3/15/17
Marquez, Belinda, Instructional Technician - BV, not to exceed 86hrs, 3/16/17 to 6/8/17
Martinez, Perla, Instructional Technician - SE, not to exceed 12hrs, 4/12/17 to 4/20/17
Moreno, Eduardo, Campus Supervisor - HH, not to exceed 4.5hrs, 3/20/17 to 6/8/17
Quevedo, Vivian, Instructional Technician/ASES - BV, not to exceed 60hrs, 3/16/17 to 6/8/17
Shaffer-Tropeano, Lidia, Instructional Technician - DL, not to exceed 30hrs, 3/2/17 to 6/1/17
Silva-Robles, Fe, School Community Coordinator - BM, not to exceed 15hrs, 8/1/16 to 6/15/17
Silva-Robles, Fe, Translator - SU, not to exceed 45hrs,

**Limited Term Retiree (not to exceed 960 hours per Government Code 21153):**
None

**Out of Class:**
None

- **Employment Actions Concerning Exempt Assignments from the Classified Service**

  **Stipend:**
  None

  **Playground Recess Coach, Yard Duty, Child Care:**
  Avila Moreno, Mario, Yard Duty - DL, not to exceed 90hrs, 5/2/17 to 6/8/17
  Carranza, Helena, Yard Duty - DL, not to exceed 136hrs, 4/17/17 to 6/8/17
  Carranza Rodriguez, Leslie, Yard Duty - DL, not to exceed 260hrs, 4/10/17 to 6/8/17
  Ciraulo, Sharon, Yard Duty Supervisor - GA, not to exceed 30hrs, 5/1/17 to 6/8/17
  Dew, Christopher, Playground Recess Coach- BV, not to exceed 175hrs, 3/16/17 to 6/8/17
  Kenagy, Janelle, Playground Coach - DL, not to exceed 83hrs, 4/18/17 to 6/9/17

- **Eligibility Lists Established**

  Accounts Payable
  Attendance Technician
  Instructional Technician
AGENDA ITEM: Purchase Orders, Quotes and Bids

MEETING DATE: May 10, 2017

FROM: Patrick Gaffney, Asst. Supt., Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
It is recommended that the Board of Education approve the purchase orders, quotes and bids as submitted.

BACKGROUND:
A detailed report is attached, listing purchase orders, quotes and bids that require Board approval prior to release to vendors. The following definitions are provided to clarify the differences between purchase orders, quotes and bids:

Purchase Orders: For purchases routine in nature and over $2,500 but under the amount required for a quote.

Quotes: When purchases will be $6,500 to $15,000 for contracted work or $12,000 to $88,300 for materials/supplies, several vendors are contacted for written quotations. This process, though not as rigorous as a bid, insures that the District has involved more than one vendor and will secure a competitive price.

Bids: 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 projected to cost $15,000 and over, or for materials and supplies in the sum of $88,300 or over. Bids are solicited from a wide pool of prospective vendors, thus assuring that when the award is made to the lowest responsible bidder, the District receives the best price available.
## BOARD OF EDUCATION

May 10, 2017

### PURCHASE ORDERS OVER $2500

<table>
<thead>
<tr>
<th>PO/REQ NO.</th>
<th>SITE</th>
<th>DOLLAR AMOUNT</th>
<th>VENDOR</th>
<th>MATERIALS, SERVICES, ETC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-00152</td>
<td>Facilities</td>
<td>$3,000.00</td>
<td>M3 Environmental</td>
<td>Change Order for Asbestos testing as needed. Ongoing &amp; Major Maint.</td>
</tr>
<tr>
<td>17-00234</td>
<td>Various</td>
<td>$30,000.00</td>
<td>Cintas</td>
<td>Change Order to cover custodial supplies. Ongoing &amp; Major Maint.</td>
</tr>
<tr>
<td>17-00363</td>
<td>Various</td>
<td>$18,000.00</td>
<td>Geo. H. Wilson</td>
<td>Change Order to cover HVAC repairs. Ongoing &amp; Major Maint.</td>
</tr>
<tr>
<td>17-00365</td>
<td>Food Service</td>
<td>$9,000.00</td>
<td>Watsonville Coast Produce</td>
<td>Change Order to cover additional Food expenditures. Cafeteria Fund.</td>
</tr>
<tr>
<td>17-00431</td>
<td>Food Service</td>
<td>$28,000.00</td>
<td>Sysco Food Services</td>
<td>Change Order to cover additional Food expenditures. Cafeteria Fund.</td>
</tr>
<tr>
<td>17-00436</td>
<td>Food Service</td>
<td>$8,000.00</td>
<td>Sysco Food Services</td>
<td>Change Order to cover additional materials expenditures. Cafeteria Fund.</td>
</tr>
<tr>
<td>17-00672</td>
<td>Food Service</td>
<td>$6,000.00</td>
<td>Roger’s Refrigeration</td>
<td>Change Order to cover additional Repair expenditures. Cafeteria Fund.</td>
</tr>
<tr>
<td>17-00708</td>
<td>Various</td>
<td>$9,250.00</td>
<td>American Eagle Enterprises</td>
<td>Change Order to cover additional Bleacher repairs. Ongoing &amp; Major Maint.</td>
</tr>
<tr>
<td>17-01887</td>
<td>C.I.A.</td>
<td>$20,000.00</td>
<td>UCSC-Work Study</td>
<td>Change Order to cover additional expenditures. LCFF.</td>
</tr>
<tr>
<td>17-04771</td>
<td>Soquel High</td>
<td>$43,178.00</td>
<td>Duran &amp; Venables</td>
<td>Asphalt work. Facility Use Fees.</td>
</tr>
<tr>
<td>17-04772</td>
<td>Santa Cruz High</td>
<td>$11,895.91</td>
<td>Lincoln Aquatics</td>
<td>Universal pool cover. Facility Use Fees.</td>
</tr>
<tr>
<td>17-04777</td>
<td>Gault</td>
<td>$4,500.00</td>
<td>Bay Area Glad</td>
<td>GLAD in-service for certificated staff. Title I.</td>
</tr>
<tr>
<td>17-04784</td>
<td>Mission Hill</td>
<td>$3,500.00</td>
<td>Amazon</td>
<td>Art materials/supplies. Measure O.</td>
</tr>
<tr>
<td>17-04786</td>
<td>Harbor High</td>
<td>$3,509.80</td>
<td>Organized Sportswear</td>
<td>PE Uniforms. Student Payments.</td>
</tr>
</tbody>
</table>

Approved by: ___________________________  Approval Date: ___________________________
## BOARD OF EDUCATION

**May 10, 2017**

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<tbody>
<tr>
<td>17-04817</td>
<td>Branciforte Middle</td>
<td>$2,031.45</td>
<td>Silke Communications</td>
<td>Radios. Unrestricted.</td>
</tr>
<tr>
<td>17-04819</td>
<td>Apple Computer</td>
<td>$16,195.52</td>
<td>Apple Computer</td>
<td>30 iPads and cases. Measure O, Title I.</td>
</tr>
<tr>
<td>17-04820</td>
<td>Various</td>
<td>$9,936.75</td>
<td>Pajaro Valley USD</td>
<td>Reading materials for 3 Kindergarten classrooms. Title III.</td>
</tr>
<tr>
<td>17-04821</td>
<td>Transportation</td>
<td>17,180.68</td>
<td>Williamson Body &amp; Paint</td>
<td>Confirming for Payment – Bus repair. Insurance.</td>
</tr>
<tr>
<td>17-04822</td>
<td>Soquel High</td>
<td>$31,000.00</td>
<td>AP Exams</td>
<td>Open Order to cover AP exams for 16/17. Student Payments.</td>
</tr>
<tr>
<td>17-04836</td>
<td>Mission Hill</td>
<td>$3,200.00</td>
<td>Nasco Modesto</td>
<td>Open Order for Art supplies. Measure O.</td>
</tr>
<tr>
<td>17-04875</td>
<td>Santa Cruz High</td>
<td>$3,097.00</td>
<td>Northern Calif. Lacrosse</td>
<td>Prepay – Lacrosse referees. Measure O.</td>
</tr>
<tr>
<td>17-04965</td>
<td>Soquel High</td>
<td>$3,789.00</td>
<td>Tool Mart Inc.</td>
<td>Open Order for wood shop tools/supplies. Perkins.</td>
</tr>
<tr>
<td>17-04969</td>
<td>Mission Hill</td>
<td>$2,754.86</td>
<td>Scholastic Book Fairs</td>
<td>Confirming for Payment – Book Fair.</td>
</tr>
<tr>
<td>17-05026</td>
<td>Santa Cruz High</td>
<td>$22,000.00</td>
<td>Advanced Placement Program</td>
<td>Open Order to cover AP exams. Student Payments.</td>
</tr>
<tr>
<td>17-05028</td>
<td>Santa Cruz High</td>
<td>$12,042.20</td>
<td>AV Now</td>
<td>Sound system. Facility Use Fees.</td>
</tr>
<tr>
<td>17-05054</td>
<td>Westlake</td>
<td>$2,749.81</td>
<td>Scholastic Education</td>
<td>Magazine subscriptions. Lottery.</td>
</tr>
<tr>
<td>17-05082</td>
<td>Mission Hill</td>
<td>$5,610.00</td>
<td>Forum Music Festivals</td>
<td>Festival registration fee. Donations.</td>
</tr>
<tr>
<td>17-05083</td>
<td>Superintendent</td>
<td>$30,000.00</td>
<td>Lozano Smith</td>
<td>District Legal services. Unrestricted.</td>
</tr>
<tr>
<td>17-05084</td>
<td>Harbor High</td>
<td>$6,461.90</td>
<td>Follett</td>
<td>AP Psychology textbooks. LCFF, Lottery.</td>
</tr>
<tr>
<td>17-05085</td>
<td>Superintendent</td>
<td>$8,750.00</td>
<td>ICSA Boardroom Apps</td>
<td>Annual renewal fee for 17-18. Unrestricted.</td>
</tr>
</tbody>
</table>

Approved by: ___________________________  Approval Date: ___________________________
# BOARD OF EDUCATION

## May 10, 2017

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</thead>
<tbody>
<tr>
<td>17-05098</td>
<td>Various</td>
<td>$2,500.00</td>
<td>Silke Communications</td>
<td>Open Order for radios and parts. Ongoing &amp; Major Maint.</td>
</tr>
<tr>
<td>17-05101</td>
<td>Santa Cruz High</td>
<td>$14,624.45</td>
<td>Lincoln Aquatics</td>
<td>Pool cover panels. Facility Use Fees.</td>
</tr>
<tr>
<td>17-05129</td>
<td>B40SS</td>
<td>$5,617.87</td>
<td>School Tech Supply</td>
<td>Chromebooks and Cart. Title I.</td>
</tr>
<tr>
<td>17-05035</td>
<td>B40SS</td>
<td>$4,927.30</td>
<td>School Tech Supply</td>
<td>Chromebooks. Title I.</td>
</tr>
<tr>
<td>17-05050</td>
<td>B40 Middle</td>
<td>$19,266.63</td>
<td>School Tech Supply</td>
<td>Chromebooks, Carts. Title I.</td>
</tr>
<tr>
<td>17-05051</td>
<td>Santa Cruz High</td>
<td>$9,950.27</td>
<td>School Tech Supply</td>
<td>Chromebooks and Cart. Unrestricted, Donations.</td>
</tr>
<tr>
<td>17-05033</td>
<td>Student Services</td>
<td>$3,640.73</td>
<td>CDWG</td>
<td>Laptops for the Health Clerks. MAA.</td>
</tr>
<tr>
<td>17-05131</td>
<td>Warehouse</td>
<td>$2,568.31</td>
<td>Veritiv Operating Co.</td>
<td>Colored copy paper to replenish stock. Unrestricted.</td>
</tr>
<tr>
<td>17-05084</td>
<td>Harbor High</td>
<td>$6,461.90</td>
<td>Follett School Solutions</td>
<td>AP Psychology textbooks. LCFF, Lottery.</td>
</tr>
<tr>
<td>17-05130</td>
<td>Harbor High</td>
<td>$9966.58</td>
<td>School Tech Supply</td>
<td>Chromebooks, cart. Unrestricted.</td>
</tr>
<tr>
<td>17-05188</td>
<td>Harbor High</td>
<td>$12,872.00</td>
<td>Phil Allegri Electric</td>
<td>Emergency Electrical work for broken conduit, new wiring. Facility Use Fees.</td>
</tr>
<tr>
<td>17-05170</td>
<td>Curriculum</td>
<td>$4,965.00</td>
<td>Corwin Press</td>
<td>Visible Learning conference for 6 attendees. Title I, Title II.</td>
</tr>
</tbody>
</table>

Approved by: ___________________________  Approval Date: _________________
AGENDA ITEM: Warrant Register

MEETING DATE: May 10, 2017

FROM: Patrick K. Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the warrants on the Board Payment Report. The report covers vendor warrants issued from 4/7/17–4/27/17. Hard copies of the report are available for public review at the Board Meeting.
<table>
<thead>
<tr>
<th>CHECK #</th>
<th>DATE PAID</th>
<th>PAID TO</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>903588</td>
<td>04/13/2017</td>
<td>ADORAMA</td>
<td>$2,637.95</td>
</tr>
<tr>
<td>903589</td>
<td>04/13/2017</td>
<td>Alison S Daniel</td>
<td>$154.67</td>
</tr>
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**Closed-SCCS-042717 SUPPLEMENT**

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5/2/2017 2:29:35 PM  
2016 - 2017

Page 1 of 1
AGENDA ITEM: Gifts

MEETING DATE: May 10, 2017

FROM: Kris Munro, Superintendent

RECOMMENDATION:
Acceptance of the following gift donated to the Santa Cruz City School District.

Santa Cruz High School
- Todd Burkett and Kymberly Head-Burkett donated $300 to the Santa Cruz High School Baseball Program.

BACKGROUND:
Pursuant to Board Policy/Regulation 3290, the Governing Board may accept on behalf of and for the District, any bequest, gift of money or gift of property, valued at $100 or more, that is presented to the District. A letter of appreciation will be sent to the donors.
AGENDA ITEM: Board Policy Updates

MEETING DATE: May 10, 2017

FROM: Kris Munro, Superintendent

RECOMMENDATION:
Approve the revised/new policies as submitted for first and/or final reading.

BACKGROUND:
New and revised policies are submitted through the GAMUT online board policy book updating process, which sends policies for review to participating districts approximately six times per year. These recommendations reflect recent changes in education code and/or case law. The policies have been reviewed by staff to ensure that any required customization for Santa Cruz City Schools has been included. These policies were also sent to the Trustees in advance of this meeting for review.

The Policy Guidesheet provides a basic overview of the policy changes. Proposed revised policies precede our current policies for your review. If the policy is new for our district, there is no current policy for review.

Board Policy 6184 is not part of the GAMUT process and has been brought forward by Santa Cruz City Schools Administration. The policy is revised and there is a current policy for review. Revised Language in this policy allows grade 9 Students access to Costanoa Continuation High School.

This work is in direct support of the following district goal and its corresponding metrics:
Goal #1: All SCCS students will be prepared to successfully access post-secondary college and career opportunities.
Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.
Goal #3: We will eliminate the achievement gap the currently exists between demographic groups within the SCCS student community.
Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.
Goal #5: SCCS will maintain a balanced budget and efficient and effective management.
Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

AGENDA ITEM: 8.3.7.
Note: Descriptions below identify revisions made in CSBA’s sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP 3311 - Bids
(BP revised)
Policy updated and some language moved into new policy 3311.1 Uniform Public Construction Cost Accounting Procedures.

BP 3311.1 - Uniform Public Construction Cost Accounting Procedures
(BP added)
New policy includes material formerly in BP/AR 3311 - Bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency.

BP 4030 - Nondiscrimination in Employment
(BP revised)
Policy updated to reflect NEW STATE REGULATIONS (Register 2015, No. 50), as renumbered, which specify certain requirements to be included in district policy and extend protections against discrimination to unpaid interns and volunteers. Policy also adds requirement to post the California Department of Fair Employment and Housing publication on workplace discrimination and harassment, and reflects NEW LAW (SB 1063, 2016) which prohibits the payment of different wage rates based on race or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation.

BP 4119.11/4219.11/4319.11 - Sexual Harassment
(BP revised)
Policy updated to reflect NEW STATE REGULATIONS (Register 2015, No. 50), as renumbered, which extend protections against sexual harassment to unpaid interns and volunteers, require districts to instruct supervisors to report complaints, and revise requirements pertaining to the training of supervisory employees.

BP 5141.21 - Administering Medication and Monitoring Health Conditions
(BP revised)
Policy and regulation updated to delete requirements related to the administration of medication in cases of epileptic seizures, as Education Code 49414.7 repeals by its own terms on January 1, 2017, and to clarify that districts may continue to administer such medication under the general authority in state law. Policy reflects NEW LAW (AB 1748, 2016) which authorizes districts to stock and administer medication in cases of opioid overdose.

BP 6146.1 - High School Graduation Requirements
(BP revised)
Policy updated to reflect NEW LAW (AB 2306, 2016) which generally exempts from district-established graduation requirements any student who transfers into a district school from a juvenile court school after the second year of high school, unless it is determined that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school.
BB 9240 - Board Training  
(BB revised)  
Bylaw retitled and updated to address the purposes and importance of board training, recommended topics of training for new and first-term board members, and the district's process for selecting board training activities. The bylaw also reinforces the prohibition against a majority of the board members discussing district business of a specific nature while attending a conference or similar public gathering.

BB 9323 - Meeting Conduct  
(BB revised)  
Bylaw updated to reflect NEW LAW (AB 1787, 2016) which requires the board to provide a member of the public who uses a translator at least twice the allotted time to address the board during board meetings, unless simultaneous translation equipment is used. Bylaw also clarifies that the board may refer a member of the public to an appropriate complaint procedure, but cannot prohibit criticism of district employees, programs, or policies during a board meeting.

Policies Brought forward for adoption by Santa Cruz City Schools

BP 6184 Continuing Education – the policy reflects changes that will allow 9th grade students access to Costanoa Continuation High School.
BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3000 - Concepts and Roles)
(cf. 3230 - Federal Grant Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)
(cf. 3311.2 - Lease-Leaseback Contracts)
(cf. 3311.3 - Design-Build Contracts)
(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

Legal Reference: (see next page)
BIDS (continued)

Legal Reference:

**EDUCATION CODE**
- 17070.10-17079.30 Leroy F. Greene School Facilities Act
- 17250.10-17250.55 Design-build contracts
- 17406 Lease-leaseback contracts
- 17595 Purchase of supplies through Department of General Services
- 17602 Purchase of surplus property from federal agencies
- 38083 Purchase of perishable foodstuffs and seasonable commodities
- 38110-38120 Apparatus and supplies
- 39802 Transportation services

**BUSINESS AND PROFESSIONS CODE**
- 7056 General engineering contractor
- 7057 General building contractor

**CODE OF CIVIL PROCEDURE**
- 446 Verification of pleadings

**GOVERNMENT CODE**
- 4217.10-4217.18 Energy conservation contracts
- 4330-4334 Preference for California-made materials
- 6252 Definition of public record
- 53060 Special services and advice
- 54201-54205 Purchase of supplies and equipment by local agencies

**PUBLIC CONTRACT CODE**
- 1102 Emergencies
- 1103 Definition, responsible bidder
- 2000-2002 Responsive bidders
- 3000-3010 Roofing projects
- 3400 Bids, specifications by brand or trade name not permitted
- 3410 United States produce and processed foods
- 4113 Prime contractor; subcontractor
- 6610 Bid visits
- 12200 Definitions, recycled goods, materials and supplies
- 20101-20103.7 Public construction projects, requirements for bidding
- 20103.8 Award of contracts
- 20110-20118.4 Local Agency Public Construction Act; school districts
- 20189 Bidder's security, earthquake relief
- 22000-22045 Alternative procedures for public projects (UPCCAA)
- 22152 Recycled product procurement

**COURT DECISIONS**
- City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

**ATTORNEY GENERAL OPINIONS**

Management Resources: (see next page)
BIDS (continued)

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California Department of Education: http://www.cde.ca.gov
California Department of General Services: https://www.dgs.ca.gov

Policy
adopted: February 23, 2011
revised: September 25, 2013
revised: May 10, 2017

SANTA CRUZ CITY SCHOOLS
Soquel, California
Santa Cruz City Schools
Board Policy

Bids

BP 3311
Business and Noninstructional Operations

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures and Purchases)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may
piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:
EDUCATION CODE
17070.10-17079.30 Leroy F. Greene School Facilities Act
17406 Lease-leaseback contract
17595 Purchase of supplies through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services
GOVERNMENT CODE
4217.10-4217.18 Energy conservation contracts
4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies
PUBLIC CONTRACT CODE
1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 Contracting by school districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement
COURT DECISIONS
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861
ATTORNEY GENERAL OPINIONS
Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org

Policy SANTA CRUZ CITY SCHOOLS
adopted: February 23, 2011 Soquel, California
revised: September 25, 2013
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)
(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference: (see next page)
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES
(continued)

Legal Reference:

PUBLIC CONTRACT CODE
1102 Definition of emergency
20110-20118.4 Local Agency Public Construction Act; school districts
22000-22020 California Uniform Construction Cost Accounting Commission
22030-22045 Alternative procedures for public projects (UPCCAA), especially:
22032 Applicability of procedures based on amount of project
22034 Informal bidding procedure
22035 Emergency need for repairs or replacement
22037-22038 Formal bidding procedures for projects exceeding $175,000
22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS
Cost Accounting Policies and Procedures Manual
Frequently Asked Questions
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California Uniform Construction Cost Accounting Commission:
http://www.sco.ca.gov/ard_cuccac.html

Approved: Santa Cruz City Schools
Adopted: May 10, 2017
NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. 1240 - Volunteer Assistance)
(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

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

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

   a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)
b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond.
appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)
NONDISCRIMINATION IN EMPLOYMENT  (continued)

Legal Reference:

EDUCATION CODE
200-262.4  Prohibition of discrimination

CIVIL CODE
51.7  Freedom from violence or intimidation

GOVERNMENT CODE
11135  Unlawful discrimination
11138  Rules and regulations
12900-12996  Fair Employment and Housing Act

PENAL CODE
422.56  Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2
11006-11086  Discrimination in employment
11013  Recordkeeping
11019  Terms, conditions and privileges of employment
11023  Harassment and discrimination prevention and correction
11024  Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5
4900-4965  Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20
1681-1688  Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29
621-634  Age Discrimination in Employment Act
794  Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000d-2000d-7  Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17  Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6  Title IX of the Civil Rights Act of 1964
6101-6107  Age discrimination in federally assisted programs
12101-12213  Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190  Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34
100.6  Compliance information
104.7  Designation of responsible employee for Section 504
104.8  Notice
106.8  Designation of responsible employee and adoption of grievance procedures
106.9  Dissemination of policy
110.1-110.39  Nondiscrimination on the basis of age

COURT DECISIONS

Management Resources: (see next page)
Nondiscrimination in Employment (continued)

Management Resources:

**California Department of Fair Employment and Housing Publications**
- California Law Prohibits Workplace Discrimination and Harassment, December 2014
- Notice of Non-Discrimination, August 2010

**U.S. Equal Employment Opportunity Commission Publications**
- Questions and Answers: Religious Discrimination in the Workplace, 2008
- New Compliance Manual Section 15: Race and Color Discrimination, April 2006

**Web Sites**
- California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
- U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy

adopted: September 14, 2016
revised: May 10, 2017

Santa Cruz City Schools
Soquel, California

Policy Reference UPDATE Service
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The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

(cf. 4032 - Reasonable Accommodation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

(cf. 4033 - Lactation Accommodation)
Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
11135 Unlawful discrimination
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
11019 Terms, conditions and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS

Management Resources:
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment, December 2014
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
New Compliance Manual Section 15: Race and Color Discrimination, April 2006
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy SANTA CRUZ CITY SCHOOLS
adopted: September 14, 2016 Soquel, California
All Personnel

SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district’s sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.
SEXUAL HARASSMENT  (continued)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:  (see next page)
SEXUAL HARASSMENT (continued)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January 1999
WEB SITES
California Department of Fair Employment and Housing:  http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy
adopted:  May 25, 2011
revised:  March 23, 2016
revised:  May 10, 2017
The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the
supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4  Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996  Fair Employment and Housing Act, especially:
12940  Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101  Political activities of employees
1102.1  Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11021 Retaliation
11023 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965  Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7  Title VI, Civil Rights Act of 1964
2000e-2000e-17  Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6  Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9  Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing:  http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy  SANTA CRUZ CITY SCHOOLS
adopted:  May 25, 2011    Soquel, California
revised:  March 23, 2016
ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.
ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference: (see next page)
ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Legal Reference:

EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.3 Emergency medical assistance; administration of medication for opioid overdose
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE
2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions
4119.2 Acquisition of epinephrine auto-injectors
4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS
American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
American Diabetes Association: http://www.diabetes.org
California Department of Education: http://www.cde.ca.gov/ls/he/hn
U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Policy
adopted: March 14, 2012
revised: March 12, 2014
revised: May 10, 2017

SANTA CRUZ CITY SCHOOLS
Soquel, California
Santa Cruz City Schools
Board Policy
Administering Medication And Monitoring Health Conditions

BP 5141.21
Students

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student’s individualized education program or Section 504 services plan as applicable.

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

In addition, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, including, but not limited to, emergency Diastat for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency Diastat medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.5, 49414.7, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Legal Reference:
EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49414.7 Emergency medical assistance: administration of epilepsy medication
Employment of medical personnel, especially:

Administration of prescribed medication for student

Inhaled asthma medication

Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

Nursing, especially:

Authority not conferred

Exceptions in general

Definitions

CODE OF REGULATIONS, TITLE 5

Administering medication to students

Administration of emergency antiseizure medication by trained volunteer nonmedical school personnel

UNITED STATES CODE, TITLE 20

Family Educational Rights and Privacy Act of 1974

Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

Rehabilitation Act of 1973, Section 504

COURT DECISIONS


Management Resources:

CSBA PUBLICATIONS

Pandemic Influenza, Fact Sheet, September 2007

AMERICAN DIABETES ASSOCIATION PUBLICATIONS


CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS


WEB SITES

CSBA: http://www.csba.org

American Diabetes Association: http://www.diabetes.org

California Department of Education, Health Services and School Nursing:
http://www.cde.ca.gov/ls/he/hn


U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute,
asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Policy SANTA CRUZ CITY SCHOOLS

adopted: March 14, 2012 Soquel, California
HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)
   (cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

   At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

   Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

   (cf. 6142.92 - Mathematics Instruction)
   (cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)
   (cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)
   (cf. 6142.3 - Civic Education)
   (cf. 6142.94 - History-Social Science Instruction)
5. One semester/5 units of applied arts.

6. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

   To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

   (cf. 6142.2 - World/Foreign Language Instruction)
   (cf. 6142.6 - Visual and Performing Arts Education)
   (cf. 6178 - Career Technical Education)
   (cf. 6178.2 - Regional Occupational Center/Program)

7. One additional course/10 units of fine or applied arts.

   (cf. 6142.2 - World/Foreign Language Instruction)
   (cf. 6142.6 - Visual and Performing Arts Education)
   (cf. 6178 - Career Technical Education)
   (cf. 6178.2 - Regional Occupational Center/Program)

8. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

   (cf. 6142.7 - Physical Education and Activity)
   (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
   (cf. 6142.4 - Service Learning/Community Service Classes)
   (cf. 6142.8 - Comprehensive Health Education)

9. One semester/5 units of health.

   (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
   (cf. 6142.4 - Service Learning/Community Service Classes)
   (cf. 6142.8 - Comprehensive Health Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

   (cf. 6146.11 - Alternative Credits Toward Graduation)
   (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
   (cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Exemptions and Waivers

A foster youth, homeless student, or former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)

(cf. 6173.2 - Education for Children of Military Families)

A student who receives a Certificate of Completion shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a student receiving a diploma may participate. The student's participation in any graduation ceremony or any graduation-related activity does not equate a Certificate of Completion with a regular high school diploma.

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)
In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

**EDUCATION CODE**

47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas; foreign exchange students
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
60851.5 Suspension of high school exit examination
60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination
66204 Certification of high school courses as meeting university admission criteria
67386 Student safety; affirmative consent standard

**CODE OF REGULATIONS, TITLE 5**

1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4687 Uniform complaint procedures

**COURT DECISIONS**

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Management Resources:
WEB SITES
CSBA: http://www.csba.org
University of California, List of Approved a-g Courses:
http://www.universityofcalifornia.edu/admissions/freshman/requirements

Policy:
adopted: May 11, 2011
revised: March 13, 2014
revised: January 14, 2015
revised: March 23, 2016
revised: May 10, 2017

SANTA CRUZ CITY SCHOOLS
Soquel, California
The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English  (Education Code 51225.3)
   (cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics  (Education Code 51225.3)
   At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12.  (Education Code 51224.5)
   (cf. 6011 - Academic Standards)
   (cf. 6142.92 - Mathematics Instruction)
   (cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences  (Education Code 51225.3)
   (cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics  (Education Code 51225.3)
5. One semester/5 units of applied arts.

6. One course/10 units in visual or performing arts, foreign language, or American Sign Language (Education Code 51225.3)

7. One additional course/10 units of fine or applied arts.

8. Two courses/20 units in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

9. One semester/5 units of health.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701.

A student who receives a Certificate of Completion shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a student receiving a diploma may participate. The student's participation in any graduation ceremony or any

(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.8 - Comprehensive Health Education)

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)
graduation-related activity does not equate a Certificate of Completion with a regular high school diploma.

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:
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51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
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51410-51412 Diplomas
High school equivalency certificates
Golden State Seal Merit Diploma
Independent study restrictions
Recognition for educational achievement, special education
Suspension of high school exit examination
Retroactive diploma; completion of all graduation requirements except high school exit examination
Certification of high school courses as meeting university admissions criteria
Student safety; affirmative consent standard
Graduation of students from grade 12 and credit toward graduation
COURT DECISIONS

Management Resources:
WEB SITES
CSBA: http://www.csba.org
University of California, List of Approved a-g Courses:
http://www.universityofcalifornia.edu/admissions/freshman/requirements

Policy: SANTA CRUZ CITY SCHOOLS
adopted: May 11, 2011 Soquel, California
revised: March 13, 2014
revised: January 14, 2015
revised: March 23, 2016
Continuation Education

The Governing Board shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6158 - Independent Study)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6185 - Community Day School)

(cf. 6200 - Adult Education)

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)
Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. On a case by case basis students who are 14 or 15 and at least eligible for 9th grade may be enrolled with the approval of the superintendent or designee. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.
(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

46170 Minimum school day for continuation schools and classes

48400-48454 Compulsory continuation education, especially:

48400 Weekly minimum attendance requirement

48402 Minors not regularly employed

48410-48416 Compulsory continuation education

48430-48438 Continuation classes

48450-48454 Violation

48900 Grounds for suspension and expulsion

48900.5 Student discipline

48903 Limitations on days of suspension

51224-51225.3 Courses of study

60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education
COURT DECISIONS


Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: http://www.cceanet.org

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education: http://jgc.stanford.edu

Policy SANTA CRUZ CITY SCHOOLS

adopted: February 23, 2011 Soquel, California

revised: May 21, 2014

revised: May 10, 2017
The Governing Board shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.11 - Alternative Credits Toward Graduation)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 6158 - Independent Study)  
(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6181 - Alternative Schools/Programs of Choice)  
(cf. 6183 - Home and Hospital Instruction)  
(cf. 6185 - Community Day School)  
(cf. 6200 - Adult Education)  

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)  

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)
Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

(If 5146 - Married/Pregnant/Parenting Students)
(If 5147 - Dropout Prevention)
(If 5149 - At-Risk Students)
(If 6159 - Individualized Education Program)

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

(If 0410 - Nondiscrimination in District Programs and Activities)

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

(If 6178.2 - Regional Occupational Center/Program)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

(If 5112.1 - Exemptions from Attendance)

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and
graduation rates.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:
EDUCATION CODE
46170  Minimum school day for continuation schools and classes
48400-48454  Compulsory continuation education, especially:
48400  Weekly minimum attendance requirement
48402  Minors not regularly employed
48410-48416  Compulsory continuation education
48430-48438  Continuation classes
48450-48454  Violation
48900  Grounds for suspension and expulsion
48900.5  Student discipline
48903  Limitations on days of suspension
51224-51225.3  Courses of study
60850-60856  High school exit examination
FAMILY CODE
7000-7002  Emancipation of minors law
7050  Purposes for which emancipated minor considered an adult
CODE OF REGULATIONS, TITLE 5
11000-11010  Continuation education
COURT DECISIONS

Management Resources:
JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES
PUBLICATIONS
Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012
Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011
WEB SITES
California Continuation Education Association: http://www.cceane.net.org
California Department of Education: http://www.cde.ca.gov
John W. Gardner Center for Youth and Their Communities, Stanford School of Education: http://jgc.stanford.edu
Board Bylaws

MEETING CONDUCT

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)
MEETING CONDUCT  (continued)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

   Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:

a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.

b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)

c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)
MEETING CONDUCT  (continued)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference: (see next page)
Legal Reference:

**EDUCATION CODE**
5095  Powers of remaining board members and new appointees
32210  Willful disturbance of public school or meeting a misdemeanor
35010  Prescription and enforcement of rules
35145.5  Agenda; public participation; regulations
35163  Official actions, minutes and journal
35164  Vote requirements
35165  Effect of vacancies upon majority and unanimous votes by seven member board

**CODE OF CIVIL PROCEDURE**
527.8  Workplace Violence Safety Act

**GOVERNMENT CODE**
54953.3  Prohibition against conditions for attending a board meeting
54953.5  Audio or video recording of proceedings
54953.6  Broadcasting of proceedings
54954.2  Agenda; posting; action on other matters
54954.3  Opportunity for public to address legislative body; regulations
54957  Closed sessions
54957.9  Disorderly conduct of general public during meeting; clearing of room

**PENAL CODE**
403  Disruption of assembly or meeting

**COURT DECISIONS**
Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F.3d 966

**ATTORNEY GENERAL OPINIONS**

Management Resources:

**CSBA PUBLICATIONS**
Call to Order: A Blueprint for Great Board Meetings, 2015

**ATTORNEY GENERAL PUBLICATIONS**
The Brown Act: Open Meetings for Local Legislative Bodies, 2003

**WEB SITES**
CSBA: http://www.csba.org
California Attorney General’s Office: https://oag.ca.gov

Bylaw
SANTA CRUZ CITY SCHOOLS
adopted: May 12, 2010
Soquel, California
revised: May 10, 2017
Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board will make an effort to end the meeting by 10 p.m., unless circumstances or the particular matters before the Board warrant continuing beyond 10 p.m.

(cf. 9320 - Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

If a Board consists of seven members and not more than two vacancies occur on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, if a vacancy exists on the Board, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)
Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

   Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item; the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

   (cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board may limit the total time for public input on each item. With Board
consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of district employees.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)
If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:
EDUCATION CODE
5095 Powers of remaining board members and new appointees
32210 Willful disturbance of public school or meeting a misdemeanor
35010 Prescription and enforcement of rules
35145.5 Agenda; public participation; regulations
35163 Official actions, minutes and journal
35164 Vote requirements
35165 Effect of vacancies upon majority and unanimous votes by seven member board
GOVERNMENT CODE
54953.5 Audio or video tape recording of proceedings
54953.6 Broadcasting of proceedings
54954.2 Agenda; posting; action on other matters
54954.3 Opportunity for public to address legislative body; regulations
54957 Closed sessions
54957.9 Disorderly conduct of general public during meeting; clearing of room
PENAL CODE
403 Disruption of assembly or meeting
COURT DECISIONS
ATTORNEY GENERAL OPINIONS

Management Resources:
CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, rev. 2005
Board Presidents’ Handbook, rev. 2002
Maximizing School Board Governance: Boardsmanship
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, 2003
WEB SITES
CSBA: http://www.csba.org
California Attorney General’s Office: http://www.caag.state.ca.us
BOARD TRAINING

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge
BOARD TRAINING (continued)

and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Legal Reference:
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting

Management Resources:
CSBA PUBLICATIONS
Professional Governance Standards for School Boards
WEB SITES
CSBA: http://www.csba.org
California County Boards of Education: http://www.theccbe.org
National School Boards Association: http://www.nsba.org

Bylaw
adopted: February 23, 2011
revised: May 10, 2017

SANTA CRUZ CITY SCHOOLS
Soquel, California
Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

(cf. 9230 - Orientation)
(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for Board development may be budgeted annually for each Board member.

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:
EDUCATION CODE
33360 Department of Education and statewide association of school district boards; annual workshop
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting

Bylaw SANTA CRUZ CITY SCHOOLS
adopted: February 23, 2011 Soquel, California
SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Board Policy 6142.7 Physical Education and Activity

MEETING DATE: May 10, 2017

FROM: Kris Munro, Superintendent

RECOMMENDATION:
Approve the revision of Board Policy 6142.7 for Final Reading to comply with the requirements of the Federal Program Monitoring Audit currently being held at Santa Cruz City Schools.

BACKGROUND:
Federal and state laws require the California Department of Education (CDE) to monitor implementation of categorical programs operated by local educational agencies (LEAs). LEAs are responsible for creating and maintaining programs which meet minimum fiscal and programmatic requirements. During our 2017 Audit process, the CDE has asked for the changes brought forward in this policy to ensure compliance with the law.

New language is highlighted in yellow, and the current policy has been provided for your review.

AGENDA ITEM: 8.1.7.
Santa Cruz City Schools
Board Policy
Physical Education and Activity

BP 6142.7
Instruction

The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district’s physical education and activity programs shall support the district’s coordinated student wellness program and encourage students’ lifelong fitness.

(cf. 5030 - Student Wellness)
(cf. 6142.8 - Comprehensive Health Education)

The district’s physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

The district's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.
The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

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

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf. 3514 - Environmental Safety)
(cf. 5141.7 - Sun Safety)

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

(cf. 1330.1 - Joint Use Agreements)
(cf. 5142.2 - Safe Routes to School Program)
(cf. 5148 - Child Care and Development Program)
(cf. 5148.2 - Before/After School Programs)
(cf. 6145 - Extracurricular and Cocurricular Activities)

**Staffing**

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4222 - Teacher Aides/Paraprofessionals)

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

(cf. 4131 - Staff Development)
(cf. 5121 - Grades/Evaluation of Student Achievement)
Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.

2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

Permanent Exemptions

The Superintendent or designee may grant a student a permanent exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend fewer total hours of courses and classes than he/she would have attended if enrolled in a physical education course.
2. The student is enrolled as a postgraduate student.

3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Other Exemptions

The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)

2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)

(cf. 6178.2 - Regional Occupational Center/Program)

3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

(cf. 6145.2 - Athletic Competition)

Program Evaluation

The Superintendent or designee shall annually report to the Board each school's FITNESSGRAM results for each applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:
EDUCATION CODE
33126 School accountability report card
CDE responsibilities re: physical education
School accountability report card
Credential types
Grades; physical education class
Course of study, grades 1-6
Course of study, grades 7-12
Physical education
Physical education, elementary schools
Temporary, two-year or permanent exemption from physical education
Exemption from physical education for athletic program participants
Excuse from attending physical education classes
Physical performance test
CODE OF REGULATIONS, TITLE 5
Physical performance test
Adapted physical education for individuals with exceptional needs
Uniform complaint procedures
Criteria for high school physical education programs
Additional assignment authorizations for specific credentials
Designated subjects teaching credential; special teaching authorization in physical education
Added authorization to teach adapted physical education
UNITED STATES CODE, TITLE 29
Rehabilitation Act of 1973, Section 504
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Local wellness policy
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Cal200 et al. v. San Francisco Unified School District et al.  (2013), San Francisco Superior Court, Case No. CGC-13-534975
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California Project LEAN (Leaders Encouraging Activity and Nutrition): http://www.californiaprojectlean.org
Centers for Disease Control and Prevention: http://www.cdc.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Educational Data System, California physical fitness: http://www.eddata.com/projects/current/cpf
Healthy People 2010: http://www.healthypeople.gov
National Association for Sport and Physical Education: http://www.aahperd.org/naspe
President's Council on Physical Fitness and Sports: http://www.fitness.gov

Policy SANTA CRUZ CITY SCHOOLS
adopted: November 9, 2016 Soquel, California
revised: May 10, 2017
The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)
(cf. 6142.8 - Comprehensive Health Education)

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

The district's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf. 3514 - Environmental Safety)
(cf. 5141.7 - Sun Safety)

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

(cf. 1330.1 - Joint Use Agreements)
(cf. 5142.2 - Safe Routes to School Program)
(cf. 5148 - Child Care and Development Program)
(cf. 5148.2 - Before/After School Programs)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4222 - Teacher Aides/Paraprofessionals)

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

(cf. 4131 - Staff Development)
(cf. 5121 - Grades/Evaluation of Student Achievement)

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education
Temporary Exemptions

The Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.

2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

Permanent Exemptions

The Superintendent or designee may grant a student a permanent exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend fewer total hours of courses and classes than he/she would have attended if enrolled in a physical education course.

2. The student is enrolled as a postgraduate student.

3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.
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The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

I. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)

2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)

(cf. 6178.2 - Regional Occupational Center/Program)

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(cf. 6145.2 - Athletic Competition)

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(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:
EDUCATION CODE
33126  School accountability report card
33350-33354  CDE responsibilities re: physical education
35256  School accountability report card
44250-44277  Credential types
49066  Grades; physical education class
51210  Course of study, grades 1-6
51220  Course of study, grades 7-12
51222  Physical education
51223  Physical education, elementary schools
51241  Temporary, two-year or permanent exemption from physical education
51242  Exemption from physical education for athletic program participants
52316  Excuse from attending physical education classes
60800  Physical performance test

CODE OF REGULATIONS, TITLE 5
1040-1048  Physical performance test

3051.5  Adapted physical education for individuals with exceptional needs
4600-4687  Uniform complaint procedures
10060  Criteria for high school physical education programs
80020  Additional assignment authorizations for specific credentials
80037  Designated subjects teaching credential; special teaching authorization in physical education
80046.1  Added authorization to teach adapted physical education

UNITED STATES CODE, TITLE 29
794  Rehabilitation Act of 1973, Section 504
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1758b  Local wellness policy

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Centers for Disease Control and Prevention: http://www.cdc.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Educational Data System, California physical fitness: http://www.eddata.com/projects/current/cpf
Healthy People 2010: http://www.healthypeople.gov
National Association for Sport and Physical Education: http://www.aahperd.org/naspe
President's Council on Physical Fitness and Sports: http://www.fitness.gov

Policy SANTA CRUZ CITY SCHOOLS
adopted: November 9, 2016 Soquel, California
AGENDA ITEM: Costanoa High School Overnight Field Trip

MEETING DATE: May 10, 2017

FROM: Frank Wells, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the overnight field trip in the Big Sur Mountains for Costanoa High School students from May 4 through Saturday, May 6, 2017.

BACKGROUND:
Costanoa High School is requesting approval for an overnight backpacking trip in the Big Sur Mountains from Thursday, May 4 through Saturday, May 6, 2017. Teacher Carbys Zimmerman is the organizer and main chaperone of the trip.

This field trip supports the following goal and its 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.

FISCAL IMPACT: None
FUNDING SOURCE: Donations
Costanoa High School Big Sur Backpacking Trip

**Description**

Costanoa students and staff chaperone(s) will take a backpacking trip to Arroyo Seco campground in the Big Sur Mountains from May 4th-May 6th. No district funds will be used to carry out the trip. Donations will pay for the trip and no student will be turned away for lack of funds. The co-principals of Branciforte Small Schools are in full support of the trip.

**Educational component**

Students will engage in the following activities to earn credits and further their education:

- Reading from the novel that they will be required to bring
- Sketching/painting of natural surroundings
- Photography
- Journal entries of real-time experiences
- Identification of natural flora and fauna
- Written reflection of overall experience

**Itinerary**

*Thursday May 4*

Students will travel in the school van and/or chaperone vehicle to Arroyo Seco (1.5 hour drive). Once arriving at the parking lot there is a 6.0 mile hike into the campground.

*Friday, May 5*

Students will spend the day at the river camp meeting the goals of the educational component.

*Saturday, May 6*

Students and chaperones will hike the 6.0 miles back to the vehicles and drive back to the BSSC campus arriving by 4pm.

**Student-to-chaperone ratio**

8:1
AGENDA ITEM: Bond Oversight Committee Members

MEETING DATE: May 10, 2017

FROM: Patrick K. Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Approve the appointment of the individuals listed below to the Bond Oversight Committee.

BACKGROUND:
In conjunction with Education Code Section 15278 and with the Bylaws adopted by the SCCS Board, the Board is requested to approve the appointment of the following individuals to the Measures A and B Citizens Bond Oversight Committee. Each member will serve a term of two years.

The prospective members are:
- Maryanne Campbell, parent of two students attending District schools, who volunteered on the Measures A & B bond campaign and who has served on the Parcel Tax Oversight Committee
- Steve Kingsley-Jones, parent of two students attending District schools, who serves on the site council at an elementary school and who represented the school on the pre-campaign bond planning committee

The District is continuing to accept applications from interested parties for a representative of the Santa Cruz community at large and a representative of a taxpayer’s organization. When candidates are identified, they will be brought to the Board for approval.

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.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.
Complete this form on your computer, first download & save form to your computer, then

Santa Cruz City School District

Application for Bond Oversight Committee

The Board of Trustees of the Santa Cruz City School District is establishing a Citizens’ Bond
Oversight Committee to monitor school construction activities associated with Measures A and
B.

Applicant's Name: Maryanne Campbell

Home address: 338 Frederick St.

City/State/ZIP: Santa Cruz, CA 95062

Home Telephone: 831-227-8821

Work Telephone: 

Fax: 

Email: maryanne.campbell1@gmail.com

Proposition 39 requires that the Committee have at least seven members, with one
member representing each of five categories. Please check all that apply to you.

1. □ I am active in a business organization representing the business community located
within the Santa Cruz City School District – Please specify:

2. □ I am active in a senior citizen’s organization – please specify:

3. ✔ I am a parent or guardian of a child enrolled in the Santa Cruz City School District.

4. ✔ I am active in a parent-teacher organization and a parent or guardian of a child
enrolled in Santa Cruz City School District – please specify:

5. □ I am Active in a bona fide taxpayer’s organization. Please specify:

6. □ I am not applying to meet one of the foregoing criteria; I am applying as a citizen at
large.
Please answer the following questions:

1. Are you an employee of the Santa Cruz City School District?  
   (Note: employees of the District are prohibited by law from being members of the Committee)  
   YES ☑ NO

2. Are you a vendor, contractor or consultant to the Santa Cruz City School District?  
   (Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)  
   YES ☑ NO

3. Are you able to regularly attend meetings and complete a two year term as a member of the Committee and refrain from becoming an employee, vendor, contractor or consultant to the District?  
   YES ☑ NO

4. Will you, to the best of your knowledge, be able to maintain qualification in the membership category previously checked?  
   YES ☑ NO

Please provide any information that you believe would be helpful to the District in making its determination of Committee membership (for example, educational or professional background, knowledge of financial matters or construction, service on other boards or committees, or any other relevant information):

I am an active Santa Cruz parent and citizen. I was involved in campaigning for A & B.

I'm familiar with the areas the bonds are meant to service.

I have served albeit briefly on the Parcel Tax Oversight Committee.

Signature of Applicant: Maryanne Campbell  
Dated: 25th April 2017

This completed application must be received no later than 5:00 PM on ______, 2017 to:

Kris Munro, Superintendent  
SANTA CRUZ CITY SCHOOL DISTRICT  
405 Old San Jose Road  
Soquel, California 95073
To complete this form on your computer, first download & save form to your computer, then add text.

Santa Cruz City School District

Application for Bond Oversight Committee

The Board of Trustees of the Santa Cruz City School District is establishing a Citizens’ Bond Oversight Committee to monitor school construction activities associated with Measures A and B.

Applicant’s Name: Steve Kingsley-Jones

Home address: 202 Stockton Avenue

City/State/ZIP: Santa Cruz, CA 95060

Home Telephone: 831-429-8324

Work Telephone: 831-278-2858

Fax: __________________________

Email: steve.kingsley-jones@gmail.com

Proposition 39 requires that the Committee have at least seven members, with one member representing each of five categories. Please check all that apply to you.

1. □ I am active in a business organization representing the business community located within the Santa Cruz City School District – Please specify:

2. □ I am active in a senior citizen’s organization – please specify:

3. ☑ I am a parent or guardian of a child enrolled in the Santa Cruz City School District.

4. □ I am active in a parent-teacher organization and a parent or guardian of a child enrolled in Santa Cruz City School District – please specify:

5. □ I am Active in a bona fide taxpayer’s organization. Please specify:

6. □ I am not applying to meet one of the foregoing criteria; I am applying as a citizen at large.
Please answer the following questions:

1. Are you an employee of the Santa Cruz City School District? □ YES □ NO
   (Note: employees of the District are prohibited by law from being members of the Committee)

2. Are you a vendor, contractor or consultant to the Santa Cruz City School District? □ YES □ NO
   (Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)

3. Are you able to regularly attend meetings and complete a two-year term as a member of the Committee and refrain from becoming an employee, vendor, contractor or consultant to the District? □ YES □ NO

4. Will you, to the best of your knowledge, be able to maintain qualification in the membership category previously checked? □ YES □ NO

Please provide any information that you believe would be helpful to the District in making its determination of Committee membership (for example, educational or professional background, knowledge of financial matters or construction, service on other boards or committees, or any other relevant information):

Aside from being a resident and parent of children in the district, I have volunteered in a few relevant ways. I am on the Site council of the local elementary school and sat as an adviser for the bond planning (pre-election) as a representative of our local school.

________________________________________________________________________

Signature of Applicant: ____________________________

Dated: 04/27/17

This completed application must be received no later than 5:00 PM on ________, 2017 to:

Kris Munro, Superintendent
SANTA CRUZ CITY SCHOOL DISTRICT
405 Old San Jose Road
Soquel, California 95073
SANTA CRUZ CITY SCHOOLS

AGENDA ITEM: Disposition of Surplus Property

MEETING DATE: May 10, 2017

FROM: Patrick K. Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
It is recommended that the Board of Education authorize the Assistant Superintendent, Business Services, or his designee, to sell or dispose of the surplus property on the attached list(s) in accordance with Board Policy 3270 and Administrative Regulation 3270A.

BACKGROUND:
Education Code Section 17545(a) provides that the Board of Education may sell for cash any personal property belonging to the District if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. (b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

Section 17546(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars ($2,500), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board. (b) Any item or items of property having previously been offered for sale pursuant to Section 17545, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board. (c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

Per Ed Code 60530(b), instructional materials may be destroyed by any economical means, provided that no instructional material shall be destroyed until 30 days after the governing board has given notice to all persons who have filed a request for such notice.
### Surplus Property List

**Site:** Westlake Elementary School

<table>
<thead>
<tr>
<th>Property Description</th>
<th>Asset #</th>
<th>Year/Age</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Macbook G3</td>
<td>030537</td>
<td>2002</td>
<td>Obsolete</td>
<td>$0</td>
</tr>
<tr>
<td>2. Macbook 1181</td>
<td>14393</td>
<td>2006</td>
<td>Obsolete</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Total** $0

It is recommended that the Board of Education authorize the Assistant Superintendent, Business Services, or his designee, to sell or dispose of the surplus property in accordance with Board Policy 3270 and Administrative Regulation 3270A.
AGENDA ITEM: Contracts and Consultant Services Agreements

MEETING DATE: May 10, 2017

FROM: Patrick K. Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
Ratify contracts and consultant services agreements executed pursuant to Board Policy 3300.

BACKGROUND:
On February 23, 2011, the Board of Education delegated authority to enter into contracts on behalf of Santa Cruz City Schools and to purchase supplies, materials, apparatus, equipment and services up to the amounts specified in Public Contract Code 20111 and Education Code Section 17605 to the Superintendent of Schools or designees, and required that the Board of Trustees ratify contracts within sixty (60) days of incurring the expense.

The following contracts are presented for ratification:

1. Contracts, Agreements and Amendments – Business Services
   1. Covello & Covello – Agreement Amendment to extend Senior Photography services for one year through 2017-18
   2. Life Touch Photography – Agreement Amendment to extend K-8 Photography services for one year through 2017-18
   3. BCA Architects – Agreement Amendment for architectural services for the Soquel High Pool Renovation project.
   4. Encompass Community Services – Amendment to 2/1/13 MOU regarding use of facilities for Head Start program at Branciforte Small Schools
   5. Jerene Lacey – Consultant Services Agreement for assistance to Finance Office through 6/30/17.
   6. MADI Architects – proposal for architecture and engineering for new portable to replace damaged portable at Adult Education (Property & Liability insurance claim).
   7. Ifland Survey – Surveying and mapping services regarding Delaveaga parking lot project.
   8. Natural Bridges Children’s Center – Facilities Use Agreement Amendment providing use of other facilities on campus in the event of an emergency.
   9. Santa Cruz COE – Network Services Agreement for internet, 3 year contract

2. Superintendent’s Office – Consultant Services Agreement
   1. Jo Kenny – CSA for assistance with grant application for Student
This addendum will renew the original Agreement effective July 1, 2016 between Santa Cruz City Schools and Covello & Covello one (1) additional School Year, 2017-2018. All contract terms and conditions remain the same.

By ____________________________
(Signature)

Jon Covello
(Print Name)

Owner
(Title)

Covello & Covello Photography
(Company Name)

By ____________________________
(Signature)

____________________________
(Print Name)

____________________________
(Title)

____________________________
(Company Name)
SANTA CRUZ CITY SCHOOLS
HIGH SCHOOL PHOTOGRAPHY & SENIOR PORTRAIT
AGREEMENT FOR 2016-2017 SCHOOL YEAR

This High School Photography and Senior Portrait Agreement for 2016-2017 School Year ("Agreement") is made and entered into effective July 1, 2016 (the "Effective Date") by and between Santa Cruz City Schools ("District") and Covello Covello ("Photographer").
1. **Photographer Services.** Photographer agrees to provide all of the following services ("Services"): student picture packages; senior portraits; student identification pictures (2 sets); one (1) bar-coded ID card for every District high school student and staff member; school sports teams photos and game and sports event photos; school staff pictures; and Commencement Day photos. Photographer shall also provide school dance, prom and other student activity photos, as may be requested by District and agreed to in advance by the District and Photographer. Photographer shall be exclusive photographer for the District during the term of this Agreement.

2. **Term.** The term of this Agreement shall be for one (1) year, commencing on the Effective Date. This Agreement may be renewed for up to four (4) additional one-year terms, at the District’s discretion. There shall be no extension of the term of this Agreement without express written consent of both the District and Photographer.

3. **Student and Staff Portraits.** Photographer will photograph all freshman, sophomore, and junior students individually, as directed by Principal or designee at each school, and shall furnish at no cost to the District, CD-ROMs formatted as requested. Digital images on CD-ROMs, compatible with the yearbook publisher’s requirements and Infinite Campus software, will be delivered to each school no later than two (2) weeks after photo sitting. The packages will be alphabetized and available no later than one (1) month after photo sitting. Photographer will provide all personnel necessary for collecting monies and setting up and removing backdrops, as needed. Photographer will also photograph each school staff member and take a group staff photograph.

4. **Make Up Days.** A make-up day for re-takes and absent students will be scheduled by each school in coordination with Photographer.

5. **Promotional Materials; No Pressure Selling.** No pressure selling is to be used by any agent or representative of Photographer. Photographer may distribute promotional materials to students regarding photo services and packages, but students are under no obligation to purchase portraits. If student indicates at the time of photo sitting that he/she is not going to purchase a photo package, Photographer shall take a minimum of three photographs at no charge.

6. **Senior Portraits.** Photographer will perform a portrait sitting for each senior student at Photographer’s studio or one of several outdoor locations. Appointments will be scheduled in advance by Photographer and student. Photographer will provide make-up appointments. Photographer will provide backdrops and other props necessary for sitting. Prior to the appointment, price lists outlining all package costs and individual photo costs, policies and procedures, and conditions for returns or credits are to be provided to each senior.

7. **School Dance, Prom, Activity Portrait Services.** Photographer will take individual, couple,
and group photographs of students, staff, and other attendees at school dances, proms, and other school activities ("Events") from time to time, as scheduled in advance by Photographer and Principal or designee. Photographer will furnish backdrops and other props for photographs taken at Events. Payment for photos taken at Events shall be made directly to Photographer by students, staff, or attendees requesting photos. Photographer may distribute promotional materials to students in advance of Event, but shall not require purchases. All printed photos ordered during Event shall be delivered to the school within ten (10) school days following Event.

8. **Commencement Day.** Photographer shall be responsible for candid Commencement Day photographs of each senior receiving their diploma. Commencement Photos will be posted online for purchase.

9. **Scheduling.** Specific dates, times, and locations for any and all Services described in this Agreement shall be coordinated and approved by the Principal or designee at each school.

10. **Photo Booth.** If requested by Principal or designee, Photographer shall provide Principal or designee with a cost estimate for the use of a photo booth for specified student activities. If photo booth is approved by Principal or designee, Photographer shall coordinate and schedule set up and removal with Principal or designee.

11. **Yearbook & Student Identification Cards.** At no charge to District, Photographer shall provide the District with two CD-ROMs formatted for the yearbook publisher as requested by the Information Technology department, as well as a deluxe wall composite of senior students. All yearbook portraits (free or purchased) shall be fully retouched.

12. **Guarantee.** Photographer shall unconditionally guarantee all photographs made as to workmanship and quality of materials used. Photographer shall be solely responsible for resolving all complaints and providing such re-takes as may be necessary, at no cost to District.

13. **Fingerprinting.** Any employees of Photographer who may come into contact with students must comply with the fingerprinting and criminal background investigation requirements set forth in California Education Code sections 44237 and 43125.1. Prior to rendering any Services under this Agreement, Photographer shall provide the District with verification of compliance with fingerprinting and criminal background requirements. All costs associated with fingerprinting and background checks shall be the responsibility of Photographer.

14. **Termination.** The District may terminate this Agreement at any time by giving thirty (30) days’ written notice to the Photographer. Such written notice shall be sufficient to stop further performance of Services by Photographer. Photographer shall promptly return any District property or records, including but not limited to records retained in hard copy,
electronic or digital format in its possession and any copies thereof, to the District.

15. **Indemnity.** The Photographer shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Trustees, and members of the Board of Trustees, from and against claims, damages, losses, and expenses (including, but not limited to attorney's fees and costs including fees of consultants) arising out of or resulting from performance of this Agreement including, but not limited to, the Photographer's use of the site; the Photographer's completion of its duties under this Agreement; injury to or death of persons or damage to property or delay or damage to the District, its agents, employees, Board of Trustees, members of the Board of Trustees, for any act, omission, negligence, or willful misconduct of the Photographer or its respective agents, contractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

16. **Insurance.** At all times during the Term of this Agreement, Photographer shall carry the following insurance:

- **Workers' Compensation Limit:** $500,000
- **Comprehensive Auto & General Liability:**
  - **Personal Liability:** $1,000,000
  - **Property Damage:** $1,000,000
  - **Non-ownership per occurrence:** $1,000,000

The District shall be named as an additional insured on Photographer's insurance policy by endorsement. The policy shall provide that it is primary such that insurance maintained by the District, if any, shall be excess and not co-primary. Certificates of Insurance acceptable to the District shall be filed with the District prior to commencement of any Services under this Agreement, which shall include a 30-day notice of cancellation or reduction in limits.

17. **Assignment.** The Photographer shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the District.

18. **Binding Effect.** This Agreement shall inure to the benefit of and shall be binding upon the Photographer and the District and their respective successors and assigns.

19. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

20. **Amendments.** The terms of the Agreement shall not be waived, altered, modified,
supplemented or amended in any manner whatsoever except by written agreement signed by both parties.

21. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California and any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Santa Cruz County, subject to any motion for transfer of venue.

22. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to the Photographer, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.

<table>
<thead>
<tr>
<th>District:</th>
<th>Photographer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>405 Old San Jose Rd.</td>
<td>303 Potrero St.</td>
</tr>
<tr>
<td>Soquel, CA 95073</td>
<td>Santa Cruz, CA 95060</td>
</tr>
<tr>
<td>Asst. Supt., Business Services</td>
<td>Jon Covello</td>
</tr>
<tr>
<td>c/o Catherine Meyen-Johnson</td>
<td></td>
</tr>
</tbody>
</table>

23. **Independent Contractor Status.** While engaged in carrying out the terms and conditions of this Agreement, the Photographer is an independent contractor and not an officer, employee, agent, partner, or joint venture of the District.

24. **Entire Agreement.** This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

25. **Board Ratification/Approval.** The effectiveness of this Agreement is contingent upon approval or ratification by the District's Board of Trustees.

**SANTA CRUZ CITY SCHOOLS**  **COVELLO & COVELLO PHOTOGRAPHY**
This addendum will renew the original Agreement effective July 1, 2016 between Santa Cruz City Schools and Lifetouch Inc. for one (1) additional School Year, 2017-2018. All contract terms and conditions remain the same.

By ____________________________
(Signature)

Santa C. Schutzner
(Print Name)

Thomass Morgan
(Title)

Lifetouch NSS
(Company Name)

________________________________________________________________________

By ____________________________
(Signature)

(Print Name)

(Title)

(Company Name)
Agreement between Santa Cruz City Schools and Lifetouch Inc. for K-8 Photography Services for the 16/17 School Year

This Agreement for K-8 Photography Services for the 2016-2017 School Year ("Agreement") is made and entered into effective July 1, 2016 (the "Effective Date") by and between Santa Cruz City Schools ("District") and Lifetouch National School Studios, Inc. ("Photographer").

TERMS AND CONDITIONS

1. Photographer shall provide photography services, identification pictures, class pictures, and student picture packets ("Services") for District students in elementary (grades K-5) and middle schools (grades 6-8).

2. This Agreement is for the fiscal year 2016-2017 covering the period from July 1, 2016 through June 30, 2017, with the option for annual renewal on a year-to-year basis providing there is mutual agreement between both parties, for four (4) additional one (1) year terms. Proposal prices are to remain firm from the first year of this Agreement.

3. All Services provided under this Agreement will be performed by trained photography technicians directly employed by the Photographer, and fully experienced in performing the Services required by these specifications.

4. Photographer shall have all licenses and permits necessary to perform the obligations of this Agreement. The District hereby advises Photographer that it is necessary to comply with the provisions and sections of the Labor Code that pertain to this Agreement.

5. Prior to providing any Services under this Agreement, Photographer shall furnish such liability or other insurance naming Santa Cruz City Schools as an additional insured for the protection of the public and Santa Cruz City Schools in the amount of $1,000,000 combined single limit for personal injury or property damage.

6. Photographer shall provide the District with Public Liability Insurance Coverage Verification and a Worker’s Compensation Coverage Verification certificate.

7. Any employees of Photographer who may come into contact with students must comply with the fingerprinting and criminal background investigation requirements set forth in California Education Code sections 44237 and 45125.1. Prior to rendering any Services under this Agreement, Photographer shall provide the District with verification of compliance with fingerprinting and criminal background requirements and a list of the names of all employees who may come into contact with students. All costs associated with fingerprinting and background checks shall be the responsibility of Photographer.
8. This Agreement is for all photography services at District elementary and middle schools, including but not limited to:
   - Student Identification Pictures (2 sets: one for library and one for lunch card)
   - Class pictures (Group or composite at the discretion of the Principal or designee)
   - Student activity and school sports team pictures as requested by Principal or designee
   - School staff pictures
   - Photos of members of the School Board and District Staff

9. Photographer is responsible for all work involved in the taking or selling of pictures and picture packages and is to assume full liability for all money collected. No clerical assistance is to be requested from students or school personnel. Photographer is solely responsible for dealing with parents in regards to payment and complaints.

10. Photographer shall prepare and furnish to each school all promotional materials, handouts, order forms, and photo day procedures. Plans for the promotion, sale and distribution of pictures are to be submitted to each school for approval by June 16th of each year prior to scheduled dates of taking pictures.

11. Parent satisfaction is to be guaranteed or a full refund is to be given.

12. Re-takes shall be provided for circumstances including but not limited to closed eyes, poor expression, poor exposure, scratched film, out of focus, too light or too dark, and bad color balance.

13. Students shall be provided with the option to purchase more than one photo package if so desired.

14. Picture taking sessions are not to interrupt the school facility or program and are not to unnecessarily interrupt classrooms.

15. All prices are to be not unit price, tax included. All discounts and terms for payment must be reflected within the unit price.

16. Photographer shall coordinate services with the yearbook committee/personnel and will provide photos for yearbooks and/or memory books at the request of the Principal or designee.

17. Photographer will provide a minimum of four adhesive-backed mini-portraits of every student and staff member photographed in two sets. Photographer will provide additional sets of adhesive mini-portraits as requested by Principal or designee.

18. Photographer will provide bar-coded ID cards for each student with custom backgrounds to include school logos and made of tamper proof heavy laminate.
19. Photographer will provide two CDs containing each school's photos and including each student and staff member's name with built-in software and pre-designed templates enabling us to create items including but not limited to customized awards, certificates, and directories in both Mac and Windows formats.

20. Photographer will provide three administrator CDs for each school—one to be sent to the school site and two to be sent to the IT Department at the District—with photos of students and staff members in a format suitable for import into Infinite Campus, NutriPee, OPALS, Illuminate and other 3rd party software programs.

21. Photographer will provide a make-up and re-take picture day to at each school ensure that all students have been photographed and an option for new students and staff that arrive later in the year to be photographed as well.

22. Photographer will provide schools the choice of composite pictures of students for each teacher's class or a group photo of all students in the class, including the teacher.

23. Photographer will ensure that special needs families, as designated by the Principal or designee, who might not have the resources to purchase a picture package at listed prices will have an opportunity to purchase photos at a lower price.

24. All promotional materials provided by Photographer shall provide full disclosure of any and all fees to be charged up front. No pressure selling is to be used by any agent or representative of Photographer. Photographer may distribute promotional materials to students regarding photo services and packages, but students are under no obligation to purchase portraits.

25. District may decide, on a school-by-school basis to have fall and spring portraits taken.

26. Photographer shall provide one class photo, either group or composite, for each student in grades K through 5 free of charge regardless of whether or not a package is purchased.

27. Photographer's photo packages shall include the following options at the cost of $10.00 each: 4-3x5's, 8-wallets, 2-5x7, 1-8x10.

28. District may terminate this Agreement at any time by giving thirty (30) days' written notice to Photographer. Such written notice shall be sufficient to stop further performance of Services by Photographer. Photographer shall promptly return any District property or records, including but not limited to records retained in hard copy, electronic or digital format in its possession and any copies thereof, to the District.

29. Photographer shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Trustees, and members of the Board of Trustees, from
and against claims, damages, losses, and expenses (including, but not limited to attorney’s fees and costs including fees of consultants) arising out of or resulting from performance of this Agreement including, but not limited to, the Photographer’s use of the site; the Photographer’s completion of its duties under this Agreement; injury to or death of persons or damage to property or delay or damage to the District, its agents, employees, Board of Trustees, members of the Board of Trustees, for any act, omission, negligence, or willful misconduct of the Photographer or its respective agents, contractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

30. Photographer shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the District.

31. This Agreement shall inure to the benefit of and shall be binding upon Photographer and District and their respective successors and assigns.

32. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

33. The terms of the Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both Parties.

34. This Agreement shall be governed by and construed in accordance with the laws of the State of California and any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Santa Cruz County, subject to any motion for transfer of venue.

35. Written notice shall be deemed to have been duly served if delivered in person to the Photographer, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.

District: 405 Old San Jose Rd. 30351 Huntwood Ave.
Soquel, CA 95073 Hayward, CA 94544
Attn: Asst. Supt., Business Services Attn: Jack Schlichting
o/catherine Meyer Johnson

36. While engaged in carrying out the terms and conditions of this Agreement, the Photographer is an independent contractor and not an officer, employee, agent, partner, or joint venture of the District.
37. This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

38. The effectiveness of this Agreement is contingent upon approval or ratification by the District's Board of Trustees.

THIS AGREEMENT is made this [June 22, 2016], 2016, between Santa Cruz City Schools and Lifetouch, Inc.

I acknowledge that I have thoroughly read and agree to the conditions of this Agreement.

Certification: "Under penalty of perjury, I certify that the information provided on this form is true, correct and complete." Lifetouch National School Studios, Inc. has authorized me as an agent to sign and enter into this contract on behalf of Lifetouch National School Studios Photography, Inc.

By __________________________
(Signature)

Jack C. Schmecel
(Print Name)

[Title]

LIFETOUCH NATIONAL SCHOOL STUDIOS
INC.

(Company Name)

By __________________________
(Signature)

Jim Monreal
(Print Name)

Asst. Supt., Business Services
[Title]

SANTA CRUZ CITY SCHOOLS
(Company Name)
Exhibit B

FORM OF AMENDMENT TO ADD PROJECT TO AGREEMENT
(Percentage Fee)

Pursuant to the agreement between the Santa Cruz City Schools (“District”) and BCA Architects (“Architect”) effective October 26, 2016 (“Agreement”) for the Measures A&B construction program, the District and Architect agree to amend the Agreement to add architectural services for design and construction administration of the following project (“Project”):

Soquel High School Measure A Pool Renovation, to include the following revised scope of work and increased construction cost budget:

- Remove 2 existing pools and install new 35 meter x 25 yard Competitive Swimming Pool (allows for 4 wall mounted water polo cages so that 2 water polo matches can occur at the same time); no diving area
- Replace pool mechanical, plumbing and electrical systems
- Replace pool deck and pool deck drain system
- Replace pool deck lighting
- Provisions for future competitive sports lighting (Conduit only and light pole base for future Competitive Sports Light Poles to be funded separately)
- New Building for Pool Restrooms/Shower/Changing + Pool Mechanical & Electrical Equipment (approximately 2,950 SF)
- Code required ADA path of travel upgrades / miscellaneous site improvements

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 Project, Architect shall perform the Basic and Additional Services specified in the Agreement and this amendment. Multiple prime construction contracts are not being used as the delivery method for the Project.

For the architectural services to be provided under this amendment to the Agreement, Architect shall complete such services according to the following schedule: Assuming amendment approval on April 12, 2017, then DSA submittal by August 14, 2017.

For the Basic Services satisfactorily performed under this amendment to the Agreement, the total compensation paid to the Architect for the Project shall be no more than the Exhibit D Modernization sliding scale percentage of the final adjusted Project Construction Cost for the Project. Based upon a revised preliminary construction cost estimate of $4,300,000 (excluding Construction Contingency and District Contingency), the basic service fee is increased from $455,221 to $457,500. This compensation shall be paid pursuant to the following schedule:
Initia. Payment
Payment Upon Completion of:

- Schematic Design: 20%
- Design Development Phase: 20%
- Contract Documents Phase: 30%
- DSA Back Check: 5%
- Bidding Phase: 5%
- Construction Phase: 20%

TOTAL BASIC COMPENSATION: 100%

Upon any adjustment (increase or decrease) to the Project Construction Cost as contemplated by section 1.9 of the Agreement, including but not limited to any adjustment made at such time as bids are received, the Architect’s total compensation for Basic Services for the Project shall also be increased or decreased, including retroactively for Basic Services already performed and payments already made. Such adjustments may be effected by the District by either (a) adjusting any future payment due under the payment schedule immediately above, or (b) issuing a revision notice to Architect that either tenders any additional payment owed or demands reimbursement from the Architect of any overpayment to date.

The Aquatic Consultant’s (Aquatic Design Group) fee for a 35 meter x 25 yard pool is in addition to the basic service fee. Aquatic Consultant’s fee is increased from $126,500 to $142,500 x 1.15 = $163,875.

The Architect’s Direct Project Expense shall be a lump sum of $46,000. In addition to the basic service fee, the Architect shall be compensated as listed below for Direct Project Expenses related to the project, to include costs for phase deliverables as set forth in this agreement, expense for reproductions for office use by Architect and its consultants, postage, messenger, shipping, telephone and internet communications, mileage, transportation and/or travel costs for site meetings and site visits. Direct Project Expenses shall be 10% of the basic service fee amount and shall be paid based upon the percentage of completion basis. These direct project expenses do not include the cost of bid phase and construction phase printing for the project team members (District, Architect / Engineers, Contractor, Inspectors and Test Labs). The cost of bid phase and construction phase printing shall be paid by the District.

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 Two Million Dollars ($2,000,000).

ARCHITECT:
Bunton Clifford & Associates

By: ____________________________
    Brian P. Whitmore, President
    C 30345

DISTRICT:
SANTA CRUZ CITY SCHOOLS

By: ____________________________
    Superintendent
### BASIC SERVICE FEE SCHEDULE

#### Preliminary Construction Cost Budget

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Existing Pool Demolition + New 35M x 25 YD Competitive Swimming Pool (allow for 4 floating water polo cages) &amp; New Pool MEP systems</td>
<td>$4,300,000</td>
</tr>
<tr>
<td>Pool Deck Replacement</td>
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</tr>
<tr>
<td>Dock Lighting Replacement</td>
<td></td>
</tr>
<tr>
<td>Condolite only and light pole basis for future Competitive Sports Light Pole</td>
<td></td>
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<tr>
<td>New 4,200 SF Building for Pool Restrooms / Showers / Changing + Pool Mechanical &amp; Electrical Equipment</td>
<td></td>
</tr>
<tr>
<td>ADA Path of Travel Upgrade / Miscellaneous Site Improvements</td>
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Total Construction Cost: $4,300,000

#### BASIC SERVICE FEE SCHEDULE FOR PUBLIC SCHOOL MODERNIZATION PROJECTS

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<thead>
<tr>
<th>% RATE</th>
<th>CONTRACT AMOUNT</th>
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<td>12% first</td>
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<td>11.5% next</td>
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<td>9% next</td>
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<td>8% of costs in excess of $10 million</td>
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<td>$8,000</td>
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Estimated Basic Service Fee: $457,500 (10.64%)

### Direct Project Expense

Direct Project Expense estimated and calculated at 10% of Basic Service Fee Amount: $45,750

### Total Project Costs to Client (PD Request, if applicable)

Total Project Costs to Client: $46,200

### Specialty Consultants

Aquatic Design Consultant:
- Nov 18 entry x 15 pool Competitive Swimming Pool/lanes for 2 water polo matches at end
- Estimated costs in excess of $10 million
- Aquatic Design Group: $142,500

BCA mark-up @ 15%: $21,375

Total Specialty Consultant Fee: $163,875

Estimated Fee plus Estimated Reimbursable Expenses and Specialty Consultants: $467,375

### PROJECT SCHEDULE

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<th>End</th>
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<td>Design Development</td>
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<td>Construction Documents</td>
<td>6/20/17</td>
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### BASIC SERVICE FEE PAYMENT SCHEDULE & BILLING STATUS

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<th>% Of Fee</th>
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<td>DESIGN DEVELOPMENT</td>
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<td>CONSTRUCTION DOCUMENTS</td>
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<td>AEC APPROVALS</td>
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<td>BIDDING OR NEGOTIATION</td>
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<tr>
<td>Total Base Contract Compensation</td>
<td>100%</td>
<td>$457,500</td>
<td>0% TOTAL DUE</td>
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AMENDMENT TO
MEMORANDUM OF UNDERSTANDING

This Amendment ("Amendment") to Memorandum of Understanding is made and entered into as of this _____ day, ________, 2017 ("Effective Date") by and between Santa Cruz City Schools, a school district organized and existing under the laws of the State of California ("District"), and Encompass Community Services Inc. ("Encompass"), formerly Santa Cruz Community Counseling Center, on behalf of Head Start, a component program of Encompass. The District and Encompass are collectively referred to as the "Parties" herein.

RECITALS

WHEREAS, the Parties previously entered into that certain Memorandum of Understanding dated on or about September 1, 2013, pursuant to which the District granted Santa Cruz Community Counseling Center the use of certain District facilities located at 175 Benito Avenue, Santa Cruz, California 95060 (the "Premises") for the operation of a Head Start program, under the terms and conditions set forth in said Memorandum of Understanding; and

WHEREAS, the Parties now wish to amend that Memorandum of Understanding effective upon the execution of this Amendment; and

WHEREAS, the amendment to the Memorandum of Understanding stated herein below reflect the true intent of the Parties.

NOW THEREFORE, in consideration of the covenants and conditions of this Amendment, including the recitals hereof, the Parties agree as follows:

AMENDMENT

1. As of the date hereof, all references in the Memorandum of Understanding and any attachments thereto, to "Santa Cruz Community Counseling Center" or "SCCCC" shall be deemed to refer to Encompass Community Services Inc., a California nonprofit organization with its principal place of business at 380 Encinal Street, Suite 200, Santa Cruz, California 95060.

2. All other terms and conditions of the Memorandum of Understanding shall remain in full force and effect.

3. Integration; Amendment. The Memorandum of Understanding, as modified by this Amendment, constitutes the entire understanding between the Parties hereto, and no addition to, or modification of, any term or provision of the Agreement, as modified by this Amendment, shall be effective unless set forth in writing and signed by both Parties.

4. Governing Law. This Amendment shall be governed by and construed in accordance with the laws of the State of California and any action or proceeding seeking any relief
under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Santa Cruz County, subject to any motion for transfer of venue.

5. **Counterparts.** This Amendment may be executed in counterparts, each of which shall constitute an original of the Amendment. Facsimile signature pages transmitted to other Parties to this Amendment shall be deemed equivalent to original signatures on counterparts.

6. **Binding Effect.** Upon its execution by both Parties, this Amendment shall be deemed effective as of the Effective Date.

**IN WITNESS WHEREOF,** the Parties have, by their duly authorized representatives, executed this Amendment as of the day and year first written above.

**SANTA CRUZ CITY SCHOOLS**

By ________________________________
Name: Patrick Gaffney
Title: Assistant Superintendent, Business Services

**ENCOMPASS COMMUNITY SERVICES**

By ________________________________
Name: Monica Martinez
Title: Chief Executive Officer
REQUEST FOR CONSULTANT SERVICES AGREEMENT

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

Site: Business Services
Principal/Director: Patrick Gaffney

Describe Work to be Performed and District and Site Goals Supported:
Assistance with year-end close, auditors and other finance office matters during interim period until new Director of Finance is hired.

Qualifications of Consultant: Previous Finance Director for SCCS

Name of Consultant: Jerene Lacey
Tax I.D.# or SSN: (Vendor Data must be Purchasing)

Address:
City/State/Zip: 

Date(s) of Service: 4/24/17 - 6/30/17
Time: TBD

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

Hourly/Daily Rate (specify): $67.50
Meals: __________

Lodging: __________ Transportation: __________

TOTAL FEE TO BE PAID: NTE $~30,000 Account #: 01-0000-0-0000-7300-5800-899-0000

Write out meaning of account number: Finance, Consultant Services

Authorized Signature of Consultant: Jerene Lacey Date: 5/3/17

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

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).

Fingerprints not required for consultant

Approval of Assistant Superintendent

Fingerprint Clearance date:

Approval of Human Resources:

Signature of Administrator Requesting Service Date: 5/3/17

Approval of Assistant Superintendent Date:

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)

CSA#: ________________________________

(Assigned by Accounting) 1/11/2016
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).
   The District's Finance Dept. is currently without a Director. Jerene Lacey, the previous Director of Finance, has relocated to another area. The District is screening applications for a new Director. Until a new Director is hired, Ms. Lacey will assist the District with year-end close of the books and other projects as needed.

2. State efforts made to identify qualified staff available within the district to carry out the requested services.
   Ms. Lacey's expertise with the Digital Schools software and familiarity with District budget and procedures are needed to assist Finance Dept. staff with year-end close, working with District auditors and other projects.

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.
   A new Director will be hired once applicant screening and interviews have been completed.

4. Statement of expected outcomes (Include specific student outcomes desired, benefits to district students and/or staff).
   Year-end close of the District's books will be accomplished on time. Auditors will be supplied with the necessary documents and information needed.

5. Evaluation Process - How will you know the goal/outcomes have been met?
   Year-End report will be completed and presented to the Board of Trustees. District audit will be done.
April 26, 2017

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

Attention: Trevor Miller

Subject: Proposal for Architecture and Engineering for New Portable to Replace Damaged Adult School Portable #9 at La Fonda Ave., Santa Cruz, CA 95062  
Santa Cruz City Schools (SCCS)  
MADI Project No. CSAE-01

Dear Trevor,

We are pleased to provide you with this fee proposal for architectural and engineering services for New Portable to Replace Damaged Adult School Portable #9. We assume this project will be paid for by insurance, and not the Bond program.

The fee proposal includes construction documentation through DSA approval and close-out.

Please feel free to contact me if you have any questions.

We look forward to hearing from you.

Sincerely,

Ralph le Roux  
President I Design Director
PROJECT SCOPE AND FEE PROPOSAL

1.0 PROJECT SCOPE AND SERVICES

1.1 PROJECT SCOPE & UNDERSTANDING
Project scope includes the design and engineering for the following:

a. Demolition of existing damaged portable and replacement with one (1) 960 SF portable with current DSA PC approval in the location of portable #9 at La Fonda Ave., Santa Cruz, CA 95062. Building will be set on a temporary foundation on existing asphalt
b. The portable consists of one large space without custom modifications
c. Access to the building will be provided by a pre-engineered metal ramp and asphalt landing.

1.2 SERVICES
This fee proposal includes the following services:
   o architecture
   o building power, fire alarm and data
   o No plumbing is required.

2.0 PROJECT FEES

2.1 PROJECT FEES: Our fee proposal is as follows:
   2.1.1 We propose to provide the above services for a base fixed fee of $12,000.00 (Twelve-Thousand Dollars).

2.2 REIMBURSABLES
   None

3.0 ASSUMPTIONS & EXCLUSIONS
   3.1 Santa Cruz City Schools has an accurate site plan of the site, and the school is a Public school site under the jurisdiction of the Division of State Architect. No City permit is required.
   3.2 MADI is not responsible for any fees associated with testing & inspections, agency or IOR.
   3.3 Engineering and construction documents for modular building and foundations to be provided by the modular manufacturer.
   3.4 No additional site or building ADA modifications are required. Existing Fire Alarm is compliant.

If this proposal is acceptable to you, please sign and return one copy to us at your earliest convenience.

<table>
<thead>
<tr>
<th>MADI GROUP Inc.</th>
<th>Santa Cruz City Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By:</td>
</tr>
<tr>
<td>Ralph le Roux</td>
<td></td>
</tr>
<tr>
<td>Its: President</td>
<td></td>
</tr>
<tr>
<td>Date: April 26, 2017</td>
<td>Date:</td>
</tr>
</tbody>
</table>
April 26, 2017

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

RE: Surveying & Mapping Services – APN: 009-102-57  
1145 Morrissey Boulevard (De Laveaga Elementary School)

Dear Trevor:

As requested, we hereby submit our proposal for the following surveying and mapping services:

1. **RECORD BOUNDARY SURVEY**  
   Identify and review record property documents. Compute record boundary lines from record documents. Perform a field survey to identify and locate street monuments or adjoining boundary monuments and place property boundary based on 42 M 30. No new corner stakes, monumentation or Record of Survey included with this item.

   **FEE = $3,000**

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

If this proposal meets your approval, please check the items that you would like to include in this scope of services, then please sign below and return the original to our office. Our understanding is that this project will need to be finished by May 5th.

Sincerely,

IFLAND SURVEY

Vernon C. Little, PLS, CFedS

---

**Authorization to Proceed**

I agree to the terms in the above proposal and hereby request IFLAND SURVEY to proceed accordingly.

Signature ___________________________ Date ______________

5300 Soquel Avenue, Suite 101  
Santa Cruz, CA 95062  
Tel 831.426.7941  
Fax 831.426.6266

G:\Docs\GIA\Proposals\2017\sccs_DeLaveaga_BS_042717.docx
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 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.

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 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 schedules change due to any increase in 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. Restating. 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 this 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, eminent domain, 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. Limitation of Liability. This agreement shall not be construed to alter, restrict 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 job site conditions during the course of Surveyor's work, including safety of persons and property.

16. Limitation of Surveyor's Liability. Surveyor shall maintain Worker'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 Gary Illand and Associates, Inc. and Gary Illand and Associates, Inc.'s directors, partners, employees, agents and Gary Illand and Associates Inc.'s consultants, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs, damages 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 recovered by this Agreement or $50,000.00.

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 breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver therefor. 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 void, invalid 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 in favor of 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. Inurement. This agreement shall inure to and be binding upon the heirs, executors, assigns and successors of Client and Surveyor.

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

26. 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.
EXHIBIT B

GARY IFLAND & ASSOCIATES, INC.
(dba IFLAND SURVEY)
5300 Soquel Ave, Suite #101
Santa Cruz, CA 95065

HOURLY RATES 2017

**OFFICE SERVICES**

- Principal Surveyor ................................................................. $ 200.00
- Project Surveyor II (CA Licensed Surveyor) ........................... 140.00
- Project Surveyor I ................................................................. 120.00
- Survey Technician ................................................................. 100.00
- CAD Technician I / I .............................................................. 80.00 / 100.00
- Clerical Assistant ..................................................................... 60.00

**FIELD SURVEY SERVICES (Prevailing Wage Rates)**

- Survey Crew (2 persons) ........................................................... 340.00
- GPS or Robotic Survey (1 person) ............................................ 240.00
- 3D Laser Scan Survey or UAV Survey (1 person) ................. 240.00
- Survey Technician .................................................................. 140.00

**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 $200) for all projects requiring a waiver of subrogation endorsement on liability insurance.

**FEES & REIMBURSABLE EXPENSES**

<table>
<thead>
<tr>
<th>Check Prints</th>
<th>Other Charges</th>
<th>Express Mail / FEDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>18x24...........</td>
<td>10x30 ea</td>
<td>Letter .................. $ 30.00</td>
</tr>
<tr>
<td>24x36...........</td>
<td>15x30 ea</td>
<td>Pak/Tube .............. $ 50.00</td>
</tr>
<tr>
<td>30x42...........</td>
<td>.... $ 15x30 ea</td>
<td>Mileage</td>
</tr>
</tbody>
</table>

**CAD Plotting**

| Bond (24x36)    | Media* $ 25.00 ea     |
| Color (24x36)   | Duplicates $ 10.00 ea |
| Mylar (18x26)   | Via email $ 25.00 ea  |

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 are subject to annual adjustments.

rev. 08/16
AMENDMENT TO FACILITIES USE AGREEMENT

This Amendment ("Amendment") to Facilities Use Agreement is made and entered into as of this _____ day, ________, 2017 ("Effective Date") by and between Santa Cruz City Schools, a school district organized and existing under the laws of the State of California ("District"), and Natural Bridges Children’s Center ("NBCC"). The District and NBCC are collectively referred to as the "Parties" herein.

RECITALS

WHEREAS, the Parties previously entered into that certain Facilities Use Agreement dated on or about ____________, 2017, pursuant to which the District granted NBCC the use of certain District facilities located at 255 Swift Street, Santa Cruz, California 95060 (the "Premises") for the operation of a child care center ("Child Care Center"), under the terms and conditions set forth in said Facilities Use Agreement; and

WHEREAS, the Parties now wish to amend that Facilities Use Agreement effective upon the execution of this Amendment; and

WHEREAS, the amendment to the Facilities Use Agreement stated herein below reflect the true intent of the Parties.

NOW THEREFORE, in consideration of the covenants and conditions of this Amendment, including the recitals hereof, the Parties agree as follows:

AMENDMENT

1. The following is added to Section 10 of the Facilities Use Agreement as Subsection d.:

   d. In the event of an emergency or natural disaster requiring relocation away from the Child Care Center, NBCC shall have the right, in common with other persons, including, but not limited to other agencies and providers as may be granted use of some portion of the School Site by separate agreement with the District, to use of the gymnasium or the blacktop areas adjacent to the gymnasium, as determined by NBCC, as a temporary emergency relocation site for all children in its care, NBCC employees, volunteers, and licensees on the School Site at the time of such emergency. As soon as feasible following emergency relocation to the gymnasium or adjacent blacktop areas, NBCC shall notify all parents and guardians of such emergency and direct parents and guardians to pick up children at a designated pick-up location. NBCC shall notify the District by telephone as soon as possible of the nature of the emergency.

2. All other terms and conditions of the Facilities Use Agreement shall remain in full force and effect.
3. **Integration; Amendment.** The Facilities Use Agreement, as modified by this Amendment, constitutes the entire understanding between the Parties hereto, and no addition to, or modification of, any term or provision of the Agreement, as modified by this Amendment, shall be effective unless set forth in writing and signed by both Parties.

4. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of California and any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Santa Cruz County, subject to any motion for transfer of venue.

5. **Counterparts.** This Amendment may be executed in counterparts, each of which shall constitute an original of the Amendment. Facsimile signature pages transmitted to other Parties to this Amendment shall be deemed equivalent to original signatures on counterparts.

6. **Binding Effect.** Upon its execution by both Parties, this Amendment shall be deemed effective as of the Effective Date.

IN WITNESS WHEREOF, the Parties have, by their duly authorized representatives, executed this Amendment as of the day and year first written above.

**SANTA CRUZ CITY SCHOOLS**

By __________________________
Name: Patrick Gaffney
Title: Assistant Superintendent, Business Services

**NATURAL BRIDGES CHILDREN’S CENTER**

By Jonnie Cardinale
Name: Jonnie Cardinale
Title: Owner
March 10, 2017

Kris Munro
Superintendent
Santa Cruz City School District

Dear Kris,

The Santa County Office of Education maintains great pride in the high quality countywide Internet and Network Services that we have been able to offer for the past two decades. As educators, we have all arrived in a new era that has changed dramatically since the early 90’s. The Educational Services and Technology Departments have been proud to stay “ahead of the curve” as each tool and innovation rushed onto the scene to further support the service needs of school staff and the learning of our students.

While the overhead costs to upgrade and maintain a quality network system have increased, our service did remain fixed for well over a decade. As we’ve projected forward, we felt it necessary to acknowledge the increasing costs for ongoing upgrades and replacement of technology equipment, as well as cost of living increases for our technical and support staff. Three years ago, we built in a 2% annual increase in each district’s Network Service Agreement. However, to begin the new, upcoming new school year we are proposing a one-year freeze of this year’s current rate and waiving the 2% increase for 2017-18 (see below).

The spreadsheet line below illustrates those details as incorporated into the attached SCOE Network Services Agreement proposal.

<table>
<thead>
<tr>
<th>District</th>
<th>Current Contract</th>
<th>Total</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Cruz</td>
<td>2016-17</td>
<td>$16,230.24</td>
<td>$16,230.24</td>
<td>$16,554.84</td>
<td>$16,885.94</td>
</tr>
</tbody>
</table>

An important reminder about E-Rate guidelines: Always allow 29 days after the date that you (with your E-Rate consultant) have filed your district’s Form 470 Application(s), before making your final decision to award any services or contracts funded by the USAC program.

In this case, you will not want to sign and date this contract until at least 29 days after your Form 470 filing.

Sincerely,

Mary Hart, CBO
Deputy Superintendent, Business Services
Santa Cruz County Office of Education

Mary Anne James
Asst. Superintendent, Educational Services
Santa Cruz County Office of Education

cc: Patrick Gaffney, Assistant Superintendent, Business Services
NETWORK SERVICES AGREEMENT – 2017-18, 2018-19, 2019-20

THIS AGREEMENT entered into this _____ day of ____________, 2017
by and between the OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS
OF SANTA CRUZ COUNTY (hereinafter referred to as SUPERINTENDENT), and
SANTA CRUZ CITY ELEMENTARY AND HIGH SCHOOL DISTRICT (hereinafter
referred to as DISTRICT).

1. SERVICES

SUPERINTENDENT agrees to provide individual schools of the DISTRICT the
following Network services:

1.1 Supply a port(s) on SUPERINTENDENT's router to accept lines that will
connect the participating schools set forth in paragraph 4 of this
PROPOSAL to the Internet.
1.2 Permit use of said port 24 hours/day, 7 days/week.
1.3 Provide the following services:
   1.3.1 Domain Name service for each site.
   1.3.2 Web Page on COE server for each site.
   1.3.3 Advanced Network Monitoring and NOC Services.
   1.3.4 Firewall and NAT service.

2. CONDITIONS AND PAYMENT

2.1 DISTRICT agrees to pay $16,230.24 in 2017-2018 to SUPERINTENDENT for
services and support of up to 10 GB of connectivity bandwidth and the network
services described above;

2.2 DISTRICT agrees to pay $16,554.84 in 2018-2019 to SUPERINTENDENT for
services and support of up to 10 GB of connectivity bandwidth and the network
services described above; and

2.3 DISTRICT agrees to pay $16,885.94 in 2019-2020 to SUPERINTENDENT for
services and support of up to 10 GB of connectivity bandwidth and the network
services described above;

2.4 SUPERINTENDENT will submit one (1) itemized invoice each of the three
(3) fiscal years covered under this agreement to DISTRICT for services
provided.
3. TERM

This AGREEMENT will commence on July 1, 2017 and terminate on June 30, 2020.

4. PARTICIPATING SCHOOLS OF DISTRICT

4.1 Bay View Elementary School
4.2 Branciforte Small School Campus
4.3 De Laveaga Elementary School
4.4 Gaul Elementary School
4.5 Westlake Elementary School
4.6 Branciforte Middle School
4.7 Mission Hill Middle School
4.8 Harbor High School
4.9 Santa Cruz High School
4.10 Soquel High School
4.11 Santa Cruz City District Office
4.12 Morarch/Ark/Costanoa Continuation High School/AEF Site

5. ASSURANCES

DISTRICT assures that all use of the Network will comply with the SCCOE Acceptable Use Policy and will not violate any copyright laws and/or other legal statutes. DISTRICT agrees to hold SUPERINTENDENT harmless for any violation of said assurances.

SUPERINTENDENT understands that this contract is based upon the receipt of E-Rate funds, and may be null and void if the DISTRICT'S application is not approved.

SUPERINTENDENT understands that this contract is priced dependent upon the continued existence of the K12-HSN (High Speed Network). Should that state subsidized network be discontinued, this AGREEMENT will be renegotiated.

SUPERINTENDENT also is basing this contract on receipt of E-Rate funds in a timely manner from the SLC Organization, and if funds are not received by mid-April, the DISTRICT will pay invoiced amount until funds are received.

Amendments to this AGREEMENT will be necessary if services are added.
IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

BY: ____________________________

SANTA CRUZ CITY ELEMENTARY & HIGH SCHOOL DISTRICT

BY: ____________________________
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:** District Office
**Principal/Director:** Superintendent Munro

**Describe Work to be Performed and District and Site Goals Supported:**
Grant Writing - All Sites Supported. Goal #2 & Goal #5

**Qualifications of Consultant:** Experienced Grant Writer Helping Student Services

**Name of Consultant:** Jo Kenny
**Tax I.D.# or SSN:**

**Address:**
**City/State/Zip:**

**Date(s) of Service:**
Number of Hours: 40 hours per day x 4 days = 160 total hours

**Lodging:** N/A
**Transportation:** N/A

**TOTAL FEE TO BE PAID:** Max of $4,000, Account #: 01-00-00-09-00-7110-5800-053-0000

**Write out meaning of account number:** Services Rendered to Board/District

**Authorized Signature of Consultant:**

**Date:** 5-2-17

**NOTE:** Consultant must submit invoice for payment upon completion of work.

**AB 1610, 1612, and 2102 COMPLIANCE**

☐ 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).

Fingerprints not required for consultant __________ Approval of Assistant Superintendent

**Fingerprint Clearance date:**

**Signature of Administrator Requesting Service**

**Date:** 5/1/17

**Approval of Human Resources:**

**Date:**

**Approval of Assistant Superintendent**

**Date:** 5/3/17

* * * * * * * * * * * * * * * * * * * * * * * * * * * * *

**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)

**CSA#:**

(Assigned by Accounting) 1/1/2016
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).
   Currently, the District does not have a Grant Writer. Services Director needs help writing a grant application for Foster Youth at all district sites. See Goal #1, Goal #2, Goal #3, Goal #5 (goals attached).

2. State efforts made to identify qualified staff available within the district to carry out the requested services.
   There are no Grant Writers employed by SCS.

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.
   Not for staff development / one-time services.

4. Statement of expected outcomes (Include specific student outcomes desired, benefits to district students and/or staff).
   Grant funds will benefit Foster Youth.

5. Evaluation Process - How will you know the goal/outcomes have been met?
   Funds received - used for Foster Youth.
OUR VISION:

- We create and support a learning environment that challenges and enables students to achieve their highest potentials.

OUR CORE VALUES....we believe:

- that public schools are the foundation of our democracy  
- that every person has intrinsic worth  
- in treating people with dignity and respect  
- that high standards and expectations foster greater achievement  
- that each of us shares responsibility for the welfare of our community  
- that diversity is an asset in our community  
- that honesty and integrity are essential in building relationships  
- that schools must provide access and equity  
- that people thrive in safe environments

OUR STRATEGIC GOALS:

- All SCCS students will be prepared to successfully access post-secondary college and career opportunities.  
- SCCS students will be motivated learners who leave our system as well-rounded citizens with a broad spectrum of interests and abilities.  
- We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.  
- We will develop a highly collaborative, professional culture focused on supporting effective teaching.  
- SCCS will maintain a balanced budget and efficient and effective management.  
- SCCS will maintain strong communication and partnerships with its diverse community.
AGENDA ITEM: Renaming the Soquel High School Softball Field

MEETING DATE: May 10, 2017

FROM: Kris Munro, Superintendent

RECOMMENDATION:
Approve the renaming of the Soquel High School softball field to the JR Blinkenberg Softball Field.

BACKGROUND:
For more than 10 years, JR Blinkenberg was the most active supporter of the Soquel High School Softball Program. JR purchased jackets and sweatshirts for the players and coaches each year, and participated in annual fundraisers for the team. He attended every game, both home and away, and provided water and sunflower seeds for the dugout. JR purchased and donated a golf cart to drag the field before every practice and game – and often performed this service himself. He often swept the dugouts and lined the fields before each game. Until he became too tall to do so, JR operated the scoreboard for home games.

JR not only supported the Soquel High School Softball team, he was a huge fan of all of Soquel High School team sports and attended many games for multiple sports.

Per Board Policy 7310, Naming of Facility, Soquel High School Principal Atlansky convened a stakeholder committee. All eight committee members affirmed Mr. Blinkenberg exceptional commitment and service to the Soquel community. Further, in April 12, 2017, the Soquel High School Fund also discussed and voted endorsing the approval of the JR Blinkenberg Memorial Field.

Renaming the softball field will keep JR’s legacy and dedication to Soquel High School Athletics alive for many years to come.

FISCAL IMPACT: None

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

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

AGENDA ITEM: 8.3.1.
BACKGROUND:
There is an RtI Coordinator at each of our K-12 schools who is responsible for coordinating the multi-tiered system of supports available to all of our students. Students are monitored frequently (at least 4 times a year) according to multiple measures including universal screening and progress-monitoring tools, which allow students to be flexibly enrolled in intervention programs as needed.

*Elementary* students participate in a 45 minute, 4-day a week model of reading intervention, instruction and enrichment called *Walk-to-Read*. All students are given specialized, targeted instruction at their instructional reading level. We use research-based programs and strategies to insure that every student achieves growth in reading. Some elementary students receive additional Tier 2 and 3 interventions in pull-out groups. In 2016-17, we also piloted iReady as a math intervention for students who are struggling in mathematics.

*Middle School* students participate in a program that includes iReady for math, and Read-A-Go-Go for reading support, which are computer adaptive interventions, during their plus period. Student data is used for placement, progress monitoring, and exiting students from these intervention programs. Additionally, both schools use Read 180 and System 44 as Tier 3 supports for reading intervention. All secondary RtI programs incorporate tutoring, small-group instruction, diagnostic assessment and goal-setting to improve student learning.

*High School* students participate in a *Math Plus* model, which extends learning time for students who are struggling in their math classes, providing either Tier 2 or Tier 3 supports. Additional learning time is provided before school, after school or at other identified blocks of time during the school. Additionally, High School RTI piloted the use of

**Fiscal Impact 2016-2017:** Roughly $1,000,000 in salaries and benefits for 10 RtI Coordinators, one for each school site.

This work is done in support of the following District Goals and their corresponding metrics:

**District Goal #1:** All Santa Cruz City School students will be college ready and will successfully access post secondary educational and career opportunities.

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

Prepared by Ann Mekis & Jennifer Wildman, Directors of Curriculum and Assessment
Agenda Item 8.3.2.
RTI (Response To Intervention)

3 Tiers of Support

Response to Intervention
SANTA CRUZ CITY
SCHOOLS

Multi-Tiered System of Supports

MTSS

California SUMS Initiative

Scale Up MTSS Statewide

Family & Community Engagement
Administrative Leadership
Integrated Education Framework
Includes Policy & Practice
MULTI-TIERED SYSTEM OF SUPPORT
RTI in Elementary

ELEMENTARY ACCOMPLISHMENTS 2017

★ Continued focus on improvement
  ○ Consistent Service & Delivery Model - Ongoing Refinement
  ○ Targeted Interventions based on Assessment
    ■ Multiple years of targeted instruction
    ■ Battery of research-based programs
  ○ Comprehensive Assessments
    ■ Universal screening
    ■ Diagnostic assessments
    ■ Progress-Monitoring
  ○ Focus on “Core” Instruction with Tier 2 Support
  ○ Student ownership of learning
ELEMENTARY ACCOMPLISHMENTS 2017, continued

★ New Math Interventions & Support
  - Zeam
  - iReady

★ Improved team processes for identifying and monitoring students who need extra support

★ Increased training opportunities for learning assistants & instructional techs in research-based reading interventions

ELEMENTARY RTI NEXT STEPS 2017

★ Continue to develop classroom interventions
★ Evaluate & expand math interventions
★ Continue to improve system of identifying students who need support through SST/LRT and Tier 1 & 2 processes
★ Continue to train and support classified assistants
★ Work on connection between current programs and assessment results and success in CAASPP
★ Interface with pilot of ELA/ELD program
★ Learn to implement new MAP assessments
RTI in Middle School

Highlights from Year 2- Interventions

- Increased success of students served and average student growth in interventions
  - Example: MHMS Students in Math Plus for CC2 grew an average of 133 SMI points, compared to their peers who grew an average of 74 SMI points
- Increased the number of students participating in the plus period programs
  - Doubled the number of students at both sites receiving intervention support for CC1
- Refined placement and exit criteria for interventions with frequent data-driven discussions
- Expanded opportunity for available interventions in Math and Reading
Highlights from Year 2- School-wide Supports

- Implementation of Illuminate for data and assessment
- Support refinement of Schoolwide Writing protocols
- Weekly Middle School Rti Coordinator meetings to share data, compare programs, and plan
- Strong and broad presence on campus
  - One-one-one student support
  - Leadership roles in site meetings
  - Supervision support
  - Master schedule support
- Organization and data collection of universal screeners
- Articulation with 5th grade teachers and High Schools

Next Steps: Goals for Year 3

- Integrated ELD support
- Guide implementation and understanding of NWEA MAP testing to best support student placement and teacher data-driven instruction
- Expand interventions to include writing
- Expand intervention curriculum in Math to include Kahn Academy
- Help to lead the implementation of Illuminate at our sites
- Continue to support academic, as well as, social-emotional programs
- Continue to work closely with our after school program
- Continue to use data to guide intervention and Tier 1 best practices
- All online testing
RTI in High School

Division of Efforts

<table>
<thead>
<tr>
<th>Soquel High School</th>
<th>Santa Cruz High School</th>
<th>Harbor High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus: Tier 2 Intervention</td>
<td>Focus: Tier 3 Intervention</td>
<td>Focus: Assessment Pilot</td>
</tr>
<tr>
<td>Developed a Math Plus program we clear entrance and exit guidelines that helps students learn how to support themselves when faced with challenging information in their class using a combination of concept recovery and previewing future concepts.</td>
<td>Developed a program with clear data cut points that focused on individualized supports for students needing in-depth concept recovery support.</td>
<td>Piloted NWEA MAP assessments to determine their value as screeners and progress monitoring. Supported teachers on the use of data to help with in-class differentiation to support student success for our Tier 1 majority of students.</td>
</tr>
</tbody>
</table>
Additional High School RTI Accomplishments

Integrated Math 1 Course Alignment

Pacing Guides

Essential Standards

District-wide Common Math 1 Semester Finals

District-wide Common Math 1 Checkpoint Tests- Scores in Illuminate

Placement criteria formalized for incoming 8th graders

Next Steps: Combining Efforts

Learning and supporting implementation of NWEA MAP assessments across our sites

Specifically helping teachers understand how to use the data in their classrooms

Implementation of the Tier 2 & Tier 3 programs across the three high schools
RTI = SYSTEMATIC RESPONSE to student needs based on ASSESSMENT RESULTS

What is working?
Who is it working for?
Who is it NOT working for?

How can we all work together to close the gap?
AGENDA ITEM: Staff Report: Update on Measures A and B Bond Projects

MEETING DATE: May 10, 2017

FROM: Patrick K. Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

BACKGROUND: Assistant Superintendent Patrick Gaffney will present updated information on the Soquel HS Pool and Harbor HS Field projects.

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

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

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

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

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.
AGENDA ITEM: Resolution 30-16-17. Layoff/Reduction of Hours/Months in the Classified Service.

MEETING DATE: May 10, 2017

FROM: Molly Parks, Assistant Superintendent Human Resources

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:
To approve the Resolution to layoff/reduce hours/months in the classified service as submitted in order to meet 2017-18 budget reductions, necessitated by lack of funding or program changes.

BACKGROUND:
Santa Cruz City Schools follows the procedures outlined in the S.C.C.C.E. Contract and the current Personnel Commission Rules and Regulations concerning layoffs and reduction of hours. With the passing of this Resolution, layoff and reduction of hours and/or months notices will be sent, employees bumping rights will be exercised and negotiating the effects of these decisions will take place.

Process for Determining Needs
The Human Resources and Business Department met with each school site including the principals and secretaries to review all classified positions. They examined how each position was funded, the need for the position, and reviewed whether or not the funds were still available for each position.

The District also worked with school site parent groups to confirm whether they could provide letters of assurance or postdate a check to fund the position that their organizations had voted to fund in the 2016-2017 school year. Santa Cruz High School and Monarch School were able to confirm that their parent organizations had voted to continue funding for the positions that they funded this school year.

Explanation of Funding Sources
Parent groups vote annually on a budget based on the fundraising they have done in a given year. The desires and vision of parent groups change from year to year, and parent organizations need to be able to decide how they want to build their annual organizational budget. The organizations may or may not be able to commit to continuing funding for positions each spring.

The positions funded through migrant resources are strictly monitored by the migrant region. These budgets vary from year to year based on migrant student enrollment and needs. The migrant department must submit a District Service Agreement (DSA) each year to the migrant region for approval. The region approves all positions and programs. Because of shifts in enrollment and

AGENDA ITEM 8.3.4
student need, changes must be made in compliance with the District Service Agreement.

The positions funded through Medi-Cal are determined by a district committee required by the state and committee decisions are governed by state regulations. Hours were added this year to two health clerk positions to support diabetic students at two schools. After a collaborative review of the additional services provided this year, the health clerks agreed that the extended hours were greater than the need.

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

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

**District Goal #6**: SCCS will maintain a strong communication and partnerships with its diverse community.
SANTA CRUZ CITY SCHOOLS  
RESOLUTION 30-16-17  
REDUCTION OF CLASSIFIED SERVICE

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the District to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and

WHEREAS, due to lack of work and/or lack of funds, the Board of Education of Santa Cruz City Schools hereby determine that it is necessary and in the best interests of the District to reduce or eliminate the services as specified below for the 2016-2017 school year:

LAYOFF OF POSITIONS:

### Donations Funding Source

<table>
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<tr>
<th>Qty</th>
<th>Site</th>
<th>Classification</th>
<th>Mos</th>
<th>Hrs</th>
<th>FTE</th>
<th>Annual Cost</th>
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### Migrant Funding Source

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### REDUCTION IN HOURS:

#### Donations Funding Source

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<td>DeLaveaga</td>
<td>Library/Media Service Asst.     from</td>
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#### Medi-Cal Funding Source

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<td>9</td>
<td>6.5</td>
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NOW, THEREFORE, BE IT RESOLVED that the classified positions set forth above shall be discontinued to the extent herein above set forth effective June 30, 2017.

BE IT FURTHER RESOLVED that the Superintendent or designee be authorized and directed to give notices of layoff and reduction in service to all affected employees of this District pursuant to district rules and regulations and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reductions and layoffs as set forth above.

BE IT FURTHER RESOLVED that the Superintendent or designee be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

PASSED AND ADOPTED this _________ day of _______ 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

__________________________
Deborah Tracey-Proulx, President
SCCS Board of Education

__________________________
Date